



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

LIBRARY BOARD MEETING

WEDNESDAY, JUNE 16, 2021

6:30 P.M.

VIRTUAL MEETING



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES
Wednesday, June 16, 2021
Meeting of the Board
6:30 PM
Virtually, via Zoom

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, City Council members and City 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 phone or video during the meeting 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 19, 2021**
 - B. Approval of Bills and Payroll**
- 4. INFORMATION/COMMUNICATIONS: Together, We are the Library**
Community Engagement, Asset Based Community Development, Community Building
And Strategic Planning (Tisidra Jones and Ron Dwyer-Voss) (Discussion and Action)
- 5. EQUITY, DIVERSITY AND INCLUSION**
 - A. Joint Task Force (Update)**
- 6. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 7. STAFF REPORTS**
Administrative Services Report (Distributed in Advance)
- 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**
Closed session - Review Closed Session Minutes (Action)
- 13. ADJOURNMENT**

Next Meeting: July 21, 2021 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
Wednesday, May 19, 2021
Meeting of the Board
6:30 PM
Virtually, via Zoom

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings due to COVID-19, Library Trustees, staff and guests participated in this meeting remotely.

Members Present: Tracy Fulce, Adam Goodman, Rachel Hayman, Shawn Iles, Margaret Lurie, Benjamin Schapiro and Terry Soto

Members Absent: none

Staff Present: Karen Danczak Lyons, Teri Campbell, John Devaney, Lea Hernandez-Solis, Heather Norborg, Jill Skwerski and Tim Longo.

Presiding Member: Shawn Iles, President

Call to order/Declaration of Quorum: President Iles called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

Citizen Comment: Gay Riseborough, representing the Arts Council, spoke in support of installing the Enigma sculpture in the Reading Garden of the Robert Crown branch library.

Consent Agenda:

A. Approval of the Bills and Payroll and Minutes of the April 21, 2021 Board Meeting

Upon motion made by Trustee Hayman and seconded by Trustee Schapiro, the consent agenda was approved by unanimous roll call vote.

INFORMATION/COMMUNICATIONS: Together, We are the Library

Equity, Diversity and Inclusion (Joint Task Force):

A. Joint Task Force (Update).

Campbell shared a summary of the work of the internal Equity Diversity & Inclusion (EDI) committee and external Racial Equity Task Force (RETF) and their combined efforts to make progress toward the recommendation in the equity assessment. The RETF provided feedback on the marketing ideas offered by an outside firm favoring the idea for a higher profile presence in the 5th ward; gave input on summer programming plans, and discussed the application and recruitment process for new members. The EDI committee identified ways to add structure, embed accountability and highlight the work of the committee for staff; as well as search for other training opportunities for staff.

Library Director's Report:

EPL partnered to host a two part education series beginning with the legacy of segregation in Evanston schools. During the second panel discussion, Executive Director Danczak Lyons will share examples of successful public library co-location in housing and schools. Will welcome a new Social Worker in June. Trustee Lurie and other Trustees shared concerns about the need

for an external book drop at Robert Crown. Traffic flow prioritized drop off of people from the passenger side, so driver side access to the sidewalk is not possible. Staff will revisit locating a book drop.

Staff Report:

A. Administrative Services Report

Campbell shared brief highlights from the written report (included in the board packet).

B. Summer Engagement Plans 2021 (Heather Norborg and Jill Skwerski)

Lifelong Learning and Literacy Manager Heather Norborg and Engagement Manager Jill Skwerski presented on the Library's plans for a robust summer of over 100 outdoor visits by library staff across all public facing departments to parks, events, the Robert Crown Reading Garden and other outdoor venues. Our focus is on reaching members of the Evanston community in the 5th, 8th and 9th wards by bringing the library outdoors and engaging community members where they are gathering at *My City, Your City, Our City* events & block parties, ward festivals, family events and park visits. In partnership with District 65 librarians, the City of Evanston Community Services and other partners, we will take the library out into the community to reach families with our Summer Reading Program "Reading Colors Your World," STEM workshops and STEM kit giveaways, book giveaways for home libraries and engaging events, workshops and more.

Trustees asked about how the multitude events can easily see all of the events, and that they tie in with calendar options.

C. Emerging from the Pandemic (Karen Danczak Lyons)

Executive Director Danczak Lyons reported that we currently continue our policies of masking, physical distancing, and hand hygiene as we are adding a day of public service to both library locations resulting in the Main Library opening 7 days each week and Robert Crown 6 days. More staff than ever will serve the public outside our walls in the neighborhoods that we prioritize as underserved; this may become our service model for future summers. Virtual programs will continue for the foreseeable future considering those under 12 do not have access to a vaccine. At some point, perhaps in concert with the school year, we intend to fully reopen both EPL locations. Trustees expressed excitement about the plan to significantly increase outside programming. They also advocated for a restoration of public hours, as well as the continuation of virtual or hybrid programming.

Board Development:

A. YWCA Equity Summit 2021

Redistributing Power to Build Liberated Communities May 13 & 14

EPL co-sponsored the event and sent a robust group of attendees from all levels of the organization. Recordings of some of the sessions will be available.

Unfinished Business:

A. Nominating Committee Report

The Nominating Committee presented a slate of candidates for consideration: Tracy Fulce - President, Rachel Hayman - Vice President, Terry Soto - Secretary, Ben Schapiro - Treasurer.

New Business:

A. Sculpture installation proposed for Reading Garden (For Action)

Assistant to the City Manager and Staff Liaison to the Arts Council, Paulina Martinez gave an overview of the proposal Upon motion made by Trustee Lurie and seconded by Trustee Schapiro, the board tabled a decision regarding the Enigma sculpture installation for the

Reading Garden at Robert Crown until the MOU with the Zimmerman family has been completed and the staff has provided feedback about how the Enigma sculpture would support and/or detract from programming in the garden and the Arts Council has made its recommendation about the sculpture.

B. Shorefront exhibit case permanent installation (For Action)

Upon motion made by Trustee Fulce and seconded by Trustee Schapiro, and approved by roll call vote to empower administration to draft an MOU with Shorefront about an exhibit case as a permanent or semi-permanent installation for the board's review and approval.

C. OverDrive annual contract renewal (For Action)

Upon motion made by Trustee Goodman and seconded by Trustee Lurie, the OverDrive annual contract renewal for \$21,224.43 was approved by roll call vote.

Adjournment:

The motion to adjourn was made by Trustee Schapiro and seconded by Trustee Soto and approved by roll call vote. The meeting adjourned at 8:41 p.m.

Submitted by: Terry Soto / Teri Campbell



Memorandum

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

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

Subject: Library Fund Bills

Date: June 11, 2021

Recommended Action

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

Payroll

May 10, 2021 through May 23, 2021	\$ 165,280.84
May 24, 2021 through June 6, 2021	\$ 166,600.75

Library Fund Bills List

May 25, 2021 (March 2021 Purchasing Card \$6,274.53)	\$ 272,771.95
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Attachments: Bills Lists; Purchasing Card

BILLS LIST

PERIOD ENDING 05.25.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	CONSUMER REPORTS ORDER#WSR608622	05/25/2021	05/25/2021	6,904.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 1	\$6,904.00
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	JUV PRIZES	05/25/2021	05/25/2021	39.40
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2021	05/25/2021	9.10
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	693.64
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	222.41
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	99.13
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	676.90
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	480.93
100474 - BAKER & TAYLOR	JUV PROGRAM	05/25/2021	05/25/2021	33.87
15946 - KIMBERLY DAUFELDT	SUPPLIES FOR STORYTIME LITTLE EXPLORERS AND STEM	05/25/2021	05/25/2021	153.69
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 9	\$2,409.07
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	933.80
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2021	05/25/2021	1,286.59
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	13.56
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2021	05/25/2021	578.42
18289 - MONTY AND ROSE, LLC	JUV PRINT	05/25/2021	05/25/2021	44.40
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 5	\$2,856.77
	Business Unit 4805 - EARLY LEARNING & LITERACY Totals		Invoice Transactions 15	\$12,169.84
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 62341 - INTERNET SOLUTION PROVIDERS				
16334 - KANOPY	ADULT ONLINE RESOURCES	05/25/2021	05/25/2021	313.00
16334 - KANOPY	ADULT ONLINE RESOURCES	05/25/2021	05/25/2021	1,487.00
103340 - MERGENT, INC.	INTERNET SOLUTION PROVIDER	05/25/2021	05/25/2021	7,792.50
103424 - MIDWEST TAPE	ADULT REFERENCE ONLINE	05/25/2021	05/25/2021	4,499.96
104226 - PROQUEST INFO & LEARNING COMPANY	ADULT ONLINE RESOURCES	05/25/2021	05/25/2021	893.89
16465 - TUMBLEWEED PRESS, INC.	ONLINE RESOURCES INV 104840	05/25/2021	05/25/2021	4,000.00
	Account 62341 - INTERNET SOLUTION PROVIDERS Totals		Invoice Transactions 6	\$18,986.35
Account 65100 - LIBRARY SUPPLIES				
18105 - KAREN JONES-COOL PEACES, INC.	MARCH ARTWORK SOLD	05/25/2021	05/25/2021	30.00
10330 - SWANK MOVIE LICENSING USA	MOVIE COMPLIANCE SITE LICENSE	05/25/2021	05/25/2021	1,949.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 2	\$1,979.00
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	CREDIT	05/25/2021	05/25/2021	(4.14)
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	408.40
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	494.01
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	151.31
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	201.47
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	292.75
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	507.02
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	42.74
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	1,257.76
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/25/2021	05/25/2021	319.91
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	647.08
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	825.08
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	37.97
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	67.36
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	2,205.10
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	240.23
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	389.08
276974 - OVER DRIVE, INC.	ADULT EBOOKS	05/25/2021	05/25/2021	344.93
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 18	\$8,428.06
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	05/25/2021	05/25/2021	115.13
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	77.22
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	128.70
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	34.54
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	15.24
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	80.02
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	27.04
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	42.34
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	83.08
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	41.73
103424 - MIDWEST TAPE	ADULT PRINT	05/25/2021	05/25/2021	60.96
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	22.74
103424 - MIDWEST TAPE	ADULT AV	05/25/2021	05/25/2021	34.23
103424 - MIDWEST TAPE	500343089	05/25/2021	05/25/2021	79.47
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 15	\$865.18
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		Invoice Transactions 41	\$30,258.59
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
14768 - SPRINT COM. INC.	MOBILE HOTSPOTS	05/25/2021	05/25/2021	4,973.00
	Account 62340 - IT COMPUTER SOFTWARE Totals		Invoice Transactions 1	\$4,973.00
	Business Unit 4820 - ACCESS SERVICES Totals		Invoice Transactions 1	\$4,973.00
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/25/2021	05/25/2021	108.06
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 1	\$108.06
Account 65100 - LIBRARY SUPPLIES				
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/25/2021	05/25/2021	75.65
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$75.65
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	19.04
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	40.66
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	16.39
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	77.68
100474 - BAKER & TAYLOR	JUV PRINT	05/25/2021	05/25/2021	103.97
100474 - BAKER & TAYLOR	ADULT PRINT	05/25/2021	05/25/2021	58.79
	Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 6	\$316.53
Account 65641 - AUDIO VISUAL COLLECTIONS				
100474 - BAKER & TAYLOR	ADULT AV	05/25/2021	05/25/2021	24.75
	Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1	\$24.75
	Business Unit 4825 - ENGAGEMENT SERVICES Totals		Invoice Transactions 9	\$524.99

BILLS LIST

PERIOD ENDING 05.25.2021 FY2021

Vendor	Invoice Description	G/L Date	Payment Date	Invoice Amount
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65100 - LIBRARY SUPPLIES				
18286 - PROJECT EXPLORATION	STEM AT HOME KITS BULK ORDER	05/25/2021	05/25/2021	13,717.00
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1	\$13,717.00
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		Invoice Transactions 1	\$13,717.00
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/25/2021	05/25/2021	398.86
151986 - CINTAS CORPORATION #769	CARPET CLEANING	05/25/2021	05/25/2021	398.86
298493 - CONQUEST PEST SOLUTIONS	PEST CONTROL	05/25/2021	05/25/2021	145.00
315451 - METRO DOOR AND DOCK, INC.	SERVICE MAINTENANCE	05/25/2021	05/25/2021	341.50
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SEMI-YEARLY SERVICE	05/25/2021	05/25/2021	9,540.00
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES 2021	05/25/2021	05/25/2021	10,145.00
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 6	\$20,969.22
Account 65040 - JANITORIAL SUPPLIES				
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/25/2021	05/25/2021	575.68
	Account 65040 - JANITORIAL SUPPLIES Totals		Invoice Transactions 1	\$575.68
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 7	\$21,544.90
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
13657 - GLANTZ, INC	EPL.ORG WEBSITE UPGRADE	05/25/2021	05/25/2021	3,193.13
11582 - MARY KLING	EPL VOLUNTEER MANAGEMENT	05/25/2021	05/25/2021	1,888.75
12151 - MULTILINGUAL CONNECTIONS LLC	EPL ANNUAL REPORT SPANISH TRANSLATION	05/25/2021	05/25/2021	508.88
18213 - SPENCER KERALIS	EPL TRANS INCLUSIVE LIBRARY WORKSHOPS	05/25/2021	05/25/2021	600.00
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 4	\$6,190.76
Account 65100 - LIBRARY SUPPLIES				
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	05/25/2021	05/25/2021	33.98
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	05/25/2021	05/25/2021	60.78
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	05/25/2021	05/25/2021	53.59
103883 - OFFICE DEPOT	GENERAL OFFICE SUPPLIES	05/25/2021	05/25/2021	19.99
	Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 4	\$168.34
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 8	\$6,359.10
	Department 48 - LIBRARY Totals		Invoice Transactions 82	\$89,547.42
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 82	\$89,547.42
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD				
Department 48 - LIBRARY				
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT				
Account 65515 - OTHER IMPROVEMENTS				
100936 - CENTRAL LAKES CONSTRUCTION CO. INC.	BID 21-03 EPL ALL GENDER RESTROOM CONSTRUCTION	05/25/2021	05/25/2021	103,000.00
104595 - SCHINDLER ELEVATOR CORP	2020 CIP 480025 REPLACE ELEVATOR OPERATING CONTROLS	05/25/2021	05/25/2021	73,950.00
	Account 65515 - OTHER IMPROVEMENTS Totals		Invoice Transactions 2	\$176,950.00
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		Invoice Transactions 2	\$176,950.00
	Department 48 - LIBRARY Totals		Invoice Transactions 2	\$176,950.00
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		Invoice Transactions 2	\$176,950.00
			Invoice Transactions 84	\$266,497.42

