



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, September 17, 2025, at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link:

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



BOARD OF TRUSTEES MEETING

Wednesday, September 17, 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/16fGTFeqEFR6tmro8>
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. CONSENT AGENDA**
 - a. Approval of Management Committee Meeting Minutes August 20, 2025
 - b. Approval of Regular Board Meeting Minutes August 20, 2025
 - c. Approval of Special Board Meeting Minutes September 3, 2025
 - d. Approval of Facilities Committee Meeting Minutes September 11, 2025
 - e. Approval of Finance Committee Meeting Minutes September 11, 2025
 - f. Approval of Bills and Payroll
- 5. PUBLIC HEARING:** Public Hearing on the FY2026 Proposed Budget
- 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. Monthly Development Report (Distributed in Advance)
 - d. Robert Crown Branch Library Team Update Presentation
- 8. BOARD REPORTS (Board Oral Communications)**
 - a. President's Report
 - b. Finance Committee
 - c. Management Committee
 - d. Facilities Committee
 - e. DEIB Committee
- 9. OLD BUSINESS**
 - a. Direction from the Board for 2026 Final Budget Preparation (Action)
- 10. NEW BUSINESS**
 - a. Budget and Agenda for October 17-18 Board Retreat (Action)
- 11. ADJOURNMENT**

Next Meeting: September 3, 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, August 20, 2025, at 5:00 PM
Main Library, Community Meeting Room, and remote

Members Present

Arikpo Dada, Tracy Fulce, Michelle Mills and Meghan Shea

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 5:00 p.m.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

None

Amended Agenda Item

Trustee Fulce moved, seconded by Trustee Mills, to add an executive session to the agenda.

Old Business

- a. Board Policies (Discussion)
- b. Board Retreat (Discussion)

New Business

- a. Governance Review
- b. Agenda items for next meeting

Executive Session

Motion: Trustee Dada moved, seconded by Trustee Fulce, to go into executive session for personnel matters at 5:51 pm.

Motion: Trustee Mills moved, seconded by Trustee Dada, to adjourn the executive session at 6:17 pm.

Adjournment

Trustee Fulces made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 6:17 p.m.

Submitted by

Arikpo Dada
Evanston Public Library Board of Trustees



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

Wednesday, August 20, 2025, at 6:30 PM
Main Library, Community Meeting Room, and Remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Meghan Shea, and Esther Wallen.

Members Absent

Victoria Shire

Staff Present

Susan Markwell, Heather Norborg, Sameer Notta, Ellen Riggsbee, Wynn Shawver, 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 6:30 p.m.

Land Acknowledgement

Read by Catie Huggins

Amended Agenda Item

Motion: Trustee Mills moved, seconded by Trustee Amamoo, that public comment during Citizen Comment be limited to five (5) minutes per individual.

Motion: Trustee Dada moved, seconded by Trustee Mills, to add "Board Retreat" as Item B under Old Business on the agenda

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

Citizen Comment

Claire Kelly, Emily Guthrie, Eileen O'Neil, and Lorena Neal

A petition signed by AFSCME members was submitted (see [attachment](#))

Consent Agenda

- A. Approval of Management Committee Meeting Minutes July 16, 2025
- B. Approval of Regular Board Meeting Minutes July 16, 2025
- C. Approval of DEIB Advisory Committee Minutes August 12, 2025
- D. Approval of Special Board Meeting Minutes August 6, 2025
- E. Approval of Finance Committee Meeting⁵Minutes August 14, 2025

- F. Approval of Bills and Payroll
Motion: Trustee Wallen moved, seconded by Trustee Mills, to approve the consent agenda.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shea, 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. Monthly Development Report (Distributed in Advance)
- D. Lifelong Learning Team Update ([Presentation](#))
- E. Q2 Strategic Plan Update ([Presentation](#))

Board Reports

- A. President's Report
- B. Finance Committee
- C. Management Committee
- D. Facilities Committee
- E. DEIB Committee

Old Business

- A. Approval of the Fund Balance and Reserve Policy
Motion: Trustee Shea moved, seconded by Trustee Dada, to approve the Fund Balance and Reserve Policy.
- B. Amend Agenda Item 8b from Board Retreat to Board Policies.
Motion: Trustee Dada moved, seconded by Trustee Huggins, to amend 8b from board retreat to board policies.

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

New Business

- A. New board members' committee assignments for 2025-2026.
Facilities Committee: Victoria Shire:
Management Committee: Jean Keleher
- B. Committee Oversight of IGA_MOU and Lease with City 080125.
Motion: Trustee Huggins moved, seconded by Trustee Keleher, to adopt the IGAMOU and Lease with the City (080125).

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shea, 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 at 8:10 pm.

Motion: Moved by Trustee Fulce, seconded by Trustee Shea, to add agenda item B to the executive session meeting with the City.

Motion: Moved by Trustee Huggins, seconded by Trustee Mills, to approve the executive meeting minutes.

Motion: Trustee Mills, seconded by Trustee Dada, moved to adjourn the executive meeting at 8:58 pm.

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

Adjournment

MOTION: Moved by Trustee Huggins and seconded by Trustee Fulce to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 9:00 pm.

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

Submitted by

Catie Huggins, Secretary
Evanston Public Library Board of Trustees



**Evanston Public Library Special Board Meeting
MEETING MINUTES**

Wednesday, September 3, 2025, at 6:30 PM
Main Library, Community Meeting Room, and remote

Members Present

Arikpo Dada, Catie Huggins, Jean Keleher, Michelle Mills, Meghan Shea, Victoria Shire, and Esther Wallen

Members Absent

Samia Amamoo and Tracy Fulce

Staff Present

Heather Norborg, Sameer Notta, and Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Dada called the meeting to order when a quorum of Trustees was established at 6:30 p.m.

Land Acknowledgement

Read by Michelle Mills

Citizen Comment

None

New Business

- A. Special Budget [Presentation](#) 2026 by Sameer Notta

Adjournment

Trustee Mills made the motion to adjourn, which was seconded by Trustee Shea and approved by voice vote. The meeting adjourned at 7:25 p.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



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

Thursday, September 11, 2025, at 11:00 AM
Main Library, Board Room, and remote

Members Present

Catie Huggins, Meghan Shea, and Victoria Shire

Members Absent

none

Staff Present

Carlos Hernande, Ellen Riggsbee, and Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Huggins called the meeting to order when a quorum of Trustees was established at 11:04 a.m.

Land Acknowledgement

Read by Catie Huggins

Citizen Comment

None

New Business

- a. Facilities Service Update
- b. Draft of Continuity of Operations (Discussion).

Adjournment

Trustee Huggins made the motion to adjourn, which was seconded by Trustee Shires and approved by voice vote. The meeting adjourned at 12:14 p.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



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

Thursday, September 11, 2025, at 3:00 PM
Main Library, Library Board Room, and remote

Members Present

Michelle Mills and Tracy Fulce (virtual)

Members Absent

None

Staff Present

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

Land Acknowledgement

Read by Trustee Mills

Citizen Comment

None

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:01 p.m.

Old Business

- A. Board policies topic
- B. Inter-governmental Agreement & Lease Update
- C. Budget and Levy next steps

New Business

- A. Review the upcoming board packet finance items
- B. Update on the budgetary impact of current vacancies and recent hiring
- C. Monthly Development Report
- D. Approval of the proposed budget and agenda for the Board Retreat on October 17-18, 2025
Motion: Trustee Mills moved, seconded by Trustee Fulce, to approve the proposed budget and agenda for the board retreat.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 3:55 p.m.

Submitted by

Michelle Mills
Evanston Public Library Board of Trustees



MEMORANDUM

Agenda Item 4.F

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: September 12, 2025

Recommended Action

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

Payroll

July 28, 2025, through August 10, 2025,	\$ 214,612.22
August 11, 2025, through August 24, 2025,	\$ 217,184.94

Library Fund Bills List

August 19, 2025	\$ 170,493.75
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Purchasing

June 30, 2025	\$ 8,144.64
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 08/19/25 - 08/19/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	07/09/2025	08/19/2025	08/19/2025	26.90
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	1,075.08
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	126.48
100474 - BAKER & TAYLOR	JUV PRINT	07/17/2025	08/19/2025	08/19/2025	332.75
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/21/2025	08/19/2025	08/19/2025	47.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	1,286.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/28/2025	08/19/2025	08/19/2025	1,334.47
100474 - BAKER & TAYLOR	JUV PRINT	07/28/2025	08/19/2025	08/19/2025	251.77
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/31/2025	08/19/2025	08/19/2025	930.56
100474 - BAKER & TAYLOR	JUV CROWN PRINT	08/05/2025	08/19/2025	08/19/2025	566.28
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	9.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2025	08/19/2025	08/19/2025	1,072.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/12/2025	08/19/2025	08/19/2025	1,118.33
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	07/17/2025	08/19/2025	08/19/2025	35.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	34.49
103424 - MIDWEST TAPE LLC	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	53.98
Account 65630 - LIBRARY BOOKS Totals				Invoice 16 Transactions	\$8,301.81
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	07/31/2025	08/19/2025	08/19/2025	1,286.38
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 1 Transactions	\$1,286.38
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice 17 Transactions	\$9,588.19
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
102576 - INGRAM LIBRARY SERVICES	LLL SUPPLIES	07/14/2025	08/19/2025	08/19/2025	94.37
102576 - INGRAM LIBRARY SERVICES	LLL SUPPLIES	07/14/2025	08/19/2025	08/19/2025	74.53
21415 - STEVEN J. ROSS	PROFESSIONAL SERVICES WORDS & PICTURES PROGRAM	08/14/2025	08/19/2025	08/19/2025	500.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 3 Transactions	\$668.90
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	07/31/2025	08/19/2025	08/19/2025	1,917.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	07/31/2025	08/19/2025	08/19/2025	7,499.68
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	3,028.04
276974 - OVER DRIVE, INC.	EBOOKS	07/21/2025	08/19/2025	08/19/2025	1,243.27
Account 65628 - Library Electronic Resources Totals				Invoice 4 Transactions	\$13,687.99
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	07/14/2025	08/19/2025	08/19/2025	386.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	1,262.67
100474 - BAKER & TAYLOR	ADULT PRINT	07/16/2025	08/19/2025	08/19/2025	792.74

