



# **BOARD OF TRUSTEES**

## **LIBRARY BOARD PACKET**

Wednesday, June 18, 2025, at 6:30 pm  
Main Library, Community Meeting Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/82754869353>



**EVANSTON  
PUBLIC  
LIBRARY**

## **BOARD OF TRUSTEES MEETING**

**Wednesday, June 18, 2025 at 6:30 PM**

**Main Library, Community Meeting Room, and Remote**

**Zoom Link: <https://us06web.zoom.us/j/82754869353>**

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEER6tmro8>

Written comments will be attached to the Board minutes and distributed to Trustees.

## **MEETING AGENDA**

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**  
Not to exceed 45 minutes
- 4. OATH OF OFFICE**
  - A. New Library Board Member: Jean Keleher
- 5. CONSENT AGENDA**
  - A. Approval of Management Committee Meeting Minutes May 21, 2025
  - B. Approval of Regular Board Meeting Minutes May 21, 2025
  - C. Approval of Finance Committee Meeting Minutes June 12, 2025
  - D. Approval of Bills and Payroll
- 6. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 7. STAFF REPORTS**
  - A. Administrative Services Report (Distributed in Advance)
  - B. Facilities Report (Distributed in Advance)
  - C. Development Report (Distributed in Advance)
- 8. BOARD REPORTS (Board Oral Communications)**
  - A. President's Report
  - B. Finance Committee
  - C. Management Committee
  - D. Facilities Committee
  - E. DEIB Committee
- 9. NEW BUSINESS**
  - A. Approval of the Revised Fund Balance and Reserve Policy
  - B. Accept and File the Marketing and Communications Plan
  - C. Approval of the Substitute Staff Policy
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

**Next Meeting: July 16, 2025, at 6:30 pm via Zoom and 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 before the meeting to arrange the accommodation if possible.



**Evanston Public Library Board Management Committee  
MEETING MINUTES**

Wednesday, May 21, 2025, at 5:00 PM  
Main Library, Community Meeting Room, and remote

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**Members Present**

Arikpo Dada, Tracy Fulce, and Michelle Mills

**Members Absent**

None

**Staff Present**

Yolande Wilburn

**Call to order/Declaration of Quorum.**

Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:21 p.m.

**Land Acknowledgement**

Read by Trustee Mills

**Citizen Comment**

None

**Old Business**

- A. Board Policies
- B. Trustee Retreat
- C. Board Leadership Succession Planning
- D. New Member Onboarding Process

**New Business**

- A. DEIB Committee Meetings
- B. Comprehensive Marketing Plan
- C. Crisis Communications Plan
- D. Employee Engagement Survey
- E. Fund Balance Policy Modifications

**Executive Session**

Motion: Trustee Dada moved, seconded by Trustee Fulce, to go into executive session for personnel matters at 6:23 pm.

Motion: Trustee Mills moved, seconded by Trustee Fulce, to adjourn the executive session for personnel matters at 6:27 pm.

**Adjournment**

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 6:27 p.m.

**Submitted by**

Arikpo Dada

Evanston Public Library Board of Trustees



**Evanston Public Library Board of Trustees**  
**MEETING MINUTES**

Wednesday, May 21, 2025 at 6:30 PM  
Main Library, Community Meeting Room, and remote

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**Members Present**

Samia Amamoo, Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto, and Esther Wallen.

**Members Absent**

None

**Staff Present**

Elacsha Madison, Ellen Riggsbee, Heather Norborg, Jennifer Shreve, Sameer Notta, and Yolande Wilburn

**Presiding Member**

Tracy Fulce, President

**Call to order/Declaration of Quorum.**

President Fulce called the meeting to order when a quorum of Trustees was established at 6:36 p.m.

**Land Acknowledgement**

Read by Terry Soto

**Citizen Comment**

None

**Consent Agenda**

- A. Approval of Management Committee Meeting Minutes April 16, 2025
  - B. Approval of Regular Board Meeting Minutes April 16, 2025
  - C. Approval of Finance Committee Meeting Minutes May 8, 2025
  - D. Approval of Bills and Payroll
- Motion: Trustee Mills moved, seconded by Trustee Huggins, to approve the consent agenda.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays.  
Motion carried.

**Library Director's Report**

(Distributed in Advance)

### **Staff Report**

- A. Administrative Services Report (Distributed in Advance)
- B. Facilities Report (Distributed in Advance)
- C. Development Report (Distributed in Advance)
- D. Innovation & Digital Learning Update Report (Distributed in Advance)

### **Board Reports**

- A. President's Report
- B. Finance Committee
- C. Management Committee
- D. Facilities Committee
- E. DEIB Committee
- F. Nominating Committee-Slate of Candidates Discussion. (ACTION)  
Motion: Trustee Wallen moved, seconded by Trustee Soto, to approve the slate of officers presented by the Nominating Committee.

**President:** Tracy Fulce

**Vice President:** Arikpo Dada

**Treasurer:** Michelle Mills

**Secretary:** Catie Huggins

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays.  
Motion carried.

### **New Business**

- A. Approval of the Strategic Development and Advancement Plan: Nicole Amiling Presentation. (ACTION).  
Motion: Trustee Shea moved, seconded by Trustee Mills, to approve the Strategic Development and Advancement Plan

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays.  
Motion carried.

- B. Approval of Robert Crown Library Closure on August 19, 2025. (ACTION).  
Motion: Trustee Dada moved, seconded by Trustee Huggins, to approve the amended revision to the library closure schedule of the Robert Crown branch to close on August 19, 2025

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays.  
Motion carried.

### **Executive Session**

Motion: Moved by Trustee Fulce, seconded by Trustee Wallen, to go into executive session for personnel matters at 8:05 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.



Motion: Trustee Huggins, seconded by Trustee Dada, moved to adjourn the executive meeting at 8:37 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

**Adjournment**

MOTION: Moved by Trustee Soto and seconded by Trustee Amamoo to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:37 pm.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

**Submitted by**

Esther Wallen, Secretary  
Evanston Public Library Board of Trustees



**Evanston Public Library Board Finance Committee**  
**MEETING MINUTES**

Thursday, June 12, 2025, at 3:00 PM  
Main Library, Board Room, and remote

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**Members Present**

Michelle Mills and Tracy Fulce

**Members Absent**

None

**Staff Present**

Heather Norborg, Sameer Notta, Jennifer Shreve, Wynn Shawver, and Yolande Wilburn

**Call to order/Declaration of Quorum.**

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:00 p.m.

**Land Acknowledgement**

Read by Trustee Mills

**Citizen Comment**

None

**Old Business**

- A. Fund Balance Policy.

**New Business**

- A. Review the upcoming board packet finance items.
- B. Update on budgetary impact of current vacancies and recent hiring.
- C. Monthly Development Report
- D. Board policies topic.

**Executive Session**

Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session for personnel matters at 3:39 pm.

Motion: Trustee Fulce moved, seconded by Trustee Mills, to adjourn the executive session for personnel matters at 4:47 pm.

**Adjournment**

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 4:47 p.m.

**Submitted by**

Michelle Mills

Evanston Public Library Board of Trustees





## Agenda Item 5.D

### MEMORANDUM

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**To:** Evanston Public Library Board of Trustees

**From:** Sameer Notta, Finance Manager  
Lea Hernandez-Solis, Office Coordinator

**Subject:** Library Fund Bills

**Date:** June 13, 2025

#### **Recommended Action**

Staff and the Finance Committee respectfully request that the Library Board approve the Library Payroll and Fund bills list.

#### **Payroll**

May 5, 2025, through May 18, 2025,	\$ 214,148.54
May 19, 2025, through June 1, 2025,	\$ 215,156.75

#### **Library Fund Bills List**

May 13, 2025	\$ 114,742.64
May 28, 2025	\$ 77,329.93

#### **Purchasing**

March 31, 2025	\$ 6,259.99
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Attachment: Bills List; Purchasing Card

# Library Bills List

G/L Date Range 05/13/25 - 05/13/25

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
Fund <b>185 - LIBRARY FUND</b>				
Department <b>48 - LIBRARY</b>				
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>				
Account <b>65100 - LIBRARY SUPPLIES</b>				
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	WALKER SCHOOL BUS TRIP TO THE EVANSTON PUBLIC LIBRARY	03/10/2025	05/13/2025	182.22
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice Transactions <b>\$182.22</b>
Account <b>65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	14.39
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/15/2025	05/13/2025	1,127.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/18/2025	05/13/2025	1,445.22
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	18.94
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/24/2025	05/13/2025	349.83
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	1,287.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/16/2025	05/13/2025	1,390.36
Account <b>65630 - LIBRARY BOOKS</b> Totals				Invoice Transactions <b>\$5,633.50</b>
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE LLC	JUV AV	04/24/2025	05/13/2025	93.51
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	04/21/2025	05/13/2025	120.98
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals				Invoice Transactions <b>\$214.49</b>
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals				Invoice Transactions <b>\$6,030.21</b>
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account <b>65100 - LIBRARY SUPPLIES</b>				
21203 - NO SHAME ON U	MENTAL HEALTH WORKSHOP	04/28/2025	05/13/2025	250.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice Transactions <b>\$250.00</b>
Account <b>65628 - Library Electronic Resources</b>				
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	ONLINE RESOURCES	02/03/2025	05/13/2025	6,710.77
Account <b>65628 - Library Electronic Resources</b> Totals				Invoice Transactions <b>\$6,710.77</b>
Account <b>65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT PRINT	04/14/2025	05/13/2025	210.36
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	109.44
100474 - BAKER & TAYLOR	ADULT PRINT	04/16/2025	05/13/2025	28.01
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	1,318.43
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2025	05/13/2025	90.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/22/2025	05/13/2025	728.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	1,494.79
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	385.16
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	34.15
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/28/2025	05/13/2025	707.17
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/17/2025	05/13/2025	54.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/11/2025	05/13/2025	592.62
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	1,632.41
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	525.48
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	323.76
276974 - OVER DRIVE, INC.	EBOOKS	04/10/2025	05/13/2025	426.79

276974 - OVER DRIVE, INC.	EBOOKS	04/21/2025	05/13/2025	326.46
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	1,894.82
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	159.97
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	688.33
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	125.49
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	2,527.36
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	643.99
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	808.86
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/14/2025	05/13/2025	27.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/28/2025	05/13/2025	286.12
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/21/2025	05/13/2025	58.85
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/11/2025	05/13/2025	79.18
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/11/2025	05/13/2025	61.71
		Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<b>\$16,350.11</b>
Account <b>65635 - PERIODICALS</b>				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	04/13/2025	05/13/2025	33.00
		Account <b>65635 - PERIODICALS</b> Totals	Invoice Transactions	<b>\$33.00</b>
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b>				
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	34.22
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	105.60
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	67.94
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	82.26
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	52.36
		Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions	<b>\$418.56</b>
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals				<b>\$23,762.44</b>
Business Unit <b>4820 - ACCESS SERVICES</b>				
Account <b>65100 - LIBRARY SUPPLIES</b>				
19521 - PLAYAWAY PRODUCTS LLC	ACCESS SUPPLIES	04/14/2025	05/13/2025	60.83
		Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<b>\$60.83</b>
		Business Unit <b>4820 - ACCESS SERVICES</b> Totals	Invoice Transactions	<b>\$60.83</b>
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>				
Account <b>65001 - FEDERAL GRANT EXPENSE</b>				
19059 - BRIDGET PETRITES	REIMBURSEMENT RECYCLED JEWELRY PROGRAM	04/28/2025	05/13/2025	42.89
19494 - SHAWN SHEEHY	CARD MAKING WORKSHOP 2/6 & 2/7	02/07/2025	05/13/2025	300.00
		Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals	Invoice Transactions	<b>\$342.89</b>
Account <b>65100 - LIBRARY SUPPLIES</b>				
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/08/2025	05/13/2025	687.54
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/09/2025	05/13/2025	85.05
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/18/2025	05/13/2025	54.43
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/22/2025	05/13/2025	2,028.83
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/17/2025	05/13/2025	440.67
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/18/2025	05/13/2025	147.68
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/17/2025	05/13/2025	157.19
		Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<b>\$3,601.39</b>
		Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals	Invoice Transactions	<b>\$3,944.28</b>

Business Unit **4826 - ROBERT CROWN OPERATIONS**Account **65100 - LIBRARY SUPPLIES**

270049 - Tracy Olasimbo	PROGRAM REIMBURSEMENT TEEN SCENE TREASURE HUNT	04/29/2025	05/13/2025	33.26
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Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<b>\$33.26</b>
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	7.13
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/15/2025	05/13/2025	79.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	15.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	102.22
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/18/2025	05/13/2025	76.82
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	14.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/22/2025	05/13/2025	82.50
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	114.71
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	114.95
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/24/2025	05/13/2025	38.76
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	89.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/28/2025	05/13/2025	65.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/16/2025	05/13/2025	125.88

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<b>\$928.35</b>
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Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b> Totals	Invoice Transactions	<b>\$961.61</b>
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**Account **62340 - IT COMPUTER SOFTWARE**

123567 - LIBRARY OF CONGRESS	IT COMPUTER SOFTWARE	04/22/2025	05/13/2025	600.00
21205 - SPRINGSHARE LLC	PATRON POINT SUBSCRIPTION	03/20/2025	05/13/2025	7,762.50
21205 - SPRINGSHARE LLC	CREDIT	09/07/2024	05/13/2025	(653.75)

Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions	<b>\$7,708.75</b>
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Account **65555 - IT COMPUTER HARDWARE**

101401 - DELL COMPUTER CORP.	QUOTE 3000186814410 COMPUTER HARDWARE REPLACEMENT	05/02/2025	05/13/2025	23,834.60
101401 - DELL COMPUTER CORP.	COMPUTER HARDWARE REPLACEMENT	05/02/2025	05/13/2025	1,278.56

Account <b>65555 - IT COMPUTER HARDWARE</b> Totals	Invoice Transactions	<b>\$25,113.16</b>
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	29.93
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	22.60
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	41.77