* = Prior Fiscal Year Activity

**CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.27.2021**

**SUPPLEMENTAL LIST
ACH AND WIRE TRANSFERS**

ACCOUNT NUMBER	SUPPLIER NAME	DESCRIPTION	AMOUNT
SUPPLEMENTAL BILLS LIST ATTACHMENT			
VARIOUS	BMO	PURCHASING CARD-MARCH, 2021	6,274.53
			<u>6,274.53</u>
		GRAND TOTAL	<u><u>272,771.95</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

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY	PAPER MART	CA	92865	\$ 42.58	2/26/2021	65100 LIBRARY SUPPLIES	YEE-HAW DOG MAN ACTIVITY KIT SUPPLIES
LIBRARY	WALMART.COM AX	AR	72716	\$ 56.72	2/26/2021	65100 LIBRARY SUPPLIES	YEE-HAW DOG MAN ACTIVITY KIT SUPPLIES
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 40.89	2/26/2021	65040 JANITORIAL SUPPLIES	ONE SWIFFER SWEEPER, ONE UNGER MICROFIBER FEATHER DUSTER, CLICK & DUST & COBWEB DUSTER, GLASS CLOTH 2PK
LIBRARY	AMAZON.COM BU7AS26X3	WA	98109	\$ 199.40	3/1/2021	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	AMZN MKTP US RT9R99YK3	WA	98109	\$ 45.13	3/1/2021	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	AMZN MKTP US UY8SD8S83	WA	98109	\$ 34.68	3/1/2021	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY	AMZN MKTP US K28B76AS3	WA	98109	\$ 135.12	3/1/2021	65100 LIBRARY SUPPLIES	MYSTERY SCIENCE KIT SUPPLIES
LIBRARY	PAYPAL DISCOUNTSCH	KS	68061	\$ 33.98	3/1/2021	65100 LIBRARY SUPPLIES	YEE-HAW DOG MAN ACTIVITY KIT SUPPLIES
LIBRARY	EXXONMOBIL 96024591	IL	60201	\$ 5.00	3/1/2021	65050 BUILDING MAINTENANCE MATERIAL	CARWASH FOR LIBRARY VAN
LIBRARY	AMZN MKTP US 7O3JT0CV3	WA	98109	\$ 39.52	3/2/2021	65630 LIBRARY BOOKS	CHILDREN'S SPANISH BOOK
LIBRARY	AMZN MKTP US ZE73V6X43	WA	98109	\$ 19.26	3/2/2021	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	PAYPAL SEED BALLS	PA	16625	\$ 64.00	3/2/2021	65100 LIBRARY SUPPLIES	CLIMATE RESILIENT COMMUNITIES SUPPLIES
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 12.00	3/2/2021	62340 IS SUPPORT FEES	EPL.ORG GOOGLE SUBSCRIPTION
LIBRARY	ZOOM.US 888-799-9666	CA	95113	\$ 49.00	3/2/2021	62340 IS SUPPORT FEES	ZOOM SUBSCRIPTION
LIBRARY	AMZN MKTP US OG1K263O3	WA	98109	\$ 29.52	3/3/2021	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	AMZN MKTP US XI2HX2CV3	WA	98109	\$ 43.45	3/3/2021	65630 LIBRARY BOOKS	CHILDREN'S SPANISH PRINT
LIBRARY	PRAIRIE MOON	MN	55987	\$ 41.67	3/3/2021	65100 LIBRARY SUPPLIES	CLIMATE RESILIENT COMMUNITIES SUPPLIES
LIBRARY	WP ENGINE	TX	78701	\$ 115.00	3/3/2021	62340 IS SUPPORT FEES	WEB HOST MONTHLY SUBSCRIPTION
LIBRARY	WE HERE LLC	MD	21224	\$ 20.00	3/3/2021	62295 TRAINING & TRAVEL	TRACY O WEBINAR
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 179.00	3/3/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS GRANT SEWING MACHINES
LIBRARY	VOGUE FABRICS INC	IL	60202	\$ 97.04	3/3/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS GRANT SEWING SUPPLIES GIRLS SEWING
LIBRARY	PAYFLOW/PAYPAL	NE	68126	\$ 30.00	3/4/2021	62705 BANK SERVICE CHARGES	PAYMENT METHOD FOR PATRONS RESERVING PUBLIC MEETING ROOMS THRU COMMUNICO.
LIBRARY	PAYPAL REALLYUSEFU	CA	95131	\$ (209.92)	3/5/2021	65100 LIBRARY SUPPLIES	CREDIT - RETURN
LIBRARY	OFFICE DEPOT #510	IL	60201	\$ 20.56	3/8/2021	65100 LIBRARY SUPPLIES	MARCH MADNESS BOOK V BOOK SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 15.28	3/8/2021	65100 LIBRARY SUPPLIES	SPRINT EQUINOX KIT SUPPLIES
LIBRARY	PAYPAL HOME DEPOT	GA	30339	\$ 26.72	3/8/2021	65100 LIBRARY SUPPLIES	SPRINT EQUINOX KIT SUPPLIES
LIBRARY	MCMMASTER-CARR	IL	60126	\$ 153.59	3/8/2021	65050 BUILDING MAINTENANCE MATERIAL	NEW DIPER DISPOSAL CANS FOR CHILDRENS RESTROOMS
LIBRARY	THE RECYCLERY COLLECTI	IL	60626	\$ 525.00	3/11/2021	65100 LIBRARY SUPPLIES	ITEST DIVAS BIKES AND SUPPLIES FOR GIRLS CYCLING CLUB
LIBRARY	JOANN STORES JOANN.COM	OH	44236	\$ 32.92	3/12/2021	65100 LIBRARY SUPPLIES	FABRIC FOR PAWS FOR CAUSE PROGRAM
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 14.95	3/12/2021	65100 LIBRARY SUPPLIES	SPRING EQUINOX KIT
LIBRARY	PAYPAL CHEWY INC	FL	33004	\$ 21.98	3/12/2021	65100 LIBRARY SUPPLIES	PAWS FOR CAUSE SUPPLIES
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 8.99	3/15/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	AMZN MKTP US FL96U0Q63	WA	98109	\$ 24.98	3/15/2021	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 39.87	3/15/2021	65100 LIBRARY SUPPLIES	PAWS FOR CAUSE SUPPLIES
LIBRARY	PAYPAL MICHAELS	TX	75063	\$ 64.42	3/15/2021	65100 LIBRARY SUPPLIES	PAWS FOR CAUSE SUPPLIES
LIBRARY	EB HANDS UP LIVE ASL	CA	94103	\$ 240.00	3/16/2021	62295 TRAINING & TRAVEL	KERRY L WEBINAR
LIBRARY	WALMART.COM AS	AR	72716	\$ 501.29	3/17/2021	65100 LIBRARY SUPPLIES	MYSTERY SCIENCE KIT SUPPLIES
LIBRARY	ADOBE INC	CA	95110	\$ 239.88	3/17/2021	62340 IS SUPPORT FEES	ADOBE SOFTWARE SUBSCRIPTION
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 27.78	3/17/2021	65050 BUILDING MAINTENANCE MATERIAL	PICTURE HANGERS FOR QUIET STUDY ROOM, REPLACEMENT WORK LIGHT
LIBRARY	PAYPAL BESTBUY.COM	MN	55423	\$ 435.58	3/17/2021	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION SUPPLIES
LIBRARY	PAYPAL BESTBUY.COM	MN	55423	\$ 58.43	3/17/2021	65100 LIBRARY SUPPLIES	PROJECT READY GENERATION SUPPLIES
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 38.79	3/18/2021	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION SUPPLIES
LIBRARY	ADAFRUIT INDUSTRIES	NY	10013	\$ 199.90	3/18/2021	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION SUPPLIES
LIBRARY	PAYPAL DIGIKEYCORP	MN	56701	\$ 44.12	3/18/2021	65100 LIBRARY SUPPLIES	PROJECT NEXT GENERATION
LIBRARY	PAYPAL REI	WA	98032	\$ 615.00	3/18/2021	65100 LIBRARY SUPPLIES	OUTRIDE MATCHING GRANT
LIBRARY	HAROLDS TRUE VALUE HD	IL	60201	\$ 11.97	3/19/2021	65040 JANITORIAL SUPPLIES	THREE 2PK SPARKLE PAPER TOWELS
LIBRARY	PAYPAL VISTAPRINT	MA	02421	\$ 175.30	3/19/2021	62210 AUDITING	OUTDOOR SIGNAGE
LIBRARY	PAYPAL DIGIKEYCORP	MN	56701	\$ (2.18)	3/19/2021	65100 LIBRARY SUPPLIES	CREDIT - TAX EXEMPT
LIBRARY	GFS STORE #1915	IL	60202	\$ 19.95	3/22/2021	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 243.35	3/22/2021	62341 INTERNET SOLUTION PROVIDERS	NORTH BRANCH INTERNET SOLUTION PROVIDER
LIBRARY	PAYPAL VISTAPRINT	MA	02421	\$ (10.31)	3/22/2021	62210 AUDITING	CREDIT - TAX EXEMPT
LIBRARY	PAYPAL PROVANTAGE	OH	44720	\$ 254.45	3/23/2021	65100 LIBRARY SUPPLIES	HEADPHONES FOR RC
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 6.70	3/24/2021	65040 JANITORIAL SUPPLIES	3M PICTURE VELCRO STRIP
LIBRARY	UPS 1ZRE07134396767994	GA	30328	\$ 5.57	3/24/2021	62315 POSTAGE	ILL SHIPPING
LIBRARY	AMAZON.COM YP1M58Z13	WA	98109	\$ 212.95	3/25/2021	65630 LIBRARY BOOKS	CHILDREN'S PRINT
LIBRARY	COMCAST CHICAGO	IL	60173	\$ 821.73	3/25/2021	62341 INTERNET SOLUTION PROVIDERS	FINAL BILL INTERNET SOLUTION PROVIDER FOR CAMS
LIBRARY	PAYPAL DROPBOX	CA	94107	\$ 11.99	3/25/2021	62340 IS SUPPORT FEES	ONLINE PHOTO STORAGE MONTHLY FEE
LIBRARY	BEST BUY 00003137	IL	60202	\$ 49.99	3/25/2021	65050 BUILDING MAINTENANCE MATERIAL	REPLACEMENT WARRANTY ON CARPET CLEANING MACHINE
	LIBRARY 2021 MARCH TOTAL			\$ 6,274.53			



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Equity, Diversity and Inclusion Assessment Consultant: Approval to Negotiate Sole Source Agreement

Date: June 11, 2021

In discussion with the Strategic Planning Steering Committee, we agreed: the foundation of our strategic plan must be built upon sharing with and listening to community members throughout Evanston. Opportunities for community engagement will occur each week during the summer of 2021. Facilitated conversations, focus groups and a community survey will be produced beginning in September and continuing in early 2022.

Recommendation Action

Staff recommends that the Evanston Public Library Board of Trustees authorize the Executive Director to execute a sole source contract with Strong and Starlike Consulting, Inc. for Project Management and Community Engagement Services.

Funding Source

Attached please find the detailed agreement and timeline. Funding is recommended to be provided in both 2021 and 2022 from the Library's Operating budget's professional services allocation. The consulting engagement will commence in 2021 and continue in 2022.

Summary

The updated proposed process has three related components:

- Training and development with staff and allies, with a particular focus on ABCD
- Reimagining how the Library goes about its community engagement work, with a particular focus on underserved and unserved
- A strategic planning process, which will include production of a strategic plan for the Board to consider/adopt

Strong & Starlike Consulting, Inc. consultants and affiliated consultants will manage all elements of the community engagement that will inform our strategic plan and facilitate information gathering and sharing.

