



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, October 15, 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, October 15, 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. NEW BUSINESS #1**
 - a. Approval of the Board Bylaws Revisions(Action)
 - b. Approval of the Elimination of One Safety Monitor Position (Action)
 - c. Approval of Engagement with Robbins Schwartz (Action)
- 5. EXECUTIVE SESSION #1**
- 6. CONSENT AGENDA**
 - a. Approval of Management Committee Meeting Minutes September 17, 2025
 - b. Approval of Regular Board Meeting Minutes September 17, 2025
 - c. Approval of DEIB Committee Meeting Minutes, October 9, 2025
 - d. Approval of Finance Committee Meeting Minutes October 9, 2025
 - e. Approval of Bills and Payroll
 - f. Approval of the 2026 Board Meeting Schedule
 - g. Approval of the 2026 Library Closings Schedule
- 7. TRUTH IN TAXATION HEARING**
- 8. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 9. STAFF REPORTS**
 - a. Administrative Services Report (Distributed in Advance)
 - b. Facilities Report (Distributed in Advance)
 - c. Quarterly and Monthly Development Report (Distributed in Advance)
- 10. BOARD REPORTS (Board Oral Communications)**
 - a. President's Report
 - b. Finance Committee
 - c. Management Committee
 - d. Facilities Committee
 - e. DEIB Committee
- 11. OLD BUSINESS**
 - a. Presentation by James Rachlin: Cost Analysis
- 12. NEW BUSINESS #2**
 - a. Accept and File the COOP and Crisis Communications Plan
 - b. Approval of the PEPL MOU
- 13. EXECUTIVE SESSION #2**
- 14. ADJOURNMENT**

Next Meeting: November 19, 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.

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn
Executive Director

Subject: Amendments to the Evanston Public Library Board Bylaws

Date: October 15, 2025

Recommended Action:

Staff recommends that the Board of Trustees approve the attached amendments to the *Bylaws of the Evanston Public Library* to bring the document into compliance with the Illinois Local Library Act (75 ILCS 5/4-7(7)) and to incorporate provisions required to align with the Library's Continuity of Operations Plan (COOP) and Crisis Communications Plan (CCP).

Background:

The Management Committee reviewed the existing Board Bylaws and identified updates needed to clarify the authority of the Executive Director under Illinois Library Law and to incorporate provisions that support continuity of governance during emergencies.

Revisions confirm that the Executive Director has full authority to hire, supervise, evaluate, and, when necessary, terminate Library employees pursuant to 75 ILCS 5/4-7(7). The language clarifies that City Human Resources may be consulted on compliance or benefits matters, but final personnel authority rests with the Executive Director.

Additional amendments integrate COOP and CCP provisions outlining Board and officer responsibilities during declared emergencies and authorizing temporary actions when a quorum cannot be convened. These changes were incorporated into Sections 1.3.1, 1.5.1, 1.5.4, 1.6.3, 1.8.2, and 1.10, and a new Section 1.10.1 Emergency Provisions was added.

Analysis:

These amendments clarify governance authority, ensure compliance with Illinois law, and provide a clear framework for maintaining operations and accountability during emergencies. The Management Committee unanimously recommends adoption.

Fiscal Impact:

There is no fiscal impact associated with these amendments.

Attachments:

- *Bylaws of the Evanston Public Library* (Amended October 15, 2025)

COPY Bylaws of the Evanston Public Library

REVISIONS 10/15/25

1.1 Name and Use of the Library

1.2 Library Mission

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- 1.3.2 Qualification, Appointment, and Tenure
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- 1.8.6 Committee Reports

1.9 Executive Director

- 1.9.1 Duties of the Executive Director
- 1.9.2 Executive Director Performance Evaluation

1.10 Amendment of Bylaws

Bylaws of the Evanston Public Library

1.1 Name and Use of the Library

The name of this municipal body shall be the "Evanston Public Library" (hereafter referred to as the "Library").

In accordance with Illinois State Law, the Library shall be forever for the use of residents and taxpayers of the City of Evanston and other patrons, as authorized by law.

The Library is subject to such reasonable rules and regulations as the Library Board of Trustees (hereafter referred to as the “Board”) may adopt in order to render the use of the Library of the greatest benefit to the greatest number of Evanston residents and taxpayers.

1.2 Library Mission

The mission of the Evanston Public Library is to be the heart of our diverse community by promoting the development of independent, self-confident, and literate patrons and providing equitable access to cultural, intellectual and informational resources.

1.3 Board of Trustees

The Board shall have all of the powers of a board of public library trustees granted under 75 ILCS (Illinois Compiled Statutes) 5/4-1 et seq. In accordance with the obligations described in Illinois Library Law, the Library shall be governed by a Board of nine Trustees.

1.3.1 Responsibilities of the Board

Legal and financial responsibility for the operations of the Library is vested in the Board per City of Evanston Code of Ordinances 7-14-2, 7-14-4 and 7-14-5. Subject to existing statutes, the powers of the Board include, but are not limited to: 1) determining rules and regulations governing library services; 2) exercising exclusive control of all expenditures of money credited to the library fund, and any grant, gift or endowment funds provided for library purposes; 3) determining the property tax levy required to support the Library within the law; and 4) hiring, evaluating and, if necessary, dismissing the Executive Director.

The Board may adopt such policies, rules and regulations for the conduct of its business as shall be deemed advisable or necessary and may, in the execution of the powers granted, appoint such agents as it may consider necessary.

1.3.2 Qualification, Appointment, and Tenure

Consistent with the Illinois Local Library Act and the Evanston City Code, the Mayor of the City of Evanston, with the approval of the City Council, appoints Library Trustees chosen from city residents with reference to their fitness for such office. Per the Rules and Organization of the City Council of the City of Evanston (2022), Trustees appointed by the Mayor shall hold office for three years. Trustees are eligible to be re-appointed by the Mayor to additional three-year terms. Subject to reappointment by the Mayor and

approval by the City Council, there are no limits to the number of terms a Trustee may serve. In the event of a Trustee leaving the Board prior to the end of his/her term, a Trustee will be appointed to a full term and then be eligible to complete additional full three-year terms. The Trustees shall take their oath of office as prescribed by Illinois law.

1.3.3 Orientation

The Evanston Public Library Board of Trustees will conduct a formal orientation for all new Library Board members.

1.3.4 Resignation or Removal from the Board

Any Trustee may resign at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Upon receipt of such resignation, the President will notify the Mayor of the vacancy.

Section 1-6-5 of the Evanston City Code states that the Mayor may remove a Trustee from the Board “for cause upon report of such action to the City Council in executive session. Cause shall be determined by the Mayor and may include, but shall not be limited to: absenteeism; conflict of interest; incapacitation, physical or mental; conviction of a criminal offense; incompetence or inattention to assigned duties.” The action of the Mayor shall be deemed effective immediately upon the report thereof to the City Council; provided, however, that such action may be overruled by a positive vote of two-thirds of the Councilmembers then holding office. In such an event, the action of the Mayor shall be reversed and the appointee reinstated for the remainder of his/her term unless otherwise successfully *removed*.

1.3.5 Conflict of Interest

Any conflict of interest on the part of any Trustee shall be disclosed to the Board when the interest becomes a matter of Board action. Any Trustee having a conflict of interest shall not vote or use his personal influence on the matter, and shall not be counted in determining the quorum for the meeting for that vote. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the quorum situation. Any new Trustee will be advised of this policy upon assuming the duties of office. The President may abstain from voting in the event of a tie.

Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties in addition to any applicable provisions of the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

1.4 Board Officers

The Officers of the Library shall consist of a President, a Vice-President, Secretary and a Treasurer. No Trustee shall hold more than one office at any one time.

1.4.1 Election and Term of Office

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring, and one of whom shall be appointed as the chairperson. The Nominating Committee shall present its recommendations at the May meeting, listing the names of one or more candidates for each office, provided the consent of such nominees shall have been obtained. Additional nominations, with the consent of the nominees, may be made from the floor.

The President, Vice-President, Secretary and Treasurer shall be elected by the majority of those Trustees present and voting at the regular June meeting each year. The terms of newly elected officers shall begin on July 1. Officers shall serve a term of one year or until their successors are duly elected. No Trustee shall hold more than one office at any one time.

1.4.2 Resignation, Removal and Vacancies

Any officer may resign from office at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any officer duly elected or appointed may be removed by a majority of a quorum of the eligible voting members whenever in its judgment the best interests of the Library would be served thereby.

1.5 Duties of Officers

1.5.1 President

The President shall preside at all meetings of the Board, appoint committees as needed, nominate all committee members and Board representatives for Board approval, serve as an ex-officio member with vote of all committees, serve as principal Board liaison to the Executive Director, sign official documents including contracts, and assume such other duties as directed by the Board. The President shall be the official speaker or shall designate a speaker for the Board in matters of public interest. The President shall be bonded.

1.5.2 Vice-President

In the absence or inability of the President to act, or due to a vacancy in the office of the President, the duties of the President shall be performed by the Vice-President. The

Vice-President shall be the Chair of the Management Committee and assume such other duties as directed by the Board.

1.5.3 Secretary

The Secretary and President shall sign such official papers as are necessary, including, but not limited to contracts, grant applications, and leases. The Secretary shall monitor the official manual of Board-approved bylaws and policies, and assume such other duties as directed by the Board. In the absence of the President and Vice-President, the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro-tempore.

1.5.4 Treasurer

The Treasurer shall serve as the Board's financial officer and Chair of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall have submitted at the annual meeting of the Board a detailed statement showing all receipts and disbursements during the preceding year. The Treasurer shall cause to have prepared all financial reports required to be submitted to the local, state or federal governments. The Treasurer shall be bonded. In the absence of the Treasurer or when s/he is unable to serve, the President or Vice-President may perform the duties of the Treasurer. The Treasurer shall perform any other duties as may be assigned by the Board.

1.6 Meetings of the Board of Trustees

All Board meetings shall meet the requirements of the Illinois Open Meetings Act (5 ILCS 120/2(c) et seq.).

1.6.1 Annual Meeting

The first regular meeting after March 1 will be the annual meeting of the Board at which the Annual Report will be presented. The report shall include a summary of the year's work, statement of plans for the following year, a detailed account of the receipts and expenditures of the previous fiscal year, and all other information required by State Statutes.

1.6.2 Regular Meetings

Each November a regular monthly meeting schedule for the subsequent calendar year will be established by the Board.

1.6.3 Special Meetings

Special meetings of the Board may be called by the President, or upon the written request of three Trustees, given proper notice as specified in the Open Meetings Act. Notices shall be sent at least three days before the meeting, and no business shall be transacted other than stated in the notice.

1.7 Board Meeting Rules

1.7.1 Quorum

For the transaction of business at any meeting of the Board, five Trustees who are present shall constitute a quorum. A meeting can continue, but no action can take place, if a quorum is not present.

Only Trustees attending in person shall be counted toward establishing a quorum. A majority of the quorum must vote in favor of a Trustee attending via communication devices.

1.7.2 Remote Participation at Meetings

The Board shall adhere to the requirements outlined in the Illinois Compiled Statutes Open Meetings Act [5 ILCS 120/7 (a)-(d)]. Under limited circumstances, Trustees unable to physically attend a public meeting may participate via communication devices. Such devices may include, but are not limited to, audio and video equipment enabling interaction on all motions, discussions, and votes among Trustees and other participants. Permissible circumstances for Trustee remote attendance include personal illness or disability, employment obligations, family emergencies, or other emergencies. Trustee attendance via communication devices requires advance notification to the Board Secretary unless impractical.

1.7.3 Conduct of Meeting

The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the power to: (1) remove the offenders, (2) clear the board room of all spectators, or (3) suspend or adjourn the meeting.

1.7.4 Agenda

The first order of business shall be the President's ascertaining if there is a quorum present. If so, the President shall call the meeting to order. The Board shall proceed to conduct the business before it normally in the following order:

- Land Acknowledgement
- Resident Comment
- Approval of the Consent Agenda and/or minutes of the preceding meeting
- Executive Director's Report or Information/Communications

- Staff Reports
- Presidential Report
- Committee Reports
- Unfinished Business
- New Business
- Executive session (if applicable)
- Adjournment

The President may vary the order of business.

1.7.5 Suspension of the Rules

Any rule or policy of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of those present approve.

1.7.6 Public Participation

The Board shall provide a period not to exceed 45 minutes at the beginning of the order of business for public comment. Prior to the beginning of the meeting, interested residents should indicate their desire to speak by signing their name and address on a form. The President will allocate the 45 minute period equally among those persons , and no individual speaker may speak longer than five (5) minutes and cannot cede time to another speaker. A person addressing the Board shall limit comments to items within the jurisdiction of the Library Board. The business of the Board shall commence no later than forty-five (45) minutes after the beginning of Public Comment.

Board standing committees shall provide opportunities for public comment at the beginning of each meeting. For all standing committees of the Board, a period of twenty minutes shall be provided for public comment, and no individual speaker may speak longer than two (2) minutes and cannot cede time to another speaker. The committee chair of the standing committees will allocate time among the speakers to ensure that public comment does not exceed the allotted time provided above.

1.7.7 Motions

A motion is not before the Board until it has been seconded. A motion may be withdrawn by the proposer at any time before a vote is called.

All authorizations to spend money shall be passed only by a roll call vote duly recorded.

An amendment to modify an original motion shall be in order, but no amendment shall be made that changes the intent of the original motion.

A majority of a quorum of the Trustees present and voting is required to carry any motion unless otherwise provided in the bylaws.

All motions involving the hiring or dismissal of the Executive Director must be approved by six Trustees.

1.7.8 Closed Sessions

All meetings of the Board and its committees shall be open to the public and to the press except closed sessions in accordance with the Open Meetings Act (5 ILCS 120/2(c) et seq.).

The closed session must be approved in open meeting by a majority vote and the purpose of the closed session recorded in the minutes of the open meeting.

Only topics specified in the vote to close may be considered in the closed session. No final action may be taken at a closed session.

All proceedings of a closed session shall be kept in strict confidence by all those in attendance.

Closed sessions shall be recorded and such recordings shall be preserved for at least eighteen months and shall only be destroyed after the Board has approved and made public the minutes of the closed session.

Under the Open Meetings Act, the minutes of all closed sessions will be reviewed by the Board at their regular June and December meetings as to whether or not the minutes should remain sealed or can be publicly disclosed (5 ILCS 120/2.06).

1.7.9 Adjournment

A motion to adjourn the Board shall always be in order except while a vote is being taken. A motion to adjourn cannot be amended or debated, but a motion to adjourn to a specific date or time may be amended and debated.

1.7.10 Robert's Rules of Order

The rules of parliamentary procedure in the latest edition of Robert's Rules of Order shall govern the Board in all cases.

1.7.11 Trustee Participation

Trustees are expected to attend and participate in all regular board meetings and to fulfill their committee obligations. If a Trustee attends fewer than six meetings per year,

the Board President shall request that the Mayor remove the Trustee in question from the Board in accordance with appropriate statutes and City ordinances.

1.8 Board Committees

1.8.1 Executive Committee

The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings.

1.8.2 Standing Committees

The **Finance Committee**, chaired by the Treasurer, is responsible for collaborating with the Executive Director to prepare the annual budget and oversee the Endowment investment funds. The Committee shall meet regularly and report to the governing body on budgeting and investment activities.