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<b>\$94.30</b>
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Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals	Invoice Transactions	<b>\$32,916.21</b>
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Business Unit **4840 - LIBRARY MAINTENANCE**Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICES	04/29/2025	05/13/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/22/2025	05/13/2025	435.79
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE REPAIR	04/30/2025	05/13/2025	968.38
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	05/01/2025	05/13/2025	218.40
11428 - PREMIERE MUSIC & FILM SYSTEMS, INC	SERVICE MAINTENANCE BOARD ROOM PROJECTOR	03/18/2025	05/13/2025	390.00

Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions	<b>\$2,448.36</b>
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Account <b>65040 - JANITORIAL SUPPLIES</b>			04/30/2025	05/13/2025	1,335.36
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES				
		Account <b>65040 - JANITORIAL SUPPLIES</b> Totals		Invoice Transactions	\$1,335.36
		Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals		Invoice Transactions	\$3,783.72
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
21045 - AMLING CONSULTING	SECOND INSTALLMENT OF FUNDRAISING CONSULTING CONTRACT	05/01/2025	05/13/2025		5,000.00
20953 - HR SOURCE	HR AND RECRUITING SERVICES	04/30/2025	05/13/2025		2,647.50
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 2/1/2025-2/22/2025 M EL METENNANI	02/28/2025	05/13/2025		2,257.80
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 3/29/25-4/19/25 T GARVEY	04/29/2025	05/13/2025		13,224.00
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 2/01/25-2/22/25 T GARVEY	02/28/2025	05/13/2025		11,070.75
234969 - THE STONE VASTINE GROUP, LLC	AWARENESS AND COMMUNITY BUILDING SESSION	05/02/2025	05/13/2025		6,500.00
		Account <b>62185 - CONSULTING SERVICES</b> Totals		Invoice Transactions	\$40,700.05
Account <b>62210 - PRINTING</b>					
18494 - ANCHORFISH PRINTING & EMBROIDERY	MINI MAGNETIC BOOKMARK AND MUGS FOR PROMOTIONAL	04/28/2025	05/13/2025		1,333.24
16990 - FRESH PRINTS	T-SHIRTS FOR PROMOTIONAL	05/01/2025	05/13/2025		1,030.00
		Account <b>62210 - PRINTING</b> Totals		Invoice Transactions	\$2,363.24
Account <b>62295 - TRAINING &amp; TRAVEL</b>					
21204 - SAMEER NOTTA	MILEAGE REIMBURSEMENT HR SOURCE TRAINING	05/01/2025	05/13/2025		43.23
		Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals		Invoice Transactions	\$43.23
Account <b>65095 - OFFICE SUPPLIES</b>					
18957 - CHERIE ASANTE	REIMBURSEMENT VOLUNTEER APPRECIATION TEA	04/29/2025	05/13/2025		86.84
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	05/13/2025		30.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	05/13/2025		59.79
		Account <b>65095 - OFFICE SUPPLIES</b> Totals		Invoice Transactions	\$176.82
		Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		Invoice Transactions	\$43,283.34
		Department <b>48 - LIBRARY</b> Totals		Invoice Transactions	\$114,742.64
		Fund <b>185 - LIBRARY FUND</b> Totals		Invoice Transactions	\$114,742.64
				Invoice Transactions	\$114,742.64
* = Prior Fiscal Year Activity					

# Library Bills List

G/L Date Range 05/28/25 - 05/28/25

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
Fund <b>185 - LIBRARY FUND</b>				
Department <b>48 - LIBRARY</b>				
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>				
Account <b>65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	JUV PRINT	04/28/2025	05/28/2025	24.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/02/2025	05/28/2025	1,046.62
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/06/2025	05/28/2025	4.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/06/2025	05/28/2025	679.49
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/07/2025	05/28/2025	526.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/06/2025	05/28/2025	420.34
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND CROWN PRINT	04/25/2025	05/28/2025	148.35
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND YA PRINT	04/30/2025	05/28/2025	425.70
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV BOOK	04/25/2025	05/28/2025	32.78
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice Transactions	\$3,308.61
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals			Invoice Transactions	\$3,308.61
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>				
Account <b>65001 - FEDERAL GRANT EXPENSE</b>				
132303 - Carmen Francellno	FOOD FOR 1619 MURAL PROJECT	05/17/2025	05/28/2025	83.29
Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals			Invoice Transactions	\$83.29
Account <b>65100 - LIBRARY SUPPLIES</b>				
20673 - PROMOTION INC. DBA BOOK PAGE	LLL SUPPLIES	05/19/2025	05/28/2025	420.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice Transactions	\$420.00
Account <b>65628 - Library Electronic Resources</b>				
16334 - KANOPY	ONLINE RESOURCES	04/30/2025	05/28/2025	1,753.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	04/30/2025	05/28/2025	6,449.72
103731 - NEWS BANK INC	ONLINE RESOURCES	05/08/2025	05/28/2025	12,121.00
Account <b>65628 - Library Electronic Resources</b> Totals			Invoice Transactions	\$20,323.72
Account <b>65630 - LIBRARY BOOKS</b>				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/30/2025	05/28/2025	1,315.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/01/2025	05/28/2025	1,288.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/02/2025	05/28/2025	702.71
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/02/2025	05/28/2025	219.11
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2025	05/28/2025	337.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	1,802.54
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	1,139.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	499.72
100474 - BAKER & TAYLOR	ADULT PRINT	05/07/2025	05/28/2025	31.74
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2025	05/28/2025	110.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/07/2025	05/28/2025	1,317.58
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/28/2025	05/28/2025	22.39
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/01/2025	05/28/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/02/2025	05/28/2025	27.74

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/05/2025	05/28/2025	25.60
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/07/2025	05/28/2025	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/08/2025	05/28/2025	27.74
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	336.51
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	1,655.70
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	294.70
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	72.11
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	773.74
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	380.68
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	1,182.13
276974 - OVER DRIVE, INC.	EBOOKS	05/05/2025	05/28/2025	336.11
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/28/2025	05/28/2025	28.80
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/05/2025	05/28/2025	32.33

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<b>\$14,118.52</b>
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Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	89.04
103424 - MIDWEST TAPE LLC	ADULT PRINT	04/30/2025	05/28/2025	71.32
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	49.59
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	109.88
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	109.88
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	31.19
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	31.86
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	34.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	253.32
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	124.68
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	59.22
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	200.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	72.51
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	71.11

Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions	<b>\$1,409.16</b>
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Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals	Invoice Transactions	<b>\$36,354.69</b>
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Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	05/07/2025	05/28/2025	15.26
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Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions	<b>\$15.26</b>
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Account **65100 - LIBRARY SUPPLIES**

107143 - COMPUTYPE INC. - 139154	ACCESS SUPPLIES	05/09/2025	05/28/2025	623.37
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/09/2025	05/28/2025	153.76
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/12/2025	05/28/2025	397.47
206940 - ULINE	STEEL TOTE DOLLY	05/08/2025	05/28/2025	327.40
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	05/01/2025	05/28/2025	49.25

Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<b>\$1,551.25</b>
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Business Unit <b>4820 - ACCESS SERVICES</b> Totals	Invoice Transactions	<b>\$1,566.51</b>
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Business Unit **4825 - ENGAGEMENT SERVICES**  
Account **65001 - FEDERAL GRANT EXPENSE**  
151528 - Myrna Weinman

FACILIATOR AHA! MAY 8, 2025

05/15/2025

05/28/2025

100.00

Account **65001 - FEDERAL GRANT EXPENSE** Totals Invoice Transactions **\$100.00**

Account **65002 - STATE GRANT EXPENSE**  
17391 - AUNT BERTHA, A PUBLIC BENEFIT CORPORATION

ECF CATALYST GRANT FOR EVANSTON CARE NETWORK

04/16/2025

05/28/2025

5,400.00

Account **65002 - STATE GRANT EXPENSE** Totals Invoice Transactions **\$5,400.00**

Account **65100 - LIBRARY SUPPLIES**

18494 - ANCHORFISH PRINTING & EMBROIDERY

CARABINER FOR ENGAGEMENT SUMMER GIVEAWAY

04/29/2025

05/28/2025

1,125.00

100474 - BAKER & TAYLOR

ENGAGEMENT BOOKS

04/29/2025

05/28/2025

66.54

100474 - BAKER & TAYLOR

ENGAGEMENT BOOKS

04/29/2025

05/28/2025

581.72

100474 - BAKER & TAYLOR

ENGAGEMENT SUPPLIES

05/08/2025

05/28/2025

146.26

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions **\$1,919.52**

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice Transactions **\$7,419.52**

Business Unit **4826 - ROBERT CROWN OPERATIONS**

Account **65100 - LIBRARY SUPPLIES**  
246230 - MARILYN PRICE PUPPETS, INC.

PROFESSIONAL SERVICES

05/07/2025

05/28/2025

350.00

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions **\$350.00**

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

04/30/2025

05/28/2025

115.88

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/01/2025

05/28/2025

114.62

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/02/2025

05/28/2025

492.29

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/02/2025

05/28/2025

33.88

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/02/2025

05/28/2025

89.25

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/06/2025

05/28/2025

47.14

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

45.21

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

38.80

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

83.62

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/07/2025

05/28/2025

20.89

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/07/2025

05/28/2025

94.74

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/06/2025

05/28/2025

49.55

10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA

JUV AND CROWN PRINT

04/25/2025

05/28/2025

1,073.45

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions **\$2,299.32**

Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals Invoice Transactions **\$2,649.32**

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

Account **65001 - FEDERAL GRANT EXPENSE**

104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65

PNG GRANT - ADMIN AND PROGRAM SUPPORT FOR THE CODE IT CHALLENGE

05/12/2025

05/28/2025

2,249.05

20941 - KIRBY G. CALLAN

PNG GRANT TOKENS FOR APPRECIATION FOR 23 NSBE MENTORSHIP

05/12/2025

05/28/2025

1,725.00



20941 - KIRBY G. CALLAN	PNG GRANT EDUCATIONAL PRIZES FOR CODE IT CHALLENGE	05/12/2025	05/28/2025	154.94
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Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals	Invoice Transactions	<hr/> \$4,128.99
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Account **65100 - LIBRARY SUPPLIES**

17036 - RAYMOND K. CLEVELAND	DRAG QUEEN BINGO	06/21/2025	05/28/2025	400.00
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Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions	<hr/> \$400.00
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/06/2025	05/28/2025	8.32
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10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND YA PRINT	04/30/2025	05/28/2025	3,111.78
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Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions	<hr/> \$3,120.10
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Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals	Invoice Transactions	<hr/> \$7,649.09
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Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECION QTR BILLING JUN-AUG 2025	05/11/2025	05/28/2025	593.37
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/13/2025	05/28/2025	236.84
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/06/2025	05/28/2025	236.84
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/20/2025	05/28/2025	236.84
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101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/15/2026	05/28/2025	106.39
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101063 - CINTAS FIRST AID & SUPPLY	FIRST AIR KIT SERVICE	03/18/2025	05/28/2025	105.58
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315451 - METRO DOOR AND DOCK, INC.	OVERHEAD DOOR SERVICE CALL	05/20/2025	05/28/2025	450.00
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19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	05/06/2025	05/28/2025	150.80
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145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	05/05/2025	05/28/2025	12,085.71
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Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions	<hr/> \$14,202.37
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Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/16/2025	05/28/2025	65.30
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10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/07/2025	05/28/2025	83.09
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Account <b>65040 - JANITORIAL SUPPLIES</b> Totals	Invoice Transactions	<hr/> \$148.39
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Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals	Invoice Transactions	<hr/> \$14,350.76
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Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62185 - CONSULTING SERVICES**

12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH ANNUAL REPORT TRANSLATION 2024	04/10/2025	05/28/2025	503.75
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Account <b>62185 - CONSULTING SERVICES</b> Totals	Invoice Transactions	<hr/> \$503.75
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Account **62210 - PRINTING**

18494 - ANCHORFISH PRINTING & EMBROIDERY	EPL EMBROIDERED PATCHES	05/15/2025	05/28/2025	562.00
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14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL MARKETING FOLDERS	05/09/2025	05/28/2025	1,050.00
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Account <b>62210 - PRINTING</b> Totals	Invoice Transactions	<hr/> \$1,612.00
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Account **62360 - MEMBERSHIP DUES**

20722 - CALIFA GROUP	ALA - PLA BENCHMARK SUBSCRIPTION 7/1/25-6/30/26	07/01/2025	05/28/2025	274.91
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Account <b>62360 - MEMBERSHIP DUES</b> Totals		Invoice Transactions	<hr/>	\$274.91
Account <b>62506 - WORK- STUDY</b>				
10407 - NORTHWESTERN UNIVERSITY - WORK STUDY OFFICE	NORTHWESTERN STUDENT JAN 1 - MAR 31, 2025	04/09/2025	05/28/2025	538.16
Account <b>62506 - WORK- STUDY</b> Totals		Invoice Transactions	<hr/>	\$538.16
Account <b>65025 - FOOD</b>				
13233 - HEATHER NORBORG	EPL LUNCHEON CANDIDATE LUNCHEON	05/12/2025	05/28/2025	178.31
Account <b>65025 - FOOD</b> Totals		Invoice Transactions	<hr/>	\$178.31
Account <b>65095 - OFFICE SUPPLIES</b>				
162933 - IMAGING ESSENTIALS	PLOTTER PRINTER PRINthead REPLACEMENT	05/15/2025	05/28/2025	474.30
103617 - NATIONAL AWARDS & FINE GIFTS	PRINTING OFFICES	02/13/2025	05/28/2025	304.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	38.84
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	11.59
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	22.49
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	73.08
Account <b>65095 - OFFICE SUPPLIES</b> Totals		Invoice Transactions	<hr/>	\$924.30
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		Invoice Transactions	<hr/>	\$4,031.43
Department <b>48 - LIBRARY</b> Totals		Invoice Transactions	<hr/>	\$77,329.93
Fund <b>185 - LIBRARY FUND</b> Totals		Invoice Transactions	<hr/>	\$77,329.93
* = Prior Fiscal Year Activity		Invoice Transactions	<hr/> <hr/>	\$77,329.93