Agenda Item 4

Objectives: (1) Create a project management infrastructure that maintains clear paths of communication across multiple team members and (2) design and co-facilitate community engagements that allow for resident sharing, community listening and reimagining the Library's future with a strong community-informed and valued lens.

As described in the attached proposal, the community engagement work will be executed in 4 phases and will center racial equity in our conversations with community members. Learning the priorities of our residents will inform our strategic planning process. The 4-Phased approach for this work will run June 2021 through April 2022.

Attached please find the final detailed agreement and timeline.



June 8, 2021

Re: Evanston Public Library Proposal Summary

Strong & Starlike Consulting, Inc. (Strong & Starlike) is pleased to submit our Proposal for Project Management & Community Engagement Services. Strong & Starlike consultants and affiliated consultants collectively have decades of experience with project management and engaging communities through listening, sharing and/or visioning sessions.

Objectives: (1) Create a project management infrastructure that maintains clear paths of communication across multiple team members and (2) design and co-facilitate community engagements that allow for resident sharing, community listening and reimagining the Library's future with a strong community-informed and valued lens. We are proposing a 4-Phased approach for this work that will run June 2021 through April 2022.

Phase I: Information Gathering, Internal Team Design Sessions & Project Management

Timeline: June-July 2021 for design; meetings and project management throughout project

Phase I sets the stage for designing and delivering an effective project. During this phase we establish the design parameters and create the project management infrastructure. The tasks in this phase serve as a through line for the next two phases. The bullet points below outline key tasks.

- **Information Gathering:** This includes document requests to allow for review of the existing organizational infrastructure (ex: practices, policies, procedures, programs, staff roles, partnership lists).
- **Internal Team Kickoff & Design Sessions:** The internal team referenced here consists of Pacific Community Solutions, Inc. and Strong & Starlike. In having different approaches and areas of expertise, the internal team will meet for an Internal Team Kickoff and up to 2 additional meetings to outline the project framework, design or capacity building sessions, confirm roles and confirm project tools and resources available.
- **Project Management:** Strong & Starlike will take on project management for Phases I-III that includes the following: setting up shared space for sharing updates and materials; reviewing and editing engagement invitation language and tools; managing project timelines and updates; advising on engagement dashboards and landing pages; managing input from the Summer of Listening, ABCD sessions, and Community Listening & Sharing Sessions; managing quality assurance and control (final review on materials before being shared externally); coordinating with translators and interpreters; managing project schedules and ensuring communication across all parties is clear. For Phase IV (to be held by Library Strategies), Strong & Starlike may maintain the bi-monthly check in meeting agendas, notetaking and coordinating scheduling for such meetings. Strong & Starlike will defer to Library Strategies expertise for leading the strategic planning for Phase IV.
- **Coordinating and Facilitating 1.5-Hour Project Kickoff Meeting:** After the internal team has met to outline the design, we will hold a Kickoff Meeting with EPL staff serving as our primary points of contact.
- **Ongoing Client-Consultant Meetings:** We will schedule and facilitate recurring 1-hour check in calls to take place with EPL staff points of contact and team consultants every week during the first couple weeks after the Kickoff and twice a month through April 2022. The check ins will serve as a time to check in, provide updates, make revisions to materials, ask questions and share input.



- **Staff Welcome Kickoff Meeting:** This meeting is intended to provide the core staff who will be completing the ABCD capacity building sessions and supporting the Community Listening & Sharing Engagements an overview of the journey ahead; share the resources and tools we will use and allow for any preliminary questions.
- **Project Closeout:** Upon project completion, Strong & Starlike will draft a high-level administrative Project Closeout report and meet with primary point of contact staff to discuss lessons learned and discuss any outstanding questions that will help the EPL maintain momentum on the effort.

Phase II: ABCD Capacity Building for EPL Staff and Allies (*Please see Ron Dwyer-Voss' proposal for more details on this Phase*)

Timeline: July-September 2021

In building on Phase I, this phase seeks to create a core group of library staff and allies who may lead and support their peers in creating stronger connections with the community and creating relationships that lead to deeper engagement between the library and residents of Evanston. Ron Dwyer-Voss will lead the ABCD Capacity Building for EPL Staff and Allies. Strong & Starlike will attend sessions to create consistency in language and design as the group moves from capacity building in Phase II to engagement in Phase III. Strong & Starlike will also engage in co-designing with core staff for the community listening and sharing engagements. The co-designing session(s) will allow core staff to engage on what they learned in the ABCD Capacity Building Sessions and will allow them to immediately put the work into action.

Phase III: Community Listening & Sharing Engagements

Timeline: September 2021-February 2022

Phase III will allow the core EPL staff who completed the ABCD capacity building sessions to deepen their capacity building by collaborating with Strong & Starlike in holding space for the 10 Community Listening & Sharing engagements. The bullet points below outline the tasks needed to advance this phase:

- **Finalizing Co-Designing with EPL Staff for Community Listening & Sharing Engagements:** Strong & Starlike will hold one final design walk through meeting with core EPL staff who will participate in the engagements. This meeting will allow the team to incorporate any final edits before starting the engagements.
- **Facilitating Community Listening & Sharing Engagements:** Strong & Starlike, along with the core EPL staff, will facilitate 10 engagement sessions. Following each engagement, the team will hold a brief debrief session.
- **Coding and Analyzing Input for Emerging Themes In Preparation for Shareback:** After facilitating the 10 engagements, our team will code and analyze the input shared and outline emerging themes. The emerging themes are intended to be shared during the Community Shareback.
- **Design Sessions with EPL Core Team for Community Shareback:** We will hold 1, 1.5-Hour community shareback design meeting with core EPL staff to share emerging themes and co-create a draft design outline for the shareback. Following the design meeting Strong & Starlike will edit and finalize the design. We will then hold 1, 1.5-Hour design walk through with core staff to confirm roles and allow time for any final edits.
- **Facilitation of Community Shareback:** We will facilitate, along with core EPL staff, a 2-hour Community Shareback. For this shareback we will invite community members who attended the 10



engagements to attend this session so we may playback what we heard; share emerging themes and get final input.

- **Finalizing Coding, Analysis, Drafting Themes & Recommendations:** Following the Community Shareback we will code and analyze any additional input. We will then draft and finalize a document highlighting the emerging themes and recommendations.

Phase IV: Strategic Planning with Library Strategies (*Please consult with Library Strategies for details on this Phase*)

Timeline: February-April 2022

Phase IV will be held by Library Strategies. Strong & Starlike will take on a smaller role during this phase. In an effort to maintain consistency across Phases, Strong & Starlike will maintain the project landing page and bi-monthly check in meeting coordination for larger project elements. As we approach Phase IV it is recommended to check in with Library Strategies to confirm scope. Below are tasks we have identified at this time for Phase IV where Strong & Starlike would be involved.

- **Baton Passing Meeting:** Strong & Starlike will hold a meeting with Library Strategies and EPL primary points of contact to discuss the emerging themes and recommendations. This meeting will also be a time to discuss how Phase IV will proceed.
- **Review of Final Drafted Materials & Input with Lens of What Was Shared in Phase III:** Strong & Starlike will review and comment on draft strategic planning documentation holding a lens of what was shared by the community.
- **Consultation on Final Community Shareback After Completion of Plan:** We strongly recommend that the EPL holds a final Community Shareback at the end of the strategic planning process. Strong & Starlike is available to consult on what the design of the final session may look like. However, we recommend that EPL staff take the lead, while Strong & Starlike is more of a sounding board.
- **Facilitation of Community Shareback:** We recommend that the EPL staff lead this final Community Shareback. Strong & Starlike would not have a role in this final shareback. The vision is that this would be the final baton pass of the project.

Thank you,

Tisidra

Tisidra Jones, J.D. (she/her)
Founder & CEO
Strong & Starlike Consulting, Inc.
612-424-2758
tisidra@strongandstarlike.com
www.strongandstarlike.com



Project Management & Community Engagement Services				
Cost/Fees Proposal				
Summary		Cost/Fees Proposal		
Phase	Activity/Task	Hourly Rate	Estimated No. of Hours for Consultants	TOTAL
Phase I: Information Gathering, Internal Team Design Sessions & Project Management	Information Gathering Document Request and Review (Includes requests and review of relevant materials to inform the program design)	PM/SME: \$150 CES: \$75	12.00	\$1,350.00
	Internal Team Kickoff & Design Sessions	PM/SME: \$150 CES: \$75 ISS: \$65	10.50	\$1,110.00
	Project Management	PM/SME: \$150 ISS: \$65	116.00	\$10,600.00
	Coordinating and Facilitating 1.5-Hour Project Kickoff Meeting (Coordinating scheduling, facilitating, drafting summaries)	PM/SME:\$150 CES: \$75 ISS: \$65	6.50	\$735.00
	Ongoing Client-Consultant Meeting (Assumes up to 22, 1-hour virtual meetings June 2021 through April 2022-coordinating scheduling, facilitating, drafting summaries)	SME: \$150 CES: \$75	88.00	\$11,550.00
	Staff Welcome Kickoff Meeting	PM/SME:\$150 CES: \$75 ISS: \$65	6.50	\$735.00
	Project Closeout Meeting	PM/SME:\$150 CES: \$75 ISS: \$65	8.50	\$1,035.00
	Sub Total			248.00
Phase II: ABCD Capacity Building for EPL Staff and Allies <i>(Please see Ron Dwyer-Voss' proposal for more details on this Phase)</i>	4 Staff and Ally ABCD Capacity Building Sessions	SME: \$150 CES: \$75	12.00	\$1,350.00
	Co-Designing Community Listening & Sharing Engagements with Core Staff	SME: \$150 CES: \$75 ISS: \$65	6.50	\$735.00
	Sub Total		18.50	\$2,085.00
Phase III: Community Listening & Sharing Engagements	Finalizing Co-Designing with EPL Staff for Community Listening & Sharing Engagements	SME: \$150 CES: \$75	6.50	\$735.00
	Facilitating 10 Community Listening & Sharing Engagements	SME: \$200 CES: \$150	60.00	\$10,500.00
	Coding and Analyzing Input for Emerging Themes In Preparation for Shareback	SME: \$150 ISS: \$75 DA: \$50	32.00	\$2,630.00
	Design Sessions with EPL Core Team for Community Shareback	SME: \$150 CES: \$75	10.00	\$1,275.00
	Facilitation of Community Shareback	SME: \$200 CES: \$150	6.00	\$1,050.00
	Finalizing Coding, Analysis, Drafting Themes & Recommendations	SME: \$150 ISS: \$75 DA: \$50	17.00	\$1,465.00
	Sub Total		131.50	\$17,655.00
Phase IV: Strategic Planning with Library Strategies <i>(Please consult with Library Strategies for details on this Phase)</i>	Baton Passing Meeting	SME: \$150 CES: \$75 ISS: \$65	6.50	\$735.00
	Review of Final Drafted Materials & Input with Lens of What Was Shared in Phase III	SME: \$150	4.00	\$600.00
	Consultation on Final Community Shareback After Completion of Plan	SME: \$150 CES: \$75	4.00	450.00
	Facilitation of Community Shareback & Forum (Assumes EPL Staff taking the lead on the design and facilitation)	EPL-Led	0.00	\$0.00
	Sub Total		14.50	\$1,785.00
TOTAL PROJECT COST FOR PHASES I-IV			412.50	\$48,640.00
<i>Stipends for Community Members Participating in Community Listening & Sharing Engagements</i>	Recommended that EPL cover any stipends and tokens of appreciation			\$0.00
TOTAL PROJECT COST FOR PHASES I-II & STIPENDS				\$48,640.00

TISIDRA JONES

CEO STRONG & STARLIKE CONSULTING, INC.

✉ tisidra@strongandstarlike.com

☎ 612-424-2758

🌐 www.strongandstarlike.com

🏠 P.O. Box 6554
Saint Paul, MN 55106



RELEVANT PROFESSIONAL EXPERIENCE

Founder & CEO– Strong & Starlike Consulting, Inc.

2017 - PRESENT

📍 Saint Paul, MN

Leading community engagement, research, program design, workshop design and policy creation for clients in arts and culture; finance; economic and community development; foundations; government entities; school districts; nonprofits and small businesses. We engaged hundreds of people through arts-based scans and community engagement efforts. Some clients have included the Bush Foundation, VocalEssence, Hennepin County, Twin Cities LISC, NeighborWorks America and Saint Paul Public Schools.

Director, Creative Leadership Operations & Policy – Intermedia Arts

2016 – 2017

📍 Minneapolis, MN

Lead operations and the creation of policies pertaining to the work of the Creative Leadership Department. Provide oversight and design for Intermedia Arts' Creative Leadership Department initiatives including the Creative Community Leadership Institute (CCLI) - a regional leadership program to build capacity for community development through arts and cultural strategies. CCLI boasts a network of over 240 cross-sector professionals across North Dakota, South Dakota and Minnesota.