The **Management Committee** assists in formulating policies concerning the management of the Library, encompassing board development, managerial, and operational aspects. The Management Committee shall review and update Bylaws and Board-adopted policies biennially, ensuring alignment of policies with organizational goals and industry best practices. The Vice-President shall chair the Management Committee and report its recommendations and activities to the governing body as needed or at regular intervals.

The **Facilities Committee** shall review facility operating and capital plans in accordance with equity and access, review facility operating and capital budgets, formulate facility policies and make facility recommendations to the Board. The Board President shall appoint the Chair of the Facilities Committee. The Committee shall convene as necessary and report its recommendations to the Board as needed.

The **Diversity, Equity, Inclusion & Belonging Committee** shall collaborate with the Executive Director or designee to uphold diversity as a core value of the EPL. It supports the articulation of the desired facets of diversity, proposes appropriate goals for diversity regarding participation and programming goals, establishes metrics for measuring success, and advises on diversity issues in the library workplace. The seven-member Committee shall include at least two Trustees as appointed by the President. The Committee shall meet regularly and report its recommendations to the Board.

1.8.3 Board Nominating Committee

At the regular meeting in April, the Board shall elect a Nominating Committee of three members of the Board, at least one of whom shall be a member whose term is not expiring. The Nominating Committee will select potential Board officers (see section 1.4.1 of the bylaws).

1.8.4 Special Committees

Other committees may be designated by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. The President shall appoint members to special and ad hoc committees as deemed appropriate. Any committee member may be removed by the person or persons authorized to appoint committee members whenever, in their judgment, the best interests of the Library shall be served by such removal.

1.8.5 Quorum for a Committee

A majority of the total membership of any committee shall constitute a quorum.

1.8.6 Committee Reports

Minutes will be kept of all committee meetings and will be presented at the next regularly scheduled Board meeting.

1.9 Executive Director

1.9.1 Duties of the Executive Director

The Board shall select, appoint, and evaluate a qualified librarian ("Executive Director") who will be the Library's chief executive officer and be responsible for the day-to-day administration and operation of the Library under the general policies approved by the Board and the policies of the City of Evanston.

The Executive Director shall be responsible to the Board pursuant to the provisions of the Local Library Act, 75 ILCS 5/1-0.1 et seq.

The Executive Director will report directly to the Board, execute the policies adopted by the Board, and shall be authorized to develop the library program, establish the organizational structure, purchase materials and services, and undertake such other activities as may be necessary for the library's operation, subject to the policies established by the Board. The Executive Director shall have the authority to execute contracts on behalf of the Library within the parameters established by the Board. The Executive Director shall attend all meetings of the Board. The Executive Director shall make a monthly report to the Board and submit an annual report at the first regular meeting after February 1.

In a manner consistent with the Library's Personnel Policies and collective bargaining agreement, the Executive Director shall hire, supervise, evaluate and may terminate the employment of staff members necessary to carry out the work of the Library. Library staff will be hired and terminated by the Executive Director with approval by the City's Human Resources Manager. The Executive Director shall direct and supervise staff members to ensure the efficient delivery of high quality services.

Agenda Item 4.A

The Executive Director is responsible to the Board for all properties and funds belonging to the Library.

The Executive Director shall make other reports at the meetings of the Board in such form and on such subjects as the Board may direct.

1.9.2 Executive Director Performance Evaluation

The Board of Trustees shall formally evaluate the performance of the Executive Director at least once each year.

1.10 Amendment of the Bylaws

These bylaws may be amended with one month's notice in writing of the proposed amendment at any regular meeting of the Board of Trustees, by a two-thirds affirmative vote of a quorum of the Trustees present. A copy of the proposed amendment must accompany the call of the meeting.

Amended August 21, 2024



Agenda Item 4.B

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Yolande Wilburn
Executive Director

Subject: Elimination of Vacant Safety Monitor Position

Date: October 15, 2025

Recommended Action:

Staff recommends that the Board approve the elimination of one (1) Safety Monitor position from the Library's staffing structure.

Background:

The position was vacated on August 31, 2024, and has remained unfilled. Following a review of operational needs, the Library determined that the position is no longer required and recommends its elimination.

This action does not affect any current employees. No represented staff are being displaced, reduced, or reassigned. All remaining Safety Monitor positions remain unchanged, and day-to-day represented work continues without modification.

Eliminating the vacant position aligns staffing levels with operational needs and ensures continued transparency with AFSCME regarding bargaining-unit positions.

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Tracy Fulce, Board President

Subject: Approval of Engagement with Robbins Schwartz Attorneys

Date: October 15, 2025

Recommended Action:

That the Board approve the engagement of the law firm Robbins Schwartz, Ltd. to provide legal counsel to the Evanston Public Library under the terms outlined in the attached engagement letter.

Background:

The Evanston Public Library periodically retains external counsel to provide specialized legal services related to library governance, labor relations, and statutory compliance. Robbins Schwartz, Ltd. is a respected Illinois law firm with extensive experience advising public entities, including library districts, municipalities, and educational institutions.

The engagement provides the Library with access to independent counsel familiar with the Illinois Local Library Act and other state and municipal requirements governing library operations.

Analysis:

Robbins Schwartz will provide legal services as needed under standard hourly billing rates ranging from \$285 to \$300 per hour, depending on attorney assignment. Either party may terminate the engagement with written notice.

Engaging the firm ensures the Board and Administration have timely access to specialized legal expertise in support of effective governance and compliance.

Fiscal Impact:

Costs for legal services will be billed on an hourly basis and paid from the Library's Professional Services budget.

Attachment:

Engagement Letter – Robbins Schwartz, Ltd.

KENNETH M. FLOREY
kflore@robbins-schwartz.com**KEVIN P. NOLL**
knoll@robbins-schwartz.com

October 10, 2025

VIA E-MAILTracy Fulce
Board President
Evanston Public Library
1703 Orrington Avenue
Evanston, IL 60201
tfulce@cityofevanston.org**Re: Engagement Letter**

Dear Ms. Fulce:

Our firm is pleased to represent the Evanston Public Library for its legal needs. We will serve as your primary contacts. This means that we will personally work on your matters and have direct supervision over other attorneys assisting with your files. You may contact us at any time by phone or email, and we strive to return calls as soon as possible.

For our services, attorney rates would be billed at \$300 per hour for partners and \$285-\$290 for associates. We bill on a monthly basis, and payments are due within thirty (30) days after receipt of the bill. The statement for services rendered will include expenses advanced for photocopying, legal research, travel fees and all out-of-pocket costs. Third-party expenses connected with this case will be forwarded to you for direct payment. Our billings are detailed as to the date the service was rendered and contain an explanation of the work activity performed. This detail is designed to apprise you with particularity as to what work was performed, who was called, etc. While we attempt to make each time entry clearly understandable, we always welcome any inquiries you may have about a billing matter.

It is the policy of the firm that the Library may terminate our services at any time upon payment to Robbins Schwartz, Ltd. of all fees and costs that may be due.

The firm also reserves the right to withdraw as your counsel after providing you with at least ten (10) days' written notice for failure to pay the legal fees or expenses.

Thank you for contacting us to represent the Evanston Public Library. We appreciate the opportunity to do business with you and look forward to working together. If you agree to retain our services, simply sign this letter as indicated below and return it to my attention.

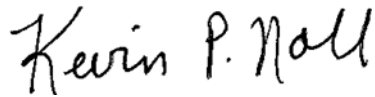
If you have any additional questions about this engagement letter, please do not hesitate to call.

Very truly yours,

ROBBINS SCHWARTZ, LTD.



By: Kenneth M. Florey



By: Kevin P. Noll

cc: Joseph J. Perkoski

I, Tracy Fulce, Board President, on behalf of the Evanston Public Library, agree to retain the services of Robbins Schwartz, Ltd. on the terms and conditions set forth above.

By: _____
Tracy Fulce

Date: _____



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

Wednesday, September 17, 2025, at 5:00 PM
Main Library, Community Meeting Room, and Remote

Members Present

Arikpo Dada, Tracy Fulce, Jean Keleher, 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 5:02 p.m.

Land Acknowledgement

Read by Trustee Mills

Citizen Comment

None

Amended Agenda Item

Trustee Mills moved, seconded by Trustee Fulce, to add Mercury Contract and PPRT for discussion under New Business.

Old Business

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

New Business

- a. Governance Review
- b. Continuity of Operations Plan (Discussion)
- c. Crisis Communication Plan (Discussion)
- d. Agenda items for next meeting
- e. Mercury Contract(Discussion)
- f. PPRT(Discussion)

Adjournment

Trustee Mills made the motion to adjourn, which was seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 6:31 p.m.

Submitted by

Arikpo Dada
Evanston Public Library Board of Trustees



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

Wednesday, September 17, 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, Victoria Shire, and Esther Wallen.

Members Absent

None

Staff Present

Renee Grassi, Heather Norborg, Marché Pernell, Sameer Notta, Ellen Riggsbee, 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 6:39 p.m.

Land Acknowledgement

Read by Jean Keleher

Citizen Comment

None

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

Motion: Trustee Wallen moved, seconded by Trustee Shea, to approve the consent agenda.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shea, Trustee Shire, 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. Robert Crown Branch Library Team 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 Tax Levy increase of 10%.
Motion: Trustee Wallen moved, seconded by Trustee Shea, to approve the Tax Levy increase of 10%.

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

New Business

- A. Approval of the Budget and Agenda for October 17–18 Board Retreat.
Motion: Trustee Mills moved, seconded by Trustee Huggins, to approve the budget and Agenda for the October 17–18 Board Retreat.

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

Adjournment

MOTION: Moved by Trustee Mills and seconded by Trustee Dada to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:32 pm.

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

Submitted by

Catie Huggins, Secretary
Evanston Public Library Board of Trustees



Evanston Public Library DEIB Committee
MEETING MINUTES

Tuesday, October 07, 2025, at 6:30 PM
Robert Crown Branch Library, Multi-Purpose Room

Members Present

Sharif Al Nazar, Ron Sakai, and Esther Wallen

Members Absent

Samia Amamoo, Blanca Lule, Melissa Raman Molitor, and Brenda Williams

Staff Present

Jill Skwerski, Elizabeth Bird, and Marché Pernell

Call to order/Declaration of Quorum.

Trustee Wallen called the meeting to order at 6:35 pm. A quorum was not present.

Land Acknowledgement

Read by Trustee Wallen

Citizen Comment

None

Staff Reports

- A. Robert Crown Branch Library Introduction (Marché Pernell)
- B. Collections Diversity Audit Report (Betsy Bird)

New Business

- A. Library Updates

Old Business

- A. Co-chair position

Adjournment

The motion to adjourn was made by committee member Ron Sakai, seconded by committee member Sharif Al Nazar, and approved by general consent. The meeting adjourned at 7:20 p.m.

Submitted by

Trustee Esther Wallen
Evanston Public Library Board of Trustees



Evanston Public Library Board Finance Committee

MEETING MINUTES

Thursday, October 9, 2025, at 3:00 PM

Main Library, Library Board Room, and remote

Members Present

Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Meghan Shea (virtual), Victoria Shire, and Esther Wallen (virtual).

Members Absent

Samia Amamoo

Staff Present

Sameer Notta

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

None

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:00 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. Quarterly and Monthly Development Report.

Executive Session

Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session at 3:48 pm.

Motion: Trustee Fulce moved, seconded by Trustee Mills, to adjourn the executive session at 4:28 pm.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 4:28 p.m.

Submitted by

Michelle Mills

Evanston Public Library Board of Trustees



Agenda Item 6.E

MEMORANDUM

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: October 03, 2025

Recommended Action

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

Payroll

August 25, 2025, through September 7, 2025,	\$ 214,612.22
September 8, 2025, through September 21, 2025,	\$ 219,073.86

Library Fund Bills List

September 9, 2025	\$ 109,797.72
September 30, 2025	\$ 108,623.54

Purchasing

July 31, 2025	\$ 6,363.85
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

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 65100 - LIBRARY SUPPLIES					
120231 - SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S SUPPLIES	08/06/2025	09/09/2025	09/09/2025	897.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$897.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/13/2025	09/09/2025	09/09/2025	372.87
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/18/2025	09/09/2025	09/09/2025	467.31
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	857.27
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 3					\$1,697.45
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	30.42
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	08/11/2025	09/09/2025	09/09/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$89.41
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 6					\$2,683.86
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
17619 - SUSAN MARKWELL	MISC SUPPLIES FOR WORDS AND PICTURES FILM SCREENING	09/03/2025	09/09/2025	09/09/2025	29.90
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$29.90
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	05/31/2025	09/09/2025	09/09/2025	1,879.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 1					\$1,879.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	09/09/2025	09/09/2025	1,727.71
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2025	09/09/2025	09/09/2025	359.08
100474 - BAKER & TAYLOR	ADULT PRINT	08/13/2025	09/09/2025	09/09/2025	173.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	1,031.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	1,180.24
100474 - BAKER & TAYLOR	ADULT PRINT	08/14/2025	09/09/2025	09/09/2025	37.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	366.98
102572 - INFORMATION TODAY INC	ADULT PRINT	08/04/2025	09/09/2025	09/09/2025	423.53
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	07/29/2025	09/09/2025	09/09/2025	34.99
276974 - OVER DRIVE, INC.	EBOOKS	08/12/2025	09/09/2025	09/09/2025	371.47
276974 - OVER DRIVE, INC.	EBOOKS	08/12/2025	09/09/2025	09/09/2025	347.59
276974 - OVER DRIVE, INC.	EBOOKS	08/13/2025	09/09/2025	09/09/2025	122.99
276974 - OVER DRIVE, INC.	EBOOKS	08/14/2025	09/09/2025	09/09/2025	283.52
276974 - OVER DRIVE, INC.	EBOOKS	08/15/2025	09/09/2025	09/09/2025	333.39
276974 - OVER DRIVE, INC.	EBOOKS	08/15/2025	09/09/2025	09/09/2025	979.65
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/12/2025	09/09/2025	09/09/2025	13.55
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/14/2025	09/09/2025	09/09/2025	233.09
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 17					\$8,021.25
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	221.39
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	54.84
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	22.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	22.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	73.12
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	14.67
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	93.57
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	38.34