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	483.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	143.93
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	247.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	896.64
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	1,083.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	233.00
100474 - BAKER & TAYLOR	ADULT PRINT	07/24/2025	08/19/2025	08/19/2025	656.48
100474 - BAKER & TAYLOR	ADULT PRINT	07/24/2025	08/19/2025	08/19/2025	189.59
100474 - BAKER & TAYLOR	ADULT PRINT	07/23/2025	08/19/2025	08/19/2025	102.33
100474 - BAKER & TAYLOR	ADULT PRINT	07/28/2025	08/19/2025	08/19/2025	157.86
100474 - BAKER & TAYLOR	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	235.98
100474 - BAKER & TAYLOR	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	111.23
100474 - BAKER & TAYLOR	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	590.66
100474 - BAKER & TAYLOR	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	127.37
100474 - BAKER & TAYLOR	ADULT PRINT	08/06/2025	08/19/2025	08/19/2025	164.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	269.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	599.43
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2025	08/19/2025	08/19/2025	145.97
100474 - BAKER & TAYLOR	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	451.27
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/25/2025	08/19/2025	08/19/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/25/2025	08/19/2025	08/19/2025	103.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	50.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	135.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/15/2025	08/19/2025	08/19/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/15/2025	08/19/2025	08/19/2025	56.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/07/2025	08/19/2025	08/19/2025	76.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2025	08/19/2025	08/19/2025	444.59
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/17/2025	08/19/2025	08/19/2025	33.93
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/17/2025	08/19/2025	08/19/2025	339.85
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	102.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	93.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	82.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	31.23
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	22.51
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	144.62
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	582.62
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	12.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	99.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	175.98
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2024	08/19/2025	08/19/2025	24.41
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	74.27
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	213.61
103424 - MIDWEST TAPE LLC	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	138.24
276974 - OVER DRIVE, INC.	EBOOKS	07/14/2025	08/19/2025	08/19/2025	1,562.63
276974 - OVER DRIVE, INC.	EBOOKS	07/15/2025	08/19/2025	08/19/2025	240.00
276974 - OVER DRIVE, INC.	EBOOKS	07/12/2025	08/19/2025	08/19/2025	445.19
276974 - OVER DRIVE, INC.	EBOOKS	07/16/2025	08/19/2025	08/19/2025	274.96

276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	2,484.02
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	37,019.00
276974 - OVER DRIVE, INC.	EBOOKS	07/22/2025	08/19/2025	08/19/2025	124.98
276974 - OVER DRIVE, INC.	EBOOKS	07/22/2025	08/19/2025	08/19/2025	544.48
276974 - OVER DRIVE, INC.	EBOOKS	07/23/2025	08/19/2025	08/19/2025	673.39
276974 - OVER DRIVE, INC.	EBOOKS	07/24/2025	08/19/2025	08/19/2025	420.88
276974 - OVER DRIVE, INC.	EBOOKS	07/25/2025	08/19/2025	08/19/2025	958.44
276974 - OVER DRIVE, INC.	EBOOKS	07/25/2025	08/19/2025	08/19/2025	2,042.09
276974 - OVER DRIVE, INC.	EBOOKS	07/28/2025	08/19/2025	08/19/2025	302.99
276974 - OVER DRIVE, INC.	EBOOKS	07/29/2025	08/19/2025	08/19/2025	162.50
276974 - OVER DRIVE, INC.	EBOOKS	07/29/2025	08/19/2025	08/19/2025	175.39
276974 - OVER DRIVE, INC.	EBOOKS	07/30/2025	08/19/2025	08/19/2025	347.77
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	1,227.72
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	866.76
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	292.97
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	1,097.88
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	725.25
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	157.45
276974 - OVER DRIVE, INC.	EBOOKS	07/17/2025	08/19/2025	08/19/2025	154.99
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	8.55
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	59.95
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	229.53
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2025	08/19/2025	08/19/2025	462.91
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2025	08/19/2025	08/19/2025	1,031.47
276974 - OVER DRIVE, INC.	EBOOKS	08/04/2025	08/19/2025	08/19/2025	299.67
276974 - OVER DRIVE, INC.	EBOOKS	08/05/2025	08/19/2025	08/19/2025	195.45
276974 - OVER DRIVE, INC.	EBOOKS	08/06/2025	08/19/2025	08/19/2025	113.00
276974 - OVER DRIVE, INC.	EBOOKS	08/06/2025	08/19/2025	08/19/2025	289.45
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	780.30
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	408.99
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	534.61
276974 - OVER DRIVE, INC.	EBOOKS	08/11/2025	08/19/2025	08/19/2025	353.67
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	18.02

Account **65630 - LIBRARY BOOKS** Totals

Invoice 83
Transactions

\$69,564.38

Account **65635 - PERIODICALS**

276974 - OVER DRIVE, INC.	EBOOKS	07/01/2025	08/19/2025	08/19/2025	5,000.00
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Account **65635 - PERIODICALS** Totals

Invoice 1
Transactions

\$5,000.00

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	07/14/2025	08/19/2025	08/19/2025	82.72
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	82.26
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	39.09
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	45.84
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	52.94
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	124.68
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	94.59
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	07/31/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	07/31/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	57.51

103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	45.84
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	109.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	112.73
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	30.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	26.67
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice 22		\$1,092.76
			Transactions		
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice 113		\$90,014.03
			Transactions		
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES	ACCESS SOFTWARE	07/15/2025	08/19/2025	08/19/2025	22,542.25
19589 - MOBILE BEACON	ACCESS SOFTWARE REF#A-118296-20250717-1142	07/17/2025	08/19/2025	08/19/2025	2,400.00
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice 2		\$24,942.25
			Transactions		
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY PROGRAM SUPPLIES	07/21/2025	08/19/2025	08/19/2025	27.54
206940 - ULINE	OFFICE SUPPLIES	07/24/2025	08/19/2025	08/19/2025	108.96
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 2		\$136.50
			Transactions		
Business Unit 4820 - ACCESS SERVICES Totals			Invoice 4		\$25,078.75
			Transactions		
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	07/28/2025	08/19/2025	08/19/2025	50.44
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/11/2025	08/19/2025	08/19/2025	116.47
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 2		\$166.91
			Transactions		
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice 2		\$166.91
			Transactions		
Business Unit 4826 - ROBERT CROWN OPERATIONS					
Account 65100 - LIBRARY SUPPLIES					
19953 - ALEJANDRO SALINAS	PROFESSIONAL SERVICES DEATH CAFE PROGRAM	08/08/2025	08/19/2025	08/19/2025	700.00
16932 - SHOREFRONT LEGACY CENTER	COLORFUL LEGACIES COLORING BOOKS	07/25/2025	08/19/2025	08/19/2025	300.00
206940 - ULINE	OFFICE SUPPLIES	07/17/2025	08/19/2025	08/19/2025	217.20
20518 - XINMING GUO	PROFESSIONAL SERVICE MAHJONG WORKSHOP	08/11/2025	08/19/2025	08/19/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 4		\$1,467.20
			Transactions		
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	184.61
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	117.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	30.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	16.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	49.16
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	36.16

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	55.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	45.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	33.34
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	116.45
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/28/2025	08/19/2025	08/19/2025	98.48
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/31/2025	08/19/2025	08/19/2025	66.29
100474 - BAKER & TAYLOR	JUV CROWN PRINT	08/05/2025	08/19/2025	08/19/2025	36.09
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	10.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	158.55
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	13.06
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2025	08/19/2025	08/19/2025	63.76
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/12/2025	08/19/2025	08/19/2025	66.42
Account 65630 - LIBRARY BOOKS Totals			Invoice 18 Transactions		<hr/> \$1,197.39
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals			Invoice 22 Transactions		<hr/> \$2,664.59
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	AGREEMENT PAPER CUT, MYPC, EPRINTIT, KIOSKS	08/12/2025	08/19/2025	08/19/2025	4,098.60
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice 1 Transactions		<hr/> \$4,098.60
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/21/2025	08/19/2025	08/19/2025	100.49
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	10.70
Account 65630 - LIBRARY BOOKS Totals			Invoice 2 Transactions		<hr/> \$111.19
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice 3 Transactions		<hr/> \$4,209.79
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100309 - ANDERSON LOCK CO. LTD	BUILDING REKEYING SERVICES	08/05/2025	08/19/2025	08/19/2025	18,190.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/07/2025	08/19/2025	08/19/2025	248.31
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/24/2025	08/19/2025	08/19/2025	248.31
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/31/2025	08/19/2025	08/19/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	08/05/2025	08/19/2025	08/19/2025	136.53
19941 - PLUNKETT'S PEST CONTROL	RODENT CONTROL	06/01/2025	08/19/2025	08/19/2025	218.40
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	08/04/2025	08/19/2025	08/19/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice 7 Transactions		<hr/> \$31,375.57
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/30/2025	08/19/2025	08/19/2025	720.26
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice 1 Transactions		<hr/> \$720.26
Account 65050 - BLDG MAINTENANCE MATERIAL					