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
CMO/FINANCE	SAMS CLUB RENEWAL	AR	72712	\$ 45.00	2/28/2025	62360 MEMBERSHIP DUES	2025 SAM'S CLUB LIBRARY CARD/MEMBERSHIP FEES	185.48.4845	-	Nunez	Tammi
LIBRARY	TARGET PLUS	MN	89115	\$ 59.99	2/26/2025	65100 LIBRARY SUPPLIES	ELL GAME PLAY SUNDAY	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK VW4LU1J33	WA	98109	\$ 105.05	2/26/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA 7U1ZU1XN3	WA	98109	\$ 26.04	2/26/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 27.90	2/26/2025	65100 LIBRARY SUPPLIES	IDL MAGNIFYING GLASS FOR PATRONS	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	USPS.COM CLICKNSHIP	DC	20260	\$ 4.25	2/26/2025	62315 POSTAGE	ACCESS LABEL SHIPPING TO A VENDOR	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET PLUS	MN	65689	\$ 49.98	2/27/2025	65100 LIBRARY SUPPLIES	ELL CODE AND PLAY PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60628	\$ 159.78	2/27/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT BOOKMARK BULK SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 25.97	2/27/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4826	-	Pernell	Marche
LIBRARY	DOLLARTREE	IL	60202	\$ 17.50	2/27/2025	65100 LIBRARY SUPPLIES	BLACK HISTORY MONTH FAMILY FEUD PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 19.87	2/27/2025	65100 LIBRARY SUPPLIES	IDL COMPUTER HARDWARE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TECHSOUP	CA	94107	\$ 119.00	2/27/2025	62360 MEMBERSHIP DUES	GRANTSTATION MEMBERSHIP 2025	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 163.00	2/28/2025	62210 PRINTING	BULK ORDER EPL STICKERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK QE4Y609C3	WA	98109	\$ 15.98	3/3/2025	65100 LIBRARY SUPPLIES	IPAD CONNECTIVITY DEVICE	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA AT4W29WZ3	WA	98109	\$ 49.95	3/3/2025	65100 LIBRARY SUPPLIES	IPAD DEVICE TO CONNECTIVITY	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA J2UK9TH3	WA	98109	\$ 20.41	3/3/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	3/3/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 79.44	3/3/2025	62340 IT COMPUTER SOFTWARE	GOOGLE GSUITE MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 99.00	3/3/2025	65002 STATE GRANT EXPENSE	NSBE JR. CODE IT CHALLENGE SATURDAY PROGRAM SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMAZON MARK M150U2GP3	WA	98109	\$ 371.24	3/3/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WVP ENGINE	TX	78701	\$ 290.00	3/3/2025	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE STORAGE AND MAINTENANCE.	185.48.4835	-	Madison	Elacsha
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 19.48	3/3/2025	65100 LIBRARY SUPPLIES	GENERAL SUPPLIES	185.48.4836	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 17.25	3/3/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Wade	Ray
LIBRARY	JPPARK VANDKE WAY	SC	29647	\$ 24.15	3/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 33.96	3/4/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 30.00	3/4/2025	62340 IT COMPUTER SOFTWARE	PAYPAL MONTHLY FEE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DD/BR #338026 Q35	IL	60202	\$ 66.13	3/6/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD READ TO CATS	185.48.4826	-	Pernell	Marche
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	3/7/2025	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 299.00	3/7/2025	65002 STATE GRANT EXPENSE	1 PICADE KITS FOR THE CODE IT CHALLENGE. FUNDING THROUGH THE LINKS/NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 598.00	3/7/2025	65002 STATE GRANT EXPENSE	2 PICADE KITS FOR THE CODE IT CHALLENGE. FUNDING THROUGH THE LINKS/NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 76.78	3/7/2025	65050 BUILDING MAINTENANCE MATERIAL	PAINT MATERIALS	185.48.4840	-	Melendez	Martin
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 49.29	3/7/2025	65025 FOOD	HR SOURCE MANAGER TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 26.20	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 29.00	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 15.32	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60202	\$ 5.00	3/10/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 74.00	3/10/2025	65002 STATE GRANT EXPENSE	SATURDAY MENTOR SESSIONS FOR NSBE JR. CODE IT CHALLENGE LUNCH. FUNDING THROUGH LINKS AND NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	SP POLYMAKER 3D PRIN	TX	77489	\$ 298.87	3/10/2025	65100 LIBRARY SUPPLIES	IDL GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 181.00	3/11/2025	62210 PRINTING	EPL NEW LOGO STICKERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 32.40	3/12/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 162.01	3/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SPRING BREAK AND TEEN PROGRAM	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 52.32	3/12/2025	65025 FOOD	MANAGER TRAINING HR SOURCE SNACKS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 17.22	3/12/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	186.48.4805	-	Antolin	Laura
LIBRARY	TARGET 00009274	IL	60202	\$ 30.00	3/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4820	-	Pernell	Marche
LIBRARY	SP THE LACE MUSEUM S	CA	94086	\$ 39.00	3/17/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ 231.44	3/17/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ 33.06	3/17/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	POTBELLY #5	IL	60201	\$ 148.98	3/17/2025	65002 STATE GRANT EXPENSE	NSBE JR. CODE IT CHALLENGE SATURDAY PROGRAM SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 146.77	3/17/2025	65040 JANITORIAL SUPPLIES	BROOM AND DUST PAN/MOP AND BUCKET	185.48.4840	-	Parker	Eric
LIBRARY	STAPLES INC	MA	01702	\$ 132.23	3/18/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASE	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL 524EROKO3	WA	98109	\$ 18.99	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL B24X72OU3	WA	98109	\$ 39.90	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL P903N9MP3	WA	98109	\$ 48.83	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL RT48V55F3	WA	98109	\$ 26.14	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 2Q60960M3	WA	98109	\$ 102.88	3/20/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 26.97	3/20/2025	65100 LIBRARY SUPPLIES	PROGRAM FOOD TEA & TALK	185.48.4820	-	Pernell	Marche
LIBRARY	MGMTASSCIL	IL	60515	\$ 1,100.00	3/20/2025	62295 TRAINING & TRAVEL	HR SOURCE EVOLVING MANAGER BOOT CAMP B HENDERSON	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MGMTASSCIL	IL	60515	\$ 95.00	3/20/2025	62295 TRAINING & TRAVEL	HR SOURCE TRAINING Y WILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DOMINOS 9175	IL	60201	\$ 88.09	3/25/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD - TEA AND TALK	185.48.4826	-	Pernell	Marche
	LIBRARY MARCH 2025 TOTAL			\$ 6,259.99							



## Agenda Item 6

### Library Director's Report June 2025

#### Items of Note:

The Library Director attended the Civic Leadership Academy, Managing in a Union Environment workshop in May.

Executive Director Wilburn was elected to the Reaching Across Illinois Library System (RAILS) Board of Directors as a Member-at-Large. Wilburn previously served as a member at large, filling a vacant seat in 2024. Wilburn was also named President of the Califa Board of Directors. Califa is a non-profit library membership consortium. Wilburn served as a board member with Califa since September 2021, and this is her first term as President.

The Director met with the City Manager on June 9, 2025. The two will plan for regular monthly meetings.

Trustees Fulce, Mills, Amamoo, Dada, and Whalen attended the June 10 Board Meet & Greet, facilitated by Interim Development Manager Jennifer Shreve. Library donors were able to ask the board questions about the role of the board while gaining insight about the Innovation Station, upcoming workshop opportunities, and electronic resources.

The Library Director and Marketing and Communications Manager attended the FEMA PIO Basics course. The training was provided through the City of Evanston. Information learned will be used to develop the Crisis Communications and Continuity of Operations plans.

The Library Director graduated from Leadership Evanston Cohort XXIII.

#### Programming:

In May, EPL hosted 125 programs with 1901 attendees.

Location	Number of Programs	Percent of Programs
Main Library	53	42.4%
Robert Crown	30	24.0%
Offsite	24	19.2%
Virtual	18	14.4%
<b>TOTAL</b>	<b>125</b>	<b>100.0%</b>

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	10	8.0%	224	11.8%
Babies & Toddlers	19	15.2%	363	19.1%
Preschoolers	4	3.2%	124	6.5%
Kids	6	4.8%	95	5.0%
Teens	13	10.4%	119	6.3%
Adults	59	47.2%	780	41.0%
Older Adults	14	11.2%	196	10.3%
<b>TOTAL</b>	<b>125</b>	<b>100.0%</b>	<b>1901</b>	<b>100.0%</b>

**Upcoming Programs of Note:**

In addition to the many storytimes, STEM & Maker programs, discussions, swaps, lectures, and workshops that EPL hosts every month, here are a few upcoming highlights or new initiatives: This June, July and August we are piloting a new initiative for older adults - **The Clubhouse: for Older Adults** is a drop-in program on the 2nd and 4th Mondays of the month where participants can connect, play, relax and get to know each other.

**Their Journey - Mural Unveiling** - Wednesday June 25, 11:30am The final piece of EPL's National Endowment for the Arts Grant to support the *1619: The Journey of a People, A Musical* program. Led by Sholo Beverly, students from Curt's Café developed individual pieces that represented their challenges, goals, hopes, dreams and plans for the future. Sholo used her artistic talents to turn those individual pieces into a mural. The piece is an artistic expression of "the journey" of students from Curt's Café.

**Walk-In Legal Clinic/Consultorio Juridico Sin Cita** - Thursday June 26, 5:00pm Legal staff from the **Moran Center** will be onsite at the Main library for assistance with legal issues.

**Celebrate the National Crown Act with EPL!** Join us on Sunday, June 29, 1:30pm, at the **Fleetwood-Jourdain Center** for a celebration centered around culture, confidence, and community. This event will spotlight the importance of self-love and haircare, especially for textured and curly hair, through meaningful dialogue and exciting activities.

**Create a "Choose Your Own Adventure" Game** - Saturday, July 6, 1:00pm Teens can learn to use the open-source game engine Twine to create their own game. Learn to build branching story

paths and let your player choose exactly how their story will unfold.

### Patron Feedback of Note:

After receiving the Robert Crown Branch Newsletter, a patron submitted this comment: “What a wonderful array of programs coming up in June! Thank you for providing and sharing them!”

After seeing Library staff out and about at community events, a patron emailed: “Hi Ms. Laura, (Name redacted) and I were happy to see you again and do the STEAM project at Mason with you today. He carried the butterfly on all the slides and on the swing, so it's safe to say that he really liked this project. We ended up picking a book called *All the Greatness in You* by Tameka Fryer Brown from your basket. I absolutely love this book. Thanks for all that you do and hope to see you soon.”

### Day and Hour Heat Map

#### Main Library Average Door Count May

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				150	123	129	120	97	53			671
Mo		95	74	76	79	75	82	84	73	58	35	730
Tu		151	94	91	107	92	93	107	94	62	35	927
We		104	77	109	106	106	110	117	82	54	38	900
Th		105	94	92	104	90	95	113	93	63	44	892
Fr	81	105	89	85	97	100	91	106	70			824
Sa	74	85	109	145	136	121	116	97	61			944

#### Robert Crown Library Average Door Count May

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				152	121	131	114	96	60			673
Mo		89	66	70	70	69	75	78	66	55	34	672
Tu		158	94	88	98	85	96	110	87	62	34	909
We		98	73	111	107	112	114	118	83	53	39	906
Th		101	93	91	102	85	95	111	91	63	42	875
Fr	84	103	90	83	94	100	86	113	71			825
Sa	74	88	110	153	138	121	114	100	61			958

**Monthly Door Count Totals**

Month 2025	EPL Main Library	EPL Robert Crown Branch
January	24,371	10,577
February	23,631	10,629
March	28,369	10,760
April	26,991	10,985
May	26,533	11,247
<b>Total Door Count</b>	<b>129,895</b>	<b>54,198</b>

**Legislative Update –June 2025**

- ILA Legislative Proposals for 2026: The Illinois Library Association's Public Policy Committee (PPC) is now accepting legislative proposals from members for the 2026 session. The deadline for submissions is August 1, 2025. Ideas for future development can be submitted by August 1, 2026, for the 2027 session.
- Federal Library Funding Advocacy: Congress is preparing FY2026 budget bills, and funding for libraries is at risk. The Institute of Museum and Library Services (IMLS) and Department of Education programs that support libraries may be affected, even as legal challenges to proposed cuts are ongoing.
- Action is needed by July 21, 2025—ALA urges everyone to [contact members of the Appropriations Committees to advocate](#) for full federal library funding.

**Press Mentions:**

[How to Celebrate Pride Month](#)

[Library board hires consultant](#)

[Celebrate National Crown Act with Evanston Public Library on June 29](#)



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 6**

[Death Cafe at the Library: Where Strangers Meet to Discuss the End](#)

[City Supports Crown Act Day in Recognition of Black hair rights](#)





## Agenda Item 7.A

### MEMORANDUM

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**To:** Evanston Public Library Board of Trustees

**From:** Sameer Notta, Finance Manager

**Subject:** Administrative Services Update

**Date:** June 13, 2025

This memo provides an update on significant administrative activities.

#### **Human Resources**

Dept.	Position	Status
Access Services	PT Shelver	Pending HR
Early Learning & Literacy	FT Manager	Recruiting (HR Source)
Innovation & Digital Learning	FT Librarian I	Pending HR
Lifelong Learning & Literacy	PT Library Assistant	Pending HR

Facilities Manager, Carlos Hernandez, joined our maintenance team on 06/10/2025.