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 9	\$566.94
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 28	\$10,497.09
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
13544 - BIBLIOTHECA + 3M	RFID CONVERSION PROJECT FOR EPL 2025 SO-US68429	08/01/2025	09/09/2025	09/09/2025	24,706.28
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/21/2025	09/09/2025	09/09/2025	294.72
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/26/2025	09/09/2025	09/09/2025	552.12
19521 - PLAYAWAY PRODUCTS LLC	ACCESS SUPPLIES	08/12/2025	09/09/2025	09/09/2025	90.63
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	07/01/2025	09/09/2025	09/09/2025	29.55
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	06/01/2025	09/09/2025	09/09/2025	39.40
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	08/01/2025	09/09/2025	09/09/2025	68.95
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 7	\$25,781.65
Account 65555 - IT COMPUTER HARDWARE					
13544 - BIBLIOTHECA + 3M	RFID CONVERSION PROJECT FOR EPL 2025 SO-US68429	08/01/2025	09/09/2025	09/09/2025	40,000.00
Account 65555 - IT COMPUTER HARDWARE Totals				Invoice Transactions 1	\$40,000.00
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 8	\$65,781.65
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
101189 - CONNELLY'S ACADEMY	PROFESSIONAL SERVICES AGE OPTIONS GRANT	08/19/2025	09/09/2025	09/09/2025	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 1	\$100.00
Business Unit 4826 - ROBERT CROWN OPERATIONS					
Account 65100 - LIBRARY SUPPLIES					
15006 - ALFONSO NIEVES RUIZ	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS PROGRAM	07/31/2025	09/09/2025	09/09/2025	300.00
21427 - PAIGE DYER	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/13/2025	09/09/2025	09/09/2025	300.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$600.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	09/09/2025	09/09/2025	188.49
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/13/2025	09/09/2025	09/09/2025	42.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	30.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	38.31
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/18/2025	09/09/2025	09/09/2025	21.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	51.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	34.75
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 7	\$408.25
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN AV	08/11/2025	09/09/2025	09/09/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$58.99
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals				Invoice Transactions 10	\$1,067.24
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65001 - FEDERAL GRANT EXPENSE					
120748 - EDITH ARMSTRONG	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
21457 - JOSE BONO	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
132135 - Marvin Tate	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
21458 - MIGUEL A. ONTIVEROS	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 4	\$800.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 4	\$800.00
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	BUILDING ALARM SYSTEM SEPT-NOV 2025	08/10/2025	09/09/2025	09/09/2025	689.73
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/14/2025	09/09/2025	09/09/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/21/2025	09/09/2025	09/09/2025	248.31

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

151986 - CINTAS CORPORATION #769	MAT SERVICE	08/28/2025	09/09/2025	09/09/2025	248.31
18805 - M&R ELECTRONIC SYSTEMS INC.	LIBRARY CARD ACCESS WORK ORDER	08/14/2025	09/09/2025	09/09/2025	9,322.00
18805 - M&R ELECTRONIC SYSTEMS INC.	LIBRARY CARD ACCESS WORK ORDER	08/14/2025	09/09/2025	09/09/2025	1,585.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2025	09/09/2025	09/09/2025	227.14
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 7					\$12,568.80
Account 64005 - ELECTRICITY					
15016 - DYNEGY	SERVICE 6/3/2025-7/1/2025	06/03/2025	09/09/2025	09/09/2025	9,815.38
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					\$9,815.38
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/19/2025	09/09/2025	09/09/2025	812.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/29/2025	09/09/2025	09/09/2025	130.88
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 2					\$942.88
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	KEY CABINET	08/18/2025	09/09/2025	09/09/2025	295.39
Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1					\$295.39
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 11					\$23,622.45
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	HR AND RECRUITING SERVICES	08/31/2025	09/09/2025	09/09/2025	3,535.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	08/21/2025	09/09/2025	09/09/2025	112.29
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 2					\$3,647.29
Account 62290 - TUITION					
18611 - KENNEDY JOSEPH	TUITION REIMBURSEMENT SUMMER 2025	08/22/2025	09/09/2025	09/09/2025	1,342.00
Account 62290 - TUITION Totals Invoice Transactions 1					\$1,342.00
Account 62295 - TRAINING & TRAVEL					
20062 - YOLANDE WILBURN	TRAVEL REIMBURSEMENT DIGIPALOOZA CONFERENCE	08/22/2025	09/09/2025	09/09/2025	200.20
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 1					\$200.20
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	08/15/2025	09/09/2025	09/09/2025	55.94
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 1					\$55.94
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 5					\$5,245.43
Department 48 - LIBRARY Totals Invoice Transactions 73					\$109,797.72
Fund 185 - LIBRARY FUND Totals Invoice Transactions 73					\$109,797.72
* = Prior Fiscal Year Activity					\$109,797.72

Library Bills List

G/L Date Range 09/30/25 - 09/30/25

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	YA PRINT AND JUV PRINT	08/21/2025	09/30/2025	09/30/2025	33.17
100474 - BAKER & TAYLOR	JUV PRINT	08/21/2025	09/30/2025	09/30/2025	115.24
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2025	09/30/2025	09/30/2025	169.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2025	09/30/2025	09/30/2025	1,182.04
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	09/05/2025	09/30/2025	09/30/2025	785.87
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2025	09/30/2025	09/30/2025	9.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/08/2025	09/30/2025	09/30/2025	636.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	634.61
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/09/2025	09/30/2025	09/30/2025	47.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/12/2025	09/30/2025	09/30/2025	448.90
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	14.17
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	08/20/2025	09/30/2025	09/30/2025	186.03
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	09/08/2025	09/30/2025	09/30/2025	17.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	08/25/2025	09/30/2025	09/30/2025	60.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	1.92
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	08/27/2025	09/30/2025	09/30/2025	17.06
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/02/2025	09/30/2025	09/30/2025	11.08
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/02/2025	09/30/2025	09/30/2025	18.02
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/15/2025	09/30/2025	09/30/2025	63.95
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 19					\$4,453.26
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	08/22/2025	09/30/2025	09/30/2025	54.84
103424 - MIDWEST TAPE LLC	JUV AV	08/22/2025	09/30/2025	09/30/2025	93.51
103424 - MIDWEST TAPE LLC	JUV AV	08/28/2025	09/30/2025	09/30/2025	93.51
103424 - MIDWEST TAPE LLC	JUV AV	09/05/2025	09/30/2025	09/30/2025	109.56
103424 - MIDWEST TAPE LLC	JUV AV	09/18/2025	09/30/2025	09/30/2025	83.04
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 5					\$434.46
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 24					\$4,887.72
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20446 - NEHANDA JULOT	PROFESSIONAL SERVICES	09/22/2025	09/30/2025	09/30/2025	400.00
20855 - TERESA PANGAN PLLC	WELLNESS WEDNESDAY PROGRAM	09/15/2025	09/30/2025	09/30/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$650.00
Account 65628 - Library Electronic Resources					
19203 - DATABASEUSA.COM LLC	ONLINE RESOURCES	09/01/2025	09/30/2025	09/30/2025	6,900.00
16334 - KANOPI	ONLINE RESOURCES	08/31/2025	09/30/2025	09/30/2025	1,879.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	08/31/2025	09/30/2025	09/30/2025	7,499.88
Account 65628 - Library Electronic Resources Totals Invoice Transactions 3					\$16,278.88
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/18/2025	09/30/2025	09/30/2025	106.75

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/19/2025	09/30/2025	09/30/2025	1,002.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/20/2025	09/30/2025	09/30/2025	1,250.65
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2025	09/30/2025	09/30/2025	731.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	419.54
100474 - BAKER & TAYLOR	ADULT PRINT	08/26/2025	09/30/2025	09/30/2025	291.83
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	1,038.55
100474 - BAKER & TAYLOR	ADULT PRINT	08/25/2025	09/30/2025	09/30/2025	87.22
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	48.96
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/03/2025	09/30/2025	09/30/2025	1,774.51
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	42.74
100474 - BAKER & TAYLOR	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	1,053.17
100474 - BAKER & TAYLOR	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	171.34
100474 - BAKER & TAYLOR	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	316.06
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	189.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/19/2025	09/30/2025	09/30/2025	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	55.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	65.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	109.50
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	14.34
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	08/27/2025	09/30/2025	09/30/2025	163.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	1,308.76
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	17.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	32.66
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	55.64
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	161.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	16.98
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	23.63
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	438.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	329.24
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/29/2025	09/30/2025	09/30/2025	21.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/29/2025	09/30/2025	09/30/2025	22.46
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	167.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	21.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	623.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/04/2025	09/30/2025	09/30/2025	26.25
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2025	09/30/2025	09/30/2025	51.27
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2023	09/30/2025	09/30/2025	33.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2025	09/30/2025	09/30/2025	1,793.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	84.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	90.65
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	124.73
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	24.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	108.10
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	17.00
102576 - INGRAM LIBRARY SERVICES	ADULT AV	09/11/2025	09/30/2025	09/30/2025	2,341.47
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	19.78
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	122.68
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	69.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/15/2025	09/30/2025	09/30/2025	186.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/15/2025	09/30/2025	09/30/2025	90.00

102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.25
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	25.84
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	179.73
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	12.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	49.70
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/18/2025	09/30/2025	09/30/2025	10.40
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	28.99
276974 - OVER DRIVE, INC.	EBOOKS	09/04/2025	09/30/2025	09/30/2025	36.59
276974 - OVER DRIVE, INC.	EBOOKS	09/02/2025	09/30/2025	09/30/2025	429.65
276974 - OVER DRIVE, INC.	EBOOKS	09/02/2025	09/30/2025	09/30/2025	309.98
276974 - OVER DRIVE, INC.	EBOOKS	09/03/2025	09/30/2025	09/30/2025	380.23
276974 - OVER DRIVE, INC.	EBOOKS	08/22/2025	09/30/2025	09/30/2025	427.66
276974 - OVER DRIVE, INC.	EBOOKS	08/22/2025	09/30/2025	09/30/2025	64.95
276974 - OVER DRIVE, INC.	EBOOKS	08/21/2025	09/30/2025	09/30/2025	376.42
276974 - OVER DRIVE, INC.	EBOOKS	08/20/2025	09/30/2025	09/30/2025	381.47
276974 - OVER DRIVE, INC.	EBOOKS	08/20/2025	09/30/2025	09/30/2025	187.99
276974 - OVER DRIVE, INC.	EBOOKS	08/19/2025	09/30/2025	09/30/2025	153.25
276974 - OVER DRIVE, INC.	EBOOKS	08/19/2025	09/30/2025	09/30/2025	521.22
276974 - OVER DRIVE, INC.	EBOOKS	08/18/2025	09/30/2025	09/30/2025	474.55
276974 - OVER DRIVE, INC.	EBOOKS	08/25/2025	09/30/2025	09/30/2025	562.03
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	1,285.48
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	291.04
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	83.95
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	1,384.82
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	570.42
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	630.38
276974 - OVER DRIVE, INC.	EBOOKS	08/26/2025	09/30/2025	09/30/2025	236.42
276974 - OVER DRIVE, INC.	EBOOKS	08/26/2025	09/30/2025	09/30/2025	529.77
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	95.97
276974 - OVER DRIVE, INC.	EBOOKS	08/27/2025	09/30/2025	09/30/2025	86.49
276974 - OVER DRIVE, INC.	EBOOKS	08/28/2025	09/30/2025	09/30/2025	596.44
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	873.42
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	91.95
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	1,561.81
276974 - OVER DRIVE, INC.	EBOOKS	09/08/2025	09/30/2025	09/30/2025	609.27
276974 - OVER DRIVE, INC.	EBOOKS	09/09/2025	09/30/2025	09/30/2025	267.93
276974 - OVER DRIVE, INC.	EBOOKS	09/09/2025	09/30/2025	09/30/2025	751.57
276974 - OVER DRIVE, INC.	EBOOKS	09/10/2025	09/30/2025	09/30/2025	89.99
276974 - OVER DRIVE, INC.	EBOOKS	09/10/2025	09/30/2025	09/30/2025	89.99
276974 - OVER DRIVE, INC.	EBOOKS	09/11/2025	09/30/2025	09/30/2025	393.65
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	443.28
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	653.82
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	217.95
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2025	09/30/2025	09/30/2025	462.49
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2025	09/30/2025	09/30/2025	231.79
276974 - OVER DRIVE, INC.	EBOOKS	09/17/2025	09/30/2025	09/30/2025	298.24
276974 - OVER DRIVE, INC.	EBOOKS	09/18/2025	09/30/2025	09/30/2025	694.41
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	88.27
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/21/2025	09/30/2025	09/30/2025	13.56
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/18/2025	09/30/2025	09/30/2025	70.19
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/21/2025	09/30/2025	09/30/2025	33.33

Account **65641 - AUDIO VISUAL COLLECTIONS**

102576 - INGRAM LIBRARY SERVICES	ADULT AV	09/11/2025	09/30/2025	09/30/2025	21.99
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	223.11
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	32.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	49.59
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	53.34
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	21.42
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	95.82
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	143.07
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	153.62
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	31.43
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	37.19
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	59.36
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	45.09
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	121.68
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	154.76
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	15.42
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	234.36

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals

Invoice Transactions 28

\$1,802.93

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals

Invoice Transactions 140

\$54,526.77

Business Unit **4820 - ACCESS SERVICES**Account **65100 - LIBRARY SUPPLIES**

100736 - BRODART COMPANY	LIBRARY SUPPLIES	09/15/2025	09/30/2025	09/30/2025	419.10
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		<u>\$419.10</u>

Business Unit **4820 - ACCESS SERVICES** Totals

Invoice Transactions 1

\$419.10

Business Unit **4825 - ENGAGEMENT SERVICES**Account **65100 - LIBRARY SUPPLIES**

100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/19/2025	09/30/2025	09/30/2025	54.69
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/29/2025	09/30/2025	09/30/2025	25.12
21381 - WELL FIT LLC	SUMMER FITNESS PROGRAM SERIES	09/18/2025	09/30/2025	09/30/2025	375.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 3		<hr/> \$454.81

Business Unit **4825 - ENGAGEMENT SERVICES** Totals

Invoice Transactions 3

\$454.81

Business Unit **4826 - ROBERT CROWN OPERATIONS**Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/19/2025	09/30/2025	09/30/2025	16.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/20/2025	09/30/2025	09/30/2025	39.56
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2025	09/30/2025	09/30/2025	11.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	93.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2025	09/30/2025	09/30/2025	118.88

100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	09/05/2025	09/30/2025	09/30/2025	36.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/03/2025	09/30/2025	09/30/2025	72.41
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/08/2025	09/30/2025	09/30/2025	33.27
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	39.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	77.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/12/2025	09/30/2025	09/30/2025	32.28
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	21.42
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	7.13
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	89.71
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/02/2025	09/30/2025	09/30/2025	99.46
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	297.23
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	22.19
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	9.07
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	20.48
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 19			<hr/> \$1,137.96

Account **65641 - AUDIO VISUAL COLLECTIONS**

19521 - PLAYAWAY PRODUCTS LLC	CROWN AV	04/10/2025	09/30/2025	09/30/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1			<hr/> \$58.99

Business Unit 4826 - ROBERT CROWN OPERATIONS Totals	Invoice Transactions 20	<hr/> \$1,196.95
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **65100 - LIBRARY SUPPLIES**

206940 - ULINE	DRY ERASE PARTITION BOARD	09/10/2025	09/30/2025	09/30/2025	463.20
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1			<hr/> \$463.20

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA PRINT AND JUV PRINT	08/21/2025	09/30/2025	09/30/2025	66.21
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2025	09/30/2025	09/30/2025	16.05
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/09/2025	09/30/2025	09/30/2025	83.82
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	18.99
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 4			<hr/> \$185.07

Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 5	<hr/> \$648.27
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Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	09/04/2025	09/30/2025	09/30/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/11/2025	09/30/2025	09/30/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICES	09/18/2025	09/30/2025	09/30/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	09/03/2025	09/30/2025	09/30/2025	145.54
13463 - GARLAND /DBS, INC.	ROOFING MATERIAL AND SERVICES	06/26/2025	09/30/2025	09/30/2025	3,511.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	09/02/2025	09/30/2025	09/30/2025	156.83
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	09/02/2025	09/30/2025	09/30/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7			<hr/> \$16,644.01