Manager, Business Inclusion & Business Compliance – City of Saint Paul

2013 – 2016

📍 St. Paul, MN

Managed the City's small, minority-owned and woman-owned business (SMWBE) inclusion program, initiatives and policies. Served on over 30 advisory boards, commissions, panels and councils in economic development, community development, housing, and policy. Served on funding panels pertaining to TA funding and program designs. Designed TA programs intersecting with business, construction and housing. Designed and led teams charged with creating workshops for professionals needing to navigate government processes. Advised and counseled business owners and developers on compliance and navigating government contracting with the City.



EDUCATION

LAW

JURIS DOCTORATE

2012



University of St. Thomas School of Law
Minneapolis, MN

MUSIC

BACHELOR'S OF ARTS

2008



George Mason University
Fairfax, VA



WHAT OTHERS SAY I AM ABOUT



GEOGRAPHIC EXPERIENCE



EXPERTISE

EQUITY LAW
PROGRAM DESIGN ECONOMIC
DEVELOPMENT SYSTEMS CHANGE
COMMUNITY BUILDING
IMPLEMENTATION MUSIC ECONOMIC
OPPORTUNITY & EQUITY NETWORKS
REPORT DRAFTING PROGRAM
MANAGEMENT COACHING
MENTORSHIP LISTENING
TEAMBUILDING THEATER.
CROSS-SECTOR COLLABORATION
STRATEGIC PLANNING



I HAVE COACHED, CONSULTED & FACILITATED LEARNING ABOUT...

- ✓ Creative Community Engagement
- ✓ Economic Development & Government Contracting
- ✓ TA for SMW Businesses
- ✓ Bias in the Legal System
- ✓ Intersection of Artists, Contracting and Development
- ✓ Intersection of Local Businesses, Economic Opportunity & Housing Construction

YOU CAN ALSO FIND ME



TISIDRA JONES

Summary

Charismatic leader with strong communication skills and the ability to collaborate with key external community stakeholders, boards, committees and internal stakeholders. Demonstrated success in building cross-sector and multijurisdictional partnerships in the following sectors: economic development, community development, arts and culture, public sector, and law.

Professional Skills

- Project Management During Organizational and Systems Change
- Taking a Holistic Approach to Program Design
- Drafting Policies and Procedures to Support Programs
- Implementing Programs
- Community Engagement & Listening
- Business Inclusion Certification Programs
- Strategic Partnership Development

Accomplishments

- Served as the project manager for the City of Saint Paul in the State of Minnesota's largest multi-jurisdictional government contracting disparity study. In this role I managed communication across all city departments, city council, the mayor's office and all local and state agencies involved in the study, as the city's representative. This role also included deep involvement in developing the engagement lists and managing communication with thousands of business owners.
- Engagement of hundreds of community members including but not limited to organizations, parents, youth, artists, business owners, university professionals, teachers and community leaders in listening, dreaming and sharing sessions at local levels and for national convenings.
- Awarded the 2017 International Citizen Award for Arts & Culture for work regionally, nationally, and internationally merging arts & culture with human rights laws; social justice work; and economic development for community informed solutions.
- As the Manager of Business Inclusion & Business Compliance for the City of Saint Paul, with the support of a strong team, increased the number of dollars awarded to local small, minority-owned and woman-owned businesses from \$104 million to just under \$300 million dollars in 2 years.
- As the Manager of Business Inclusion & Business Compliance for the City of Saint Paul, with the support of a strong team, increased the number of actively certified local small, minority-owned and woman-owned businesses from around 300 businesses to 1400 businesses in 2 years through designing and implementing a community engagement plan, strategy and program.
- Awarded the AALS Clinical Legal Education Association's Outstanding Student Award for research conducted pertaining to the intersections of arts & culture—law-social justice-youth leadership development. This research resulted in the creation of the arts-based civic engagement program for a nonprofit focused on collaborating with young males ages 16-24 that had been in gangs or incarcerated. The outcome of this work was the creation of a work providing the young men an opportunity to share their stories in an effort to change inequitable policies. Following engagement with juvenile justice system leaders through the performance, inequitable policies were changed.



Relevant Awards, Certifications, Professional Licenses

- **Scholar, University of St. Thomas School of Law's Center on Race, Leadership and Social Justice (2020-2021)**
- **Minnesota Lawyer Diversity & Inclusion Award (2020)**
- **Lawyers of Color Hot List (2020)**
- **International Citizen Award for Arts & Culture (2017)**
- **Art of Participatory Leadership Training (2015)**
- **Creative Community Leadership Fellow (2014)**
- **University of Minnesota Upper Midwest Human Rights Fellow (2013)**
- **National Clinical Legal Education Association Award (2012)**
- **Central (CERT) Certified Small, Minority-Owned, Woman-Owned Business**
- **Disadvantaged Business Enterprise (DBE) Company Owner**
- **Licensed to practice law in Minnesota and New York**

Services

Arts-Based Community Engagement

Focus Groups

In Depth Interviews

Group Facilitation

Succession & Transition Planning

Project Management

Program Design

Compliance Documentation

MAGGIE MCKENNA

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 ☎ 314-922-9282
 🌐 MaggieMcKennaConsulting.com
 🏠 2922 46th Ave S.
 Minneapolis, MN 55406

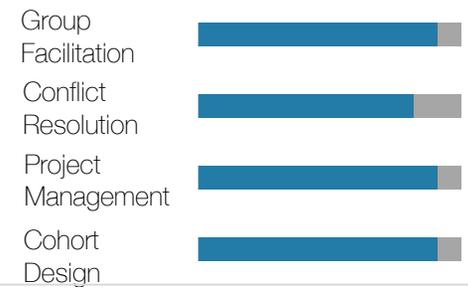
WORK EXPERIENCE

- Community Engagement Specialist – Consultant**
 2017 – PRESENT 📍 Minnesota
 Designed and facilitated local, regional, and national engagements for organizations and city government including the City of Northfield, LISC TC, NeighborWorks America, Emerging Prairie, VocalEssence, and the Science Museum of Minnesota. Led community listening sessions focusing on advancing racial justice and creating systemic change. Managed and coordinated over 50 community events, workshops, and retreats that reached over 600 community changemakers.
- Cohort Design Specialist– Forecast Public Art**
 2017 – 2018 📍 Minneapolis, MN
 Provided expertise in cohort development, site designs, and hosting plans for Forecast’s first BIPOC Public Art Consulting cohort. Provided logistical coordination and site management of trainings.
- Creative Leadership Manager– Intermedia Arts**
 2012 –2017 📍 Minneapolis, MN
 Managed cross-sectoral, arts-based community development cohorts annually through the Creative Community Leadership Institute’s regional programming. Supported the design and facilitation of Intermedia’s regional arts leadership network. Served as the site manager for the Creative CityMaking programming as well as the ArtsHub Coworking Host.
- Cohort and Curriculum Developer– Kitty Andersen Youth Science Center**
 2011 –2016 📍 Minneapolis, MN
 Designed and developed youth leadership retreats called REGEN for KAYSC high school crews focusing on environmental justice, healthy food production, and STEM justice. Documented, evaluated, and co-facilitated 5 leadership cohorts for youth.
- Education Director– Permaculture Research Institute Cold Climate**
 2010 – 2015 📍 Minneapolis, MN
 Designed and directed regional food justice programs. Hired and managed over 100 teachers, staff, interns, and volunteers. Developed and managed administrative, operations, communications, evaluation, financial and fundraising systems. Facilitated programming, mentored over 200 farmers, built regional partnerships, and helped launch 30 regional businesses that supported over 100+ new community gardens and farms.

WHAT OTHERS SAY I AM ABOUT



PROFESSIONAL SKILLS



EXPERTISE

RACIAL JUSTICE FACILITATION
 CURRICULUM DESIGN
 SYSTEMS MANAGEMENT **COMMUNITY BUILDING** ARCHIVING **MUSIC** SITE DESIGN REGIONAL NETWORKS
ARTS BASED COMMUNITY DEVELOPMENT PROGRAM MANAGEMENT
 COACHING COLLABORATIONS **LISTENING**
 TEAMBUILDING STRATEGIC PLANNING
CONFLICT MEDIATION
 COHORT DEVELOPMENT EVALUATION
 CREATIVE PLACEMAKING

I HAVE COACHED, CONSULTED & FACILITATED LEARNING ABOUT...

- ✓ Racial justice strategies & work plans
- ✓ Workshop and training facilitation
- ✓ Cross-sector collaboration
- ✓ Strategic Planning and Direction
- ✓ Cohort and event management
- ✓ Equity and Inclusion assessments
- ✓ Community listening sessions

EDUCATION

HUMAN DEVELOPMENT

MASTER OF ARTS
 2015 ST. MARY’S
 UNIVERSITY OF
 Minneapolis, MN

POLITICAL SCIENCE

BACHELOR OF ARTS
 2008 MACALESTER
 COLLEGE
 St. Paul, MN

MAGGIE MCKENNA

Summary

An experienced engagement specialist with a demonstrated history of leading cross-sector, strategic initiatives across the region. Skilled in facilitation, network building, cohort design, event hosting, and program management, Maggie is dedicated to creating and sustaining transformational experiences for community changemakers across the region.

Professional Skills

Program Design & Management

- Designed and managed community engagement strategies for institutions across the region seeking to advance racial equity including the City of Northfield, LISC TC, NeighborWorks America, VocalEssence, Emerging Prairie, Forecast Public Art, Intermedia Arts, and the Science Museum of MN.
- Co-designed and managed the launch of LISC TC's Creative Placekeeping program, offering recovery and relief funds as well as cohort programming for Twin Cities' Cultural District leaders working to share resources and impact local policy and systems change initiatives.
- Managed and coordinated Intermedia Arts' Creative Leadership programs including ArtsHub, Creative CityMaking, and the Creative Community Leadership Institute which trained regional leaders in arts-based community development and civic engagement.
- Designed & managed events and hosting teams for over 50 regional trainings and leadership retreats through NeighborWorks America, LISC TC, Intermedia Arts, and the Science Museum of Minnesota.

Community Engagement & Facilitation

- Facilitated community listening processes with Minority Business Enterprise (MBE) owners in Northfield, MN in order to provide community-led recommendations for policy and program changes in the City of Northfield's Economic Development Authority.
- Co-facilitated 10 regional community events and workshops for over 100 community leaders through the Science Museum's Race in Greater MN program, providing expertise in arts-based and trauma-informed facilitation, network building, and program design.
- Co-facilitated over 12 focus groups engaging over 200 community stakeholders to identify barriers and solutions to VocalEssence's representation and engagement of communities of color.
- Designed and co-facilitated listening sessions for Emerging Prairie, in Fargo, ND engaging over 100 community stakeholders to advance racial justice and systems change.

Regional Network Building

- Coached organizational leaders in regional network weaving including the Science Museum of Minnesota, Forecast Public Art, Emerging Prairie, and the Permaculture Research Institute.
- Mentored a cohort of 25 teachers annually in experiential education to build facilitation skills and leadership among rising regional educators and business owners through the Permaculture Research Institute.
- Researched and procured a methodology for community leadership development through my Master's thesis entitled: Shaping Leaders for the 21st Century: A Model for Community Action



Additional Professional Preparation

2019 Project Management Certification

Watermark Learning Center

2019 30-Hour Civil Hybrid Mediation Certification

Conflict Resolution Center

2019 Restorative Justice Certificate

MN Peacebuilding Leadership Institute

2019 Undoing Racism

The People's Institute for Survival & Beyond

2018 Mini Masters MBA

University of St. Thomas

2017 Racial Justice Facilitation Training

YWCA Minneapolis

2015 Art of Participatory Leadership Training

University of Minnesota

2013 Creative Community Leadership Institute

Intermedia Arts

2011 Whole Community National Fellowship

Center for Whole Communities

2011 Advanced Permaculture Teacher's Training

Regenerative Design Institute

2009 Permaculture Design Certification

Earth Activist Training Center

LENORA WHITE

AFFILIATED CONSULTANT

PROJECT TITLE: IMPLEMENTATION SUPPORT SPECIALIST

✉ lenora@strongandstarlike.com

☎ 404-218-0594

🌐 www.strongandstarlike.com

🏠 P.O. Box 6554
Saint Paul, MN 55106



RELEVANT PROFESSIONAL EXPERIENCE

Implementation Support Specialist– Strong & Starlike Consulting, Inc.

2019 - PRESENT

📍 Saint Paul, MN

Provide CEO with administrative support, project management support, perform substantive research, and assist in implementing strategies related to funding; client and community engagement; economic and community development; government entities; nonprofits and small businesses. Facilitate company newsletter and other related tasks as needed.

Appeals Hearing Officer – Missouri Department of Labor (via Robert Half Legal)

2020 – 2021

📍 Marion, AR

Conduct quasi-judicial hearings with interested parties and their counsel via oral presentation over the phone. Place witnesses under oath, question witnesses to ascertain pertinent facts, direct the recording of testimony, admit or exclude evidence, and facilitate or perform cross examination of the witnesses. Evaluate all facts pertinent to a case and draft a recommended written decision including procedural history, findings of fact, conclusions of law, and decision. Deliver written decision to the Division of Employment Security appeals tribunal/referee.