#### **Financial Resources**

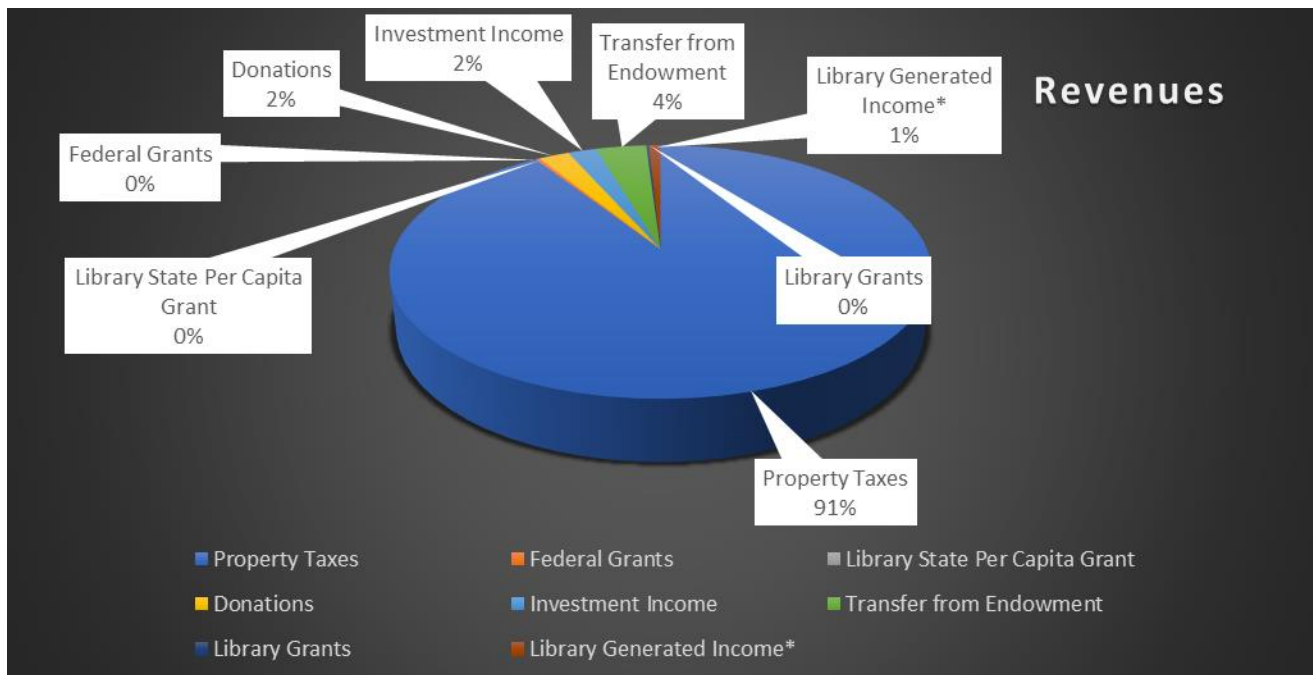
As of May 31, 2025, the Operating Fund's revenue collections are 52% of the projected budget, while expenditures are at 35%. In the Capital Fund, expenditures are at 0% of the budget.

# Financial Report May 2025

## Revenues

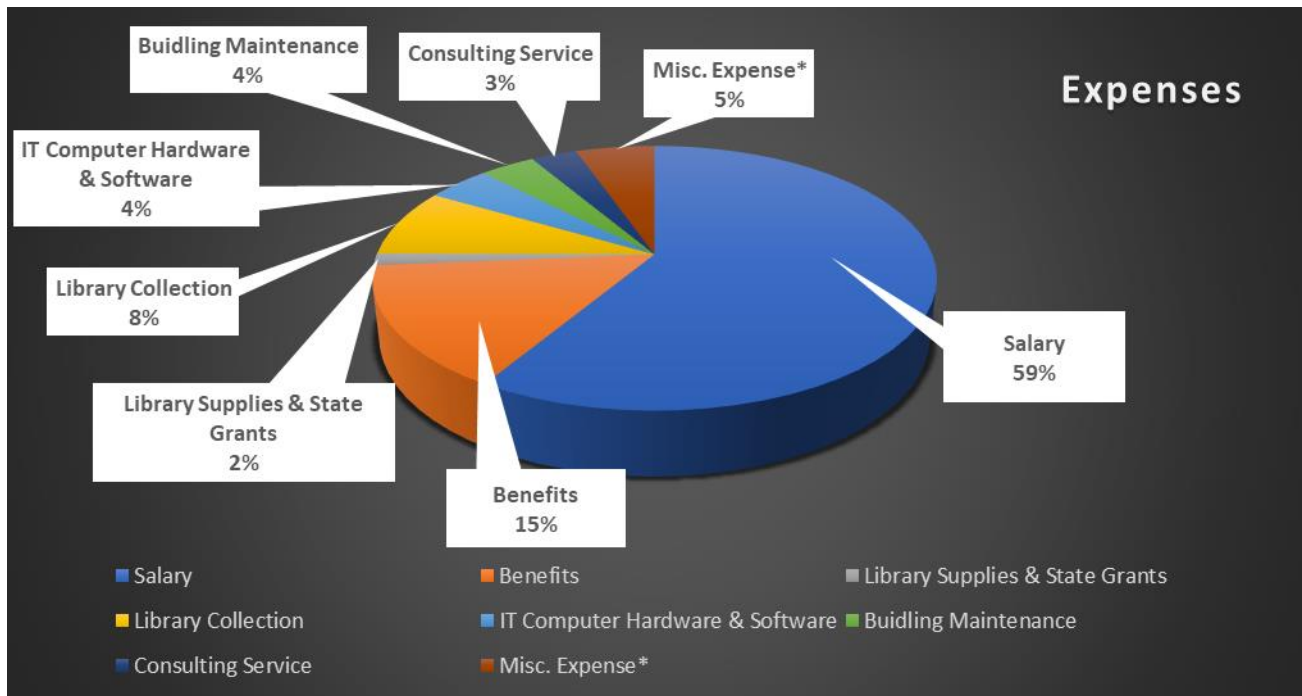
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,434,565	\$8,624,347	4,189,782	51%
Federal Grants	\$14,680	\$40,000	25,320	37%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$104,875	\$400,000	295,125	26%
Investment Income	\$99,434	\$25,000	(74,434)	398%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$39,468	\$45,000	5,532	88%
<b>Total</b>	<b>\$4,876,543</b>	<b>\$9,463,097</b>	<b>4,586,554</b>	<b>52%</b>

*\*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



## Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$2,108,033	\$6,127,893	4,019,860	34%
Benefits	\$540,128	\$1,628,212	1,088,085	33%
Library Supplies & State Grants	\$52,286	\$182,542	130,256	29%
Library Collection	\$297,509	\$911,500	613,991	33%
IT Computer Hardware & Software	\$156,074	\$317,800	161,726	49%
Buidling Maintenance	\$134,945	\$473,602	338,657	28%
Consulting Service	\$112,834	\$100,000	(12,834)	113%
Misc. Expense*	\$192,764	\$497,500	304,736	39%
<b>Total</b>	<b>\$3,594,572</b>	<b>\$10,239,050</b>	<b>6,644,478</b>	<b>35%</b>
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities &amp; Office Supplies</i>				



# Budget Performance Report

Date Range 01/01/25 - 05/31/25

Include Rollup Account and Rollup to Object Account

		Adopted	Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% Used/
Account	Account Description	Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	.00	.00	4,434,565.06	4,189,781.94	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	.00	.00	50.19	949.81	5
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	14,679.96	25,320.04	37
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0
56011	DONATIONS	400,000.00	.00	400,000.00	16,596.35	.00	104,874.60	295,125.40	26
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	2,393.57	.00	7,506.24	(5,506.24)	375
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	99,434.37	(74,434.37)	398
57002	TRANSFER FROM ENDOWMENT	173,750.00	.00	173,750.00	.00	.00	173,570.00	180.00	100
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	20,000.00	.00	20,000.00	2,246.48	.00	12,837.56	7,162.44	64
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	1,894.22	.00	7,414.09	(2,414.09)	148
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	1,785.50	.00	2,732.84	1,267.16	68
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	8,927.50	1,072.50	89
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	9,950.57	.00	9,950.57	30,049.43	25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	27,978.39	.00	138,166.71	386,743.19	26
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	18,722.37	.00	87,362.08	117,464.01	43
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	240.00	.00	935.00	4,065.00	19
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	19,802.98	(19,802.98)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	651.79	(651.79)	+++
61510	HEALTH INSURANCE	96,024.78	.00	96,024.78	7,209.46	.00	33,558.07	62,466.71	35
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	30.05	42.07	42
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	45.83	147.49	24
61710	IMRF	31,287.22	.00	31,287.22	1,976.73	.00	10,703.15	20,584.07	34
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,813.83	.00	14,909.07	30,334.56	33
61730	MEDICARE	10,581.16	.00	10,581.16	658.07	.00	3,486.76	7,094.40	33
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	182.22	.00	1,798.59	26,201.41	6
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	8,942.11	.00	40,071.67	109,928.33	27
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	214.49	.00	1,414.89	8,585.11	14
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$68,951.04	\$0.00	\$352,936.64	\$762,401.58	32%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	40,638.69	.00	179,202.47	261,072.53	41
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	15,876.53	.00	81,493.26	239,152.74	25
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	230.00	.00	2,030.00	2,970.00	41
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	6,096.08	.00	24,658.12	57,420.88	30
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	15.80	(15.80)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	51.81	(15.81)	144
61710	IMRF	32,617.00	.00	32,617.00	2,514.91	.00	11,803.39	20,813.61	36
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,411.05	.00	15,892.77	31,285.23	34
61730	MEDICARE	11,031.00	.00	11,031.00	797.74	.00	3,716.83	7,314.17	34
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	83.29	.00	2,583.29	(83.29)	103

65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	670.00	.00	4,885.64	5,114.36	49
65628	Library Electronic Resources	320,000.00	.00	320,000.00	27,034.49	.00	91,572.55	228,427.45	29
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	30,468.63	.00	140,386.54	194,613.46	42
65635	PERIODICALS	6,500.00	.00	6,500.00	33.00	.00	4,412.73	2,087.27	68
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,827.72	.00	6,060.67	24,939.33	20
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$129,695.81	\$0.00	\$568,765.87	\$1,075,096.13	35%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	60,871.95	.00	307,653.01	533,545.34	37
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	20,622.92	.00	101,423.78	237,905.56	30
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	225.00	.00	2,445.00	2,555.00	49
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	857.20	(857.20)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	816.42	(816.42)	+++
61510	HEALTH INSURANCE	200,266.56	.00	200,266.56	14,914.72	.00	69,295.94	130,970.62	35
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	45.85	29.99	60
61615	LIFE INSURANCE	345.41	.00	345.41	23.20	.00	121.83	223.58	35
61710	IMRF	45,924.92	.00	45,924.92	3,397.46	.00	17,393.91	28,531.01	38
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,849.95	.00	24,709.69	48,482.99	34
61730	MEDICARE	17,117.64	.00	17,117.64	1,134.26	.00	5,778.89	11,338.75	34
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	15.26	.00	51,563.08	88,436.92	37
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	1,612.08	595.37	7,207.04	7,197.59	52
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$107,675.97	\$595.37	\$589,311.64	\$1,090,543.73	35%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,562.86	.00	111,757.02	258,288.98	30
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,596.33	.00	18,701.64	29,621.36	39
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
61110	OVERTIME PAY	.00	.00	.00	.00	.00	44.30	(44.30)	+++
61510	HEALTH INSURANCE	68,803.00	.00	68,803.00	3,553.88	.00	15,992.46	52,810.54	23
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	15.80	23.20	41
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	57.39	73.61	44
61710	IMRF	18,433.00	.00	18,433.00	1,164.09	.00	5,891.19	12,541.81	32
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,554.90	.00	7,803.55	18,136.45	30
61730	MEDICARE	6,063.00	.00	6,063.00	363.65	.00	1,825.02	4,237.98	30
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	442.89	.00	937.89	4,062.11	19
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	5,400.00	.00	5,400.00	100.00	98
65100	LIBRARY SUPPLIES	24,000.00	.00	24,000.00	5,520.91	699.37	8,867.38	14,433.25	40
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$44,174.33	\$699.37	\$177,293.64	\$399,284.99	31%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	31,183.35	.00	156,187.32	144,805.68	52
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	9,333.01	.00	35,921.49	127,934.51	22
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,280.00	.00	4,512.00	(4,512.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	75.26	.00	75.26	(75.26)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	30,548.79	41,009.21	43
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	31.65	44.35	42
61615	LIFE INSURANCE	117.00	.00	117.00	9.96	.00	49.72	67.28	42
61710	IMRF	19,948.00	.00	19,948.00	1,806.33	.00	8,664.46	11,283.54	43
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,500.18	.00	11,801.25	17,019.75	41
61730	MEDICARE	6,737.00	.00	6,737.00	584.71	.00	2,759.98	3,977.02	41
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65100	LIBRARY SUPPLIES	14,000.00	.00	14,000.00	383.26	345.53	2,884.81	10,769.66	23
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	3,227.67	.00	9,234.38	25,765.62	26
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	455.92	1,044.08	30
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$57,178.68	\$345.53	\$263,127.03	\$383,733.44	41%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	32,694.77	.00	159,571.14	284,224.86	36
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,242.55	.00	63,579.13	219,781.87	22