Account **64005 - ELECTRICITY**

15016 - DYNEGY	ACCT #4591156705 SERVICE PERIOD 5/2/25 TO 6/2/2025	06/02/2025	09/30/2025	09/30/2025	7,557.09
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					<hr/> \$7,557.09
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/18/2025	09/30/2025	09/30/2025	1,188.22
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 1					<hr/> \$1,188.22
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 9					<hr/> \$25,389.32
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
14118 - ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES INC.	BOND RENEWAL FEE	09/09/2025	09/30/2025	09/30/2025	1,000.00
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES LEGAL	09/10/2025	09/30/2025	09/30/2025	822.50
20988 - MADDEN CREATIVE SERVICES, LLC	PROFESSIONAL SERVICES 2025 ABC BOOSTER VIDEO	07/11/2025	09/30/2025	09/30/2025	2,500.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICE	07/31/2025	09/30/2025	09/30/2025	97.01
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 4					<hr/> \$4,419.51
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING BUSINESS CARD R GRASSI	09/08/2025	09/30/2025	09/30/2025	42.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	NOTE CARDS & ENVELOPES	09/14/2025	09/30/2025	09/30/2025	595.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	ENGLISH AND SPANISH BOOKMARKS	09/16/2025	09/30/2025	09/30/2025	420.00
Account 62210 - PRINTING Totals Invoice Transactions 3					<hr/> \$1,057.00
Account 62295 - TRAINING & TRAVEL					
19292 - KASANDRA TREJO	MILEAGE REIMBURSEMENT KTREJO	09/17/2025	09/30/2025	09/30/2025	27.64
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 1					<hr/> \$27.64
Account 62340 - IT COMPUTER SOFTWARE					
11009 - BLACKBAUD INC.	RENEWAL DEVELOPMENT DATABASE	09/03/2025	09/30/2025	09/30/2025	15,067.60
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					<hr/> \$15,067.60
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/12/2025	09/30/2025	09/30/2025	164.03
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/11/2025	09/30/2025	09/30/2025	364.82
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 2					<hr/> \$528.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 11					<hr/> \$21,100.60
Department 48 - LIBRARY Totals Invoice Transactions 213					<hr/> \$108,623.54
Fund 185 - LIBRARY FUND Totals Invoice Transactions 213					<hr/> \$108,623.54
* = Prior Fiscal Year Activity Invoice Transactions 213					<hr/> <hr/> \$108,623.54



Agenda Item 6.F

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Approval of the 2026 Library Board Meeting Schedule
Date: October 15, 2025

Proposed 2026 Library Board Meeting Dates

Traditionally, the Library Board meets on the third Wednesday of the month at 6:30 p.m.

For 2026, I recommend Board approval of the following meeting dates:

- January 21
- February 18
- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 2 – Special Budget Meeting
- September 16 – Public Hearing on Budget
- October 21 – Truth in Taxation Hearing
- November 18 – Adoption of Tax Levy
- December 16



Agenda Item 6.G

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Approval of the 2026 Library Closings Schedule
Date: October 15, 2025

Recommended Action

I propose that the Board approve the following Library closures for 2026:

2026 Library Closing Schedule

- **Thursday, January 1** – New Year’s Day*
- **Monday, January 19** – Martin Luther King, Jr. Day (Crown Branch only)**
- **Thursday, April 16** – Staff Development Day (all day)
- **Monday, May 25** – Memorial Day*
- **Friday, June 19** – Juneteenth*
- **Saturday, July 4** – Independence Day*
- **Tuesday, August 18** - Parks & Recreation All Staff Day (Crown Branch only)**
- **Monday, September 7** – Labor Day*
- **Thursday, October 15** – Staff Development Day (all day)
- **Thursday, November 26** – Thanksgiving Day*
- **Friday, November 27** – Day after Thanksgiving (Crown Branch only)**
- **Tuesday, December 15** - EPL Staff Activity (Open at 1 p.m)
- **Thursday, December 24** – Christmas Eve*
- **Friday, December 25** – Christmas Day*
- **Thursday, December 31** – New Year’s Eve (Close at 5 p.m.)
- **Friday, January 1, 2027** – New Year’s Day*

* **Paid holidays:** Holiday time off with pay is granted for full-time and eligible part-time employees on: January 1, May 25, June 19, July 4, September 7, December 24, December 25, and January 1, 2027.

****Crown Branch only:** The Crown Branch Library will be closed due to the Robert Crown Center closure. Staff may be reassigned, use paid time off, or make up hours in accordance with the Union contract.

Note: Holiday pay is not granted for January 19, November 27, or December 31.

Library Director's Report

October 15, 2025

Updates:

In September, ELL staff members Martha Meyer and Laura Florian presented to the Northern Illinois Nature Play Association (NINPA), a professional collaborative that promotes, supports and enhances nature-based early childhood education for all. Laura & Martha were featured presenters at the NINPA Fall meeting where they discussed Evanston Public Library's successful development and implementation of the **Blueberry Awards**. In early October, Martha Meyer and EPL Collection Manager Betsy Bird also presented about the Blueberry Awards to the Association of Illinois School Library Educators (AISLE) annual conference.

On October 6, 2025, Book vendor Baker & Taylor announced plans to wind down operations and close by year-end following the collapse of its acquisition by ReaderLink, resulting in significant layoffs at its Momence, IL facility. EPL has already transitioned to Ingram for materials ordering. RAILS reports that while the Boundless platform for eRead Illinois remains active, new content cannot currently be purchased as they prepare to transition the collection to a new provider. CollectionHQ, sold to Valsoft Corporation in June, remains fully operational under its new ownership.

Proclamation on Banned Books Week

On September 29, 2025, Mayor Daniel Biss formally read a **Banned Books Week Proclamation** at the Evanston Public Library, officially declaring **October 5-11, 2025, as Banned Books Week in the City of Evanston**. The proclamation reaffirmed Evanston's commitment to the freedom to read and the protection of intellectual freedom as a core democratic value.



Recently, we received a request from Nathan Reed, a senior at Northwestern University. He wrote:

"I am currently working on my honors thesis project, where I will be studying the effects of PM2.5 air pollution on the respiratory microbiome. This study aims to provide insights into the acute impacts that PM2.5 may have on the diversity of the respiratory microbiome. I am writing to request the support of the Evanston Public Library, which provides community access to PM2.5 sensors critical to this study.

The study itself will last four weeks, during which I will need to collect indoor and outdoor PM2.5 data daily. While I am still recruiting study participants, I am anticipating that the

study will require 2-3 outdoor sensors and 2-3 indoor sensors. While I understand the current policy only permits a single sensor to be checked out at a time per person, I was wondering if an exception could be made to allow me to conduct this study. I am happy to meet either in person at the library or virtually to discuss my project further. I look forward to hearing from you soon."

Staff coordinated with the grant manager to allow an exception to the borrowing rules to allow the student to use the monitors for his project. In turn, he will share the result of the study. Additionally, we are requesting that the outdoor monitors be placed in wards of Evanston that experience poor quality air. This is a great example of community partnerships. The air quality monitor check out program includes the Evanston Public Library, the STEAD Center, the NAACP Evanston Branch and Unitarian Church of Evanston.

Reminder: Thursday, October 23 both libraries will be closed for our Fall Staff Day. This staff day will be a bit different from previous iterations because we will be working hard on our RFID tagging project.

Programming:

In September, EPL hosted or participated in 115 programs with 2394 attendees.

Location	Number of Programs	Percent of Programs
Main Library	60	52.2%
Robert Crown	23	20.0%
Offsite	20	17.4%
Virtual	12	10.4%
TOTAL	115	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	7	6.1%	533	22.3%
Babies & Toddlers	12	10.4%	364	15.2%
Preschoolers	7	6.1%	130	5.4%
Kids	6	5.2%	67	2.8%
Teens	7	6.1%	110	4.6%
Adults	59	51.3%	902	37.7%
Older Adults	17	14.8%	288	12.0%
TOTAL	115	100.0%	2394	100.0%

On October 5, the Main Library ELL Department hosted a Mid-Autumn Festival for families, which included ETHS high school students telling the famous Chinese tale of Chang'e and Hou Yi in Mandarin and English. Here are some photos from the event:



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:

Oct 17, 1pm: **Breast Cancer Awareness Month: Early Detection Saves Lives** Join us to learn how to prevent breast cancer, understand current screening guidelines, and connect with community resources like the American Cancer Society. Presented by Jenny Jara, MSN, RN, CNL, nurse case manager with the Illinois Breast and Cervical Cancer Program at ACCESS Community Health Network, who specializes in helping women receive the follow-up care they need. Main Library

Oct 18, 10am: **Doctor DeSoto Preview, Presented by Northwestern's ImagineU** Award-winning playwright Idris Goodwin brings William Steig's tale of wit, wisdom, and whimsy to life with Northwestern's Imagine U theater troupe. Main Library

Oct 20, 4:30 & 5pm: **Get to Know the Guitar** For Kids Grade 3 to 5. We will have three, 3/4 sized guitars available to use during the introductory program, but children are also welcome to bring a guitar they already own. Main Library

Oct 22, 7pm: **Not-So-Spooky Stories & Indoor Campout** Kids in grades K-2 and their parent or caregiver are welcome to join us for our indoor campout - featuring spooky (but not-so-spooky!) stories, a craft and s'mores. Robert Crown Branch Library

Oct 24, 3pm: **I Have a Question: Using Online Resources to Find Health Information** Join EPL librarians and guest Holly J. Hudson, an Asst. Prof. and Regional Health Sciences Librarian at University of Illinois Chicago--Rockford College of Medicine, to learn how to find reputable sources of health information online. Virtual

Oct 29, 5:30pm: **Walk-In Legal Clinic with the Moran Center** Come receive FREE legal advice from lawyers about issues such as: Criminal Record Relief | alivio de antecedentes penales, Civil Legal Advice | asesoramiento jurídico civil, Educational Rights Advice | asesoramiento sobre derechos educativos. Robert Crown Branch Library

Nov 9 & 16, 2pm: **Words & Pictures, Youth Liberation** The second installment of this series, pairing a film and a book with big ideas, focuses on youth incarceration. Watch *Nickel Boys* on Nov 9 and return Nov 16 for a discussion with award-winning journalist Nell Bernstein, who will talk about her new book *In Our Future We Are Free: The Dismantling of the Youth Prison*. Main Library

Fall School Visits to EPL Main Library - It's that time of year again — classes of kindergarten and middle school students will soon be visiting the Main Library! These visits are a wonderful opportunity to make meaningful connections with students and their teachers. Kindergarten and middle school are

both important times of transition and growth. We're fortunate to help shape their experience by showing that the library is a welcoming space that belongs to them as members of our community. Big thanks to the ELL and IDL teams for facilitating these visits.

Day and Hour Heat Map

Main Library Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				141	140	135	112	103	58			688
Mo		142	96	98	93	92	104	103	97	66	34	923
Tu		149	103	107	106	95	94	94	100	64	31	943
We		121	89	98	122	99	104	118	99	78	41	968
Th		143	100	104	109	99	90	114	85	71	51	966
Fr	72	108	99	98	94	89	84	118	84			845
Sa	79	94	118	109	132	118	117	105	60			931

Robert Crown Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				42	45	41	40	35	41			244
Mo		35	31	25	25	23	32	58	42	41	24	334
Tu		27	27	36	17	19	52	70	54	33	15	350
We		26	17	29	36	30	40	41	36	38	22	315
Th		22	23	24	22	22	28	50	48	25	13	277
Fr	16	18	26	26	22	20	34	47	51			258
Sa	32	42	42	24	40	39	33	35	23			307

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
September	26,499	8,891
Total Door Count	215,618	85,186

Patron Feedback of Note:

Comments via the Evanston Roundtable following an article regarding the tax levy increase:

Camille Blachowicz says: I will happily pay the increased yearly amount for our excellent library who does more for less than any other Northshore library.

Rufus Lagren says: Sounds good to me. Library's important. One of the better institutions to support. Let's recognize and keep the common good thriving.

Handwritten letter left at Circulation: Beautiful library with an amazing collection! Sending much appreciation. - Alice (former librarian from Tampa)

Press Mentions:

[Library celebrates a year of innovation](#)

[Evanston Public Library to host talk on sports, democracy with historian Frank Andre Guridy on Oct. 20](#)

[Evanston Public Library invites middle schoolers to join Sew It Challenge 2025](#)

[Register to vote on National Voter Registration Day at Evanston Public Library on Sept. 16](#)

[First Repair hosts open house to boost community connection](#)

[Library Trustees approve a 10% tax hike to avoid operating at a deficit](#)

[Middle schoolers tackle library's "Sew It Challenge"](#)

Legislative Update

Narcen Resources for Libraries-RAILS has launched a new [Narcen in Libraries Pulse Page](#) to support implementation of Public Act 104-0056, recently signed by Governor Pritzker. The page provides information on the new law, background materials, upcoming events, and resource links. RAILS will continue to update the page as additional information becomes available.

ILA Library Legislative Meetup - ILA will host a North Suburban legislative meetup in Northbrook on December 3, which provides opportunities to engage directly with legislators and advocate for library priorities. Board Members Fulce and Dada will attend, along with Director Wilburn and Marketing & Communications Manager Riggsbee.

ILA Executive Board Actions - At its September 18 meeting, the ILA Executive Board approved the 2026 Legislative Agenda as recommended by the Public Policy Committee (PPC). Key items include:

- **Annual Trustee Training** – Requires all public library trustees to complete training each year to ensure preparedness and a shared understanding of trustee responsibilities.
- **Equitable & Accessible eBooks** – Supports legislative action to address the rising costs and restrictive terms of e-content.

In addition, the PPC addressed the **Personal Property Replacement Tax (PPRT)**. Currently, PPRT funds are collected by the State and then distributed through municipalities or other intermediaries before reaching libraries. This practice can result in delays, withholding, or uncertainty in local budget planning. Rather than advancing legislation immediately, the PPC recommends forming a study group to examine the distribution process, its impacts on public libraries, and potential reforms to ensure that funds are delivered directly and equitably to recipient organizations.

Library leadership will continue monitoring these developments and update the Board as the study group's work progresses.



MEMORANDUM

Agenda Item 9.A

To: Evanston Public Library Board of Trustees

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

Subject: Administrative Services Update

Date: October 15, 2025

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Title:	Notes:
Access Services	PT Library Shelver	Expected Start Date: 10/21/2025
Access Services	PT Library Clerk	Expected Start Date: 10/20/2025
Access Services	PT Library Clerk	Expected Start Date: 11/03/2025
Access Services	PT Library Clerk	Pending HR
Administration	Human Resources Manager	Interviewing
Innovation & Digital Learning	PT Library Assistant	Closed: 10/09/2025
Lifelong Learning & Literacy	PT Library Assistant	Closed: 10/10/2025
Maintenance/Safety	FT Assistant Facilities Manager	Interviewing
Maintenance/Safety	FT Safety Monitor	Expected Start Date: 11/03/2025
Robert Crown Library Branch	PT Library Clerk	Expected Start Date: 11/03/2025

Financial Resources

As of September 2025, Operating Fund revenue collections are at 56% of the projected budget, while expenditures are at 69%. In the Capital Fund, expenditures remain at 0% of the budget.