10727 - GENERAL MEDICAL DEVICES dba AED PROFESSIONALS	REPLACEMENT BATTERY KIT FOR LIFEPAK	08/07/2025	08/19/2025	08/19/2025	295.00
102137 - GRAINGER, INC., W.W.	HANDHELD WALKIE TALKIE FOR MAINTENANCE	07/14/2025	08/19/2025	08/19/2025	1,019.76
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice 2 Transactions		\$1,314.76
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice 10 Transactions		\$33,410.59
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	OUTSOURCED HR SERVICES	07/31/2025	08/19/2025	08/19/2025	1,687.50
20953 - HR SOURCE	JOB POSTING AD	07/23/2025	08/19/2025	08/19/2025	206.32
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES LEGAL	08/08/2025	08/19/2025	08/19/2025	1,057.50
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	07/31/2025	08/19/2025	08/19/2025	900.00
Account 62185 - CONSULTING SERVICES Totals			Invoice 4 Transactions		\$3,851.32
Account 62210 - PRINTING					
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL BULK ORDER EPL PENS	08/06/2025	08/19/2025	08/19/2025	555.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL BOOKMARK BULK PRINTING	08/01/2025	08/19/2025	08/19/2025	320.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING	08/01/2025	08/19/2025	08/19/2025	48.00
Account 62210 - PRINTING Totals			Invoice 3 Transactions		\$923.00
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/25/2025	08/19/2025	08/19/2025	106.73
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/25/2025	08/19/2025	08/19/2025	320.20
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/15/2025	08/19/2025	08/19/2025	134.27
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/28/2025	08/19/2025	08/19/2025	25.38
Account 65095 - OFFICE SUPPLIES Totals			Invoice 4 Transactions		\$586.58
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice 11 Transactions		\$5,360.90
Department 48 - LIBRARY Totals			Invoice 182 Transactions		\$170,493.75
Fund 185 - LIBRARY FUND Totals			Invoice 182 Transactions		\$170,493.75
* = Prior Fiscal Year Activity			Invoice 182 Transactions		\$170,493.75

* = Prior Fiscal Year Activity

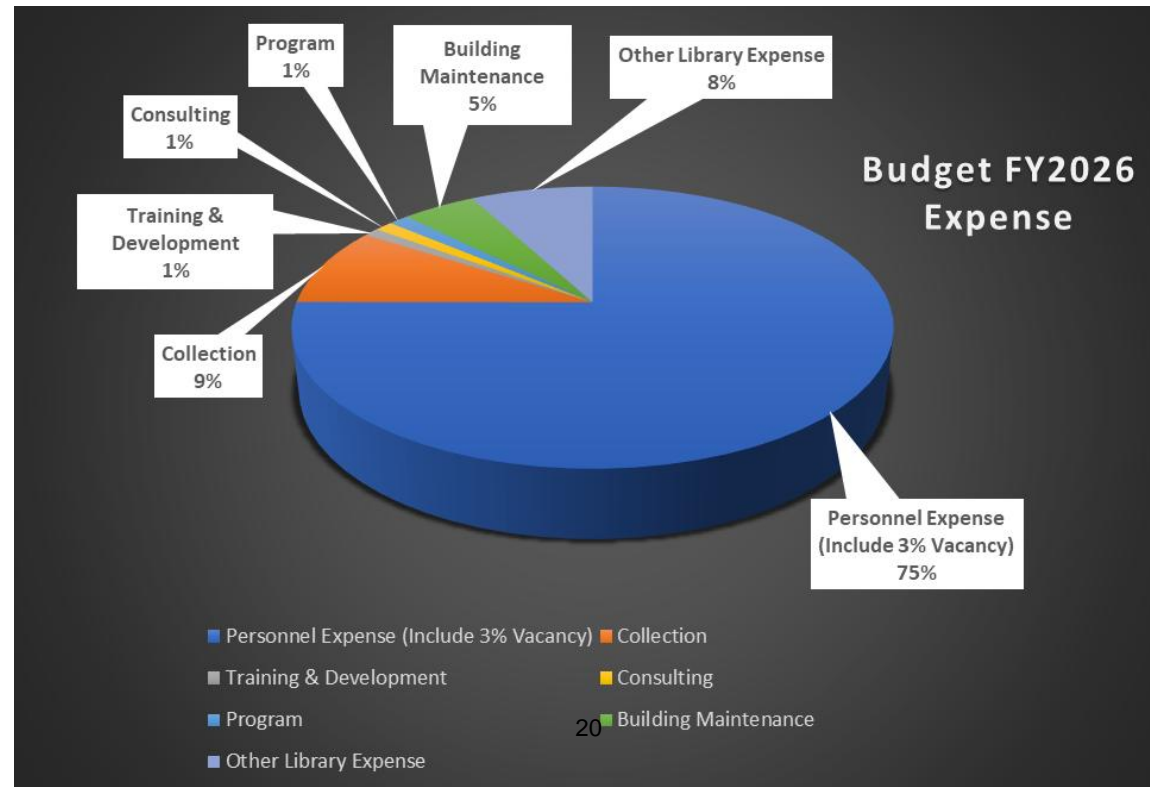
REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME	BUSINESS UNIT	PROJECT NUMBER
LIBRARY	APOSTROPHEG	CA	95765	\$ 124.95	5/26/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES BOARD GAME DESIGN PROGRAM	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NZ61E42R1	WA	98109	\$ 39.90	5/26/2025	65100 LIBRARY SUPPLIES	ACCESS SERVICES OFFICE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 99.94	5/26/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SNACKS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	TARGET.COM	MN	45512	\$ 38.58	5/26/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	DOLLARTREE	IL	60076	\$ 21.25	5/26/2025	65100 LIBRARY SUPPLIES	STORAGE BINS FOR ORGANIZING IDL SUPPLIES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	DOLLARTREE	IL	60202	\$ 37.50	5/26/2025	65100 LIBRARY SUPPLIES	STORAGE BINS FOR ORGANIZING IDL SUPPLIES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	MICHAELS.COM	TX	75063	\$ 24.18	5/27/2025	65100 LIBRARY SUPPLIES	TAPE FOR CELEBRATING OUR ROOTS	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	AMAZON MKTPL N64W5S0B2	WA	98109	\$ 13.99	5/28/2025	65100 LIBRARY SUPPLIES	ELL PRIDE PARADE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	D J W&J	NJ	08852	\$ 64.99	5/28/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	SO FRESH PRINTS OF EV	IL	60202	\$ 538.75	5/28/2025	65095 OFFICE SUPPLIES	SUMMER READING SHIRTS FOR STAFF	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON MARK NN3FE3VW1	WA	98109	\$ 9.99	5/29/2025	65100 LIBRARY SUPPLIES	STICKERS FOR THE PRIDE PARADE	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	STAPLES INC	MA	01702	\$ 107.13	5/29/2025	65100 LIBRARY SUPPLIES	ACCESS SERVICES LIBRARY SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 39.99	5/29/2025	65100 LIBRARY SUPPLIES	COLORING MARKERS FOR CELEBRATING OUR ROOTS EVENT	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	WALMART.COM	AR	72716	\$ 186.07	5/29/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES DEATH CAFE, STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 312.15	5/30/2025	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS FOR LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ 547.03	5/30/2025	65100 LIBRARY SUPPLIES	ELL EARLY BOOSTERS LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NN7G06Q01	WA	98109	\$ 18.00	5/30/2025	65630 LIBRARY BOOKS	ADULT PRINT	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	5/30/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	AMAZON MARK NN1DI07D11	WA	98109	\$ 119.96	5/30/2025	65095 OFFICE SUPPLIES	SAFETY TEAM EMERGENCY FLASHLIGHTS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON MARK NN61O2K61	WA	98109	\$ 769.30	6/2/2025	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 36.50	6/2/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	STICKER MULE	NY	12010	\$ 508.00	6/2/2025	65100 LIBRARY SUPPLIES	BULK ORDER PRIDE PARADE GIVEAWAYS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	GOOGLE GSUITE_EPL_ORG	CA	94043	\$ 86.40	6/2/2025	62340 IT COMPUTER SOFTWARE	G SUITE MONTHLY SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	W&PENGINE.COM	TX	78701	\$ 290.00	6/2/2025	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY WEB STORAGE AND MAINTENANCE.	MADISON	ELACSHA	185.48.4805	-
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 132.21	6/2/2025	65040 JANITORIAL SUPPLIES	TABLE DOLLYDRAIN CLEANER	PARKER	ERIC	185.48.4840	-
LIBRARY	AMAZON MARK N66W2BO1	WA	98109	\$ 172.16	6/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS AND PRIDE PARADE GIVEAWAYS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	DOLLARTREE	IL	60202	\$ 26.25	6/5/2025	65100 LIBRARY SUPPLIES	PRIDE PARTY CRAFT SUPPLIES FOR FAIRY GARDENS.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	PLUNKETTS PEST CONTROL	MN	55421	\$ 150.80	6/5/2025	62225 BLDG MAINTENANCE SERVICES	PEST CONTROL PAST DUE	HERNANDEZ-SOLIS	LEA	185.48.4840	-
LIBRARY	4IMPRINT_INC	WI	54901	\$ 398.53	6/9/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS BAGS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	WAL-MART #11988	IL	60076	\$ 15.36	6/9/2025	65100 LIBRARY SUPPLIES	SUPPLIES FOR CELEBRATE YOUR ROOTS PROGRAM	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	LIB OF CONGRESS	DC	20540	\$ 600.00	6/9/2025	62340 IT COMPUTER SOFTWARE	CLASS WEB SUBSCRIPTION 7/1/2025-7/31/2026	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	PAYPAL WILUG	CA	95131	\$ 41.88	6/9/2025	62360 MEMBERSHIP DUES	WILUG MEMBERSHIP FEE 2025-2026 FOR ACCESS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON RETA NA4JK9B2	WA	98109	\$ 109.20	6/10/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NH4278PJO	WA	98109	\$ 46.99	6/10/2025	65100 LIBRARY SUPPLIES	TECH SERVICE OFFICE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	STICKER MULE	NY	12010	\$ 181.00	6/10/2025	62210 PRINTING	EPL LABELS BULK ORDER	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 71.76	6/11/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	OFFICEMAX/DEPOT 6152	WA	60077	\$ 146.16	6/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - ABC BOOSTERS	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	AMAZON MARK NH2P12IO1	WA	98109	\$ 1,468.12	6/13/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NA9MT89I2	WA	98109	\$ 40.52	6/16/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 44.95	6/16/2025	65100 LIBRARY SUPPLIES	PIZZA FOR MIDNIGHT SOCIETY PROGRAM	PERNELL	MARCHE	185.48.4826	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 45.86	6/16/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS AND DRINKS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 15.98	6/16/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEAMERS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	AMAZON MARK NA2QJ4U02	WA	98109	\$ 214.13	6/16/2025	65100 LIBRARY SUPPLIES	IDL GENERAL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	AMAZON MARK NA0431301	WA	98109	\$ 110.92	6/16/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	ETSY.COM BASKETWEAVING	NY	11201	\$ 51.16	6/16/2025	65100 LIBRARY SUPPLIES	ILL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	MARTIN	185.48.4835	-
LIBRARY	THE HOME DEPOT #1902	IL	60202-0000	\$ 79.70	6/16/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	MELENDEZ	MARTIN	185.48.4840	-
LIBRARY	TARGET 00032839	IL	60201	\$ 29.84	6/17/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR PRIDE TRIVIA.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 43.18	6/18/2025	65100 LIBRARY SUPPLIES	ITEMS PURCHASED FOR PRIDE PARTY. PART OF ORDER WAS REFUNDED BASED ON MISTAKEN ITEMS CHARGED.	PERNELL	MARCHE	185.48.4826	-
LIBRARY	SAMSClub #6444	IL	60202	\$ 10.72	6/18/2025	65100 LIBRARY SUPPLIES	ITEMS REFUNDED BECAUSE OF MISTAKEN CHARGES AT THE REGISTER. REMAINDER ITEMS FOR PRIDE PROGRAMS	PERNELL	MARCHE	185.48.4826	-
LIBRARY	AMERICAN RED CROSS	DC	20006	\$ 37.00	6/18/2025	65100 LIBRARY SUPPLIES	PROFESSIONAL DEVELOPMENT/CPR/FIRST AID TRAINING FOR STAFF MEMBER	PERNELL	MARCHE	185.48.4826	-
LIBRARY	DOLLARTREE	IL	60202	\$ 13.75	6/18/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR PRIDE PARTY CRAFT FAIRY GARDENS.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (49.73)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (49.73)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (99.48)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (149.19)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (198.92)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	SP LAMINATION DEPOT	CA	92056	\$ 16.28	6/19/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES OASIS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	SAMS CLUB #6444	IL	60202	\$ (10.72)	6/19/2025	65100 LIBRARY SUPPLIES	ITEMS REFUNDED BECAUSE OF MISTAKEN CHARGES AT THE REGISTER. REMAINDER ITEMS FOR PRIDE PROGRAMS	PERNELL	MARCHE	185.48.4826	-
LIBRARY	TARGET PLUS	MN	11203	\$ 35.25	6/19/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	AMAZON MARK N05DE8NG1	WA	98109	\$ 163.30	6/20/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	D J W&J	NJ	08852	\$ 64.99	6/23/2025	65635 PERIODICALS	NEWSPAPE SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	6/24/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	6/25/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	TST SOUL & SMOKE KTC	IL	60201	\$ 50.00	6/25/2025	65100 LIBRARY SUPPLIES	BLACK FAMILY GAME NIGHT - CARMEN/TRACY	BOJORQUEZ	MARIANA P	185.48.4825	-
	LIBRARY JUNE 2025 TOTAL			\$ 8,144.64							