61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	780.00	.00	5,600.00	(600.00)	112
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,237.85	(7,237.85)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	6,985.02	.00	31,828.91	69,081.09	32
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	62.30	(24.30)	164
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	49.91	64.09	44
61710	IMRF	31,618.00	.00	31,618.00	2,088.71	.00	10,448.43	21,169.57	33
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,846.79	.00	14,174.43	30,909.57	31
61730	MEDICARE	10,540.00	.00	10,540.00	665.77	.00	3,315.00	7,225.00	31
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	7,708.75	.00	15,306.18	24,693.82	38
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	4,128.99	.00	11,643.87	18,998.13	38
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	2,044.90	26,955.10	7
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	550.94	.00	3,787.62	9,212.38	29
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	25,113.16	4,686.00	25,113.16	14,200.84	68
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	3,214.40	.00	3,899.37	16,100.63	19
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,099,603.00	\$0.00	\$1,099,603.00	\$101,042.41	\$4,686.00	\$357,887.19	\$737,029.81	33%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	41,064.27	.00	201,516.31	547,080.49	27
61060	SEASONAL EMPLOYEES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
61110	OVERTIME PAY	5,000.00	.00	5,000.00	.00	.00	27.15	4,972.85	1
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	9,266.52	.00	41,699.34	121,177.46	26
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	78.10	71.90	52
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	36.20	(32.80)	1065
61630	SHOE ALLOWANCE	690.00	.00	690.00	1,610.00	.00	1,610.00	(920.00)	233
61710	IMRF	33,086.91	.00	33,086.91	1,827.35	.00	9,119.62	23,967.29	28
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,526.46	.00	12,116.99	34,339.61	26
61730	MEDICARE	10,865.38	.00	10,865.38	590.88	.00	2,833.83	8,031.55	26
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	16,650.73	152,512.26	96,842.74	45,645.00	85
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	2,265.00	3,175.00	42
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,035.00	2,850.00	42
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0
64015	NATURAL GAS	30,000.00	.00	30,000.00	772.69	.00	24,919.35	5,080.65	83
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,483.75	.00	7,648.97	7,351.03	51
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	10,352.83	1,009.09	8,638.08	57
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	91.80	(91.80)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$76,675.51	\$162,865.09	\$404,740.64	\$915,722.16	38%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	84,364.42	.00	385,715.38	572,212.62	40
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	3,831.60	.00	33,764.72	74,044.28	31
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	40,299.58	79,694.42	34
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	46.50	67.50	41
61615	LIFE INSURANCE	579.00	.00	579.00	56.50	.00	272.28	306.72	47
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	1,500.00	2,100.00	42
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	585.00	1,323.00	31
61710	IMRF	38,105.00	.00	38,105.00	3,924.73	.00	18,190.68	19,914.32	48
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,352.88	.00	24,477.16	41,535.84	37
61730	MEDICARE	15,534.00	.00	15,534.00	1,251.90	.00	5,724.51	9,809.49	37
62101	TRANSFER TO LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	41,203.80	17,307.80	112,833.78	(30,141.58)	130
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
62210	PRINTING	40,000.00	.00	40,000.00	3,975.24	.00	21,631.43	18,368.57	54
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	43.23	57,810.00	7,790.65	(35,600.65)	219

62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	30.06	2,969.94	1
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	63,966.31	64,091.11	(45,157.42)	154
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	274.91	.00	2,292.91	707.09	76
62506	WORK- STUDY	2,500.00	.00	2,500.00	538.16	.00	538.16	1,961.84	22
62703	BANK FEES	.00	.00	.00	.00	.00	87.09	(87.09)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	910.80	4,089.20	18
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	2,339.81	.00	6,101.56	3,898.44	61
65025	FOOD	7,000.00	.00	7,000.00	178.31	.00	350.44	6,649.56	5
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,101.12	4,121.94	7,195.63	18,682.43	38
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	244.55	(244.55)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	145,835.00	204,165.00	42
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$187,469.75	\$143,206.05	\$1,574,072.98	\$274,704.97	86%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$772,863.50	\$312,397.41	\$4,288,135.63	\$5,638,516.81	45%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$772,863.50	\$312,397.41	\$4,288,135.63	\$5,638,516.81	45%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	34,866.69	.00	4,876,542.98	4,586,554.02	52%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	772,863.50	312,397.41	4,288,135.63	5,638,516.81	45%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$737,996.81)	(\$312,397.41)	\$588,407.35	(\$1,051,962.79)	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
REVENUE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	370,083.00	.00	370,083.00	.00	.00	.00	370,083.00	0
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	103,432.61	.00	103,432.61	103,430.39	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
EXPENSE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS		576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50%
EXPENSE TOTALS		576,946.00	.00	576,946.00	103,432.61	.00	103,432.61	473,513.39	18%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	(\$103,432.61)	\$0.00	\$185,040.39	(\$185,040.39)	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	1,900,000.00	.00	1,900,000.00	.00	.00	.00	1,900,000.00	0
57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
REVENUE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
EXPENSE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

REVENUE TOTALS	1,900,000.00	.00	1,900,000.00	.00	.00	693,564.00	1,206,436.00	37%
EXPENSE TOTALS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$86,570.57	\$693,564.00	(\$780,134.57)
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Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	34,866.69	.00	5,858,579.98	6,081,463.02	49%
EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	876,296.11	225,826.84	4,391,568.24	8,098,600.77	36%

Grand Totals

(\$775,952.85)	\$0.00	(\$775,952.85)	(\$841,429.42)	(\$225,826.84)	\$1,467,011.74	(\$2,017,137.75)
----------------	--------	----------------	----------------	----------------	----------------	------------------





**Evanston Public Library Consolidated Endowment Fund**  
**Statement of Activity**

April 01, 2025 through April 30, 2025

**Beginning Balance    \$4,432,004.67**

**Revenue**

Investment results	-11,789.21
<b>Total Revenues:</b>	<b>\$-11,789.21</b>

**Distributions/Grants and Expenses**

Foundation support charge	-2,400.51
Fund distributions	-173,570.00
<b>Total Distributions:</b>	<b>\$-175,970.51</b>

**Ending Balance    \$4,244,244.95**



Do Not Use For Account Transactions  
PO BOX 3009  
MONROE, WI 53566-8309

EVANSTON PUBLIC LIBRARY  
310 S MICHIGAN AVE UNIT 705  
CHICAGO IL 60604-4225

May 31, 2025, month-to-date statement  
View your statements online at [vanguard.com](https://vanguard.com).

**Vanguard Personal Investor**

877-662-7447

**We've recently made changes to our statements.  
You may notice that some information previously  
included no longer appears on your statement.  
For the most up-to-date information and status  
of your account, visit [Vanguard.com](https://Vanguard.com) or download  
our mobile app.**

Statement overview

\$313,642.46

Total value of all accounts as of May 31, 2025

Accounts	Value on 04/30/2025	Value on 05/31/2025
Evanston Public Library		
Organization account	\$312,523.91	\$313,642.46

Brokerage assets are held by Vanguard Brokerage (VBS), a division of Vanguard Marketing Corporation (VMC). Any bank sweep balances are held by program banks and are not cash balances held by VBS. Vanguard funds not held through your VBS Account are held by The Vanguard Group, Inc. (VGI). 529 assets are held by Ascensus Broker Dealer Services LLC.

Asset mix



0.0%	Stocks	\$0.00
0.0%	Fixed Income	0.00
100.0%	Short-term reserves	313,642.46
0.0%	Other	0.00

\$313,642.46

Your asset mix percentages are based on your holdings as of the prior month-end.

Organization account  
Evanston Public Library

Vanguard Personal Investor  
877-662-7447

Account overview

\$313,642.46

Total account value as of May 31, 2025

Year-to-date income

Taxable income	\$5,446.75
Nontaxable income	0.00
<b>Total</b>	<b>\$5,446.75</b>

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 04/30/2025	Balance on 05/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$312,523.91	\$313,642.46
			<b>\$312,523.91</b>	<b>\$313,642.46</b>

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,118.55

7-day SEC yield as of 05/30/2025\* 4.22%

\*Average annualized income dividend over the past 7 days. For updated information, visit [vanguard.com](https://www.vanguard.com).

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 4/30/2025		\$1.00		312,523.910	\$312,523.91

Organization account  
Evanston Public Library

Vanguard Personal Investor  
877-662-7447

Account activity for Vanguard funds continued

Federal Money Mkt Fund 0033-XXXXXXX9620 continued

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
05/30	Income dividend	\$1,118.55	1.00	1,118.550	313,642.460	
Ending balance on 5/31/2025			\$1.00		313,642.460	\$313,642.46

Per your request, a copy of this statement has been sent to:  
KAREN DANCZAK-LYONS  
LEA HERNANDEZ SOLIS  
1703 ORRINGTON AVENUE  
EVANSTON IL 60201



## Agenda Item 7.B

### MEMORANDUM

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**To:** Evanston Public Library Board of Trustees  
**From:** Yolande Wilburn, Executive Director  
**Subject:** Facilities Update  
**Date:** June 18, 2025

This memo provides an update on significant maintenance and safety activities.

#### Staffing & Personnel Updates

The new Facilities Manager, Carlos Hernandez, started on June 10, 2025.

Restorative Justice training for the Maintenance Team began on June 18, 2025..

#### Repairs & Maintenance Overview

- **Main Library:**
  - **Board Room Wiring:** A new wireless transmitter was installed. There continue to be issues with the OWLs working in the new configuration. The facilities Manager will assess possible alternatives and solutions.
- **Robert Crown:**
  - **Carpet Replacement:** After further discussion, staff are obtaining a quote to replace the carpet in front of the community Room, as well as in front of and behind the staff information desk, with the same laminate flooring used in the community room. The original carpet colors are no longer available. An alternate carpet will be used to replace the carpet in the children's story area.

#### Contracts & Vendor Management

There are no contracts and vendors to discuss.

#### Strategic Projects

- **MOU with the City:** No progress was made in June.
- **The Staff Door Card Key Project:** The vendor is awaiting delivery of the hardware with an estimated time for completion of 3-4 weeks.
- **Exterior Trash Cans:** Trash cans were ordered with an estimated delivery of 3-5 weeks.
- **Roof Replacement:** No additional progress at this time.
- **Master Facilities Plan:** No progress on the Master Facilities Plan. Completion is expected by Q4 2025.



## Agenda Item 7.B

### MEMORANDUM

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#### Safety & Security Update

##### Monthly Safety Summary

- **Incidents and Suspensions:** In May, 12 incidents and 5 suspensions were logged due to violations of library policies.
- **Turning Point:** The Mobile Living Room (van) staff noted twenty-three (23) interactions with patrons during May 2025. The crisis response team inside the library reported twenty-one (21) referrals.

##### Upcoming Approvals & Budget Considerations

There are no facilities or safety items up for approval at this time.



**Agenda Item 7.C**

**MEMORANDUM**

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**To:** Evanston Public Library Board of Trustees

**From:** Jennifer Shreve, Interim Development Manager

**Subject:** June 2025 Development Report for the Library Board

**Date:** 06.12.25

**MAY TOTAL NON-TAX REVENUE**

Type	May
Individual Donations	\$21,147
Federal Grants	\$11,404
Non-Federal Grants	\$9,950
Per Capita Grant	
Misc Revenue	\$1,088
Total Revenue	\$43,589

**INDIVIDUAL DONOR ACTIVITY**

In May, we received \$21,147 in individual donations. For comparison, we received \$15,136 in May 2024. The charts below are the breakdown of donation revenue by campaigns and appeals.

**Revenue by Campaigns in May 2025**

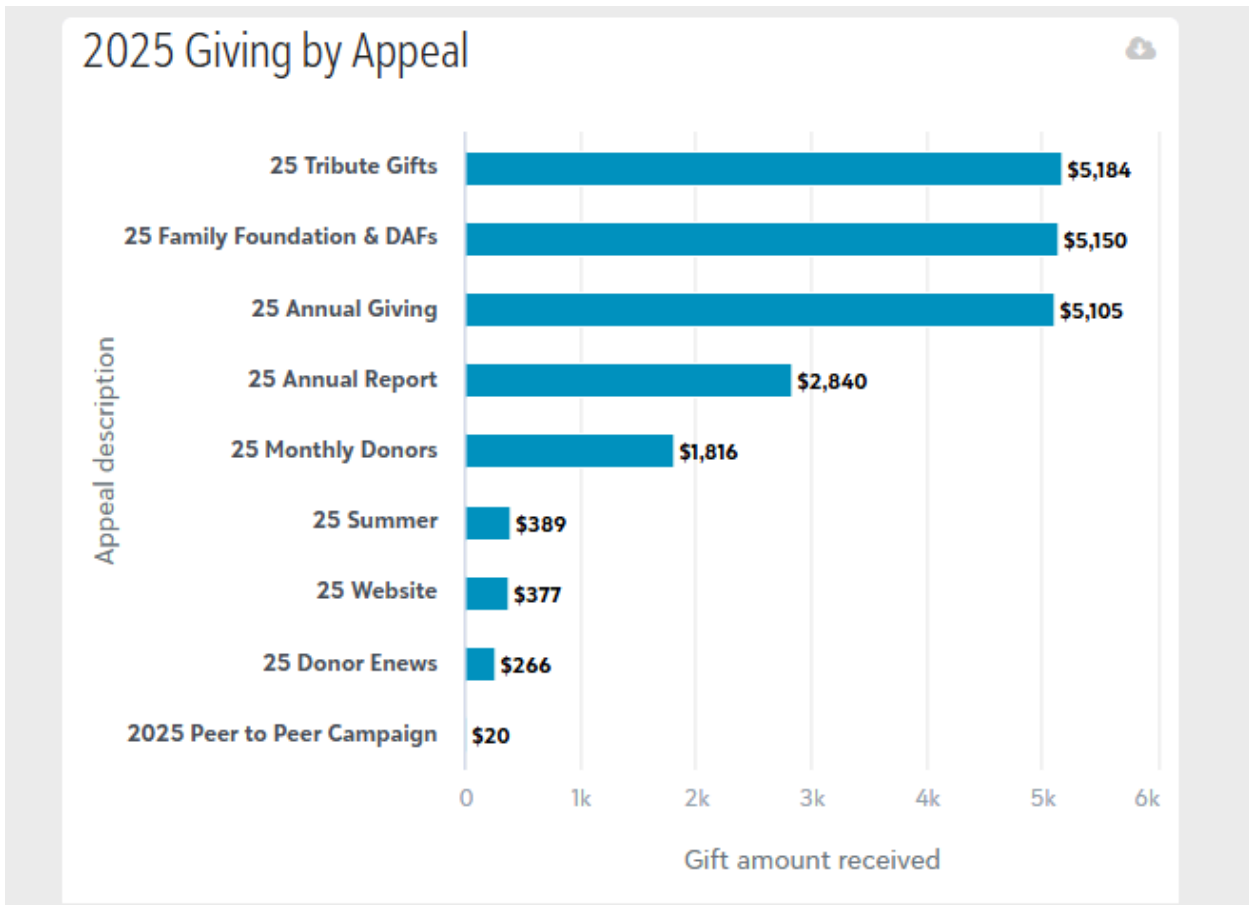
Campaign	Total 2025 Campaign Goal	May Revenue	May Number of Gifts	May Number of Donors
2020 Library Donations	\$1,000	\$90	4	4
2021 Library Donations	\$3,000	\$172	10	10
2022 Library Donations	\$5,000	\$405	18	18
2023 Library Donations	\$5,000	\$795	29	29
2024 Library Donations	\$1,000	\$387	17	17





2024 Year-End Camp.	\$10,000	\$900	3	3
2025 Annual Report	\$7,000	\$2,766	4	4
2025 Library Donations	\$55,000	\$10,223	27	27
2025 Major Gifts	\$50,000			
2025 Summer Campaign	\$35,000	\$409	7	6
2025 Year-End Campaign	\$228,000			
2025 Sponsorship		\$5,000	1	1
<b>Total Revenue</b>	<b>\$400,000</b>	<b>\$21,147</b>	<b>120</b>	<b>119</b>

Revenue by Appeals in May 2025





## Donor Activities

- The Summer Campaign began at the end of May with an initial launch email to donors and a press release. Signage is now up in the library. The campaign has begun slowly from a donation standpoint. Strategies to increase donations in June will include personal outreach to major donors, strategic outreach to past summer donors, and more visibility.
- The Peer-to-Peer campaign for ABC Boosters raised \$2,880 in May. This money is not reflected in the May income totals above, as we will receive payment in June. Check out our page here <https://www.justgiving.com/campaign/evanstonpubliclibrary>
- In May we surveyed over 1,300 donors to learn more about their motivation and experience with donating to EPL. Results are shared at the end of this report.