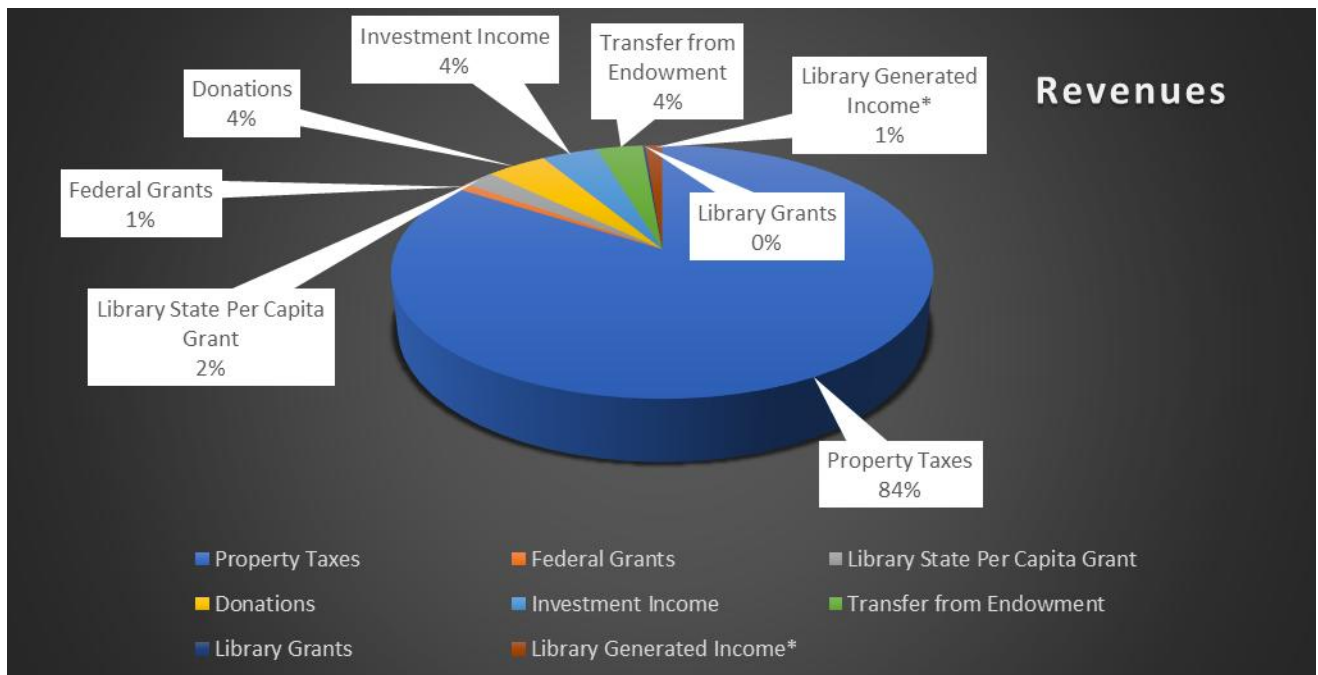
Note that County tax revenues are not expected to be received until the first week of November 2025.

Financial Report September 2025

Revenues

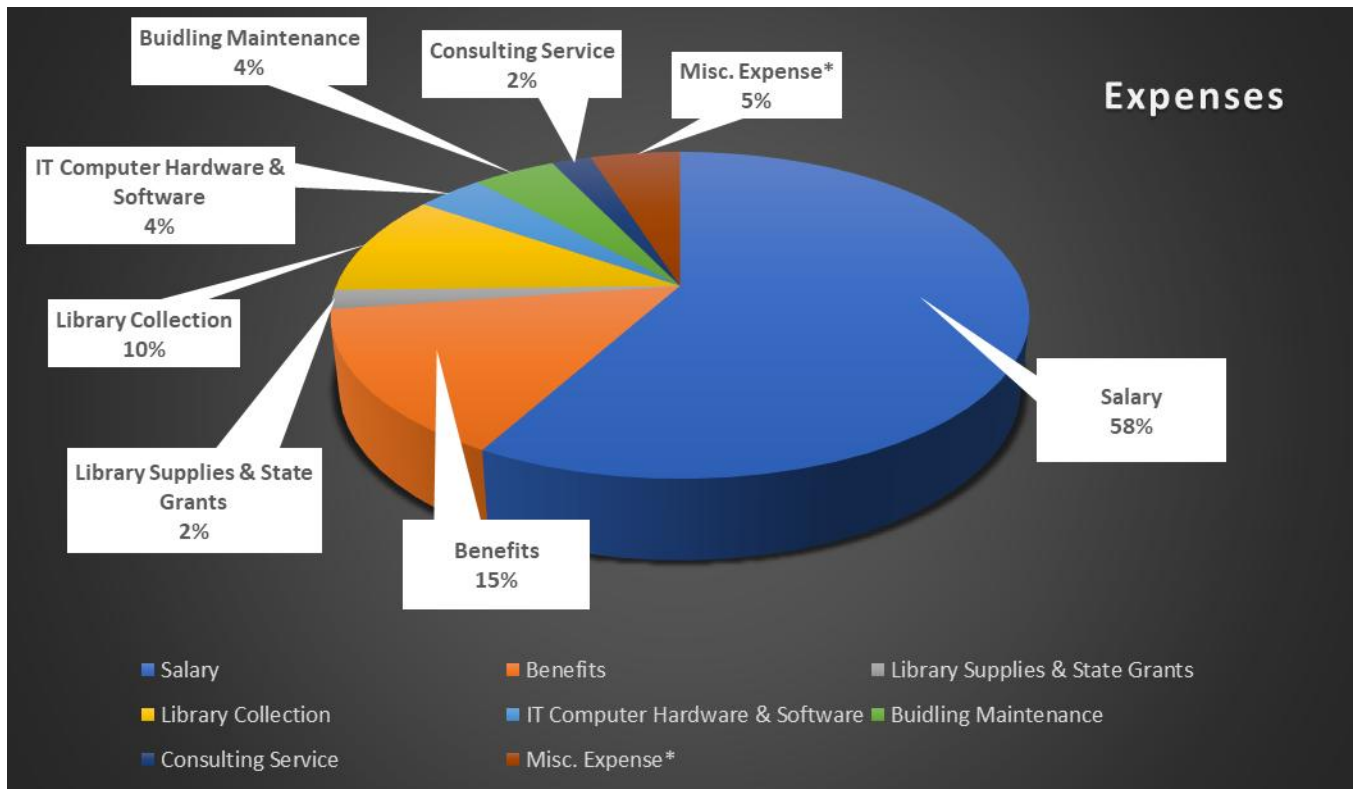
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,440,832	\$8,624,347	4,183,515	51%
Federal Grants	\$46,982	\$40,000	(6,982)	117%
Library State Per Capita Grant	\$115,212	\$115,000	(212)	100%
Donations	\$224,464	\$400,000	175,536	56%
Investment Income	\$209,170	\$25,000	(184,170)	837%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$62,574	\$45,000	(17,574)	139%
Total	\$5,282,754	\$9,463,097	4,180,343	56%

**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	\$4,089,479	\$6,127,893	2,038,415	67%
Benefits	\$1,032,773	\$1,628,212	595,440	63%
Library Supplies & State Grants	\$133,100	\$182,542	49,442	73%
Library Collection	\$706,553	\$911,537	204,984	78%
IT Computer Hardware & Software	\$261,661	\$317,800	56,139	82%
Buidling Maintenance	\$320,836	\$473,602	152,766	68%
Consulting Service	\$153,161	\$100,000	(53,161)	153%
Misc. Expense*	\$347,712	\$497,500	149,788	70%
Total	\$7,045,274	\$10,239,087	3,193,813	69%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 09/30/25

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	.00	.00	4,440,831.73	4,183,515.27	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	37.47	.00	276.77	723.23	28
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	46,981.70	(6,981.70)	117
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	115,212.25	(212.25)	100
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	224,464.31	175,535.69	56
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	11,946.33	(9,946.33)	597
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	209,169.95	(184,169.95)	837
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	19,615.89	384.11	98
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	11,254.12	(6,254.12)	225
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	4,262.84	(262.84)	107
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	15,218.00	(5,218.00)	152
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	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	35,673.53	.00	275,239.38	249,670.52	52
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,978.40	.00	167,962.17	36,863.92	82
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	240.00	.00	1,815.00	3,185.00	36
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	62,395.91	33,628.87	65
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	54.09	18.03	75
61615	LIFE INSURANCE	193.32	.00	193.32	7.57	.00	75.69	117.63	39
61710	IMRF	31,287.22	.00	31,287.22	2,296.64	.00	19,980.63	11,306.59	64
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	3,244.83	.00	28,065.73	17,177.90	62
61730	MEDICARE	10,581.16	.00	10,581.16	758.87	.00	6,563.73	4,017.43	62
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	897.00	.00	26,337.85	1,662.15	94
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	6,150.71	.00	78,058.10	71,941.90	52
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	523.87	.00	6,502.83	3,497.17	65
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$74,986.89	\$0.00	\$693,535.87	\$421,802.35	62%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	38,914.65	.00	354,735.25	85,539.75	81
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	16,897.49	.00	157,002.70	163,643.30	49
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	80.00	.00	2,250.00	2,750.00	45
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	53,203.62	28,875.38	65
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	28.44	(28.44)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	93.89	(57.89)	261
61710	IMRF	32,617.00	.00	32,617.00	2,480.08	.00	22,971.19	9,645.81	70
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,339.97	.00	30,981.22	16,196.78	66

Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

61730	MEDICARE	11,031.00	.00	11,031.00	781.10	.00	7,245.58	3,785.42	66
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	679.90	.00	8,934.44	1,065.56	89
65628	Library Electronic Resources	320,000.00	.00	320,000.00	18,157.88	.00	237,159.54	82,840.46	74
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	43,816.21	.00	337,505.54	(2,505.54)	101
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	11,986.68	(5,486.68)	184
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,369.87	.00	12,191.44	18,808.56	39
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$135,013.97	\$0.00	\$1,240,372.82	\$403,489.18	75%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	61,556.59	.00	581,985.63	259,212.72	69
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	17,152.88	.00	186,519.27	152,810.07	55
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	350.00	.00	3,582.50	1,417.50	72
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	363.44	.00	1,498.43	(1,498.43)	+++
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	128,954.82	71,311.74	64
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	82.53	(6.69)	109
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	226.59	118.82	66
61710	IMRF	45,924.92	.00	45,924.92	3,322.40	.00	32,455.13	13,469.79	71
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,707.63	.00	46,237.19	26,955.49	63
61730	MEDICARE	17,117.64	.00	17,117.64	1,100.95	.00	10,813.48	6,304.16	63
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	.00	.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	26,200.75	1,778.87	35,225.94	(22,004.81)	247
65555	IT COMPUTER HARDWARE	.00	.00	.00	40,000.00	.00	40,000.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$169,707.71	\$1,778.87	\$1,154,525.20	\$524,146.67	69%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,891.34	.00	213,867.81	156,178.19	58
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,725.05	.00	35,613.11	12,709.89	74
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.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	30,207.98	38,595.02	44
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	28.44	10.56	73
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	104.03	26.97	79
61710	IMRF	18,433.00	.00	18,433.00	1,184.42	.00	11,184.34	7,248.66	61
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,583.25	.00	14,993.23	10,946.77	58
61730	MEDICARE	6,063.00	.00	6,063.00	370.25	.00	3,506.45	2,556.55	58
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	100.00	.00	2,110.97	2,889.03	42
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	454.81	699.37	12,550.60	10,750.03	55
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$33,877.82	\$699.37	\$331,041.26	\$245,537.37	57%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,756.01	.00	312,096.78	(11,103.78)	104
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	6,205.79	.00	70,335.34	93,520.66	43
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	6,864.00	(6,864.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	1,639.46	.00	1,984.22	(1,984.22)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	57,703.27	13,854.73	81
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	56.97	19.03	75
61615	LIFE INSURANCE	117.00	.00	117.00	16.36	.00	102.64	14.36	88
61710	IMRF	19,948.00	.00	19,948.00	1,895.76	.00	18,632.40	1,315.60	93
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,545.37	.00	25,446.12	3,374.88	88
61730	MEDICARE	6,737.00	.00	6,737.00	595.28	.00	5,951.14	785.86	88

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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	600.00	345.53	9,437.17	4,217.30	70
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	879.80	1,120.20	44
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	1,546.21	.00	17,974.06	17,025.94	51
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	117.98	.00	635.89	864.11	42
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$56,713.17	\$345.53	\$559,866.04	\$86,994.43	87%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	38,150.98	.00	314,215.65	129,580.35	71
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,640.56	.00	130,055.81	153,305.19	46
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	710.00	.00	9,323.00	(4,323.00)	186
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	59,768.99	41,141.01	59
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	112.14	(74.14)	295
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	90.31	23.69	79
61710	IMRF	31,618.00	.00	31,618.00	2,349.22	.00	20,288.32	11,329.68	64
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	3,205.42	.00	27,665.90	17,418.10	61
61730	MEDICARE	10,540.00	.00	10,540.00	749.68	.00	6,470.26	4,069.74	61
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	.00	.00	25,180.57	14,819.43	63
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	800.00	.00	15,698.88	14,943.12	51
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	813.28	.00	9,415.93	3,584.07	72
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	185.07	.00	4,509.17	15,490.83	23
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	\$68,611.79	\$59.00	\$663,332.78	\$436,211.22	60%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	38,050.91	.00	393,897.99	354,698.81	53
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	.00	.00	5,676.76	(5,676.76)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	6,505.28	.00	73,696.44	89,180.36	45
61513	VISION INSURANCE	150.00	.00	150.00	12.46	.00	137.42	12.58	92
61615	LIFE INSURANCE	3.40	.00	3.40	9.09	.00	75.02	(71.62)	2206
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	168.00	(168.00)	+++
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	1,693.26	.00	17,933.21	15,153.70	54
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,287.63	.00	24,013.38	22,443.22	52
61730	MEDICARE	10,865.38	.00	10,865.38	535.02	.00	5,616.05	5,249.33	52
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	29,212.81	75,351.42	229,878.10	(10,229.52)	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	4,077.00	1,363.00	75
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,663.00	1,222.00	75
64005	ELECTRICITY	100,000.00	.00	100,000.00	17,372.47	.00	42,767.60	57,232.40	43
64015	NATURAL GAS	30,000.00	.00	30,000.00	430.26	.00	12,499.50	17,500.50	42
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	2,131.10	.00	13,678.35	1,321.65	91
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	295.39	.00	14,047.42	5,952.58	70
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	\$99,451.68	\$75,351.42	\$844,445.34	\$563,531.13	62%

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Business Unit 4845 - LIBRARY ADMINISTRATION

61010	REGULAR PAY	957,928.00	.00	957,928.00	76,171.71	.00	728,883.88	229,044.12	76
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	8,311.50	.00	72,169.53	35,639.47	67
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	78,058.94	41,935.06	65
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	83.70	30.30	73
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	499.12	79.88	86
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	2,700.00	900.00	75
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	1,053.00	855.00	55
61710	IMRF	38,105.00	.00	38,105.00	3,264.12	.00	34,675.35	3,429.65	91
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,122.70	.00	47,670.56	18,342.44	72
61730	MEDICARE	15,534.00	.00	15,534.00	1,198.06	.00	11,148.77	4,385.23	72
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	8,066.80	17,307.80	149,786.05	(67,093.85)	167
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	1,057.00	.00	25,023.06	14,976.94	63
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	3,375.00	(3,375.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	1,342.00	.00	3,584.00	11,416.00	24
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	227.84	57,810.00	24,092.07	(51,902.07)	273
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	15,067.60	63,966.31	79,658.71	(60,725.02)	173
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	151.35	(151.35)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,672.65	3,327.35	33
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	2,062.96	.00	9,915.28	84.72	99
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	584.79	1,475.65	13,717.55	14,806.80	51
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	680.60	(680.60)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	262,503.00	87,497.00	75
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$161,566.93	\$140,559.76	\$2,251,718.81	(\$400,294.57)	120%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$799,929.96	\$218,793.95	\$7,738,838.12	\$2,281,417.78	78%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$799,929.96	\$218,793.95	\$7,738,838.12	\$2,281,417.78	78%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	37.47	.00	5,282,754.46	4,180,342.54	56%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	799,929.96	218,793.95	7,738,838.12	2,281,417.78	78%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$799,892.49)	(\$218,793.95)	(\$2,456,083.66)	\$1,898,924.76	
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	.00	.00	103,432.61	103,430.39	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%

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EXPENSE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
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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%
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EXPENSE TOTALS	576,946.00	.00	576,946.00	.00	.00	103,432.61	473,513.39	18%
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Fund 186 - LIBRARY DEBT SERVICE FUND Totals

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,040.39	(\$185,040.39)	
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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	1,900,000.00	0
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57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00) +++
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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%
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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%
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REVENUE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
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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)	1,986,570.57	-5
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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%
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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%
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EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
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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%
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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	37.47	.00	6,264,791.46	5,675,251.54	52%
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EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	799,929.96	132,223.38	7,842,270.73	4,741,501.74	63%
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Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$799,892.49)	(\$132,223.38)	(\$1,577,479.27)	\$933,749.80	
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Evanston Public Library Consolidated Endowment Fund
Statement of Activity

August 01, 2025 through August 31, 2025

Beginning Balance \$4,520,016.72

Revenue

Investment results	119,106.05
Online donations	10.00

Total Revenues: \$119,116.05

Distributions/Grants and Expenses

Foundation support charge	-2,544.41
Online processing fees - STRIPE	-0.52

Total Distributions: \$-2,544.93

Ending Balance \$4,636,587.84



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.