FY 2026 Budget

185.Operating Budget FY2026 Expense

	Budget 2025	Budget 2026	Percentage Change
Personnel Expense (Include 3% Vacancy)	7,523,423	7,793,709	3.59%
Collection	875,000	942,100	7.67%
Training & Development	30,000	99,000	230.00%
Consulting	100,000	120,000	20.00%
Program	104,000	132,500	27.40%
Building Maintenance	483,602	489,270	1.17%
Other Library Expense	890,342	810,800	-8.93%
Total	10,006,367	10,387,379	3.81%



Revenue

	Budget 2025	Budget 2026 7% Levy	Budget 2026 8% Levy	Budget 2026 9% Levy	Budget 2026 10% Levy	Budget 2026 11% Levy	Budget 2026 12% Levy
Property Tax	8,624,347	9,228,051	9,314,295	9,400,538	9,486,782	9,573,025	9,659,269
Donation	400,000	600,000	600,000	600,000	600,000	600,000	600,000
Grants	195,000	161,000	161,000	161,000	161,000	161,000	161,000
Transfer from Endowment	173,750	173,750	173,750	173,750	173,750	173,750	173,750
Investment Income	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Other Revenues	45,000	55,000	55,000	55,000	55,000	55,000	55,000
Total Revenue	9,463,097	10,242,801	10,329,045	10,415,288	10,501,532	10,587,775	10,674,019
Less Operating Expense	(10,006,367)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)
Surplus/Deficit	(543,270)	(144,578)	(58,335)	27,909	114,152	200,396	286,639
Library Reserve		5,198,547	5,198,547	5,198,547	5,198,547	5,198,547	5,198,547
Total Reserve end of Year 2026		5,053,969	5,140,212	5,226,456	5,312,699	5,398,943	5,485,186

Impact on Evanston Household

	Budget 2025	Budget 2026 7% Levy	Budget 2026 8% Levy	Budget 2026 9% Levy	Budget 2026 10% Levy	Budget 2026 11% Levy	Budget 2026 12% Levy
Property Tax	8,624,347	9,228,051	9,314,295	9,400,538	9,486,782	9,573,025	9,659,269
Difference compare with Budget 2025		603,704	689,948	776,191	862,435	948,678	1,034,922
Impact on Residence Per Year*		\$19.58	\$22.38	\$25.18	\$27.98	\$30.78	\$33.57
Impact on Residence Per Month*		\$1.63	\$1.87	\$2.10	\$2.33	\$2.57	\$2.80

**Assuming a \$1 million increase in the project cost, Evanston residents with a household property valued at \$400,000 would pay an additional \$32.44 per year in taxes.*

186.Library Debt Service

Account Name	Budget 2025	Budget 2026	Percentage Change
Revenue			
PROPERTY TAXES	576,946	547,823	-5.05%
Expense			
DEBT SERVICE- PRINCIPAL	(370,083)	(356,396)	-3.70%
DEBT SERVICE- INTEREST	(206,863)	(191,427)	-7.46%
Total	-	-	

Debt Maturity Schedule

		2016A	2017A	2017B	2018B	2019B		
Acct No.		186.48.4861	186.48.5733	186.48.4861	186.48.4861			
FISCAL YEAR ENDING		LIBRARY	Library Unabated	Library	Library Unabated	Library Unabated	Total	
2026	Principal	35,000	65,000	77,376	104,386	74,634	356,396	547,823
	Interest	10,506	30,375	5,514	72,155	72,876	191,427	
2027	Principal	35,000	70,000	79,794	109,912	78,223	372,929	549,082
	Interest	9,106	27,775	3,192	66,936	69,144	176,154	
2028	Principal	35,000	70,000		115,439	81,811	302,249	462,304
	Interest	8,406	24,975		61,440	65,233	160,055	
2029	Principal	35,000	75,000		120,965	86,117	317,081	464,474
	Interest	7,706	22,875		55,668	61,143	147,392	
2030	Principal	35,000	75,000		127,105	90,422	327,528	461,572
	Interest	6,963	20,625		49,620	56,837	134,045	
2031	Principal	35,000	75,000		133,246	94,728	337,974	458,061
	Interest	6,131	18,375		43,265	52,316	120,087	
2032	Principal	40,000	80,000		140,000	99,752	359,752	465,359
	Interest	5,300	16,125		36,603	47,579	105,607	
2033	Principal	40,000	80,000		144,298	104,775	369,073	461,918
	Interest	4,300	13,725		32,228	42,592	92,844	
2034	Principal	40,000	85,000		149,211	109,799	384,009	463,475
	Interest	3,250	11,325		27,538	37,353	79,466	
2035	Principal	40,000	85,000		154,123	115,540	394,663	459,896
	Interest	2,200	8,669		22,502	31,863	65,234	
2036	Principal	40,000	90,000		159,035	121,281	410,316	460,815
	Interest	1,100	6,013		17,300	26,086	50,499	
2037	Principal		95,000		164,561	127,022	386,583	421,427
	Interest		3,088		11,734	20,022	34,844	
2038	Principal				170,702	133,481	304,182	323,828
	Interest				5,975	13,671	19,646	
2039	Principal				-	139,939	139,939	146,936
	Interest			24	-	6,997	6,997	
Total		\$474,969	\$1,148,944	\$165,876	\$2,295,947	\$2,061,235	\$6,146,971	

187. Capital Improvement Service

Account Name	Budget 2025	Budget 2026	Percentage Change
Revenue			
BOND PROCEEDS	1,900,000	1,155,000	-39.21%
Expense			
OTHER IMPROVEMENTS (ROOF)	(1,900,000)	(1,155,000)	-39.21%
Total	-	-	

Conclusion

The FY2026 budget is built on a foundation of **financial responsibility, community impact awareness, and strategic planning for long-term stability**. Continued monitoring of trends, prudent reserve management, and collaborative agreements for capital improvements will guide the City in delivering essential services without compromising fiscal health.