## Integrating the Strategic Development Plan

In May, the new Strategic Development Plan was approved by the Board of Trustees. Much of the work above fits into this plan. An update to the work plan is included at the end of this report.

## GRANT ACTIVITY

### Non-Federal Grants Submitted, Awarded, and Declined in May 2025:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Endeavor Health - LOI	\$5,000,000	5/30/2025	7/15/2025	Community hub
Submitted by Partner - Turning Point	Endeavor Health - LOI	\$50,000	5/30/2025	7/15/2025	mental health services at EPL
Awarded	The Links	\$3,500		5/16/2025	STEM programs
Awarded	Evanston Community Foundation	\$5,400		5/30/2025	Evanston Care Network

### Strategic Development Plan Update: Year 1

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
<b>YEAR 1 (2025)</b>					
<b>Q2</b>	Compile a list of Raiser's Edge reports needed to implement strategic plan	Individual Giving	20% of lapsed donors give	Development Manager	In progress; preliminary list shared with Executive Director
<b>Q2</b>	Launch summer appeal	Individual Giving	10% growth in number of gifts	Dev Mgr, Consultant?	In progress: Campaign launched, ongoing
<b>Q2</b>	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Development Manager	In progress; shared with Executive Director
<b>Q2</b>	Create a new case for support	External Affairs	Case for support updated annually	Dev Mgr, Marketing Mgr, Consultant?	not yet started
<b>Q3</b>	Create personalized cultivation plan for each major donor	Individual Giving	Retain 80% of major donors	Development Manager	in progress, in the planning stages
<b>Q3</b>	Update Raiser's Edge database to collect necessary data	Individual Giving	20% of lapsed donors give	Development Manager	in progress; initial lists of SYBUNTS and LYBUNTS
<b>Q3</b>	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	not yet started
<b>Q3</b>	Collect feedback from fundraising volunteers on how they want to contribute	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	not yet started; will be part of Peer to Peer pilot to get feedback after project
<b>Q3</b>	Institute quarterly grant forecast reviews	Institutional Giving	Average grant size increases to \$10K	Development Manager	not yet started

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
<b>YEAR 1 (2025)</b>					
<b>Q3</b>	Conduct ROI analysis on donor e-newsletter and decide on its future	External Affairs	10% increase in new donors	Development Manager	not yet started
<b>Q4</b>	Incorporate donor recognition program into Master Facilities Plan	Individual Giving	Raise \$100K from donor recognition	Executive Director	not yet started
<b>Q4</b>	Develop pitch collateral for donor recognition program	Individual Giving	Raise \$100K from donor recognition	Dev Mgr, Marketing Mgr, Consultant?	not yet started
<b>Q4</b>	Launch winter appeal	Individual Giving	10% growth in number of gifts	Dev Mgr, Consultant?	not yet started
<b>Q4</b>	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	in progress; working with ED and board on major donor outreach
<b>Q4</b>	Pilot peer-to-peer fundraising for winter appeal	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	in progress; piloted for summer campaign
<b>Q4</b>	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	In progress
<b>Q4</b>	Brainstorm new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	not yet started
<b>Q4</b>	Establish special event committee and start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	not yet started



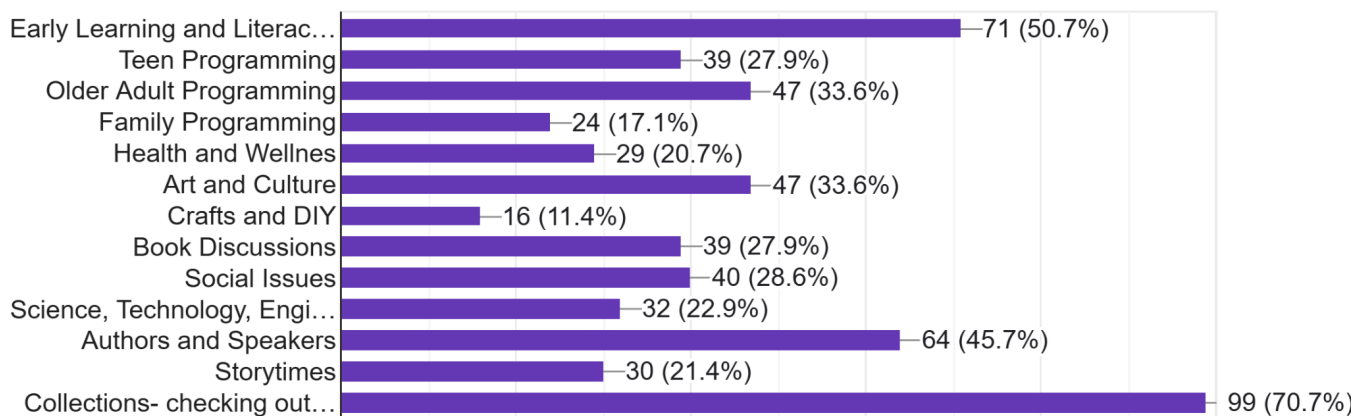
## May 2025 Donor Survey Results

- 140 total responses
- 92% donate to EPL because “I believe EPL is an asset to our community.”
- 70% chose collections as the library program they are most excited to support
- 27.8% are interested in learning more about capital plans and 13.5% are “maybe”
- 82.7% agree or strongly agree that their gift is appropriately acknowledged

### Learning Donor Interests:

Which EPL programs are you most excited to support? Check all that apply

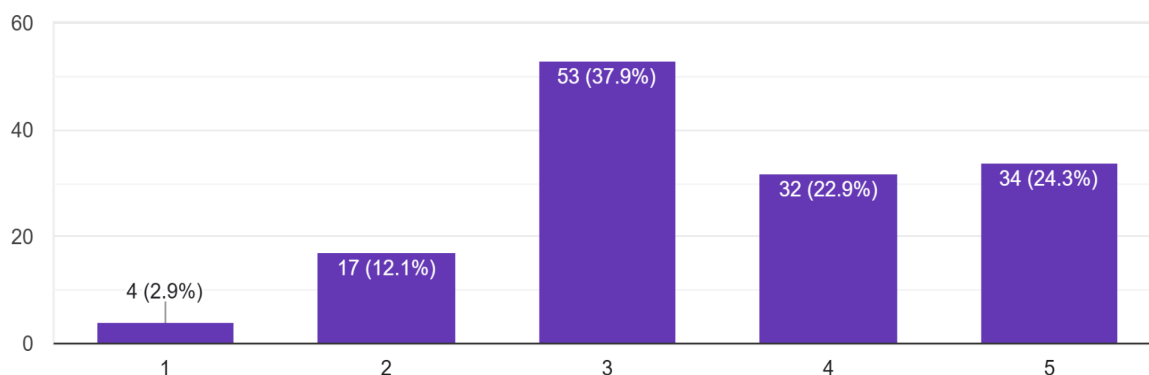
140 responses



### Most in need of improvement:

On a scale of 1 (least) to 5 (strongest), how strongly do you feel that your donation to EPL has an impact on the Evanston community?

140 responses

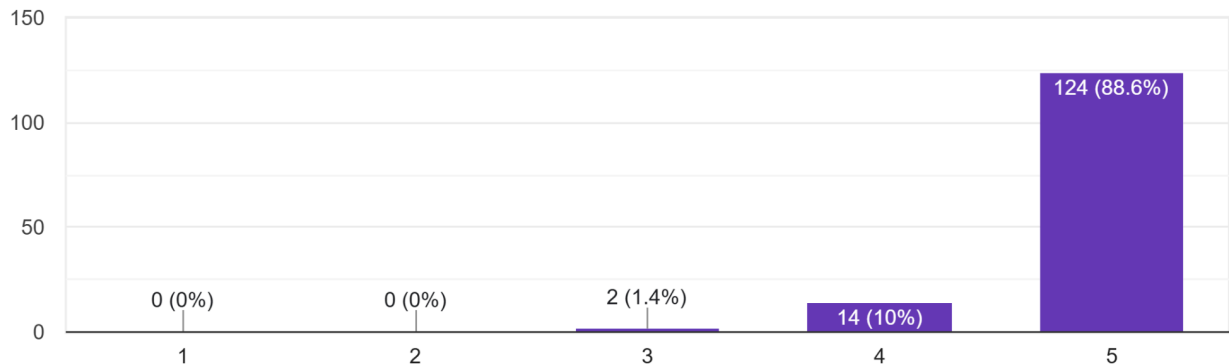




## Best news:

How likely is it that you will donate EPL in the future?

140 responses



## Why is it important to you to donate to EPL? (sample of responses)

- The work you do is amazing...
- Libraries need public support
- I believe that the Library is underfunded by taxes.
- To give everyone access to the vast resources the library provides. The library makes Evanston a better city to live in!!
- My children grew up using the collection and I am a devoted borrower. Gratitude.
- I want to help maintain and enhance the quality and diversity of the library's collection.
- I love public libraries. The dissemination of books is essential to a free society.
- We use it so much, happy to give back.
- To help maintain the library and its programs for our community
- I am a volunteer in the children's section

## How can we show that your gift is meaningful to us? (sample of responses)

- A thank you letter is sufficient
- The personal notes and invitations work
- Knowing how it is used is the best way.
- Just keep doing what you are doing and let us know about it.
- Not sure you need to do a lot here except keep providing excellent service
- Just keep on being a great library!

## Additional comments (sample of responses):

- Keep up the great work in our city. I feel lucky you are here.
- The way you have expanded programming is amazing!
- I think what you do everyday is a foundation of our democracy.
- Love what you do. Good sense of inclusiveness and community, always friendly and helpful.



## MEMORANDUM

## Agenda Item 9.A

---

**To:** Evanston Public Library Finance Committee

**From:** Yolande Wilburn, Executive Director

**Subject:** Fund Balance Policy

**Date:** June 18, 2025

### **Recommended Action**

Library staff recommend board approval for the Revised Fund Balance and Reserve Policy.

### **Summary**

The Finance Committee reviewed the existing policy and compared it to other library policies in the North Suburban area. Consideration was given to capital project needs, and the policy was revised as follows. The policy was then reviewed by the Management Committee before moving to the full board.

The Revised Evanston Public Library Fund Balance and Reserve Policy is attached.



## **Evanston Public Library Fund Balance and Reserve Policy**

*Adopted October 19, 2022 (Revised June 18, 2025)*

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### **Library Fund**

The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 7 months (58.3%) of anticipated operating expenses for the budget year in the Library Fund.

The Board shall include this policy with other Board policies for a routine review (at least every 3-5 years) to evaluate the anticipated operating expenses and ensure alignment for the operating cost basis for this fund balance target remains appropriate, considering factors such as inflation, operational needs, and strategic priorities.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 7 months (58.3%) recommended maximum, the excess operating fund balance shall be remitted to the Capital Improvement Fund at the close of each fiscal year, following the completion of the annual audit and reconciliation of accounts. At the board's discretion, the budget may also be structured in a deficit to reduce the fund balance.

### **Capital Improvement Fund**

The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.





## MEMORANDUM

## Agenda Item 9.B

---

**To:** Evanston Public Library Finance Committee  
**From:** Ellen Riggsbee, Marketing and Communication Manager  
**Subject:** Final Comprehensive Marketing Plan 2025  
**Date:** June 18, 2025

Included in this packet, you will find the final version of the Evanston Public Library 2025 Comprehensive Marketing Plan.

This plan reflects months of research, staff collaboration, and strategic alignment with our library's mission and long-term goals. The plan outlines our approach to raising public awareness, strengthening community relationships, increasing program participation, and enhancing access to library services across all demographics. It includes clearly defined objectives, audience segments, messaging strategies, and evaluation metrics to ensure both accountability and adaptability.

This marketing framework is designed to evolve with the needs of our patrons and the city we serve, and will support our continued efforts to make EPL a vibrant, inclusive, and innovative resource for all.

This report is in draft format. Once approved by the EPL Board of Trustees, this report will be available in print and digital form.