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 9.B

To: Evanston Public Library Facilities Committee

From: Carlos Hernandez
Facilities Manager

Subject: Facilities Update

Date: October 15, 2025

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

Staffing & Personnel Updates

- HR Source posted the Assistant Facilities Manager position on September 26, and candidate interviews are currently underway.
- The Safety Monitor recruitment closed, and a candidate is currently in the HR process.

Repairs & Maintenance Overview

- **Main Library:**
 - **Windows:** Multiple quotes were obtained for interior and exterior window cleaning. Service Building Maintenance, a prior vendor, has been selected.
 - **Garage doors:** The City referred a vendor who provided a quote for a full upgrade. The proposal is under review.
 - **Dock Door-Dock Lift:** The same company referred by the City also provided a quote for maintenance and inspection of the loading dock doors and the dock lift.
- **Robert Crown**
 - **Paint Community Room – Preparation** of the multipurpose room is underway. Painting is scheduled for the week of October 6, 2025.

City Projects

Chicago Avenue Fiber Optic Expansion

On September 29, the City Council approved a \$152,061 change order to extend fiber from Howard Street to the Main Library as part of the Chicago Avenue Corridor Project. The upgrade will improve library connectivity and support future security infrastructure.

Contracts & Vendor Management

Johnson Controls is revising the Plan Service Agreement (PSA). If finalized in time, it will be presented to the Board for approval at the October 15 meeting if not it will be presented in November..

Strategic Projects

- **MOU with the City:** The Library Director met with the City Manager and City Attorney twice in September to review the draft Intergovernmental Agreement (IGA) and Lease. Following these meetings, the City is preparing revisions to the versions previously

MEMORANDUM

Agenda Item 9.B

submitted by the Library. Both the Library and the City continue to work through the review process and remain committed to finalizing the IGA and Lease collaboratively. The shared objective is to ensure effective delivery of services and the responsible stewardship of public resources in alignment with community needs.

- **Master Facilities Plan:** On September 19, 2025, the facilities manager was given a tour of the Skokie Public Library by the Deputy Director. During the visit, he reviewed plans and gathered information regarding timelines, budget, and renovation details. The IGA and Lease will play a major role in the direction of the plan. Completion is expected by Q4 2025.

Safety & Security Update

Monthly Safety Summary

- **Incidents and Suspensions:** In September, four (4) incidents and two (2) suspensions were logged due to violations of library policies at the Main Library.
 - One (1) incident was logged at the Robert Crown Branch Library.
- **Turning Point:** The Mobile Living Room (van) staff noted (52) interactions with patrons at Main and (0) at The Robert Crown Center.
 - The Crisis Response Team inside the Main library reported 38 interactions (5) referrals.

Quarterly Safety Summaries

MAIN LIBRARY

MONTH	INCIDENTS	SUSPENSIONS
JANUARY	10	4
FEBRUARY	17	7
MARCH	13	7
APRIL	12	7
MAY	12	6
JUNE	8	2
JULY	15	7
AUGUST	8	1
SEPTEMBER	4	2 ₅₇



MEMORANDUM

Agenda Item 9.B

TOTAL	99	43
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MAIN LIBRARY

INCIDENT TYPE	MONTH									TOTAL
	J	F	M	A	M	J	J	A	S	
Alcohol, Drugs, Substance Use		4	1							5
CARE Team	1	2	1		1		1			6
Disruptive Behavior	4	3	2	5	8	6	5	2	3	38
EPD		2	3	3	1		1			10
EPD Called-Physical Altercation			1	2			2			5
Medical			3		2			2		7
Medical-Alcohol, Drugs, Substance Use	1	1								2
Other							1	1		2
Property Damage		1					1			2
Sexual Misconduct	2							1		3
Smoking, Vaping		2		2						4
Theft	2						2	1		5
Trespass		2	2			2	2	1	1	10
TOTAL	10	17	13	12	12	8	15	8	4	99

MEMORANDUM
Agenda Item 9.B
ROBERT CROWN LIBRARY

MONTH	INCIDENTS	SUSPENSIONS
JANUARY		
FEBRUARY		
MARCH		
APRIL	1	1
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER	1	
TOTAL	2	1

Both incidents at Robert Crown were considered Disruptive behavior.

Upcoming Approvals & Budget Considerations

- Johnson Control PSA (Plan Service Agreement) Contract.
- Premiere Audio & Visual for the upgrades in the boardroom.
- Door System Assa Alboy Garage Door Upgrade Proposal.



Agenda Item 9.C

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Wynn Shawver, Development Manager
Evanston Public Library

Subject: **3rd Quarter 2025** Development Report for the Library Board

Date: October 15, 2025

This memo provides an update on non tax revenue activity for the 3rd quarter 2025.

Total non-tax revenue updates:

In the third quarter of this year we received a total of \$219,553, and reached a total of \$381,382 raised from various funding sources. Our overall total for the year is \$190,652 which represents 48% of the budgeted revenue and 35% of our newly established "stretch" goal.

FY25 2nd Quarter:

Type	Q3 Revenue	As of 3rd Quarter 2025	FY25 Budget	FY25 Goal	% to Stretch Goal
Individual Donations	\$87,267	\$190,652	\$400,000	\$550,000	35%
Federal Grants	\$11,099	\$37,183	\$40,000	\$40,000	93%
Non-Federal Grants	\$0	\$25,330	\$40,000	\$40,000	63%
Per Capita Grant	\$115,212	\$115,212	\$115,212	\$115,212	100%
Sponsorship	\$4,100	\$9,100	\$0	\$20,000	46%
Misc Revenue	\$1,875	\$3,905	\$2,000	\$2,000	195%
Total Revenue	\$219,553	\$381,382	\$597,212	\$767,212	50%

Individual Donor Activity:

In July, we continued initiatives outlined in our Strategic Development Advancement Plan (SDAP) to boost individual giving for 2025, and we continue to evaluate outcomes to support our ambitious “stretch” goals. Based on this analysis, we raised the projected targets for the following campaigns: the Summer Campaign; 2025 Library Donations; the Year-End Campaign and the 2025 Major Gifts. These revised goals reflect our commitment to foster strategic growth.

Individual donor contributions surpassed last year’s Q3 levels and we are tracking campaign and appeal performance to identify the strategies driving growth. Of note to date, we’ve secured two new sponsorships, piloted a new peer-to-peer campaign, and secured one major gift earlier in the year as compared to this time last year.

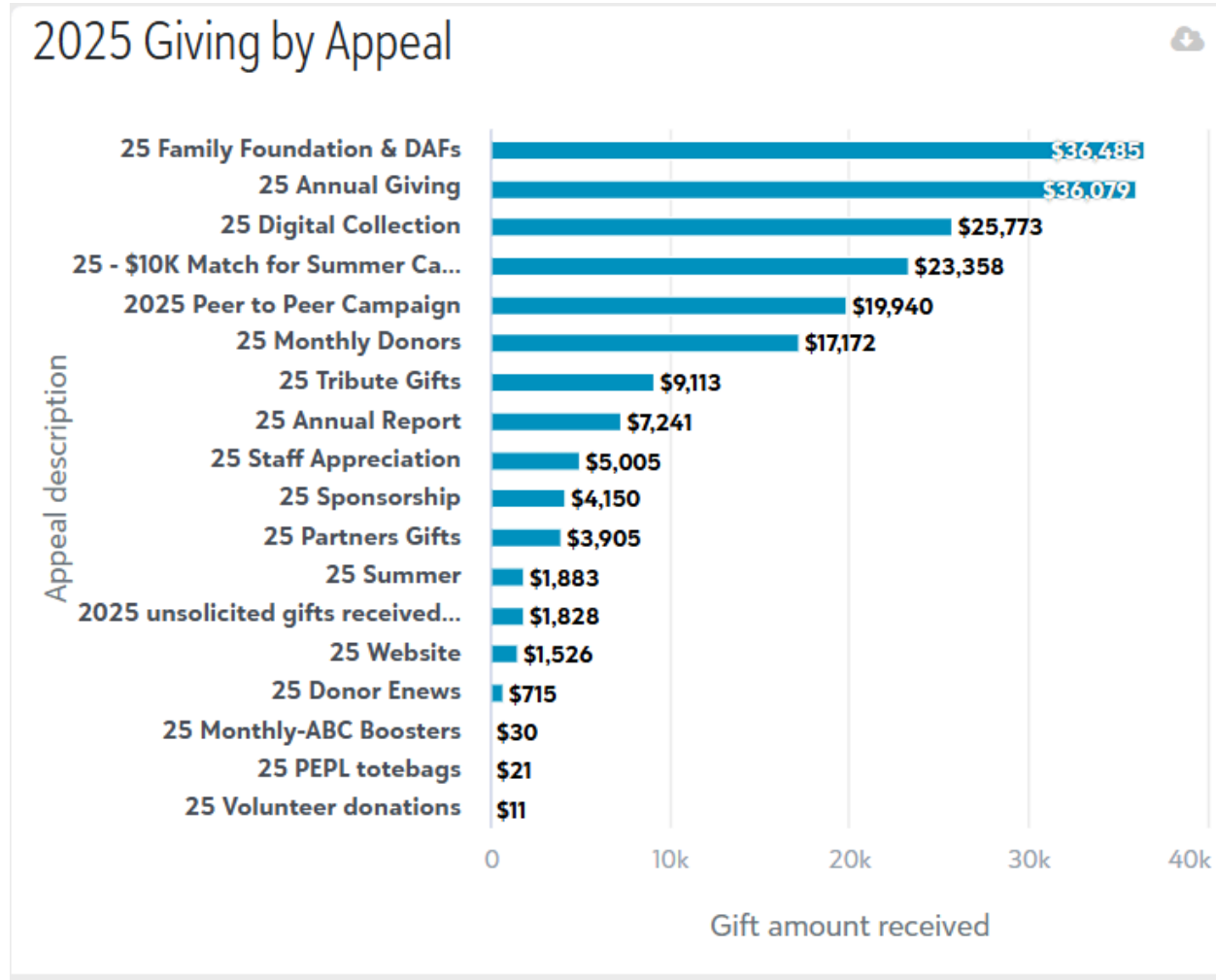
FY25 Campaigns and Progress to Goal:

Campaign	Total 2025 Campaign Goal	Q1 Revenue	Q2 Revenue	Q3 Revenue	Total as of Q3	Percent to Goal
2020 Library Donations	\$1,000	\$396	\$316	\$336	\$1,048	105%
2021 Library Donations	\$3,000	\$790	\$880	\$580	\$2,250	75%
2022 Library Donations	\$5,000	\$1,678	\$1,175	\$1,065	\$3,918	78%
2023 Library Donations	\$5,000	\$1,975	\$2,185	\$2,285	\$6,445	129%
2024 Library Donations	\$1,000	\$775	\$875	\$669	\$2,319	232%
2024 Year-End Camp.	\$10,000	\$12,089	\$1,215	\$145	\$13,449	134%
2025 Annual	\$7,000	\$11	\$6,708	\$179	\$6,898	99%



Agenda Item 9.C

Report						
2025 Library Donations	\$75,000	\$18,379	\$32,514	\$14,538	\$65,302	87%
2025 Major Gifts	\$100,000	\$0	\$0	\$45,000	\$45,000	45%
2025 Summer Campaign	\$50,000	\$0	\$16,295	\$18,499	\$34,794	70%
2025 Year-End Campaign	\$283,000	\$0	\$0	\$0	\$0	0%
2025 Sponsorship	\$10,000	\$0	\$5,000	\$4,100	\$9,100	91%
Total Revenue	\$550,000	\$36,093	\$67,163	\$87,396	\$190,652	35%

2025 Giving Through 3rd Quarter by Appeals:

Grant activity:

In Q2 we reported that we anticipated \$35K in Federal grants and \$25K in Library Grants for the year. We have surpassed the revised federal grant projections, but not yet met our original goal for the year and we are also on track to meet our revised goal in Library Grants but do not project reaching the originally set goal of \$40,000.

We have implemented the newly revised grant rubric and introduced a grant projection system to better align with our strategic plan. To date, we project meeting budgeted federal grant goals, however local grants are not projected to meet goal.

Federal grants:

Budgeted: \$40,000

Total Anticipated FY25 income: \$40,683

Difference: +\$683

Library grants:

Budgeted: \$40,000

Total Anticipated FY25 income: \$25,000

Difference: \$-15,000

This chart below is a list of all grant proposals that have been submitted in Q3.

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Evanston Community Foundation	\$14,885	7/28/25	9/30/2025	IDL Digital Literacy
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	Cook County Board of Commissioners	\$500	8/30/2025	9/30/2025	Digital Equity Week Program Stipend
Submitted	Mental Health Funding Circle	\$75,000	9/15/2025	12/31/2025	Older adult programs

This is a list of the grant award notifications received in Q3.