Investigator – Minnesota Department of Human Rights

2014-2019

📍 Saint Paul, MN

Routinely determined whether complaints were jurisdictional under the MN Human Rights Act (MHRA); drafted charges of discrimination; and fully investigated cases involving discrimination allegations in the areas of employment, housing, education, public services, and several other jurisdictions. Made document requests and reviewed data typically included in affirmative action plans to ensure compliance with the Minnesota Human Rights Act. Facilitated pre-determination settlements and participated in public education and outreach. Created an Investigator training and resource manual.



WHAT OTHERS SAY I AM ABOUT



GEOGRAPHIC EXPERIENCE



EXPERTISE

PROOFREADING
DOCUMENT MANAGEMENT
MINNESOTA HUMAN RIGHTS ACT
INVESTIGATION
IMPLEMENTATION **LEGAL**
ANALYSIS DECISION DRAFTING
EDITING EMPLOYMENT DISCRIMINATION
ISSUE SPOTTING
SPEAKING **LISTENING RESEARCH**
CONFIDENTIALITY CROSS-
SECTOR COLLABORATION TRAINING



I HAVE COACHED, CONSULTED & FACILITATED LEARNING ABOUT...

- ✓ Minnesota Human Rights Act
- ✓ Homelessness in Minnesota
- ✓ Housing Discrimination
- ✓ Mental Health in Legal Professionals



EDUCATION

LAW

JURIS DOCTORATE

2011



University of St.
Thomas School of
Law
Minneapolis, MN

CRIMINAL JUSTICE

BACHELOR OF SCIENCE

2004



Georgia State
University
Atlanta, GA

LENORA WHITE

Summary

Compassionate investigator with strong writing, proofreading, and analytical skills. Able to issue spot and synthesize data and communicate findings tailored to various audiences. Requested documentation and reviewed data typically included in affirmative action plans to ensure compliance with the Minnesota Human Rights Act. Demonstrated success in case management, conducting quality investigations, drafting memorandums, document management, facilitating webinar and in-person trainings. Experience reviewing and cross-referencing personally identifiable information (PII).

Professional Skills

- Investigations
- Case Management
- Document Management
- Administrative Support
- Proofreading/Editing
- Problem Solving
- Legal Writing
- Creative Thought Partner

Accomplishments

- Proven track record of conducting quality investigations and producing written memorandums in various legal settings.
- Thorough investigations and legal analysis facilitated positive outcomes for individuals who experienced discrimination as defined by the Minnesota Human Rights Act (MHRA).
- Created and conducted training webinars tailored to various audiences in an effort to educate community stakeholders on their rights and obligations under the MHRA. Served as a member of the MN Taskforce on Homelessness.
- Prepared asylum application, developed and executed case plan, represented at Individual Merit Hearing, and successfully obtained political asylum for client in Legal Services Clinic.



Relevant Awards, Certifications, Professional Licenses

- **Paralegal Studies Certificate (2004)**

2021 Services

Community Engagement

Proofreading/Editing

Legal Analysis

Data Review

Investigation

Document Management

Anti-Discrimination Policies

Compliance Documentation

NGERI AZUEWAH, J.D., M.P.P.L.

8017 Race Horse Lane, Bowie, MD 20715 | ngeri1@umbc.edu | (443) 604-0532

Ngeri Azuewah is a Graduate Assistant at the University of Maryland-Baltimore County in Baltimore, Maryland. Her experience includes teaching law students on ways to critically engage the intersectionalities of laws and inequality. She has also mentored a number of undergraduate and graduate students to ensure positive matriculation through their projects.

Ngeri Azuewah is a subject matter expert on education policy, culturally responsive teaching practices and how marginalized communities suffer from policies written with good intentions but fail in practice. She is also interested in keeping agencies in compliance of equally protecting all citizens from the ways laws and policies can undermine underresourced populations. She is a member of the Association for the Study of African American Life and History and a Board Member of Planting People Growing Justice Leadership Institute.

Ngeri Azuewah is currently obtaining her Ph.D. in Language, Literacy, and Culture with an emphasis on Education. She further holds a J.D. from the University of St. Thomas-School of Law and an M.P.P.L from the University of St. Thomas. She received her B.A. in American Studies from the University of Maryland-Baltimore County.

Career Summary: Over ten years of professional experience committed to developing and implementing best practices in education for youth and providing recommendations to stakeholders.

SUMMARY OF EXPERTISE

Subject Matter Expert- Experienced in researching the history of various Education policies and tracking their legal implications to develop best practices. Skilled at critically engaging the law and its intent to understand how policies impact various community members as well as the population at large.

Program Management- Ability to evaluate program policies and analyze as well as implement best practices to modify where necessary. Experienced in managing communication between stakeholders and handling expectations for optimal outcomes.

Grant writing- Experienced in researching related grants, tracking deadlines, communicating with host site and effectively submitting application.

Research Analyst- Over ten years of experience conducting research and synthesizing findings for various audiences in a concise manner.

EDUCATION

University of Maryland – Baltimore County, Catonsville, MD
PhD Student: Language, Literacy and Culture

August 2017-Current

University of St. Thomas School of Law, Minneapolis, MN
2016

Juris Doctor (JD)

Honors & Awards: Deans Award (highest grade in course): Hate Speech, Community Justice Project; Living the Mission Award; Frederick L. McGhee Scholarship

Associations: ABA Representative (2015-2016); University of St. Thomas Diversity and Inclusion Student Representative (2014-2016); University of St. Thomas Law School Student Ambassador (2013-2016); Black Law Students Association –*President* (2014-2015); Minnesota Association of Black Lawyers–*St. Thomas Student Representative* (2014-2016)

University of St. Thomas- College of Education, Leadership & Counseling, Minneapolis, MN 2016
Master of Arts in Public Policy and Leadership (MPPL)

University of Maryland – Baltimore County, Catonsville, MD 2006-2011
Bachelor of Arts, American Studies/Psychology

Associations: UMBC American Studies Department Student Coordinator (2009-2011); University of Maryland-Baltimore County American Studies Council of Majors - *President (2010-2011)*

Honors & Awards: URCAD (Undergraduate Research & Creative Achievement Day) 2011 Presenter; Joe Tobesman Award; American Studies Outstanding Achievement Award

EXPERIENCE

University of Maryland-Baltimore County, Baltimore, MD August 2017-Present
Graduate Assistant

- Assist in the research processes involved in the work of Africana Studies Department Chair, Dr. Gloria Chuku and American Studies professors.
- Coordinate communication and various tasks on behalf of both the American Studies and Africana Studies departments.
- Field collaboration between professors and the contents of their class curriculums to ensure clarity for undergraduate students.
- Mentored and coached students between high school and college level who have since secured Bachelor's and Graduate degrees, and secured employment at reputable companies in the private sector.
- Supported graduate students by providing feedback and guidance on their academic coursework.

Thomas Jefferson Foundation, Charlottesville, VA August 2019
ICJS Fellow

- As a Fellow in Residence, I conducted a month-long research project to present to the community at large.
- My topic was entitled, "Educated and Enslaved: A Critical Analysis of Plantation Narration" in which I highlighted the controlling of narratives in relation to the capabilities of the enslaved population.
- My month-long research venture was well received by the community with a request from the Thomas Jefferson Library to send my completed dissertation to them to be added to their collection.

University of Colorado-School of Public Affairs, Denver, CO June 2019-July 2019
Policy Fellow

- Conducted research for the University of Colorado's School of Public Affairs to assist professors with identifying new audiences and methods for research dissemination.
- Collaborated with the Director of the School of Public Affairs to devise strategic plans for faculty members.
- Served as a Guest Lecturer for Graduate Students in the University of Colorado-Denver's Public Health program.

Urban Leaders Fellowship, Denver, CO June 2019-July 2019
Colorado State Representative Leslie Herod Policy Fellow

- Conducted research on the state of private prisons nationwide and in Colorado to assess discrepancies and develop action items for further research.
- Collaborated with other Fellows as well as various stakeholders to gain understanding of the Colorado prison landscape compile research to inform bills for the next Legislative Session.

- Worked with State Representative Leslie Herod to develop a bill targeting the profiteering of private prisons as well as lack of transparency of how profits are utilized.

Joi Unlimited, Coaching and Consulting, St.Paul, MN

September 2018-February 2019

Special Projects Coordinator

- Support the CEO and Business Manager with research, operations and marketing management.
- Coordinate with various Joi Unlimited projects and processes to ensure that client's needs are met.
- Build strong relationships with clients, vendors and partners to ensure effective and efficient delivery of service.
- Serve as a consultant on projects involving social justice, diversity, equity and inclusion.

University of Maryland-Baltimore County, Baltimore, MD

June 2018-August 2018

Academic Advisor

- Assist incoming and transfer students with building their course schedules.
- Coordinate with various departments on campus to ensure that students' needs are met.
- Foster strong relationships with various campus members and students for optimal interaction in academic advising.

University of St. Thomas- Community Justice Project, Minneapolis, MN

July 2016-July 2017

3M Clinical Law Fellow

- Assist in the development of legal service provision programs of the LSC, in collaboration with stakeholders within the Interprofessional Center (i.e., the Counseling Services program) and outside the Center (i.e., non-profit service providers in the community).
- Create and teach a lesson plan to the students tailored to promote an awareness around the issues that plague the black community.
- Conduct research to create a bank of information for students to implement into their work as they learn to be better attorneys.

University of St. Thomas- Black Law Students Association, Minneapolis, MN

July 2016-July 2017

Faculty Advisor

- Assist with the coordination of events and collaborations with other organizations.
- Provide academic, and emotional supports to black law students.
- Serve as liaison between black law students, faculty and staff.

The Hawk Foundation, College Park, MD

March 2016- Present

Consultant

- Advise Executive Director on various organizational aspirations and goals.
- Assist with the development of programming initiatives and narrative building.
- Draft and edit grants.

Planting People, Growing Justice Leadership Institute, St. Paul, MN

August 2015- August 2018

Director of Public Relations

- Coordinate select community events that focus on Dr. Artika Tyner's books and our pillars of change.
- Manage contacts database, social media platforms and media outlets for Dr. Artika Tyner.
- Maintain contacts with local and national partners to foster and promote cultural awareness and leadership.

NAACP-Minneapolis Chapter, Minneapolis, MN

June 2015-June 2016

Legal Redress Committee Co-Chair

- Maintain meeting minutes and create agenda for committee meetings.
- Coordinate the free advice legal clinic that takes place on the first Friday of every month.
- Serve as dispatch for the legal redress committee hotline that community members call to report civil rights violations.

University of St. Thomas School of Law, Minneapolis, MN August 2015- May 2016
Mentor Externship Peer Mentor

- Provide support to new incoming law students in maintaining standards in Mentor Program.
- Serve as a liaison between the Mentor Externship Director and law students.
- Maintain relationships between professors, mentors, students and mentees.

Minnesota African American Museum, Minneapolis, MN May 2015- July 2015
Project Specialist of Arts-Based Civic Engagement

- Research and draft grants to fund the Trunk-It program, an arts-infused program that brings history to life in the classroom for elementary school students.
- Serve as liaison between museum employees, actors and schools involved with the Trunk-It program to ensure smooth transitions.
- Maintain database of programs and progress of grant applications and grants awarded.

University of St. Thomas School of Law, Minneapolis, MN May 2015-August 2015
Mentor Externship Program Research Assistant

- Conducted employment and background research on mentors for the Mentor Externship program.
- Edited documents, manuals and syllabi for the Mentor Externship program.
- Maintained the mentor database by making follow-up phone calls and reaching out to new mentors for the program.

City of St. Paul Human Rights and Equal Economic Opportunity, St. Paul, MN May 2015-July 2015
Summer Research Assistant

- Coordinated projects and events with other staff members and attorneys with the Vendor Outreach Program.
- Edited and redrafted the Vendor Outreach Program Policies and Procedures manual.
- Proofread the Size Standard Manual and research obtained from contractors, small businesses, minority-owned businesses and woman-owned businesses within the CERT program.

Brotherhood Inc., Minneapolis, MN August 2014-August 2015
Program Manager

- Coordinated meetings between board members, law students, and Brotherhood participants for the Brotherhood Inc. Coffee Shop slated to break ground in December 2015.
- Documented and maintained minutes of the coffee shop meetings that took place and facilitated communications between involved parties.
- Maintained and updated the Brotherhood Inc. webpage which included coordination with the domain registration host and researching potential platforms for transitioning the website.