# Evanston Public Library

## Comprehensive Marketing Plan 2025

6.18.25

### I. **Executive Summary:**

The Evanston Public Library's Strategic Marketing Plan is designed to amplify our mission of connecting our diverse community through learning, discovery, and shared experiences. Grounded in our vision to ignite limitless possibilities, inspire bold ideas, and empower every person to help build a connected, inclusive community, this plan outlines a thoughtful and intentional approach to engaging with all segments of our population.

**A. Purpose:** The purpose of this strategic marketing plan is to enhance community awareness, engagement, and utilization of the public library's resources, programs, and services. By identifying target audiences, aligning outreach efforts with community needs, and leveraging both traditional and digital communication channels, this plan aims to strengthen the library's role as an inclusive, accessible, and vital hub for lifelong learning, cultural enrichment, and civic connection. This plan is also designed to align with the Library's Strategic Plan 2025-2027, approved in 2024.

**B. Mission:** Evanston Public Library connects our diverse community through learning, discovery, and shared experiences, providing equitable access to resources, fostering personal growth, and creating inclusive spaces where everyone can belong, learn, and connect.

**C. Vision:** To ignite limitless possibilities, inspire bold ideas, and empower every person to build a connected, inclusive community.



Guided by our core values—Inclusivity & Belonging, Lifelong Learning, Equitable Access, Community Wellbeing, and Sustainability—this plan ensures our marketing & communications efforts reflect a strong commitment to equity, accessibility, and shared growth. Through clear, culturally responsive messaging, we aim to raise awareness, boost participation, and build trust with underserved communities.

Our strategy prioritizes ethical marketing grounded in transparency, respectful storytelling, and data privacy. Using both traditional and digital tools, we will reach residents across all wards, promoting the library as a welcoming space for learning, connection, and belonging.

## **II: Marketing Objectives**

**Goal:** Defining marketing objectives provides clear goals and direction for the Comprehensive Marketing Plan, ensuring that all efforts are aligned, measurable, and focused on advancing the library's mission and community impact.

### **Strategic Comprehensive Marketing Plan Goals & Key Priorities include:**

**A. Promoting Equity and Inclusion:** Communications will reflect our diverse population, highlight inclusive programming, and support outreach that ensures equitable access to resources for all.

**B. Modernizing Messaging:** We will align our voice and platforms with the Library's modernization efforts, including reimagined spaces, expanded digital services, and sustainable practices.



**C. Fostering Connection and Belonging:** Campaigns will focus on building awareness of programs that bring people together, encourage learning, and create a strong sense of belonging.

**D. Growing with the Community:** Our communications approach will be responsive and adaptable, supporting efforts to enhance spaces, diversify collections, and remain a trusted, welcoming presence.

**E. Practicing Responsible Marketing:** This Comprehensive Marketing Plan commits to practicing responsible marketing by ensuring that all communications are inclusive, transparent, respectful of privacy, and aligned with the library's values of inclusivity and belonging and providing equitable access to our promotions.

### **III. Target Audiences**

**Goal:** Public libraries serve a wide and diverse range of people. Different programs and outreach efforts might be designed for each audience, but the goal is always the same: to create an inclusive, welcoming, and enriching experience for all. Our goal is to represent every audience in our community which includes (see Appendix A for a detailed breakdown):

- A. Children & Families
- B. Teens & Young Adults
- C. Adults
- D. Seniors & Older Adults
- E. Educators & Homeschoolers
- F. Historically Marginalized and/or Underserved Populations
- G. BIPOC & LGBTQIA+ Communities
- H. Local Organizations & Community Groups
- I. Donors, Advocates & Policy Makers



#### IV. Messaging Framework & Architecture

**Goal:** The messaging framework and architecture will be adhered to in all marketing and communications efforts and will be provided to all staff on a regular basis to align with these guidelines and ensure that EPL communicates clearly, consistently and effectively with our audiences.

**A. Define Core Brand Message (Mission):** *Evanston Public Library connects our diverse community through learning, discovery, and shared experiences, providing equitable access to resources, fostering personal growth, and creating inclusive spaces where everyone can belong, learn, and connect.*

**B. Define Brand Pillars (Key Value Themes):** By carefully adhering to these pillars, EPL can build a strong brand identity that resonates with its users and reinforces our role in the community.

- **Purpose:** What is the core reason the library exists? What needs does it fulfill for the community?
- **Perception:** How the library is viewed by the community, including its reputation, services, and image
- **Personality:** The library's unique character, values, and how it interacts with its users
- **Positioning:** How the library differentiates itself from other resources and establishes its unique value proposition
- **Promotion:** How the library communicates its brand and services

**C. Define Brand Story:** Determine on an annual basis what the brand story will be for the year (see attached Appendix B for examples). This is a "theme" that could influence marketing and development case-for-support or seasonal campaigns.



**D. Brand Guidelines and Standards:** Maintaining consistent branding across all communications serves a purpose beyond visual identity. It helps build recognition which reinforces trust, strengthens our identity, and unifies our message to the community. All staff and partners involved in creating marketing, communications, or promotional content must follow Evanston Public Library's Brand Standards to ensure visual and verbal consistency.

**Key Guidelines:**

- 1. Logo Usage:** Use the official EPL logo in approved formats only and maintain clear space around it; do not alter colors or proportions.
- 2. Typography:** Use the designated fonts for all internal and external materials to maintain visual coherence.
- 3. Color Palette:** Apply the primary and secondary colors correctly to preserve brand identity and accessibility.
- 4. Voice & Tone:** Reflect the library's inclusive, supportive, and knowledgeable personality in all written content.
- 5. Imagery:** Use diverse, high-quality images that reflect the Evanston community and align with the library's values.
- 6. Templates:** Utilize approved templates for flyers, presentations, newsletters, and social media posts to ensure consistency.

Following these standards helps us present a cohesive identity that builds trust and strengthens our connection with every resident of Evanston and EPL Patron.



**E. Brand Management:** Ongoing brand management will occur throughout the year, managed by the Marketing and Communications Manager, in order to maintain consistency and adherence to the brand standards. The following tools are provided to staff, management and community partners promoting EPL events, development efforts and programs:

- 1. Brand Standards Guide**
- 2. Canva Brand Toolkit** for creators
- 3. Branded Web Content** such as 'cards' provided by web team
- 4. Branded assets and usage guides** provided to all vendors and users of the library's assets
- 5. Presentation Templates**
- 6. Document Templates**
- 7. Email Templates & Signatures**
- 8. Digital Asset Library**

**F. Communication Channels:** Communication channels refer to the various methods the library uses to share information and engage with the public, including print materials, social media, email newsletters, the library website, in-person outreach, and community partnerships.

**Digital:**

- 1. Library Website**
  - a. Central hub for information, events, catalogs, and resources
  - b. Blog posts, Library news, event calendars, staff lists, cards for special events and content and promotions, relevant to timely themes and events
- 2. Social Media Platforms**
  - a. Facebook, Instagram, LinkedIn
- 3. Email Marketing**



- a. Newsletters (bi-weekly or monthly for all patrons, children's news, Crown Branch and Innovation Station news)
- b. Special announcements and event invitations
- c. Targeted emails to segmented patron lists
- d. Patron Point and GovDelivery platforms used

#### **4. Library App or Mobile Notifications**

- a. Reminders, event updates, new book arrivals
- b. Overdrive promotions
- c. Specially created links in app

#### **5. Online Event Platforms**

- a. BiblioEvents
- b. Personalized Promotions in BiblioCore

### **Traditional**

#### **1. Printed Materials**

- a. Posters, flyers, bookmarks, infographics cards

#### **2. Local Media**

- a. Newspapers, event listings, press releases

#### **3. Community Boards & Public Spaces**

- a. Postings in community centers, grocery stores, schools, and local businesses

#### **4. Direct Mail**

- a. Postcards, letters or brochures sent to local residents as needed

#### **5. In-Library Signage**

- a. Posters, flyers, banners, digital screens, bulletin boards, etc.

#### **6. In-Person and Word-of-Mouth Channels**

- a. Information shared person-to-person in the community

#### **7. Library Staff**

- a. Front-line communicators who can promote programs and services

#### **8. Community Outreach**





- a. Presentations at schools, senior centers, or community events
- b. Participation in fairs and festivals
- c. Local Communications Cohort

#### **9. Partnerships**

- a. With schools, nonprofits, local businesses, and civic organizations for co-promotion

#### **10. Friends of the Library & Volunteer Networks**

- a. Advocates who can share information within their personal and professional circles
- b. Board Members
- c. PEPL

#### **11. Marketing Kit for Administrators and Development for:**

- a. Potential donors
- b. Stakeholders
- c. Community Partners
- d. Local Leaders and COE Administrators

### **G. Tone and Voice:**

**Goal:** Determine tone & voice guidelines for staff creating event descriptions, posters and email newsletters; for Development team, internal communications, web content, social media and general marketing needs.

#### **1. Themes should always be:**

- a. Friendly: Approachable, conversational, and neighborly
- b. Empowering: Uplifting, optimistic, and encouraging
- c. Inclusive: Respectful, accessible, and welcoming to all
- d. Credible: Knowledgeable, clear, and trustworthy



- e. Mission Forward: Aligns with EPL's mission and vision

## **2. Tone**

- a. Welcoming & Inclusive
- b. Empowering & Supportive
- c. Friendly & Accessible
- d. Credible & Trusted
- e. Community-Driven & Localized
- f. Optimistic & Forward-Looking

## **3. Brand Voice** (see Appendix C for detailed breakdown)

- a. First-Person Plural
- b. Clear and Simple Language
- c. Consistent but Flexible
- d. Action-Oriented
- e. Voice/Tone example by channel:
  - i. Website: Clear, informative, welcoming
  - ii. Social Media: Friendly, engaging, localized
  - iii. Email: Personal, helpful, informative
  - iv. Event Posters: Inviting, exciting

## **V. Strategic Marketing Initiatives**

**Goal:** These strategic initiatives are specific, goal-driven efforts that support the overall marketing strategy of EPL. They are structured to help the library achieve its objectives—such as increasing community engagement, promoting programs, or expanding digital resource use—by guiding focused actions like outreach campaigns, branding efforts, or partnerships.



## **A. Promotion and Marketing of Library Events and Programs**

### **1. Specific Event Promotion:**

**Goal:** Increase awareness and attendance for key library events through targeted, engaging promotional strategies.

- a. Marketing Promotion Request: Library staff that wish to have their event marketed by the marketing team may submit a request via the Marketing Request Form 6 weeks in advance of the event. By filling out the form, the event will be:
  - Added to the monthly patron newsletter
  - Promoted on social media
  - Featured in a press release via GovDelivery as needed
- b. Staff created printed flyers and posters
- c. Staff created digital flyers
- d. Digital event creation for website and app by staff host
- e. Web team card creation for event or program

## **B. Video**

**Goal:** EPL's video strategy should focus on education, engagement, and community building, while highlighting the library's resources and events in a fun and interactive way (see Appendix D for detailed breakdown)

### **1. Target Platforms:**

- a. Instagram
- b. Facebook
- c. YouTube



- d. LinkedIn
- e. Website

## **2. Content Pillars & Ideas:**

- a. Behind-the-Scenes & staff highlights
- b. "A Day in the Life" of a librarian
- c. Meet the staff
- d. Everyday activities
- e. Book spotlights & recommendations
- f. Themed reading lists

## **3. Topics:**

- a. Educational content
- b. Quick how-tos
- c. Research tips or digital literacy snippets
- d. Storytime or author readings

## **4. Fun & Viral Content**

- a. BookTok-style trends
- b. Reading challenges or trivia quizzes
- c. Staff participating in popular memes
- d. Community & events
- e. Promote upcoming events
- f. Recaps of past events
- g. Patron testimonials/community spotlights



## **5. Video Posting Frequency**

- a. Short-form (Reels)
- b. Long-form (YouTube/Facebook)
- c. Stories/live videos

## **6. Metrics to Track**

- a. Views, likes, shares, and comments per video
- b. Follower growth
- c. Click-throughs to library website or event pages
- d. In-person attendance linked to promoted events

## **C. Social Media**

**Goal:** EPL's social media strategy purpose is to increase community engagement, awareness, access and attendance at events by using digital marketing platforms to share relevant, inclusive and timely content.

### **1. Social Media Static Posts:**

**Goal:** EPL will use social media to raise awareness of library services and programs, increase event attendance, and boost community engagement by sharing consistent, engaging content.

#### **a. Content Themes** (Use across all platforms, adapted per tone/audience)

- Upcoming events, workshops and activities
- Library news/updates
- Community spotlights & partners
- Behind the scenes & staff introductions



- Educational resources
- Donation/development needs/asks

## **b. Platform Specific Strategy**

### ○ **Instagram**

- Audience: Parents, teens, young adults, young families
- Tone: Fun, visual, conversational
- Content Types: Reels, stories, posts, grid posts
- Style: Aesthetically pleasing, photographic, bright & fun
- Frequency: 4–6 posts/week, stories daily, 1–2 reels/week
- Include Hashtags: #LibraryLove #ReadLocal #LibraryLife #Bookstagram #LibraryEvents

### ○ **Facebook**

- Audience: Families, older adults, general public
- Tone: Friendly, informative, community-centered
- Content Types:
  - a. Event promotions, photo albums: recaps of events, live videos, news & announcements, articles & resources
- Frequency: 3–5 posts/week, live sessions 1–2x/month
- Consider boosted posts

### ○ **LinkedIn**

- Audience: Educators, professionals, civic partners, local leaders
- Frequency: 2–3 posts/week
- Tag Partners: Local universities, job centers, civic organizations
- Tone: Professional, informative, mission-driven



- Content Types: Impact Stories, Partnerships, Behind-the-Scenes, Professional Development, Thought Leadership

## **2. Metrics to Track**

- Engagement: likes, comments, shares, reactions
- Reach & impressions per platform
- Event RSVPs/attendance from social promotion
- Click-throughs to library website or catalog
- Follower growth by platform

## **3. Cross Platform Strategy Considerations:**

- Repurpose content smartly
- Use branded templates for visual consistency
- Schedule posts in advance
- Encourage user-generated content

## **D. Specialized Marketing Initiative**

**Goal:** To promote and adapt library events in underserved or historically marginalized communities on an as-needed basis in response to the needs of the community. The strategy for these initiatives is Intentional outreach, inclusive messaging, and community collaboration.