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Awarded	Illinois State Library	\$115,212	1/15/2025	7/3/2025	Collection Building
Awarded	Evanston Community Foundation	\$14,880	7/28/25	9/30/2025	Middle School STEM
Awarded	Cook County Board of Commissioners	\$500	8/15/2022	9/30/2025	Digital Equity Week stipend

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Quarterly Grant Forecasting: Probability-Weighted Forecasting Model: As outlined in the Strategic Development Advancement Plan, we have created a probability forecast for grants that will be updated quarterly to track our grant progress, anticipate cash flow, compare actual vs. forecasted, and evaluate ROI. We apply the forecast model to the comprehensive grant pipeline, currently totaling nearly 100 grant opportunities in various stages of development.

Once the most viable grants are identified, a weighted scale is applied to determine probability of income. For example, there are three grants that have been submitted but we have not received notice of award or declined, but still have potential for income in 2025.

Submitted to Funder	Rating	Requested Amount	Probability	Weighted Amount
Better World Books	Low	\$3,000.00	20	\$600.00
Mental Health Funding Circle	Low	\$75,000.00	20	\$15,000.00
AgeOptions	High	\$3,500.00	80	\$2,800.00
				\$18,400.00

The following chart demonstrates the grant forecasting as applied today. We will pilot this system through the end of this year and revise in 2026 as needed.

Quarterly Grant Forecast - As of October 2025

			2026				
	4th Quarter	2025 Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2026 Total
Submitted	\$18,400	\$18,400	\$39,945	\$16,000	\$7,996	\$31,945	\$95,886
Awarded	\$15,380	\$15,380	\$0	\$0	\$0	\$0	\$0
Total	\$33,780	\$33,780	\$39,945	\$16,000	\$7,996	\$31,945	\$95,886

Strategic Development Advancement Plan Status Report:

During the third quarter we continued implementation of the Strategic Development Advancement Plan (SDAP) which defines new stretch revenue goals for the year. The following chart provides a status report of the SDAP work to date:

Qrter	Task	Growth Strategy	Performance	Status
-------	------	-----------------	-------------	--------

			Indicator	
YEAR 1 (2025)				
Q2	Compile a list of Raiser's Edge reports needed to implement strategic plan	Individual Giving	20% of lapsed donors give	Completed
Q2	Launch summer appeal	Individual Giving	10% growth in number of gifts	Completed
Q2	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Completed
Q2	Create a new case for support	External Affairs	Case for support updated annually	Completed
Q3	Create personalized cultivation plan for each major donor	Individual Giving	Retain 80% of major donors	Completed
Q3	Update Raiser's Edge database to collect necessary data	Individual Giving	20% of lapsed donors give	Completed
Q3	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	In progress
Q3	Collect feedback from fundraising volunteers on how they want to contribute	Individual Giving	Volunteers raise \$20K annually	In progress
Q3	Institute quarterly grant forecast reviews	Institutional Giving	Average grant size increases to \$10K	Completed
Q3	Develop corporate and foundation prospect list	Institutional Giving	1 new foundation award + 2 new corp awards annually	In progress
Q3	Conduct ROI analysis on donor e-newsletter and decide on its future	External Affairs	10% increase in new donors	In progress
Q4	Incorporate donor recognition program into Master Facilities Plan	Individual Giving	Raise \$100K from donor recognition	Planned

Agenda Item 9.C

Q4	Develop pitch collateral for donor recognition program	Individual Giving	Raise \$100K from donor recognition	Planned
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Planned
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	In progress
Q4	Pilot peer-to-peer fundraising for winter appeal	Individual Giving	Volunteers raise \$20K annually	In progress
Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	In progress
Q4	Brainstorm new patron-facing engagement opportunities	External Affairs	10% increase in new donors	In progress
Q4	Establish special event committee and start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	In progress



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Wynn Shawver, Development Manager

Subject: September 2025 Development Report for the Library Board

Date: October 15, 2025

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

September Total Non-Tax Revenue:

Fund	Sept Cash	Sept Pledges	YTD Cash & Pledges	2025 Stretch Goal	Percent to Stretch Goal
Individual Donations	\$7,820	\$0	\$190,652	\$550,000	35%
Federal Grants	\$0	\$0	\$37,183	\$40,000	93%
Non-Federal Grants	\$0	\$15,380	\$25,330	\$40,000	63%
Per Capita Grant	\$0	\$0	\$115,212	\$115,212	100%
Sponsorship	\$0	\$0	\$9,100	\$20,000	46%
Misc Revenue	\$0	\$0	\$3,905	\$2,000	195%
Total Revenue	\$7,820	\$15,380	\$381,382	\$767,212	50%

Individual Donor Activity:

In September, we received \$7,820 in individual donations and we have reached 35% of our stretch goal of \$550,000, and 48% of our budgeted goal of \$400,000. In comparison to September 2024 when we received \$154,692, which was 32% towards our total funds raised of \$480,000 and 38% of the budgeted goal of \$400,000.



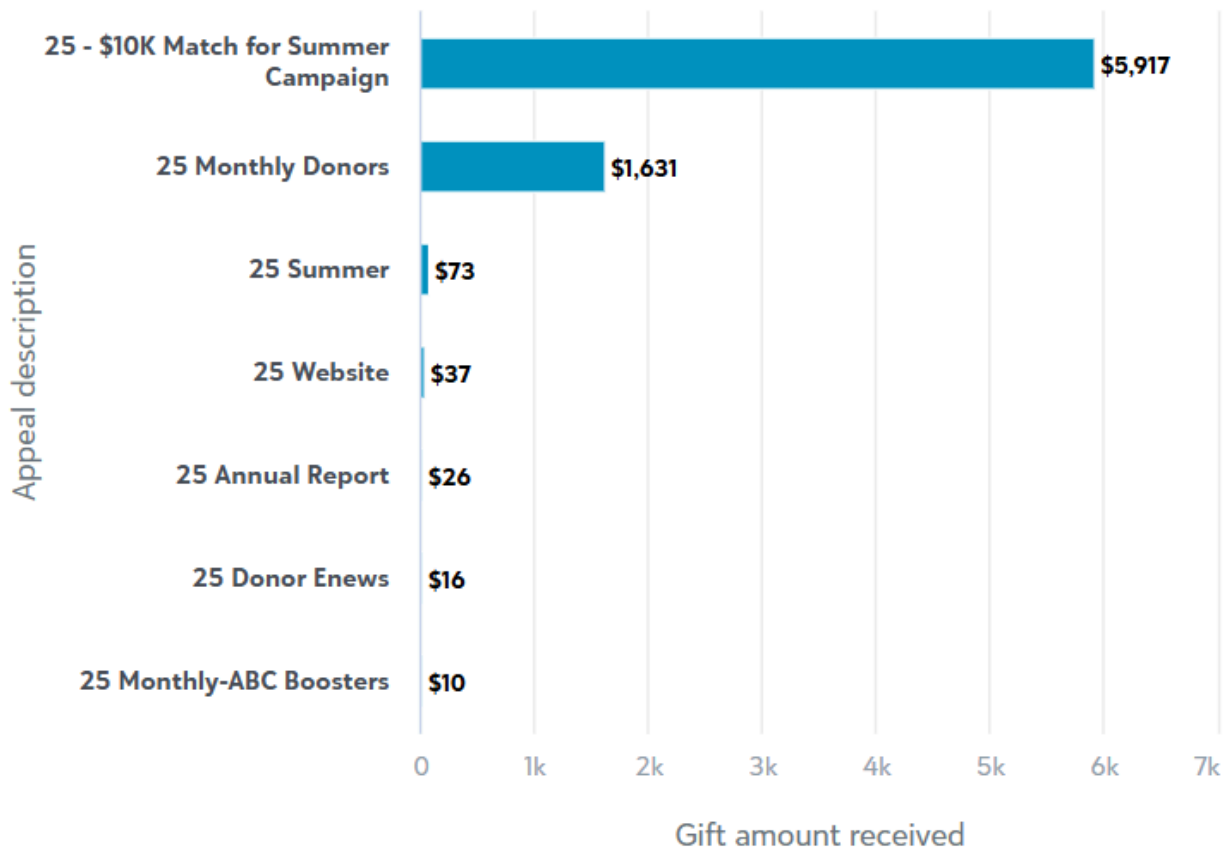
Agenda Item 9.C

Revenue Received by Campaigns in September 2025:

Campaign	Total 2025 Campaign Goal	Sept Revenue	Sept Number of Gifts	Sept Number of Donors
2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$355	16	16
2023 Library Donations	\$5,000	\$765	28	28
2024 Library Donations	\$1,000	\$216	14	14
2024 Year-End Camp.	\$10,000	\$15	1	1
2025 Annual Report	\$7,000	\$26	1	1
2025 Library Donations	\$85,000	\$170	10	10
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$6,000	18	16
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$20,000	\$0	0	1
Total Revenue	\$570,000	\$7,819	102	101

Revenue by Appeals in September 2025:

2025 Giving by Appeal



Donor Engagement and Appeals:

10K Match Challenge: Created to help us end the Summer Campaign strong, this appeal was successful in raising a total of \$23,358 - which includes the original \$10,000 match challenge provided by one generous donor. This match challenge helped us to continue giving activity through the end of summer and position us in our targeted range for this point in the year.

September newsletter to donors: The September e-newsletter was sent on 9/30/25 and was the 6th e-newsletter sent to donors and volunteers in 2025. The intention of the e-newsletter is to thank and engage our donors, it yielded a 61% open rate. We are reviewing the results of all newsletters and will incorporate the most effective tactics in future efforts.

Foundation and Corporate Support: In September we approached 24 funders with a request for general operating support and one request specified support for Engagement Services; requests totalled \$240,000.



Agenda Item 9.C

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Awarded	Evanston Community Foundation	\$14,880	7/28/25	9/30/2025	middle school STEM
Awarded	Cook County Board of Commissioners	\$500	8/15/2022	9/30/2025	Digital Equity week program stipend

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Ellen Riggsbee, Marketing and Communication Manager

Subject: Final Comprehensive Crisis Communications and COOP Plan Approval Requested

Date: October 15, 2025

Recommended Actions:

Purpose:

The Evanston Public Library has developed a **Crisis Communications Plan** and an accompanying **Continuity of Operations Plan (COOP)** to strengthen our preparedness and response in the event of emergencies or disruptions to library operations. These plans provide a structured framework for ensuring clear communication, operational continuity, public safety, and the protection of community trust.

Background:

- The **Crisis Communications Plan** establishes protocols for how EPL communicates with staff, patrons, the City of Evanston, media, and community partners during emergencies. It is designed to ensure timely, accurate, and coordinated messaging.
- The **COOP Plan** outlines the essential services EPL must maintain during disruptions and provides a framework for recovery and continuity of library functions in alignment with City of Evanston emergency management practices.

Together, these plans support EPL's mission to serve the community reliably and transparently, even in challenging circumstances. These plans have previously been reviewed by the Management and Facilities Committees.

Action Requested:

We request that the Board of Trustees approve adoption of the **Evanston Public Library Crisis Communications Plan** and **Continuity of Operations Plan (COOP)**.



Evanston Public Library Crisis Communications Plan

September 9, 2025

I. Introduction

Purpose of this Plan:

The purpose of the Crisis Communications Plan for Evanston Public Library (EPL) is to provide a clear, coordinated, and proactive framework for communicating during emergency situations or events that may disrupt library operations, compromise public safety, or impact the Library's reputation and community trust.

This plan ensures that all communication—internal and external—is accurate, timely, and consistent, minimizing confusion and misinformation. It is designed to support EPL leadership, staff, and stakeholders in managing a wide range of crises, from natural disasters and technological failures to public safety incidents and reputational challenges. The first 24 hours of a crisis are often the most critical and clear information and direction is necessary for the public and staff to avoid misinformation and mishandling of crises.

Objectives:

By following this plan, EPL aims to:

- **Ensure Accurate and Timely Communication:** Provide reliable, up-to-date information to all stakeholders during a crisis to prevent confusion, misinformation, or speculation.
- **Protect Health, Safety, and Wellbeing:** Support EPL's overarching priority to safeguard patrons, staff, and community members by communicating clearly about threats, risks, and safety protocols.
- **Maintain Public Trust and Confidence:** Reinforce EPL's role as a transparent, accountable, and responsive public institution, even in moments of disruption or uncertainty.

- **Support Operational Continuity:** Facilitate clear internal communication that enables staff and leadership to respond effectively and resume services as quickly and safely as possible.
- **Promote Consistency in Messaging:** Ensure that all communications across EPL channels and representatives are unified, aligned with leadership, and reflect the Library's values and policies.
- **Define Roles and Responsibilities:** Clarify who communicates what, when, and how—helping staff act quickly and confidently under pressure.
- **Preserve the Library's Reputation:** Minimize long-term reputational damage by addressing issues proactively, truthfully, and with empathy.
- **Support Post-Crisis Recovery and Learning:** Provide a framework for reflection, documentation, and improvement after a crisis to strengthen future preparedness.
- **Inform and reassure stakeholders:** Inform stakeholders that the library crisis team is in control of the situation and will make informed, careful decisions in the time of crisis.

Crisis Definition:

In this plan, a crisis is defined as a significant event or incident that disrupts, or has the potential to disrupt, regular operations of the library. It can also be a situation in which the reputation or integrity of EPL is in jeopardy of being damaged.

Key Organizational Information:

Evanston Public Library consists of two branch locations. Our Main Library Branch is located at 1703 Orrington Avenue in the heart of Downtown Evanston. Our Robert Crown Branch Library is located in the Robert Crown Community Center located at 1801 Main Street, also in Evanston.

The Evanston Public Library is governed by a nine-member Board of Trustees, appointed by the Mayor of Evanston and confirmed by the City Council. The Board has legal and financial responsibility for the library's operations. They oversee the library's budget, levy taxes, and the Executive Director. The library is responsible for creating its policies that the board approves, ensuring that the library serves the community.

The day-to-day operations of EPL are overseen by an Executive Director, followed by the Assistant Director. The Library operates as a component unit of the City of Evanston local government.

II. **Crisis Response Team:**

Roles and Responsibilities of Crisis Response Team




- **Executive Director:**
 - **Role:** The Executive Director of Evanston Public Library (EPL) holds primary leadership responsibility during any crisis situation.
 - **Key Responsibilities:** To guide the organization's overall response, ensure public accountability, and serve as the top decision-maker regarding communication strategy and operational continuity.
- **Assistant Director**
 - **Role:** The Assistant Director plays a critical operational and communications support role during a crisis. The Assistant Director works closely with the Executive Director and COE Crisis Communications Team to direct communications in a crisis situation.
 - **Key Responsibilities:** The Assistant Director serves as the spokesperson in the absence of the ED, or as directed by the ED. They help coordinate the Library's internal response, ensure smooth execution of crisis protocols, and manage logistics that support timely and effective communication.
- **Board of Trustees**
 - **Role:** The Board of Trustees has legal and fiduciary oversight of the Evanston Public Library. While not public spokespersons during a crisis, Trustees must be kept advised of significant developments that impact library finances, operations, or reputation.
 - **Key Responsibilities:**
 - Receive timely updates from the Executive Director (or designee) during crisis events.