PUBLICATIONS

“Our Father Didn’t Show Up to Court for the Child He Ruined”

The Atlantic

“Home Is Where The Mind Is: Restoring to Our Original Setting” Towards an African Education
InBlackInk

PRESENTATIONS & PANELS

- Colorado School of Public Health, Master of Public Health program. PUBH: Foundations of Health. Topic: “Intersections of Policy, Law, Racism and Health”, *Guest Lecturer*. July 2019
- ASALH 103rd Annual Conference, Indianapolis, IN. “Sustaining Your Person, an Analysis of Identity in the television series, *The Book of Negroes*”. *Presenter*. October 2018
- A Community Forum on Black America with Bernie Sanders. Neighborhoods Organizing for Change. *Panelist*. February 2016
- The Effect of Mental Health on Blackness: A Panel Discussion. Augsburg College, *Panelist*. October 2016

- 40th Annual Pan African Conference. Minnesota State University, Mankato. Topic Title: Embracing Pan Africanism and Blackness in the African American Community. *Presenter*. March 2016
- A Pan Afrikan Panel Discussion: The Introspective African. Augsburg College. *Panelist*. April 2014

AFFILIATIONS

Planting People Growing Justice Leadership Institute-Board Member

The Hawk Foundation-Board Member

UMBC *Language, Literacy and Culture Department*- Promotion Committee Member

JOB RELATED TRAININGS

Racial Justice Facilitator, YWCA



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Pacific Community Solutions Consultant: Approval to Negotiate Sole Source Agreement

Date: June 11, 2021

In discussion with the Strategic Planning Steering Committee, we agreed: the foundation of our strategic plan must be built upon sharing with and listening to community members throughout Evanston. Opportunities for community engagement will occur each week during the summer of 2021. Asset Based Community Development will form the foundation of our community engagement.

Recommendation Action

Staff recommends that the Evanston Public Library Board of Trustees authorize the Executive Director to execute a sole source contract with Pacific Community Solutions. for community building and engagement capacity building.

Funding Source

Attached please find the detailed agreement and timeline. Funding is recommended to be provided from the Library's 2021 Operating budget's professional services allocation. The consulting engagement will commence in summer, 2021.

Summary

The updated proposed process has three related components:

- Training and development with staff and allies, with a particular focus on ABCD
- Reimagining how the Library goes about its community engagement work, with a particular focus on underserved and unserved
- A strategic planning process, which will include production of a strategic plan for the Board to consider/adopt

As described in an accompanying memo, Pacific Community Solutions will provide community building and engagement capacity building for EPL staff and allies. Asset Based Community Development will support our EDI goals and values and provide the basis for relationship building and stronger community engagement.



Supporting organizations creating positive, local, social change.

June 2, 2021

Evanston Public Library

Pacific Community Solutions is pleased to submit our proposal to conduct community building and engagement capacity building for a core team of library staff and any identified allies. We hope this will create capacity for the library to deepen its relationship with strategically identified residents and groups in Evanston. In order to align with ongoing strategic planning work, we envision four sessions in summer of 2021.

Objective: create a core group of library staff and allies who can lead and support their peers in creating stronger connections with the community and creating relationships that lead to deeper engagement between the library and residents of Evanston.

Core Competencies:

Participants will gain:

1. Ability to see, find and communicate the assets of a community and its residents as a starting point for community work.
2. Ability to identify the assets of institutions and associations and connect them the library's goals.
3. Confidence in conducting learning conversations and using those experiences to connect residents to each other and the library's goals.
4. Ability to create action plans that will lead to a stronger connection and more mutual set of relationships between the library and the residents of Evanston.
5. Understanding of how ABCD and community engagement can support equity, diversity and inclusion values and goals.

We propose training sessions that are 2 hours and 15 minutes long, including a short break in the middle, and conducted by Zoom.

Session 1: *Introduction to Asset Based Community Development* in communities and libraries.

Homework: each participant will partner with at least 2 residents of an area of Evanston and create an asset map for that area.

Session 2 (two weeks later): *Institutions and Associations* – where we find people and their gifts.

Homework: Each participant will have an associational interview with at least two informal associations. Fill out the Institutional Asset Mapping form for your department of the library.

Ron will engage using a teach/model/observe/feedback loop. He will conduct one learning conversation with a community member and staff observer, then observe the staff member conduct learning conversation and provide feedback.

Session 3 (two weeks later): *Connecting and engaging* – the tools for building relationships and mobilizing assets.

Homework: Each participant will conduct 2 learning conversations

Ron will engage using a teach/model/observe/feedback loop. He will conduct one learning conversation with a community member and staff observer, then observe the staff member conduct learning conversation and provide feedback.

Session 4 (one week later): *Putting the pieces together*: Creating and implementing an Asset-Based community action plan – it starts with listening. This session will review how core team can train and support peers and include co-designing community sharing campaign.

Pacific Community Solutions proposes to design, present, and facilitate each session. We will coordinate with Strong and Starlike consultants and EPL staff to ensure the content of the sessions prepares participants well to lead the rest of the EPL staff in deep, authentic community engagement. PCS will be available to advise the ongoing community engagement activity planned for the Fall of 2021, as needed and desired.

We anticipate these sessions happening in July, August and September, depending on what timing is best for EPL. Ron Dwyer-Voss will be responsible for all deliverables for PCS.

Total cost of proposal:

Part One:

Training and capacity building of EPL staff and identified allies: \$6,000 base, not to exceed \$7500

- Prep, design and delivery of 4 sessions as described above.
- Hold two learning conversation demonstration with a community member, with staff observing.
- Observe Staff member(s) conduct two learning conversations. Provide feedback.
- PowerPoints, handouts, tools for staff to use as peer trainers and facilitators are included.
- Up to eight hours of TBD support as directed by the Library Director.

Part Two:

Ongoing consultation and advisement regarding EPL's community engagement and strategic planning.

If EPL desires PCS's ongoing advisement after the training sessions that can be structured in a couple of different ways.

- a. Monthly retainer of \$1200 for up to 8 hours a month. or
- b. Direct bill for time incurred at \$200 per hour.

All work will be conducted remotely. We anticipate no reimbursable expenses related to this proposal.

A handwritten signature in black ink, appearing to read 'R. Dwyer-Voss', with a horizontal line extending to the right.

Library Director's Report June 16, 2021

Updates:

- **Juneteenth Celebration**-will participate in the Juneteenth parade and will be in attendance at the celebration in Ingram Park 6/19 where we will giveaway books and host an activity table (Francellno)
- I had a very productive meeting with Interfaith Action and will be bringing our new Social Worker with me over the summer to visit the shelter and drop in center and meet residents experiencing homelessness to listen to their requests and observations. The additional hours of library service and loosening of time limits spent within the library are both very welcome.

Assessments, Metrics and Initiative results:

Computer/Internet Use													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
Main	1,179	988	1,251	1,144	1,099								5,661
Robert Crown	228	146	247	294	258								1,173
Computer Lab	-	-	-	-	-								-
Overall Computer/Internet Use	1,407	1,134	1,498	1,438	1,357	-	-	-	-	-	-	-	6,834

Website Visits													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	34,058	30,600	35,361	32,729	32,469								165,217

Wifi Users													
	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	FYTD
All Location	5,000	5,000	5,987	6,000	6,000								27,987

Innovation and Digital Learning:

Zoom Rooms and Integration:

- EPL worked with Communico (events and room management system) to set up their newly offered zoom integration. Currently we have one virtual zoom meeting room that patrons can now reserve for one hour at a time through our website, by phone or in person. We're working with COE IT to add additional virtual rooms in the near future.

New IDL staff members:

- Recently we welcomed two new IDL staff members, Morgan Pattern and Ozivell Ecford. Morgan has a background in art and anthropology and has been a sub at EPL and assisted with our Dungeons and Dragons programming in the Loft for the past few years. Morgan brings excellent customer service skills, and eagerness to learn and tons of great programming ideas to the team. Ozivell is our new digital music assistant. Ozivell comes to EPL with over 15 years of experience working with youth and in different communities. Along with extensive experience related to music he also has film, theater, graphic design and storytelling experience. He's already contributed great ideas to our upcoming Film It Challenge and our summer program offerings.

Taste of The Loft

- During the second and third week of May, Teen Services went out to each of the middle schools in the district to give them a taste of the programs and activities that we offer in the loft. In addition, teens were able to sign up for summer reading and learn about our summer programs. In total we had over 150 students and 25 teachers and parents participate and we gave out 100 books. Amber Henderson, the principal of King Arts

came out and joined in on the festivities, taking pictures with the students and staff on the green screen. Ms. Henderson thanked EPL for coming out during this challenging time and providing engaging activities for the students. Ms. Henderson would like to work with EPL to make the Taste of The Loft a more regular drop-in program at the school. All of the schools agreed to host another Taste of The Loft event before returning back to school due to its popularity.

Summer Reading Kickoff Party

- After wrapping up the Taste of theLoft events, Teen Services in partnership with the D65 middle school librarians hosted a summer reading kickoff party at the Robert Crown Reading Garden. Over 50 students and 18 parents and teachers participated. The summer reading party was a great way for students to get a private tour of the Robert Crown branch and meet some of the staff. Last year our middle schools were unable to take a field trip to the new branch due to the pandemic. All of the schools are looking forward to visiting the library in the fall. Teens were also able to sign up for summer reading, get a free book (we gave out 30 books at this event) and play lawn games with their favorite teachers and EPL staff. Over half of the youth that attended were from Chute and lived in the 9th ward.

Teen Services STEM program at Family Focus

- Family Focus received a grant from the National Society of Black Engineers and LINKS to start a NSBE Jr. chapter in the 5th ward to develop STEM programming for 10 teens grades 6th-8th. Since the first week of April, Teen Services has facilitated 2 STEM workshops a week for 10 teens virtually at Family Focus. Over the last couple of months, teens have been learning the science behind music, learning to build headphones and bluetooth speakers. Starting the week of June 21st, teens and staff will meet in person. During the summer teens will learn the science behind animation as it ties in with the D65 city wide STEM challenge (Film It) and teens will also learn about Microbits and robotics. In the fall teens will learn the science behind photography and build a camera.

Lifelong Learning & Literacy May 2021 Report:

May Programs:

Mes de la Educación Financiera (Susan Markwell and Mariana Bojorquez)

We had a great pilot for our Spanish financial literacy series. We were especially pleased with two of the presenters, whose friendly rapport with attendees helped make their session feel like a welcoming and safe space to ask questions. Moving forward, we plan to host two financial literacy sessions per month in Spanish. As we move toward to hybrid programming and shift to face-to-face in the fall, we will likely hold these sessions at Crown and are considering whether we want to repeat the topic virtually if we host a face-to-face session.

Attendance numbers for each session:

Gastos y Ahorros (Tues) - 8

Gastos y Ahorros (Thurs) - 6

Ingresos y Gastos (Tues) - 6

Ingresos y Gastos (Thurs) - 5

Informes y Puntajes de Crédito (Tues) - 9

Plan de Inversión (Thurs) - 5

Lo más Esencial sobre los Préstamos (Tues) - 7

Plan de Inversión (Thurs) - 6

SCORE mentoring: (Susan Markwell)

There were 24 SCORE sessions credited to EPL last month.

Career Counseling: (Susan Markwell)

There was 1 Career Counseling client in May.

TMAC Book Club *Genderqueer: A Memior* (Halka)

- Virtual book discussion with 9 people via zoom partnering with [TMAC](#).
- The discussion was a bit different because most of the participants had read *Genderqueer* previously and were basing their discussion on a more long-term memory of the book. It was a fun discussion as we had not discussed a graphic novel as a group. There was a wide range of experience with the graphic novel format and it was fun to see participants share recommendations with each other. There was fondness for the book, but a number of participants voiced that it is a bit “cutesy” and felt like it is more of a how-to for allies than helpful for deep “in-community” discussions. This was helpful feedback as we choose future titles moving forward. The group addressed some strategies for making the bookclub and overall community less white-centric and anti-racist. Facilitators are meeting to discuss this more in depth with some POC moderators of TMAC.

Local Art @EPL: *Virtual Doodling for Stress Relief with Hank Yang* (Workshop/Livestream): 5/15 (Halka)

- Virtual art workshop via zoom with 9 participants
- The virtual workshop was very successful and the participants were engaged throughout the full hour. Hank did a demo doodle describing his artistic practice and the four “rules” he follows for himself as he creates each doodle. The participants were instructed to create their own doodles using the same four parameters and then shared their work with the group at the end. The participants really enjoyed the virtual workshop and Hank enjoyed being able to talk about his process for the first time.

Badia Ahad-Legardy discusses her book *Afro-Nostalgia: Feeling Good In Contemporary Black Culture* with Natalie Moore. 26 attendees, Zoom, Midwest Address Program with Bookends & Beginnings (Heather Ross)

The Midwest Address Author program was very good. Discussions of racism and current events. Audience appreciative of the discussion.

***Mission Impossible: Virginia Woolf* (multiple sessions) (Heather Ross)**

The *Orlando* discussions this month focused on gender identity and fluidity, the use of they/them pronouns, and the artificial roles often prescribed to men and women and how constricting these are to an individual. Very good discussions. Also, several participants said that they are enjoying this novel much more than they expected to.

EPL hosted 4 *Foster Senior Group* meetings this month (Paula Shapiro & [Bridget Petrites](#)) 32-40 attendees per week

This month the FSG made Bridget and Paula honorary members of the Foster Senior Group and are getting t-shirts and we were included in the weekly opening prayer thanking us for what we do.

EPL hosted 4 *Memory Cafes* this month (Paula Shapiro & Bridget Petrites)

5-8 attendees per week

Movin & Groovin to the music of the 1970s was particularly lively. Some great interpretations of YMCA!