Budget Processing Steps

- ✓ September 04, 2025 Special Library Board Meeting – Introduction and discussion of 2026 Budget
- ☐ September 17, 2025 Library Public Budget Hearing
- ☐ October 15, 2025 Library Truth in Taxation Hearing
- ☐ October 28 - November 6, 2025 (date not yet specified) Library Budget Presentation to City Council
- ☐ November 19, 2025 Library Board Adoption of Tax Levy

Library Director's Report

September 17, 2025

Updates:

Robert Crown Branch Manager Marche Pernell was accepted to the [RAILS Catalyst](#) program, which is a “modern leadership development program that ignites RAILS libraries’ current and future leaders to drive progress, manage change with empathy, and solve problems that move their communities forward.” This is the program’s inaugural year and is provided to participants this year free of charge. We are proud of Marche’s acceptance and look forward to supporting her participation.

Programming:

In August, EPL hosted or participated in 121 programs with 3363 attendees.

Location	Number of Programs	Percent of Programs
Main Library	67	55.4%
Robert Crown	23	19.0%
Offsite	22	18.2%
Virtual	9	7.4%
TOTAL	121	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	18	14.9%	1707	50.8%
Babies & Toddlers	11	9.1%	417	12.4%
Preschoolers	4	3.3%	37	1.1%
Kids	9	7.4%	86	2.6%
Teens	6	5.0%	50	1.5%
Adults	54	44.6%	760	22.6%
Older Adults	19	15.7%	306	9.1%
TOTAL	121	100.0%	3363	100.0%

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:

Getting Your House in Order Homebuying Series, 8 weeks at Robert Crown, beginning September 18, 2025 In partnership with **Community Partners for Affordable Housing (CPAH)**. Founded by Sum Clarity and facilitated by CPAH, this series dives into African Americans' shared history, culture, beliefs and behaviors around money management. Additionally it will offer practical strategies to build financial knowledge toward a path to homeownership. Facilitators Janina Hall of CPAH and Terrence Terrell of A and N Mortgage Services will lead participants through a series of workshops that will set you on a path to homeownership.

September 21, 1:00pm, Main Library **Laser Cut Papel Picado** Celebrate **Hispanic Heritage Month** by creating your own beautiful and meaningful papel picado. Learn about the history and cultural significance of this traditional folk art, then personalize your piece by laser cutting a significant name and decorating it with paint. Grades 6th and up.

Walgreens Free Flu & COVID vaccine clinic at the Main Library, October 1. Registration required, while spots last!

October 1, 2025, 6:00pm Make art, meet new people, and enjoy beverages at our **Sip & Paint** event celebrating **Hispanic Heritage Month** at **Double Clutch Brewing Company**! This year we will make Mexican Tin Art and learn about the game of Dominos, a great traditional leisure activity in many Hispanic countries.

October 4, 2025, 10:00am Main Library This partnership with the **Evanston Vet Center** invites all Veterans, Reservist/National Guard, Services Members and their families to our **Department of Veteran Affairs Benefits and Services Clinic**. The clinic will be a one-stop event designed to help you understand and access the valuable benefits you've earned through your service. Whether you're newly retired/separated or a long-time veteran, this fair will be packed with information and support tailored just for you.

October 5, 2025, 4:30pm Main Library Join us for this family-centered **Mid-Autumn Festival** which celebrates the harvest moon and time together. Hear **ETHS** high school students tell the famous Chinese tale of Chang'e and Hou Yi in Mandarin and English with shadow puppets. Sing songs in Mandarin, English and Korean and craft with us. Make and "bake" playdough (pretend) mooncakes. Maybe something tasty will magically appear in the ovens!

October 7, 2025, 5:00pm Teen Loft Explore the art of **Chinese knotwork (Zhōngguó jié)** and **Korean knotwork (Maedeup)** in this beginner friendly workshop. Follow along and make your own knotwork keychain using traditional techniques and personalize it with cute charms. Learn about the history of the two crafts, look at some examples up close, and understand the significance of knotwork in both cultures. No prior macramé or knotwork experience necessary. All supplies provided. Teens in grades 6-12.

October 10, 2025, 1:00pm Innovation Station **Period Action Day of Service (For Teens)**! Join us for an afternoon of crafting and creativity while we sew period kit pouches containing reusable menstrual pads. All materials will be provided, including scissors and sewing equipment. There are plenty of tasks for everyone even if you cannot sew, but we strongly encourage sewers to attend! Get community service hours!

October 10, 2025, 10:00am and 11:00am **STEM Out of School: Coding and Play with mBots** School may be off, but STEM is on! **First, second and third graders**, along with their adult, will learn to code an mBot - make it move and play music!

Day and Hour Heat Map

Main Library Average Door Count August

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				160	139	114	112	105	58			687
Mo		165	104	113	111	98	119	116	103	65	41	1035
Tu		180	109	117	144	113	109	107	101	80	45	1104
We		139	106	115	141	115	100	108	100	87	42	1053
Th		156	117	98	119	117	109	98	91	79	43	1026
Fr	74	95	112	92	98	104	97	98	76			847
Sa	77	106	113	122	140	117	110	88	53			927

Robert Crown Library Average Door Count August

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p
Su				37	33	32	30	25	18			174
Mo		48	46	27	28	30	36	31	61	50	26	382
Tu		25	29	26	24	19	24	23	25	16	12	221
We		32	34	37	26	29	46	47	46	27	21	345
Th		34	30	35	32	32	27	31	30	23	17	291
Fr	28	33	41	36	29	30	36	41	35			310
Sa	27	44	47	55	50	43	39	29	24			359

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
June	26,685	10,692
July	29,378	10,847
August	29,660	9,449
Total Door Count	215,618	85,186

Patron Feedback of Note:

Youth Engagement Librarian Laura Florian received the following email from the organizers of the Childcare Network of Evanston's picnic, where she represented EPL: "This note is just to thank you once again for supporting CNE by coming out to the Head Start end of year picnic. The table activity you set up was an immense success! The giveaway books you brought to hand out were also well received! I've attached a couple of photos you might enjoy adding to your file of events. It was my pleasure to have you at the event and to get to know you better!"



EPL also received this email from the organizer of Purple Line Adventure Play: “Big THANK YOU to Laura Florian for supporting our summer programs at Elks Park. We're a nonprofit dedicated to creating play opportunities, partnering with Ridgeville Park District to revive a neighborhood park in SE Evanston. When we did our year-end assessment, our kids and parents put a high value on Laura's weekly visits. It's great to see such strong outreach from the library!”



Google Review 9/1:

We love this library, especially the Children's Room. It's a lovely space to learn and play. The book collection is extensive, the librarians are wonderful, and the educational programs are fun! I've been visiting this Main Branch for several years and will continue to do so.

Yelp Review August 2025:

This is my very favorite library! It's a staple in the downtown Evanston area! They always have what I'm looking for and the staff is nice and friendly.

Press Mentions:

[Register to Vote on National Voter Registration Day](#)

[Walgreens to offer flu and COVID shots at Evanston Public Library](#)

[Celebrate culture and community at the final Celebrating Our Roots event](#)

[City staff join library officials in walk-through of building to view facilities maintenance concerns](#)

[Some Evanston Public Library services will be unavailable from Aug. 28 to Sept. 3](#)

[Officials Grapple with whether library should get a cut of tax fund](#)

[Evanston union workers flood EPL meeting, protest potential split from city](#)

[Library workers oppose split from city](#)

[Library union workers protest proposed city library split](#): (Read Only Version)

Legislative Update

A deficit is expected for the Illinois state budget in FY27 and a maintenance budget is a best case scenario for the coming year. Pressures are expected from pension costs, Medicaid cuts, and other federal funding issues including mass transit.

Three bills were signed into law by Governor Pritzker this month.

HB0042 Authorizes libraries to bill nonresident fees on a quarterly or biannual basis. This is effective immediately.

SB1550 Introduced by Secretary Giannoulas, this allows funds to be made available by the state to improve or enhance the security of libraries. This takes effect January 1, 2026.

HB1910 Requires that libraries take reasonable steps to have staff trained and available to respond to an opioid overdose, including the administration of an opioid antagonist. Libraries must also receive opioid antagonists from a lawful source. This will take effect January 1, 2026. RAILS has asked Ancel Glink to create a memo outlining frequently asked questions about this new law and will share the finished product with the membership soon.



MEMORANDUM

Agenda Item 7.A

To: Evanston Public Library Board of Trustees

From: Sameer Notta, Finance Manager
Nicole Collier, Administrative Lead

Subject: Administrative Services Update

Date: September 12, 2025

This memo provides an update on significant administrative activities.

Human Resources

Dept.	Position	Status
Access Services/Crown	PT Clerk (3)	Interviewing
Access Services	PT Shelver	Pending HR
Maintenance/Safety	FT Safety Monitor	Pending HR
Maintenance/Safety	FT Asst Fac Manager	Pending HR

Part-time Shelver began in Access Services 09/08/2025.

Financial Resources

As of August 31, 2025, Operating Fund revenue collections are at 53% of the projected budget, while expenditures are at 61%. In the Capital Fund, expenditures remain at 0% of the budget.