### **1. Key Principles of Specialized Marketing Efforts**

- a. Representation matters
- b. Use diverse voices, faces, and languages in all promotional materials
- c. Understand the unique needs, histories, and barriers of each community



- d. Relationship-driven outreach when possible
- e. Focus on trust-building, not just advertising

## **2. Strategies to Promote Specialized Events**

- Partner with trusted community organizations
- Collaborate with local nonprofits, faith groups, advocacy centers, and cultural organizations
- Ask partners to co-host or help spread the word
- Attend community meetings or events to build rapport
- Hire or consult community ambassadors
- Engage people (or volunteers) from the community to help design and promote programs
- Use multilingual & accessible marketing
- Translate flyers, posts, and announcements into community languages
- Include visuals that are culturally relevant
- Ensure content is readable (large fonts, simple language, alt text, captions)
- Engage in unique marketing tactics:
  - a. Promote events in barbershops, local groceries, churches, laundromats, shelters, and community centers
  - b. Set up mini pop-up info tables or street teams
  - c. Leverage hyperlocal media & social media
  - d. Use neighborhood Facebook groups and local influencers
- Host events that reflect community interests
- Co-create programs based on what people ask for (e.g., immigration clinics, resume help, cultural celebrations)
- Host events in the community — not just at the main library
- Incentivize attendance (if possible)





- Offer free food, childcare, transit passes, or raffle prizes to reduce participation barriers

### **3. Segmented Marketing per Demographic**

- Utilize targeted strategies to market to niche audiences

### **4. Measure and Track Success**

- Use metrics to target marketing by tracking:
  - a. Attendance from targeted communities
  - b. Community feedback and follow-up surveys
  - c. New partnerships formed
  - d. Social media reach in specific neighborhoods
  - e. Email Marketing
  - f. Website visits by site and page
  - g. Click-through data

### **5. Future Initiatives**

- Update the Social Media Policy document
- Contact each ward Council Person and create a customized outreach and marketing strategy for each based on their needs
- Add content to each ward email communication
- Create a Crisis Communications Plan and message templates for all channels
- Create a Board support checklist and marketing toolkit for Board members
- Assess current internal messaging platforms for effectiveness; adapt as needed
- Develop a "How to Market Your Program" guide for staff



- Create a separate marketing plan for larger scale programs such as The Big Read or Summer Reading Program
- Increase Social Media follower engagement
- Determine a calendar for digital marketing evaluation & metrics
- Track social media engagement (likes, shares, followers)
- Graph email open and click-through rates
- Chart website traffic
- Chart event registrations
- Evaluation plan for patron feedback and surveys
- Increase media coverage
- Conduct marketing trend research and monitoring process
- Research additional social media platforms
- Refine and release a Spanish-language marketing strategy
- Establish cohort of local communications managers from other
- Establish a more diversified social media schedule per platform (segmenting posts)

## **VI. Evanston Public Library Marketing Work Plan (See Appendix E)**

**Goal:** The Work Plan for Evanston Public Library will define and determine a general marketing work plan to be followed throughout each year that both infuses the mission, vision and core values of EPL while meeting the marketing goals as defined by the 2025-2027 Strategic Plan and Strategic Development and Advancement Plan. Main initiatives of this work plan include:

- Conduct a Market Analysis to understand the demographics of patrons, potential patrons, and community members
- Develop a content calendar aligned with programs and initiatives
- Create consistent branding guidelines and visual assets and Inform staff of guidelines bi-annually



# EVANSTON PUBLIC LIBRARY

- Segment email lists for targeted communication
- Collaborate with community partners for cross-promotion
- Collaborate with EPL Development Department to assist in campaign development that is consistent with brand messaging
- Determine specific community outreach plan, activities and schedule
- Use storytelling to highlight patron success and staff impact
- Launch campaigns for library card sign-ups, donations, and events
- Promote thematic materials, events and lists to support our diverse patrons and population
- Other efforts as needed



## **Appendix A: Target Audience Breakdown**

### **A. Children & Families**

- Early learners (ages 0–5) and their caregivers
- School-aged children (ages 6–12) and parents
- Families looking for educational, enrichment, or literacy programs

### **B. Teens & Young Adults**

- Middle and high school students (for homework help, study space, creative activities and social programs)
- College students and recent grads (for job search support, quiet study areas, or digital resources)

### **C. Adults**

- Lifelong learners (attending workshops, using databases, conducting research, etc.)
- Job seekers (using career resources, resume help, or public computers)
- Adults seeking digital literacy
- Newcomers/immigrants (ESL programs, citizenship resources, cultural orientation)
- Borrowers of fiction and nonfiction
- Event attendees

### **D. Seniors & Older Adults**

- Engaged older adults (attending events, reading groups, tech training)
- Isolated seniors (outreach via mobile services or home delivery)



#### **E. Educators & Homeschoolers**

- Teachers and school librarians looking for materials and partnerships
- Homeschooling families using the library for curriculum support

#### **F. Historically Marginalized or Underserved Populations**

- Low-income individuals or families
- Evanston Wards not currently served and not engaging with the library
- Unhoused individuals (access to public computers, social services, restrooms, etc.)
- People with disabilities (seeking accessible services and materials)
- Vulnerable populations
- Undocumented residents

#### **G. BIPOC & LGBTQIA+ Communities**

- Residents seeking inclusive collections, programs, and safe community spaces

#### **H. Local Organizations & Community Groups**

- Nonprofits, neighborhood associations, and civic groups looking to collaborate

#### **I. Donors, Advocates & Policy Makers**

- Friends of the Library groups, foundations, city council members, and other supporters of public funding and agencies



## Appendix B: Brand Story Examples:

**Goal:** A library's brand story should convey its unique identity, purpose, and impact on the community—going beyond services, to show how it shapes lives and strengthens society. Here are several compelling examples of what a library's brand story can be, tailored to different brand archetypes or strategic focuses. Below are examples of what this could be:

- **Empowerment through Knowledge.** Our library is where transformation begins. From new immigrants learning English to entrepreneurs launching businesses, we provide tools, mentorship, and digital access that empower every resident to realize their full potential. We're not just a place to borrow books—we're a launchpad for dreams.
- **Your Library: A Place to Gather, Grow, and Belong.** Story Theme: Belonging & Safe Spaces
- **Empowering Curiosity at Every Age** From toddlers discovering their first words to seniors exploring tech for the first time, we support every stage of life. Our mission is simple: feed curiosity, spark discovery, and make learning accessible to everyone, always."
- **Bridging the Digital Divide:** "In an increasingly digital world, we stand on the front lines of equity. By offering free Wi-Fi, tech classes, tech desk help, innovative digital workshops—our library ensures no one is left behind. We believe internet access is a right, not a privilege."
- **Showcasing Stories. Sparking Creativity. Connecting Cultures.** "We celebrate the stories that define us. Through author talks, art installations, and multicultural programs, we amplify diverse voices and inspire creativity. Our library is where the arts come alive and culture is a shared experience."



## Appendix C: Brand Voice

- First-Person Plural (“we,” “our”): Positions the library as a collective, not a faceless institution. Example: “We’re here to support your next big idea”
- Clear and Simple Language: Accessible to all reading levels; avoids overly complex phrasing. Example: “Check out our free job search workshop this Friday—open to everyone”
- Consistent but Flexible: Maintain the same core voice across platforms, while adapting tone for context (e.g., more concise on social media, more detailed in newsletters)
- Action-Oriented: Use active verbs and direct calls-to-action. Example: “Join us for storytime!” not “A storytime event will be taking place...”
- Voice/Tone example by channel:
  - Website: Clear, informative, welcoming: “Welcome to your library—explore programs, get resources, and connect.”
  - Social Media: Friendly, engaging, localized: “Need a quiet space or free Wi-Fi? We’ve got you covered. #EvanstonLibrary”
  - Email: Personal, helpful: “Here’s what’s new this month at the library—and how you can get involved.”
  - Event Posters: Inviting, exciting: “Learn a new skill. Meet your neighbors. Discover something new.”

## Appendix D: Social Media Detailed Breakdown

- A. Video:** EPL’s video strategy should focus on education, engagement, and community building, while highlighting the library’s resources and events in a fun and interactive way.



### **1. Target Platforms:**

- a. Instagram Reels – Short, fun, and engaging videos to reach younger audiences
- b. Facebook – Longer-form or more informational content for broader and older demographics
- c. YouTube – Longer instructional videos, video contributions by authors and community partners re: events and programs at the Library
- d. LinkedIn – Showcase how the library contributes to career advancement, digital literacy, and workforce reskilling

### **2. Content Pillars & Ideas:**

- a. Behind-the-Scenes & Staff Highlights
- b. “A Day in the Life” of a librarian
- c. Meet the staff: Introduce team members and their favorite books
- d. Everyday activities: time-lapse of the library opening, shelving, or setting up for events
- e. Book Spotlights & recommendations
- f. Themed reading lists (e.g., Pride Month, Black History, local authors)

### **3. Topics:**

- a. Educational Content
- b. Quick how-tos (e.g., getting a library card, using eBooks, reserving a room)
- c. Research tips or digital literacy snippets
- d. Storytime or author readings (especially for children)

### **4. Community & Events**

- a. Promote upcoming events with teasers or countdowns
- b. Recaps of past events
- c. Patron testimonials or community spotlights





## **5. Fun & Viral Content**

- a. BookTok-style trends
- b. Reading challenges or trivia quizzes
- c. Staff participating in popular memes (library-appropriate versions)

## **6. Video Posting Frequency**

- a. Short-form (Reels): 1-2x per week
- b. Long-form (YouTube/Facebook) 1–2x per month
- c. Stories/Live Videos: As needed for events or Q & As

## **7. Metrics to Track**

- a. Views, likes, shares, and comments per video
- b. Follower growth
- c. Click-throughs to library website or event pages
- d. In-person attendance linked to promoted events

## **Appendix E: Annual Marketing Work Plan**

[View Here](#)



Appendix E:

Annual Comprehensive Marketing Work Plan



Quarter	Action	Audience	Responsible Party	Timeline	Channels	KPI	Status
All	Monthly Theme Promotion: Web Home Page Banner, Web Landing Page, Social Media Post, Staff List Creations, Videos	All website patrons and visitors	Marketing Manager & BiblioWeb Content Team	Monthly	Website	Engagement rate	In progress: Themes Set and approved through 12/25
All	Monthly Theme Social Media Promotion	Social Media followers, segmented for LinkedIn w/separate content as needed	Marketing Manager / Social Media part-time staff	Monthly	Facebook, Instagram, LinkedIn	Meta metrics	In progress: Themes Set and approved through 12/25
All	Monthly Meeting: Content Team	Internal	Marketing & Content Creators	Monthly	Website	Attendance & content output	In progress
All	Monthly Blog Post	Patrons & Public	Marketing Manager	First week of each month	Website/Social Media/Patron Email	Views	In progress
All	Monthly Patron E-newsletter	General/Patrons (Patron Point list)	Marketing Manager	Monthly	Email via Patron Point	Open & Click rate	In progress
All	Bi-monthly E-newsletter - Children	Families/Parents/ Caregivers in PP list	Children's Dept Email team	1st & 3rd Weeks	Email via Patron Point Kids News list	Open & Click rate	In progress
All	Monthly E-newsletter -	RC Branch	Crown Staff -	Monthly	Email	Open & Click	In progress



## MEMORANDUM

## Agenda Item 9.C

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**To:** Evanston Public Library Finance Committee

**From:** Nicole Collier, Administrative Lead

**Subject:** Approval of the Substitute Staff Attendance Policy

**Date:** June 18, 2025

### **Recommended Action**

Library staff recommend that the board approve revisions to the Substitute Staff Attendance Policy.

### **Summary**

Effective June 11, 2025, all individuals designated as substitutes in the system must work at least once every sixty (60) calendar days to maintain active status. If a substitute does not work during any 60-day period, they will be removed from the system.

Reinstatement after termination will require reapplication and completion of the application and training process, if selected.

Please see the attached revised Substitute Staff Attendance Policy.

## Substitute Attendance Policy

(Effective 02/14/2024. Revised 06/18/2025)

### **Rules for Substitute Shifts:**

Each supervisor makes their work area's desk schedule 2-4 weeks in advance. For anticipated substitute shifts (planned vacation, absences, etc.), supervisors will email the substitute's details about the available shifts and will email shift assignments based on the substitute's responses. Substitutes should only say they are available for shifts they are certain they can work.

Supervisors will email shift assignments in a reasonable amount of time after collecting substitute availability. Supervisors will do their best to spread shift assignments out evenly among substitutes. For emergency substitute shifts (illness, etc.), supervisors may email or call substitutes and assign immediately based on a first-come, first-served response system.

### **Canceling a Shift:**

- Once a shift has been assigned to a substitute, if that person cannot cover that shift, for any reason, it is considered a cancellation.
- If more than two shifts are cancelled in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute finds another qualified person to work their shift, this does not count as a cancellation. It is the responsibility of the initial sub to notify the supervisor by email of the swap.
- If a substitute cannot find another qualified person to work their shift, they must give the supervisor at least 48 hours' notice of the cancellation or this will be considered a "no show."

### **No Call/No Show:**

- If a substitute cancels a shift with less than 48 hours' notice or does not show up for an assigned shift 2 times in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available).
- If a substitute is sick on the day of a shift, this will not count as a no-show, but will still be considered a cancellation.

### **Late for a Shift:**

- If a substitute has to, for any reason, arrive at work after the start of their shift, they must call in as soon as possible, but no later than 15 minutes before normal starting time.
- If a substitute is late 2 times in a rolling 12-month period, the substitute will be on probation for one month (which means they will not be offered shifts unless no other subs are available). The third time a substitute qualifies for probation in a rolling 12-month period, their contract with the Library will be terminated.