Wider Net Book Club (Paula Shapiro)

15 people attended. Discussed *America Is Not the Heart* by Castillo. Very good discussion!

Outside the Lines Book Club (Katy Jacob and Kellye Fleming)

3 participants. Discussed *The Best We Could Do* by Thi Bui

True Crime Book Club (Katy Jacob)

4 participants. Discussed *The Killer Across the Table* by Douglas and Olshaker

Science Fiction & Fantasy Book Group: (Lorena Neal)

12 in attendance, discussing *The King of Elfland's Daughter* by Lord Dunsany, via Zoom. The group appreciated this early and influential work of fantasy, and is looking forward to our June 2 discussion of the graphic novel *My Favorite Thing Is Monsters*, where we expect the author, Emil Ferris, to join us.

Open Communities Workshop: Foreclosure Prevention, presented in partnership with Open Communities. **(Lorena Neal and Susan Markwell)**

This series is aimed at providing financial and legal information, as it relates to different aspects of housing, to EPL patrons. We are repeating the Pre-Purchase workshop and running a Post-Purchase workshop in June, due to popular patron demand.

Fika (Olivia Mo)

Mon-Sat, 8-15 participants each day; free-form "coffee break" discussions over Zoom; in partnership with the Thomas Memorial Library in Cape Elizabeth, ME

Readability Book Group: (Jeny Mills)

every Monday, Wednesday and Friday at 5pm, between 9-12 people per meeting, book group for adults with developmental and intellectual disabilities, in partnership with Center for Independent Futures. Participants are loving the Fox and O'Hare series by Janet Evanovich and various other authors. Not only are they enjoying the action and suspense of how the story moves forward from meeting to meeting, they're also actively laughing while I read, which is so great to hear!

History Book Discussion Group (Jeff Garrett)

convened virtually the evening of May 3 to discuss David Oshinsky's *Polio: An American Story* and Philip Roth's novel, *Nemesis*. About 20 group members showed up, including three or four newbies.

"An Indigenous History of the Upper Great Lakes Region" NEO mini-course with instructor Prof. Patty Loew. (Jeff Garrett)

We had over 400 registrations for this two-part class. Actual attendance was 250 to 275. All of these figures were double what we had had for the most popular mini-courses so far. We have also refined our Zoom procedures. Both sessions (May 11 and 18) were posted to the EPL YouTube channel (68 and 83 views, respectively, as of 6/9/21). And the chat log was sent to the instructor, who added her comments and answered questions, after which the annotated chat log was sent to all participants as well as everyone who couldn't get in or weren't able to attend. This was a big success.

Legacy of School Segregation in Evanston, two part series (Heather Norborg)

Partnership with Shorefront Legacy Center, Talking Whiteness on Central Street, District 65, STEM School Evanston, Emerge Club at ETHS and EPL.

Part One: Investigating our History from Different Perspectives; >250 registrations; 150 attendees; 230 youtube views (as of 6/9/21)

Part Two: Visions for a Community School in the 5th Ward: >150 registrations; 99 attendees; 56 youtube views (as of 6/9/21)

Program Planning:

Members of LLL and IDL are working to plan additional programs for job seekers and adult learners for fall 2021:

Susan Markwell (LLL) and Sergio Gonzalez (IDL) are planning a series of workshops to support job seekers who may have attended some of the more general informational programs and want something hands-on to practice what they've learned. Some ideas for areas to target are Applicant Tracking Systems (teaching patrons how to format resumes and cover letters for automated systems and how to identify keywords to include to make it more likely your application gets through), skill-focused resumes rather than chronological ones to assist job seekers who may have a gap in their employment history, and setting up LinkedIn profiles.

Kerry Littel (LLL) and Craig Stevenson (IDL) are beginning to plan a pilot using EPL subscription databases Gale Courses and/or Gale Presents: Udemy to create a "flipped classroom" experience for skill sharing related to job seekers.

Heather Ross is finalizing the details of an event with [Mark Larson: Ensemble: An Oral History of Chicago Theater](#). A panel will discuss the history of Chicago theater. Finalizing panelists; Event date tentatively set for Thursday, August 5 7-8:30 PM

Heather Ross is collaborating with staff from other local area libraries to attempt to secure an author program with [Colson Whitehead's Harlem Shuffle](#). Waiting to hear back from the publicist as to whether their proposal has been accepted.

Lorena Neal is in discussions with the Chicago Bar Association and the Chicago Public Library on rebooting the Law At The Library program series, including sessions on LGBTQia+ legal topics and disability law topics.

Heather Ross is planning next year's Mission Impossible series, which will focus on three titles by Gabriel Garcia Marquez.

Early Learning and Literacy

Wilson assisted the Engagement team by selecting \$14,000 worth of children's books for all ages, predominantly with diverse protagonists and "own voices" titles for distribution at our many engagement events.

Wilson and Lincolnwood PL colleagues presented a workshop for 45 live, virtual attendees at the Reaching Forward conference about their successful Caldecott Club.

Daufeldt created and is maintaining a print schedule of children's events at Main and Crown for distribution at Engagement events.

Virtual Storytimes

All By Myself-Daufeldt
8 sessions, 111 children, 93 adult

Time for Twos-Kennelly
4 sessions, 39 children, 37 adults

Wind Down Storytime-Tripp
3 children

Family Reading Night
Multiple presenters
Legacy Winners were shared
9 families, 23 participants

Parent's After Bedtime
Iverson, Tripp, Battle
5 attendees

Engagement Services:

- Summer is in full swing with staff out in the parks, at block parties, and ward festivals Monday through Friday each week. Kickoff events included the initial First Friday at Fleetwood-Jourdain, and the first block party of the season on the 1800 block of Hovland. Both events were very well attended with around 250 at FJ and 150 at the block party. EPL staff hosted a table where residents were invited to pick a book to add to their home library, grab a STEM kit for K-8th graders, get some library swag, join the 30 day summer reading challenge, get a library card, and get information about community resources, vaccinations, Evanston Care Network, etc. In total for these two events, we gave away about 200 books and 100 STEM kits to enthusiastic Evanstonians. Over the course of the two days, staff received many positive comments about the books that were available, which was great to hear from residents at these two 5th Ward events. (Skwerski and team)
- In addition to the above, staff have been busy at the parks Monday through Thursdays. Each visit provides an opportunity to check out a book, grab a STEM kit, engage in some physical activity, and talk with library staff about programs and services, or get a library card. Both these visits and the weekend activities will continue throughout the summer months. (Skwerski and team)
- The **Mental Health is Essential program series** continues, this month with Dr. Christine Sommervil from NAMI - Cook County North Suburban facilitating a panel discussion on the topic of keeping perspective and finding your okay place. 26 attended via Zoom. This series continues the 2nd Tuesday of each month, 7pm, via Zoom for now. (Skwerski)
- **Intergenerational storytelling series**-partnering with Halka in LLL, Tim Rhoze from FJT, and Dr. Stephanie Davenport of ASE (Chicago affiliate of the National Association of Black Storytellers) on a six series storytelling workshop. Projected start date is the first week in July. Also submitted an LOI for the Illinois Humanities Grant. (Francellno)
- **Dedicated to the Dream**-collaborative program with members of the Crown and ELL teams. This program will support children and families in having discussions about race and skin positivity. Our first in-person outdoor meet-up is this Thursday, 6/10. (Francellno)

Robert Crown

Many patrons and Community Center attendees enjoyed the transformation of caterpillars into butterflies in the live painted lady “Butterfly Sky” exhibit. Patrons had opportunities to learn more about native plants and butterflies, were inspired to take the Pollinator Pledge, wrote a wish for their summer on a paper butterfly; in addition, over 250 patrons created a simple butterfly suncatcher craft. -SB

The Dedicated to The Dream program (for families) continues to prepare for launch this June. [Watch the 5-minute video we created here](#) to showcase the program’s intentions and to continue to draw interest from the community. -SB, KF, TO

The Mental Health Awareness kit included a packet and 5 origami papers. Included a short passage about Sadako Sasaki, a victim of the Atomic Bombing of Hiroshima and Nagasaki. A thousand cranes has become a symbol of wish for recovery or wish for peace. The kit also included a mental health checklist and stigmas people hold. Kit was for all ages.

Upcoming events of Note:

[Helene Wecker discusses her book *The Hidden Palace with Kat Howard*](#) (a sequel to [The Golem and The Jinni](#)). June 22, 7 -8 PM This is a collaboration with Highland Park Public Library, Glencoe Public Library, Wilmette Public Library, Mount Prospect Public Library and The Book Stall.

Patron feedback:

A patron called to tell us that she LOVES the Gale Courses resource! She took 5 classes simultaneously and loved them all. She shared useful feedback about the resource for staff who manage this resource. (Halka)

A patron called to tell us that she is so thankful for the hotspot program. She shared that it has allowed her to continue her very small woman-owned business during COVID when money is very tight. (Halka)

An adult patron came in looking for a “big blue book about astrology that I had as a kid” . We found it quickly in the oversize section. He literally jumped for joy and ran to a back table to explore it. (Halka)

Multiple times this month during reference phone interactions, a repeat patron (name withheld for privacy) thanks us for everything we do and says that she doesn’t know what she would do without the library. (Susan Markwell)

During a Memory Cafe, one of the participants said how much she loves coming and it’s a highlight of her week. (Paula Shapiro)

Working with Julie Rand, we were able to get an audiobook copy of The New Testament to a Books On Wheels patron entering hospice on the day it was requested. The patron’s caretaker expressed great appreciation for our quick action on this request, which brought comfort to the patron. (Lorena Neal)

Feedback on the latest NEO mini-course on Indigenous History:

"This is fabulous!"—Sally M.

"Such a wonderful class!"—Lauren M.-V.

"So glad to be part of this class. Great learning experience--thanks so much!--Mary L.

"Thank you to Patricia and EPL organizers!"—Ann O.

"Very informative and heart-wrenching! Thank you so much!"—X. Lu.

"Thanks for that explanation of mascots. Really changed my perspective."—James O.

"Thank you for the wonderful presentation—history that wasn't part of my high-school or college curriculum."—Jenny

"I think you have an excellent program of life-long learning events."—Susan B.

"What an outstanding event you ran. Thank you very much!! An extended course with this instructor would be most welcomed."—Peter S.



Memorandum

To: Evanston Public Library Board of Trustees
From: Teri Campbell, Assistant Director
Subject: Administrative Services Update
Date: June 11, 2021

This memo provides an update on significant administrative activities.

Human Resources

We are pleased to announce welcome Dennis Leaks to the EPL team as our Safety/Security Lead. Dennis is a retired Commander from the Evanston Police Department. He formerly served as Patrol Officer, Detective, Youth Officer, Clergy Liaison, Shift Commander, and Sergeant. He has been trained in Crisis Intervention, Peace Circles, Restorative Justice, Adolescent suicide prevention, Incident Command, Homicide Investigation, and Conflict Resolution.

A number of internal appointments were made over the last month. Robin Sindelar transferred to the Engagement Services team at Robert Crown branch library as a branch assistant. Two current staff accepted Library Assistant positions in Early Learning and Literacy - Sally Battle transferred from Robert Crown library branch, and Elizabeth Steimle accepted a promotion from Access Services.

Interviews and application review are in progress to fill positions that include Branch Assistant Safety/Security Monitor. The transfers will result in additional new openings.

The top candidate accepted the offer for a contracted Social Worker through AMITA Healthcare. She will begin the onboarding process later this month, and should be on site by the middle of next month.

Financial Resources

The Library Fund financial report for the period ending May 31st is included for your review. For the operating fund, revenue collection is at 47% of budget projection and expenditures 40%. Capital fund expenditures total 63% of budget.

Facilities Update

Library maintenance continues with the bidding process for the remainder of the 2021 Capital Improvement Plan.

Agenda Item 7

Work on the All Gender Restroom and Family Lounge is wrapping up quickly. Project completion is on target for mid-June with a long lead time on the wood doors. The newly renovated spaces will be fully functional during this period.

EPL security has now opened the east lobby entrance and handicapped ramp to the public along with some greeting station modifications.