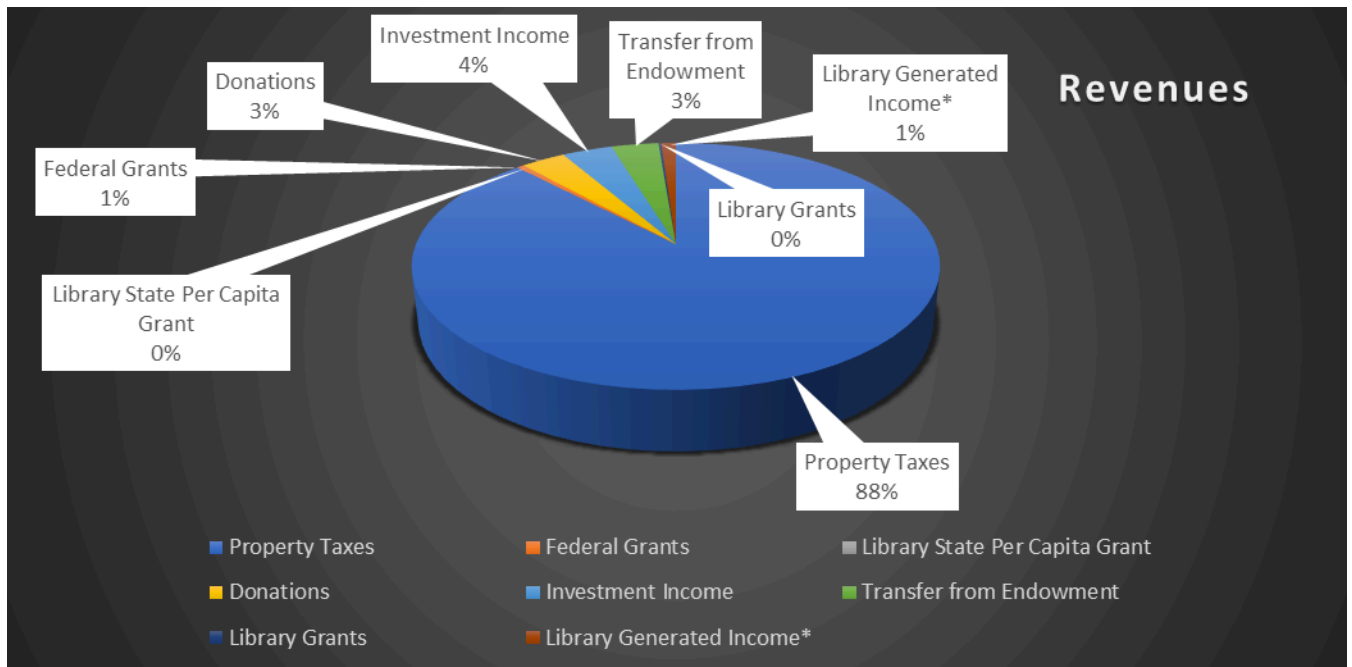
Note that County tax revenues are not expected to be received until the first week of November 2025.

Financial Report August 2025

Revenues

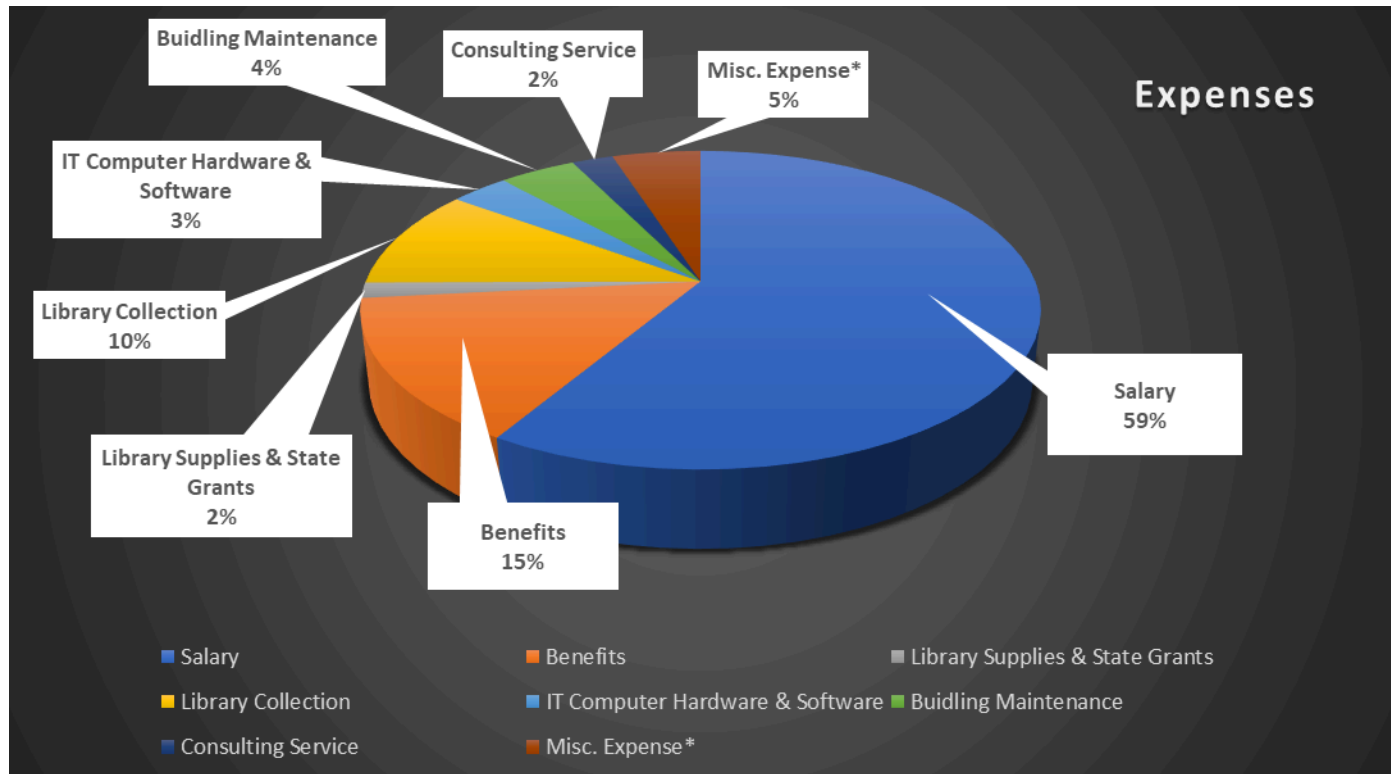
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,440,823	\$8,624,347	4,183,524	51%
Federal Grants	\$26,084	\$40,000	13,916	65%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$163,243	\$400,000	236,757	41%
Investment Income	\$184,959	\$25,000	(159,959)	740%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$53,733	\$45,000	(8,733)	119%
Total	\$5,052,362	\$9,463,097	4,410,735	53%

**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	\$3,655,019	\$6,127,893	2,472,875	60%
Benefits	\$918,594	\$1,628,212	709,618	56%
Library Supplies & State Grants	\$97,902	\$182,542	84,640	54%
Library Collection	\$633,287	\$911,537	278,250	69%
IT Computer Hardware & Software	\$206,507	\$317,800	111,293	65%
Buidling Maintenance	\$270,160	\$473,602	203,442	57%
Consulting Service	\$145,094	\$100,000	(45,094)	145%
Misc. Expense*	\$311,473	\$497,500	186,027	63%
Total	\$6,238,035	\$10,239,087	4,001,052	61%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
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	6,257.67	.00	4,440,822.73	4,183,524.27	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	.00	.00	239.30	760.70	24
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	26,083.72	13,916.28	65
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	.00	.00	163,242.69	236,757.31	41
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	9,594.83	(7,594.83)	480
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	184,959.28	(159,959.28)	740
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	.00	.00	17,237.74	2,762.26	86
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	.00	.00	9,852.65	(4,852.65)	197
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	3,482.84	517.16	87
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	13,325.50	(3,325.50)	133
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	.00	.00	9,950.57	30,049.43	25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	45,312.74	.00	239,565.85	285,344.05	46
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	26,872.82	.00	149,983.77	54,842.32	73
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	80.00	.00	1,575.00	3,425.00	32
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	55,186.45	40,838.33	57
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	48.08	24.04	67
61615	LIFE INSURANCE	193.32	.00	193.32	7.57	.00	68.12	125.20	35
61710	IMRF	31,287.22	.00	31,287.22	3,075.92	.00	17,683.99	13,603.23	57
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	4,376.33	.00	24,820.90	20,422.73	55
61730	MEDICARE	10,581.16	.00	10,581.16	1,023.48	.00	5,804.86	4,776.30	55
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	.00	.00	24,955.77	3,044.23	89
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	8,301.81	.00	71,907.39	78,092.61	48
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	1,286.38	.00	5,978.96	4,021.04	60
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$97,552.52	\$0.00	\$618,033.91	\$497,304.31	55%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	59,038.22	.00	315,820.60	124,454.40	72
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	24,449.21	.00	140,105.21	180,540.79	44
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,170.00	2,830.00	43
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	45,720.48	36,358.52	56
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	25.28	(25.28)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	83.37	(47.37)	232
61710	IMRF	32,617.00	.00	32,617.00	3,715.18	.00	20,491.11	12,125.89	63
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	5,044.29	.00	27,641.25	19,536.75	59