Budget Performance Report

Fiscal Year to Date 05/31/21

Include Rollup Account and Rollup to Object Account

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Fund 185 - LIBRARY FUND										
REVENUE										
51015	PROPERTY TAXES	7,252,000.00	.00	7,252,000.00	.00	.00	3,501,220.70	3,750,779.30	48	7,268,891.26
52610	LIBRARY FINES & FEES	.00	.00	.00	.00	.00	4,478.01	(4,478.01)	+++	22,320.17
53200	BEV SNACK VENDING MACHINE	.00	.00	.00	27.26	.00	93.00	(93.00)	+++	149.90
55201	Federal Grants	145,000.00	.00	145,000.00	43,325.74	.00	52,760.73	92,239.27	36	121,938.15
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	.00	.00	79,970.75	310,029.25	21	371,734.19
56045	MISCELLANEOUS REVENUE	10,000.00	.00	10,000.00	.00	.00	5,637.39	4,362.61	56	22,848.09
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(51.30)	51.30	+++	222.42
56501	INVESTMENT INCOME	15,000.00	.00	15,000.00	.00	.00	3,591.52	11,408.48	24	26,949.16
57002	TRANSFER FROM ENDOWMENT	209,000.00	.00	209,000.00	.00	.00	250,061.82	(41,061.82)	120	199,414.25
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	15,000.00	.00	15,000.00	.00	.00	1,722.27	13,277.73	11	5,704.20
57526	LIBRARY BOOK SALE	5,000.00	.00	5,000.00	.00	.00	1,184.60	3,815.40	24	5,011.43
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	713.72	4,286.28	14	5,010.66
57540	LIBRARY MEETING RM RENTAL	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	3,048.42
57545	NORTH BRANCH RENTAL INCOME	47,224.00	.00	47,224.00	.00	.00	7,283.32	39,940.68	15	28,065.96
57551	LIBRARY GRANTS	150,000.00	.00	150,000.00	(43,325.74)	.00	20,273.54	129,726.46	14	24,879.36
REVENUE TOTALS		\$8,341,224.00	\$0.00	\$8,341,224.00	\$27.26	\$0.00	\$3,928,940.07	\$4,412,283.93	47%	\$8,199,295.12
EXPENSE										
61010	REGULAR PAY	3,184,270.01	.00	3,184,270.01	220,392.91	.00	1,347,065.01	1,837,205.00	42	3,041,389.43
61050	PERMANENT PART-TIME	1,378,702.15	.00	1,378,702.15	98,340.32	.00	523,111.78	855,590.37	38	1,109,869.51
61060	SEASONAL EMPLOYEES	75,000.00	.00	75,000.00	6,430.00	.00	36,504.24	38,495.76	49	48,431.72
61110	OVERTIME PAY	16,700.00	.00	16,700.00	2,318.56	.00	5,914.81	10,785.19	35	6,043.01
61415	TERMINATION PAYOUTS	.00	.00	.00	1,590.22	.00	11,532.37	(11,532.37)	+++	53,004.57
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,431.10	(3,431.10)	+++	2,689.94
61510	HEALTH INSURANCE	620,537.48	.00	620,537.48	47,375.56	.00	237,455.54	383,081.94	38	541,206.82
61610	DENTAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	133.94
61615	LIFE INSURANCE	2,262.00	.00	2,262.00	183.32	.00	913.02	1,348.98	40	2,288.61
61625	AUTO ALLOWANCE	4,800.00	.00	4,800.00	400.00	.00	2,000.00	2,800.00	42	4,800.00
61626	CELL PHONE ALLOWANCE	2,100.00	.00	2,100.00	175.00	.00	875.00	1,225.00	42	2,100.00
61630	SHOE ALLOWANCE	540.00	.00	540.00	540.00	.00	540.00	.00	100	540.00
61710	IMRF	353,333.79	.00	353,333.79	25,269.89	.00	148,007.83	205,325.96	42	328,629.90
61725	SOCIAL SECURITY	280,495.32	.00	280,495.32	19,769.65	.00	116,147.10	164,348.22	41	253,617.17
61730	MEDICARE	66,277.61	.00	66,277.61	4,623.53	.00	27,163.50	39,114.11	41	59,654.54
62185	CONSULTING SERVICES	240,500.00	.00	240,500.00	10,177.85	21,751.87	29,960.84	188,787.29	22	108,104.65
62205	ADVERTISING	8,000.00	.00	8,000.00	.00	.00	39.00	7,961.00	0	653.72
62210	PRINTING	8,000.00	.00	8,000.00	.00	.00	1,250.00	6,750.00	16	1,217.11
62225	BLDG MAINTENANCE SERVICES	198,000.00	.00	198,000.00	24,341.24	84,425.00	103,494.55	10,080.45	95	211,505.71
62235	OFFICE EQUIPMENT MAINT	10,000.00	.00	10,000.00	.00	2,277.00	.00	7,723.00	23	.00
62245	OTHER EQMT MAINTENANCE	1,300.00	.00	1,300.00	.00	.00	2,277.00	(977.00)	175	.00



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Fund 185 - LIBRARY FUND										
EXPENSE										
62275	POSTAGE CHARGEBACKS	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	890.85
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,758.00
62295	TRAINING & TRAVEL	25,000.00	.00	25,000.00	.00	.00	1,248.91	23,751.09	5	17,519.54
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	.00	.00	1,812.00	3,628.00	33	5,440.00
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	.00	.00	1,628.00	3,257.00	33	4,885.00
62315	POSTAGE	1,000.00	.00	1,000.00	.00	.00	39.34	960.66	4	1,464.88
62340	IT COMPUTER SOFTWARE	219,200.00	.00	219,200.00	4,973.00	16,095.00	74,401.13	128,703.87	41	153,753.30
62341	INTERNET SOLUTION PROVIDERS	255,000.00	.00	255,000.00	25,890.35	.00	109,606.81	145,393.19	43	246,426.95
62360	MEMBERSHIP DUES	2,100.00	.00	2,100.00	250.00	.00	319.00	1,781.00	15	1,513.00
62375	RENTALS	.00	.00	.00	.00	.00	.00	.00	+++	49,003.10
62380	COPY MACHINE CHARGES	10,000.00	.00	10,000.00	.00	.00	221.01	9,778.99	2	4,980.81
62506	WORK- STUDY	7,300.00	.00	7,300.00	.00	.00	2,292.93	5,007.07	31	2,597.19
62705	BANK SERVICE CHARGES	5,700.00	.00	5,700.00	.00	.00	1,754.36	3,945.64	31	5,893.90
64005	ELECTRICITY	.00	.00	.00	6,340.67	.00	21,475.78	(21,475.78)	+++	32,002.48
64015	NATURAL GAS	28,500.00	.00	28,500.00	778.98	.00	7,571.99	20,928.01	27	19,515.83
64505	TELECOMMUNICATIONS	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	961.51
64540	TELECOMMUNICATIONS - WIRELESS	2,000.00	.00	2,000.00	.00	.00	75.80	1,924.20	4	3,022.85
65020	CLOTHING	.00	.00	.00	.00	.00	.00	.00	+++	583.95
65040	JANITORIAL SUPPLIES	12,000.00	.00	12,000.00	575.68	.00	3,700.14	8,299.86	31	16,284.24
65050	BLDG MAINTENANCE MATERIAL	35,000.00	.00	35,000.00	.00	.00	2,601.84	32,398.16	7	33,835.77
65095	OFFICE SUPPLIES	70,000.00	.00	70,000.00	1,394.00	.00	2,052.83	67,947.17	3	44,402.54
65100	LIBRARY SUPPLIES	130,000.00	.00	130,000.00	25,953.40	10,295.07	54,626.18	65,078.75	50	122,071.01
65125	OTHER COMMODITIES	.00	.00	.00	.00	.00	.00	.00	+++	4,366.67
65503	FURNITURE / FIXTURES / EQUIPMENT	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	775.00
65550	AUTOMOTIVE EQUIPMENT	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	.00
65555	IT COMPUTER HARDWARE	30,000.00	.00	30,000.00	14,039.90	.00	16,246.22	13,753.78	54	10,885.25
65630	LIBRARY BOOKS	516,400.00	.00	516,400.00	24,802.26	.00	147,020.25	369,379.75	28	478,060.12
65635	PERIODICALS	9,500.00	.00	9,500.00	.00	.00	3,357.80	6,142.20	35	14,733.05
65641	AUDIO VISUAL COLLECTIONS	95,000.00	.00	95,000.00	1,883.44	.00	20,644.27	74,355.73	22	69,665.24
66019	COMPONENT UNIT DISBURSEMENT	.00	.00	.00	.00	.00	.00	.00	+++	344,050.00
66131	TRANSFER TO GENERAL FUND	280,901.00	.00	280,901.00	.00	.00	93,632.00	187,269.00	33	.00
EXPENSE TOTALS		\$8,225,344.36	\$0.00	\$8,225,344.36	\$568,809.73	\$134,843.94	\$3,164,011.28	\$4,926,489.14	40%	\$7,467,222.38
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		8,341,224.00	.00	8,341,224.00	27.26	.00	3,928,940.07	4,412,283.93	47%	8,199,295.12
EXPENSE TOTALS		8,225,344.36	.00	8,225,344.36	568,809.73	134,843.94	3,164,011.28	4,926,489.14	40%	7,467,222.38
Fund 185 - LIBRARY FUND Totals		\$115,879.64	\$0.00	\$115,879.64	(\$568,782.47)	(\$134,843.94)	\$764,928.79	(\$514,205.21)		\$732,072.74



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Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
51015	PROPERTY TAXES	482,243.00	.00	482,243.00	.00	.00	200,000.00	282,243.00	41	480,145.00
	REVENUE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$200,000.00	\$282,243.00	41%	\$480,145.00
EXPENSE										
68305	DEBT SERVICE- PRINCIPAL	232,343.00	.00	232,343.00	.00	.00	.00	232,343.00	0	222,648.00
68315	DEBT SERVICE- INTEREST	249,900.00	.00	249,900.00	.00	.00	.00	249,900.00	0	215,447.05
	EXPENSE TOTALS	\$482,243.00	\$0.00	\$482,243.00	\$0.00	\$0.00	\$0.00	\$482,243.00	0%	\$438,095.05
Fund 186 - LIBRARY DEBT SERVICE FUND Totals										
	REVENUE TOTALS	482,243.00	.00	482,243.00	.00	.00	200,000.00	282,243.00	41%	480,145.00
	EXPENSE TOTALS	482,243.00	.00	482,243.00	.00	.00	.00	482,243.00	0%	438,095.05
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00	(\$200,000.00)		\$42,049.95
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD										
REVENUE										
56060	BOND PROCEEDS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0	.00
	REVENUE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$0.00	\$0.00	\$0.00	\$449,000.00	0%	\$0.00
EXPENSE										
65515	OTHER IMPROVEMENTS	449,000.00	.00	449,000.00	176,950.00	150,119.61	281,326.66	17,553.73	96	94,525.25
	EXPENSE TOTALS	\$449,000.00	\$0.00	\$449,000.00	\$176,950.00	\$150,119.61	\$281,326.66	\$17,553.73	96%	\$94,525.25
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
	REVENUE TOTALS	449,000.00	.00	449,000.00	.00	.00	.00	449,000.00	0%	.00
	EXPENSE TOTALS	449,000.00	.00	449,000.00	176,950.00	150,119.61	281,326.66	17,553.73	96%	94,525.25
	Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	(\$176,950.00)	(\$150,119.61)	(\$281,326.66)	\$431,446.27		(\$94,525.25)
Grand Totals										
	REVENUE TOTALS	9,272,467.00	.00	9,272,467.00	27.26	.00	4,128,940.07	5,143,526.93	45%	8,679,440.12
	EXPENSE TOTALS	9,156,587.36	.00	9,156,587.36	745,759.73	284,963.55	3,445,337.94	5,426,285.87	41%	7,999,842.68
	Grand Totals	\$115,879.64	\$0.00	\$115,879.64	(\$745,732.47)	(\$284,963.55)	\$683,602.13	(\$282,758.94)		\$679,597.44

Endowment for the Evanston Public Library
Holdings as of May 2021

	Symbol	Shares/Quantity	Price	Value as of May 31, 2021	% of portfolio	% of portfolio by asset class
Vanguard S&P 500 Index Fund	VFIAX	5227.588	\$388.93	\$2,033,165.80	40.50%	
Vanguard Small-Cap Index Fund	VSMAX	3916.539	\$106.68	\$417,816.38	8.32%	
Vanguard REIT Index Fund	VGSLX	1253.610	\$141.55	\$177,448.50	3.54%	
Vanguard Total International Stock Index Fund	VTIAX	15328.589	\$35.69	\$547,077.34	10.90%	
Vanguard Emerging Markets Stock Index Fund	VEMAX	7181.323	\$44.69	\$320,933.32	6.39%	69.7%
Vanguard Federal Money Market Fund	VMFXX	1.000	\$465,631.13	\$465,631.13	9.28%	
iShares Silver Trust	SLV	4788.000	\$25.90	\$124,009.20	2.47%	
SPDR Gold Trust	GLD	625.000	\$178.38	\$111,487.50	2.22%	14.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$117.531	\$165,005.29	3.29%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$119.059	\$158,744.93	3.16%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$146.965	\$179,941.00	3.58%	10.0%
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	10.990	28,980.51	\$318,495.75	6.34%	6.3%
				\$5,019,756.14		100.0%

Cash Equivalents	14.0%
US Treasury Inflation Protected Securities	10.0%
Corporate Bonds	6.3%
Domestic Equities	52.4%
International Equities	17.3%
	<u>100.0%</u>



Memorandum

To: Evanston Public Library Board of Trustees

From: Karen Danczak Lyons, Executive Director

Subject: Approval of Lease Renewal with National Able Network

Date: June 11, 2021

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 \$1,650 for the one-year period beginning July 1, 2021 ending June 30, 2022. 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, 2021, 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, 2021
- (e) Lease Term: July 1, 2021 – June 30, 2022
- (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 NEGLIGENCE. 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