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61730	MEDICARE	11,031.00	.00	11,031.00	1,179.73	.00	6,464.48	4,566.52	59
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	4,083.29	(1,583.29)	163
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	668.90	.00	8,254.54	1,745.46	83
65628	Library Electronic Resources	320,000.00	.00	320,000.00	13,687.99	.00	219,001.66	100,998.34	68
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	69,564.38	.00	293,573.39	41,426.61	88
65635	PERIODICALS	6,500.00	.00	6,500.00	5,000.00	.00	11,733.70	(5,233.70)	181
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,092.76	.00	9,821.57	21,178.43	32
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$190,937.48	\$0.00	\$1,104,989.93	\$538,872.07	67%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	91,852.39	.00	520,429.04	320,769.31	62
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	26,716.79	.00	169,366.39	169,962.95	50
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	525.00	.00	3,232.50	1,767.50	65
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,134.99	(1,134.99)	+++
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	114,040.10	86,226.46	57
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	73.36	2.48	97
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	197.41	148.00	57
61710	IMRF	45,924.92	.00	45,924.92	4,975.29	.00	29,132.73	16,792.19	63
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	7,164.11	.00	41,529.56	31,663.12	57
61730	MEDICARE	17,117.64	.00	17,117.64	1,675.44	.00	9,712.53	7,405.11	57
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	24,942.25	.00	86,091.20	53,908.80	61
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	136.50	26,485.15	8,870.27	(20,355.42)	236
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	40,000.00	.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$172,940.84	\$66,485.15	\$984,662.57	\$629,303.02	63%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	34,037.65	.00	190,976.47	179,069.53	52
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	5,550.68	.00	31,888.06	16,434.94	66
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	675.00	.00	1,430.00	3,570.00	29
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	26,654.10	42,148.90	39
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	25.28	13.72	65
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	92.37	38.63	71
61710	IMRF	18,433.00	.00	18,433.00	1,761.68	.00	9,999.92	8,433.08	54
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	2,418.87	.00	13,409.98	12,530.02	52
61730	MEDICARE	6,063.00	.00	6,063.00	565.71	.00	3,136.20	2,926.80	52
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.00	2,010.97	2,989.03	40
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	5,400.00	100.00	98
65100	LIBRARY SUPPLIES	24,000.00	.00	24,000.00	166.91	699.37	12,082.47	11,218.16	53
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$48,745.20	\$699.37	\$297,150.12	\$279,428.51	52%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	51,897.21	.00	277,340.77	23,652.23	92
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	13,192.90	.00	64,129.55	99,726.45	39
61060	SEASONAL EMPLOYEES	.00	.00	.00	320.00	.00	6,864.00	(6,864.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	269.50	.00	344.76	(344.76)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	50,914.65	20,643.35	71
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	50.64	25.36	67
61615	LIFE INSURANCE	117.00	.00	117.00	16.36	.00	86.28	30.72	74
61710	IMRF	19,948.00	.00	19,948.00	2,908.50	.00	16,736.64	3,211.36	84
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	3,970.92	.00	22,900.75	5,920.25	79

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61730	MEDICARE	6,737.00	.00	6,737.00	928.68	.00	5,355.86	1,381.14	79
62130	LEGAL SERVICES-GENERAL	.00	.00	.00	.00	.00	31,766.24	(31,766.24)	+++
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	1,467.20	345.53	7,880.53	5,773.94	59
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	1,197.39	.00	16,427.85	18,572.15	47
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	517.91	982.09	35
Business Unit 4826 - ROBERT CROWN OPERATIONS		\$647,206.00	\$0.00	\$647,206.00	\$82,963.61	\$345.53	\$501,316.43	\$145,544.04	78%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		Totals							
61010	REGULAR PAY	443,796.00	.00	443,796.00	52,653.01	.00	276,064.67	167,731.33	62
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	22,165.23	.00	115,415.25	167,945.75	41
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,403.00	.00	8,613.00	(3,613.00)	172
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	52,783.97	48,126.03	52
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	99.68	(61.68)	262
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	80.21	33.79	70
61710	IMRF	31,618.00	.00	31,618.00	3,329.42	.00	17,939.10	13,678.90	57
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	4,611.85	.00	24,460.48	20,623.52	54
61730	MEDICARE	10,540.00	.00	10,540.00	1,078.56	.00	5,720.58	4,819.42	54
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	4,098.60	.00	25,094.17	14,905.83	63
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	13,725.99	16,916.01	45
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	2,344.85	26,655.15	8
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	8,048.84	4,951.16	62
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	59.00	30,730.16	13,210.84	70
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	111.19	.00	4,324.10	15,675.90	22
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,099,603.00	\$0.00	\$1,099,603.00	\$96,458.44	\$59.00	\$592,907.89	\$506,636.11	54%
Business Unit 4840 - LIBRARY MAINTENANCE		Totals							
61010	REGULAR PAY	748,596.80	.00	748,596.80	61,417.45	.00	355,847.08	392,749.72	48
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
61415	TERMINATION PAYOUTS	.00	.00	.00	3,993.33	.00	5,676.76	(5,676.76)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	7,022.80	.00	67,191.16	95,685.64	41
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	124.96	25.04	83
61615	LIFE INSURANCE	3.40	.00	3.40	15.25	.00	65.93	(62.53)	1939
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	112.00	(112.00)	+++
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	1,610.00	(920.00)	233
61710	IMRF	33,086.91	.00	33,086.91	2,910.78	.00	16,239.95	16,846.96	49
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	3,978.34	.00	21,725.75	24,730.85	47
61730	MEDICARE	10,865.38	.00	10,865.38	930.40	.00	5,081.03	5,784.35	47
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	31,375.57	101,855.13	200,665.29	(7,520.42)	103
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	3,624.00	1,816.00	67
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,256.00	1,629.00	67
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	25,395.13	74,604.87	25
64015	NATURAL GAS	30,000.00	.00	30,000.00	430.26	.00	12,023.66	17,976.34	40
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	720.26	.00	11,547.25	3,452.75	77
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	1,314.76	.00	13,423.41	6,576.59	67
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++

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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	\$115,040.82	\$101,855.13	\$744,619.46	\$636,853.30	57%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	108,677.76	.00	652,712.17	305,215.83	68
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	17,506.31	.00	63,858.03	43,950.97	59
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	68,619.10	51,374.90	57
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	74.40	39.60	65
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	442.41	136.59	76
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	2,400.00	1,200.00	67
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	936.00	972.00	49
61710	IMRF	38,105.00	.00	38,105.00	5,615.22	.00	31,411.23	6,693.77	82
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	7,705.07	.00	42,547.86	23,465.14	64
61730	MEDICARE	15,534.00	.00	15,534.00	1,801.99	.00	9,950.71	5,583.29	64
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	3,851.32	17,307.80	141,719.25	(59,027.05)	159
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	923.00	.00	23,696.43	16,303.57	59
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	3,375.00	(3,375.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	2,242.00	12,758.00	15
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	.00	57,810.00	22,669.55	(50,479.55)	268
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	258.43	2,741.57	9
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	63,966.31	64,591.11	(45,657.42)	155
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	2,834.79	165.21	94
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	999.42	1,500.58	40
62703	BANK FEES	.00	.00	.00	.00	.00	136.15	(136.15)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,481.50	3,518.50	30
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	7,852.32	2,147.68	79
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	2,960.00	4,040.00	42
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	586.58	2,004.50	13,006.59	14,988.91	50
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	233,336.00	116,664.00	67
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$185,757.10	\$141,088.61	\$2,087,919.00	(\$237,023.61)	112%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$990,396.01	\$310,532.79	\$6,931,599.31	\$2,996,917.75	71%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$990,396.01	\$310,532.79	\$6,931,599.31	\$2,996,917.75	71%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	6,257.67	.00	5,052,361.85	4,410,735.15	53%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	990,396.01	310,532.79	6,931,599.31	2,996,917.75	71%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$984,138.34)	(\$310,532.79)	(\$1,879,237.46)	\$1,413,817.40	
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

Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	.00	.00	103,432.61	103,430.39	50
Business Unit	4861 - LIBRARY DEBT SERVICE ADMIN	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	Totals								
Department	48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	EXPENSE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$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	.00	.00	103,432.61	473,513.39	18%
Fund	186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	Totals								
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	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
	Totals								
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)	
	Grand Totals								
	REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	6,257.67	.00	6,034,398.85	5,905,644.15	51%
	EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	990,396.01	223,962.22	7,035,031.92	5,457,001.71	57%
	Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$984,138.34)	(\$223,962.22)	(\$1,000,633.07)	\$448,642.44	



Evanston Public Library Consolidated Endowment Fund
Statement of Activity

July 01, 2025 through July 31, 2025

Beginning Balance \$4,501,401.56

Revenue

Investment results	21,147.76
Total Revenues:	\$21,147.76

Distributions/Grants and Expenses

Foundation support charge	-2,532.60
Total Distributions:	\$-2,532.60

Ending Balance \$4,520,016.72



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

August 31, 2025, month-to-date statement
View your statements online at 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 or download
our mobile app.**

Statement overview

\$316,986.19

Total value of all accounts as of August 31, 2025

Accounts	Value on 07/31/2025	Value on 08/31/2025
Evanston Public Library		
Organization account	\$315,856.12	\$316,986.19

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	316,986.19
0.0%	Other	0.00

\$316,986.19

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

\$316,986.19

Total account value as of August 31, 2025

Year-to-date income

Taxable income	\$8,790.48
Nontaxable income	0.00
Total	\$8,790.48

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 07/31/2025	Balance on 08/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$315,856.12	\$316,986.19
			\$315,856.12	\$316,986.19

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,130.07
7-day SEC yield as of 08/29/2025*		4.21%

*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 7/31/2025		\$1.00		315,856.120	\$315,856.12



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
08/29	Income dividend	\$1,130.07	1.00	1,130.070	316,986.190	
Ending balance on 8/31/2025			\$1.00		316,986.190	\$316,986.19

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



MEMORANDUM

Agenda Item 7.B

To: Evanston Public Library Board of Trustees

From: Carlos Hernandez
Facilities Manager

Subject: Facilities Update

Date: September 17, 2025

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

Staffing & Personnel Updates

- Interviews are in progress for the Assistant Facility Manager recruitment.
- The City will reopen recruitment for the Safety Monitor position after the initial candidate declined the offer.

Repairs & Maintenance Overview

- **Main Library:**
 - **Board Room Wiring:** The connection issue has been resolved, and the system is fully functional.
 - **Roof Replacement:** The City has asked the vendor to complete \$46,586 in roof repairs, which will go to the City Council for approval on September 22. A full roof replacement, estimated at \$2.3 million, is planned for the 2026 budget. Under the 2014 MOU, costs will be split evenly, with the Library and the City each paying \$1,155,000.
- **Robert Crown**
 - **Crown Community Room:** The Walls in the Community Room have been rescheduled to be painted at the end of the month.
 - **Janitorial Issues:** We are continuing to contact TBS for cleaning deficiencies at Robert Crown.

Contracts & Vendor Management

None to report.

Strategic Projects

- **MOU with the City:** The Library Director, Finance Manager, and consultant James Rachlin met with the City Manager and Finance Department to review cost comparisons prepared for the Intergovernmental Agreement (IGA). The discussion also included capital facilities and maintenance needs as they relate to the lease. Input from both the Library Finance and Facilities Committees has been incorporated, and the draft revisions are now under legal

MEMORANDUM

Agenda Item 7.B

review by our attorney. Once complete, the revised drafts of the IGA and lease will be shared with the City.

The City has expressed that it is not in favor of the Library forming its own district. Should the Board ever decide to pursue that option, it would require a public referendum and an extensive community information process, making it a long-term path rather than something that could occur immediately.

Both the Library and the City remain committed to working together to finalize the IGA and lease in a way that ensures effective services and responsible stewardship of community resources.

- **Continuity of Operations Plan:** The first draft of the Continuity of Operations Plan (COOP) is complete. The draft is included in the current board packet for review.
- **Master Facilities Plan:** The process will initiate soon. We are gathering information and defining the needs of the building. The IGA and Lease will play a major role in the direction of the plan. Completion is expected by Q4 2025.

Safety & Security Update

On Friday, August 8, the Evanston Police Department reported that they responded to a disturbance at the library, and upon arrival, they did not observe any disturbance. There was no disturbance in the Library, and no staff contacted EPD.

Monthly Safety Summary

- **Incidents and Suspensions:** In August, eight (8) incidents and one (2) suspension were logged due to violations of library policies.
- **Turning Point:** The Mobile Living Room (van) staff noted an incredible sixty-one (61) interactions with patrons at Main and one (1) at The Robert Crown Center. In addition they handed out 11 “Care Kits” which contain personal hygiene items.
- The Crisis Response Team inside the Main library reported twenty-four (24) referrals.

Upcoming Approvals & Budget Considerations

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



MEMORANDUM

Agenda Item 7.C

To: Evanston Public Library Board of Trustees
From: Wynn Shawver, Development Manager
Subject: August 2025 Development Report for the Library Board
Date: September 11, 2025

This memo provides an update on non-tax revenue activity for the month of August 2025.

August Total Non-Tax Revenue:

Fund	August Cash	August Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Individual Donations	\$13,480	\$1,537	\$173,482	\$550,000	32%
Federal Grants	\$11,099	\$0	\$37,183	\$40,000	93%
Non-Federal Grants	\$0	\$0	\$9,950	\$40,000	25%
Per Capita Grant	\$115,212	\$0	\$115,212	\$115,212	100%
Sponsorship	\$4,100	\$0	\$9,100	\$20,000	46%
Misc Revenue	\$0	\$0	\$3,905	\$2,000	195%
Total Revenue	\$143,891	\$1,537	\$348,832	\$767,212	45%

Individual Donor Activity:

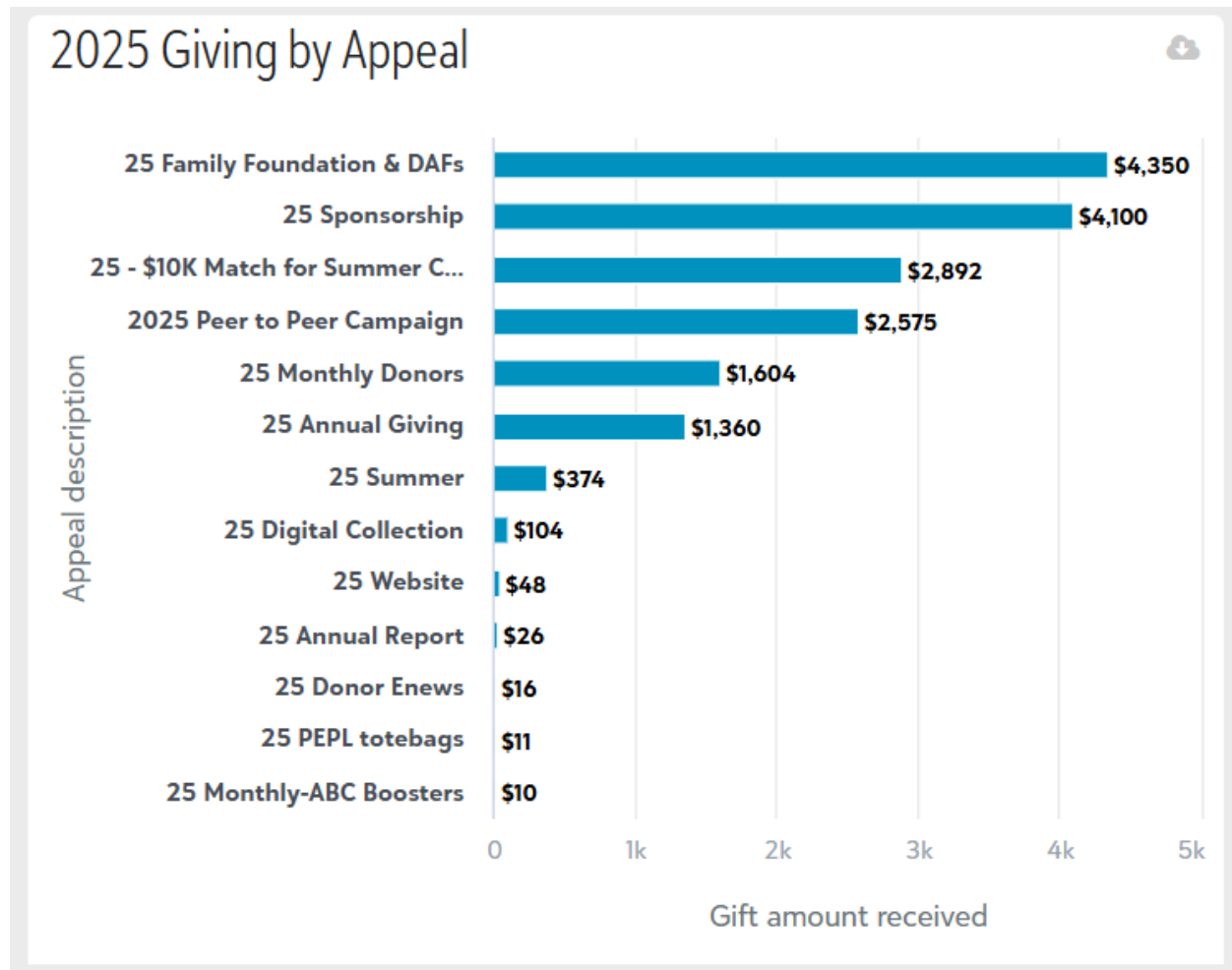
In August, we received \$13,480 in individual donations, and pledges totalling \$1,537. In comparison to August 2024 when we received \$10,859 and did not record any pledges.



Revenue Received by Campaigns in August 2025:

Campaign	Total 2025 Campaign Goal	August Revenue	August Number of Gifts	August Number of Donors
2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$345	16	16
2023 Library Donations	\$5,000	\$755	27	27
2024 Library Donations	\$1,000	\$216	14	14
2024 Year-End Camp.	\$10,000	\$115	2	2
2025 Annual Report	\$7,000	\$26	1	1
2025 Library Donations	\$85,000	\$6,155	18	16
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$5,595	35	34
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$20,000	\$4,100	1	1
Total Revenue	\$570,000	\$17,579	128	125

Revenue by Appeals in August 2025:



Donor Engagement and Appeals:

Peer-to-Peer Appeal: Created to raise \$20,000 for ABC Boosters by the end of August, this appeal has enjoyed significant interest from the community and we reached our goal in August.

August esolicitation: An e-solicitation encouraging continued support of the Summer Campaign with a \$10,000 match challenge was sent on 8/13/25. This message was opened by 57% of recipients, yielded nine online donations totalling \$825.

August newsletter to donors: The August newsletter sent on 8/27/25 is the 5th e-newsletter sent to donors in 2025. The intention of the e-newsletter is to thank and engage our donors, it yielded a 60% open rate and two immediate donations of \$311.

Grant Activity:

In August, we submitted three grant applications, all of which would cover current planned program costs in 2026. We also identified additional grants to submit prior to the end of the year for potential 2026 impact.

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Illinois State Library	\$39,994	8/15/25	11/1/2025	middle school STEM
Submitted	Endeavor Health	\$127,784	8/22/2025	12/31/2025	Staff Training
Submitted	Mental Health Funding Circle	\$75,000	9/15/2025	12/31/2025	Older adult programs



MEMORANDUM

Agenda Item 10.A

To: Evanston Public Library Board of Trustees
Yolande Wilburn, Executive Director

From: Management Committee & Finance Committee
Tracy Fulce, President
Michelle Mills, Treasurer

Subject: Approval of Budget and Draft Agenda for October 17–18 Board Retreat

Date: September 11, 2025

Purpose

The Board of Trustees is planning a retreat on October 17–18, 2025. This memorandum provides the items that require Board approval at the September 17, 2025, meeting to comply with the Illinois Open Meetings Act (OMA) and EPL's bylaws regarding expenditures.

Items Requiring Board Approval

1. **Retreat Budget:**
 - Estimated cost: up to \$4,000, inclusive of meals, snacks, and a half-day professional facilitator.
 - Meals will be handled in compliance with Evanston Public Library (EPL)/City of Evanston policy (alcohol not covered).
 - Meeting space will be at the Library (tentatively the Falcon Room) with no rental cost.
2. **Draft Retreat Agenda (high level):**
 - October 17 (evening): Board dinner (social only, no library business and not noticed).
 - October 18 (9:00–4:00): Retreat at EPL, including:
 - Team-building and board culture
 - Trustee governance/orientation
 - Board's role in development and strategic plan support gaps
 - Facilitator-led workshop (half-day)
 - Discussion of mission/vision alignment
 - Closing commitments
 - A **more detailed internal agenda** with specific timings and activities will be shared before the retreat.
 - A **public-facing agenda** will also be prepared for OMA, posting the week prior to the retreat.