- Authorize emergency financial expenditures \geq \$25,000 when required, as outlined in the Continuity of Operations Plan and Board bylaws.
 - Support the Executive Director in reinforcing key messages with community stakeholders, donors, and civic leaders when appropriate.
 - Ensure post-crisis ratification of any delegated emergency actions.
- **City of Evanston Crisis Communications Team**
 - **Role:** In the event of an emergency involving the Evanston Public Library, the City of Evanston Communications Department plays a key role in coordinating and disseminating accurate, timely information to the public by reporting on behalf or in conjunction with library communications.
 - **Key Responsibilities:** As the library is a component unit of the City of Evanston government, all official emergency communications are managed in collaboration with the COE Communications Department to ensure consistency, clarity, and alignment with the city's overall emergency response efforts.
- **Communications Manager**
 - **Role:** The Communications Manager is responsible for planning, developing, and delivering all internal and external messaging during a crisis as directed and approved by the ED and/or the Assistant Director.
 - **Key Responsibilities:** As a central member of the Crisis Communications Team, the Communications Manager ensures that communication is timely, accurate, consistent, and aligned with the Library's values and public responsibilities.
- **Facilities Manager**
 - **Role:** In the event of a crisis, the Facilities Manager serves as the primary lead for all building-related emergency response activities. Their role is to ensure the physical safety and operational integrity of

the library facilities while supporting the broader emergency response managed by the Executive Director and/or City of Evanston. During a crisis or emergency, the Facilities Manager also serves as the lead coordinator for all safety-related protocols and procedures. Their primary role is to ensure the health, safety, and security of staff, patrons, and volunteers, while working in alignment with the library's leadership and the City of Evanston's emergency response teams. The Facilities Manager supports crisis communication by providing real-time updates on safety conditions and procedures, and ensures that emergency actions—such as lockdowns, evacuations, or shelter-in-place directives—are carried out effectively and consistently.

- **Key Responsibilities:** The Facilities Manager coordinates with emergency services, library leadership, the EPL Safety Supervisor/Assistant Facilities Manager, and the City of Evanston Facilities Department to provide timely facility updates and response actions. They initiate and oversee emergency procedures—such as evacuation, lockdown, or first aid—and ensure all staff are accounted for, safety briefings are delivered, and first responders receive support on-site. The Facilities Manager also leads preparedness and recovery planning, secures the facility, directs damage assessment and documentation, and ensures safety and infrastructure concerns are effectively communicated as part of the library's overall crisis response.

2025 Crisis Team Contact Information Guide

Name	Line	Cell	Email
Yolande Wilburn	847-448-8655		ywilburn@cityofevanston.org
Heather Norborg	847-448-8641		hnorborg@cityofevanston.org
COE: Cynthia Vargas	(847) 448-8234		cvargas@cityofevanston.org
COE: Jessie Mayo	847-448-8041		jmayo@cityofevanston.org
Ellen Riggsbee	847-448-8628		eriggsbee@cityofevanston.org

Carlos Hernandez	847-448-8615	Calls forward to cell	chernandez@cityofevanston.org
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III. Types and Definitions of Possible Crises:

Public libraries, including Evanston Public Library, can face a wide range of crises—both predictable and unexpected. These can be grouped into several categories under these general categories:

- Immediate
- Emerging
- Sustained

Immediate:

- Natural and Environmental Crises:
 - Severe Weather: Tornadoes, blizzards, floods, extreme heat or cold
 - Fires: Structural fires, nearby wildfires, electrical fires
 - Earthquakes: Less common in the Midwest but possible
 - Pest Infestations: Bed bugs, rodents, termites damaging books or spaces
 - Utility Failures: Power outages, water main breaks, HVAC failures

Immediate and Emerging:

- Human-Caused Emergencies
 - Violence or threats
 - Active shooter incidents
 - Domestic disputes in the library
 - Patron aggression or assault toward staff/others
 - Vandalism or theft
 - Damage to property, materials, or equipment
 - Substance abuse issues
 - Overdose incidents, drug use in restrooms or public areas

- Civil disturbances
- Protests, large demonstrations, or political disruptions near the library
- Technological or Cyber Crises
 - Cyberattacks
 - Data breaches, ransomware, system outages
 - System failures
 - Catalog or circulation system downtime
 - Website/server crash
 - Privacy violations
 - Leaked patron data, surveillance misuse
- Health and Safety Crises
 - Pandemics or disease outbreaks
 - COVID-19, flu outbreaks, norovirus, etc.
 - Medical emergencies
 - Staff or patron health issues (e.g., heart attacks, seizures)
 - Contamination or hazardous material exposure
 - Gas leaks, chemical spills, mold

Sustained Crisis

- Reputational and PR Crises
 - Controversial events or displays
 - Public backlash to programs (e.g., drag storytime, banned books week)
 - Staff misconduct
 - Allegations of discrimination, harassment, or abuse
 - Social media controversy
 - Viral misinformation or misinterpreted posts
 - Intellectual freedom challenges
 - Book banning, challenges from community groups or individuals
- Operational and Administrative Crises
 - Leadership vacancies or scandals
 - Sudden departure or misconduct of leadership
 - Funding shortfalls or budget cuts

- Threats to service continuity, layoffs
- Union or labor disputes
- Strikes, walkouts, unresolved grievances
- Legal and Regulatory Crises
 - Legal action
 - Lawsuits from patrons or staff
 - Non-compliance
 - Violations of ADA, FOIA, privacy laws, or employment law
 - Intellectual property issues
 - Unauthorized use of copyrighted material

IV. Crisis Command Center

In the event of a major emergency or disruption affecting Evanston Public Library (EPL), a Crisis Command Center will be established in coordination with the City of Evanston to serve as the central hub for decision-making, communication, and operational oversight. The location and activation of the command center will be determined by the City of Evanston based on the scope, severity, and type of crisis.

Activation:

- The Executive Director or designee will notify the City of Evanston Communications Department and Emergency Management Team when a library-related incident requires activation of a centralized command structure.
- The City of Evanston will designate the physical or virtual location of the Crisis Command Center. Possible locations may include 909 Davis, the City of Evanston Emergency Management Office, or another secure facility.
- EPL representatives will report to the designated site or connect remotely if virtual command operations are initiated.

Participants:

The following representatives will participate in the Crisis Command Center for library-related emergencies:

- Public Information Office (PIO) of the City of Evanston.

- Executive Director (EPL): Provides leadership and decision-making authority for library operations.
- Assistant Director (EPL): Supports operational and communications coordination; may serve as alternate spokesperson.
- EPL Communications Manager: Prepares and delivers all messaging in alignment with City of Evanston communications.
- City of Evanston Communications Department: Oversees public messaging and ensures coordination across city departments and emergency responders.
- Facilities/Safety Manager (EPL): Provides updates on building integrity, safety, and operational readiness.
- Board of Trustees President (or designated officer) will be briefed regularly by the Executive Director to ensure the Board is informed of critical decisions, particularly those with financial or reputational implications. The Board does not participate in message drafting or public release but provides governance-level oversight.

Functions of the Crisis Command Center:

- Establish a unified communication strategy and approve key messages before release.
- Coordinate directly with the COE Public Information Officer, first responders, city departments, and emergency management officials.
- Track real-time developments and maintain situational awareness.
- Provide timely updates to staff, trustees, community stakeholders, and the media.
- Oversee safety actions including evacuation, shelter-in-place, or facility closures.
- Document decisions, communications, and actions for post-crisis review.

Chain of Communication:

All crisis-related messages must flow through the Crisis Command Center before dissemination. No staff or board member may release independent statements

without prior approval from the Executive Director (or designee) and the City of Evanston Communications Department.

Post-Crisis Transition:

Once the immediate crisis has subsided and normal operations are restored, the Crisis Command Center will deactivate. EPL leadership will then conduct a debrief with the City of Evanston to review response effectiveness, document lessons learned, and identify improvements for future crisis preparedness.

V. Stakeholder Information

A stakeholder is any individual, group, or organization that has an interest in or is affected by the library's services, operations, and outcomes. This includes patrons, staff, board members, city officials, donors, community partners, and residents—anyone who benefits from, supports, or influences the library's mission and impact in the community. Stakeholders are defined in this plan because they would either individually or collectively be affected by crises at the library.

- Internal Stakeholders
 1. EPL Staff
 2. Board of Trustees
 3. Volunteers
- External Stakeholders
 4. Library Patrons
 5. City of Evanston Officials
 6. Evanston Residents
 7. Local Media
 8. Donors and partner organizations

Role of the Board of Trustees

Trustees are key internal stakeholders and must be kept promptly informed of crisis events, potential financial impacts, reputational risks, and recovery progress. Their

role is to provide **oversight, guidance, and accountability** to ensure the library's response aligns with its mission and public responsibilities.

The Board does **not** act as a public spokesperson during crises. All **external communications**—including media inquiries, public statements, and community messaging—are managed by the **Executive Director, Communications Manager**, and the **City of Evanston Communications team**. Trustees may refer inquiries to these designated contacts to maintain consistent, accurate messaging.

VI. Established Emergency Communications Channels

In the event of a crisis, clear, timely, and consistent communication is essential to maintaining public trust and ensuring the safety and well-being of staff, patrons, and the community. The following communication channels will be used by the public library to share accurate information, provide updates, and coordinate messaging both internally and externally. These channels will be activated based on the nature and severity of the crisis.

- **InformaCast:** A mass internal notification and incident management solution that is pre-loaded with messages that are delivered to all staff via the library phone system, work email and personal cell phones if the employee opted in.
 - Approved Users: Executive Director, Assistant Director, Communications Manager, Facilities Manager
- **Library Patron Email:** A patron specific email platform used for marketing that could be used to email all patrons in the event of an emergency. This would be facilitated by the Communications Manager.
 - Approved User: Communications Manager
- **COE Email:** GovDelivery is a City of Evanston specific email notification system available to EPL to be used for multiple purposes, including sending messages related to emergency situations. This would be facilitated by the Communications Manager, or anyone skilled and with access to the platform.
 - Approved User: Communications Manager, COE Communications Team

- **Website Banner:** A system message that is placed on the top of the home page of the EPL website and the top of the app for all visitors to see, and used to push out emergency notifications.
 - Communications Manager
 - Website Administrator
- **Social Media:** Emergency messages could be posted on appropriate social media platforms which at this time include Facebook, Instagram.
 - Communications Manager
- **Physical Signage:** Signs for the doors will be created in the event of an emergency involving a closure, changes to operating hours, or other such announcements needed.
 - Admin Team, Communications Manager
- **Emergency Response Website Page:** Permanent live, but hidden, page on the website that gives information about how to access our crisis team and reviews basic emergency response information.
 - Communications Manager
 - Website Administrator
- **City of Evanston Emergency Chat Communications Channel via Google Business Suite**
 - All approved users have the ability to send direct group of COE Emergency Response Communications Team messages with real-time updates

VII: Crisis Response Communications Procedure

Following Crisis Response Communications Procedures is essential to ensure clear, accurate, and coordinated messaging that protects public trust and supports effective decision-making during an emergency.

1. Designate Spokesperson Hierarchy:

1. Executive Director
2. Assistant Director
3. City of Evanston
4. Communication Manager

2. Assess the Current Situation:

- What is known and who knows it?
- Convene the Crisis Communication Team
- Determine the level of crisis and determine appropriate response
- Assign spokesperson and messaging lead

3. Set Communication Goals and Measurable Objectives

- When will the first message be released?
- What is the cadence of communication
- Set hourly/daily goal as needed for communication
- Share plan with team

4. Identify Intended Audiences:

- Internal vs. External

5. Develop and Pretest Messages

- Draft messages, share with the team for accuracy and fluency

6. Select Channels and Activities:

- Choose specific channels for the scenario at hand (Appendix A)

7. Develop an Action Plan

- Create an action plan and detail the emergency steps to follow in short form
- Share plan with crisis team, managers and COE emergency response team

8. Ongoing Response

- Share updates with Media as inquiries arise
- Actively keep stakeholders informed as the situation evolves
- Assign staff to answer inquiries as they arise

9. Post-crisis Evaluation and Plan Modification

- As the crisis subsides, inform all stakeholders of procedures, if needed, to exit or safely exit the building or the crisis area
- Conduct a Post-crisis review
- Debrief internally
- Conduct a public follow-up if needed
- Report to Board of Trustees

- Report to all stakeholders
- Report to the Board of Trustees on crisis response, financial impacts, and communications effectiveness.
- The Board of Trustees will review and ratify any emergency authorizations made during the crisis in accordance with bylaws and the COOP.

VIII. Responding to Crisis: Key Messages, Guidelines and Process

In the event of a crisis, the Evanston Public Library is committed to communicating transparently, compassionately, and responsibly with all stakeholders. The following guidelines and message approval process define the key principles and parameters that should shape all messages during a crisis situation:

Key Messages (See Appendix B):

Key messages are the core facts, themes, and talking points that guide all internal and external communication during a crisis. They ensure that everyone speaking or writing on behalf of the library communicates consistent, accurate, and reassuring information to the public, media, staff, and stakeholders.

In a crisis, clear key messages help to:

- Provide essential information quickly and accurately
- Reinforce the library's values and commitment to safety, service, and transparency
- Prevent the spread of misinformation
- Maintain trust and credibility with the community

These messages should be adapted as the situation evolves but always reflect the library's mission, the known facts, and alignment with the City of Evanston's official communications. The message templates provided in **Appendix B** will help guide the key messages, and can be adapted to fit different scenarios.

Guidelines:

1. Prioritize Accuracy Over Speed

- Communicate verified facts only. If information is still being gathered, acknowledge that and indicate when updates will be provided.
- Avoid speculation or assumptions.
- Confirm accuracy of information.
- Use official sources for confirming information before releasing statements.

2. Be Clear, Concise, and Accessible

- Use plain language that is easy for the general public to understand.
- Avoid jargon, overly technical terms, or acronyms unless explained.
- Provide translations or accessible formats when appropriate, based on community needs.

3. Align with City Messaging

- Coordinate with the City of Evanston Communications Team to ensure messages are consistent with citywide information and response efforts.
- In citywide or multi-agency incidents, defer to or align with messaging from the City's Communications Director.

4. Communicate Empathy and Responsibility

- Acknowledge the impact of the crisis on affected individuals or communities.
- Express concern, support, or regret as appropriate.
- Demonstrate the library's commitment to safety, equity, and public service.

5. Keep Internal and External Audiences Informed

- Tailor messages for different audiences: staff, patrons, media, partners, and city officials may need different levels of detail or focus.
- Ensure staff are briefed before or at the same time as the public to prevent misinformation and confusion.

- Release messages in a timely way.

6. Maintain Message Consistency Across Channels

- All external communication platforms—website, social media, email, signage, media interviews, and in-person conversations—should reflect the same core message and tone.
- Designate a single point of contact for media inquiries to ensure controlled and unified communication.

7. Provide Clear Calls to Action

- Let audiences know what they need to do (e.g., avoid a location, check back for updates, follow safety guidance, etc.).
- Direct them to official channels for the latest information.

8. Update Regularly

- Provide updates as new information becomes available, even if the situation remains unchanged, to maintain transparency and public trust.
- Timestamp all public updates and maintain an internal log of all communications.

Message Approval Process

In the event of a crisis affecting the Evanston Public Library, a streamlined, accountable communication approval process ensures accurate, timely, and unified messaging aligned with City of Evanston protocols. (See **Appendix B** for sample messages)

- Message Drafting: The Marketing & Communications Manager is responsible for drafting initial internal and/or public-facing crisis communications (press releases, social media posts, website alerts, staff updates, etc.).
- The draft should include:
 - A concise summary of the situation
 - Key facts known at the time

- Response actions underway
 - Patron/staff guidance
 - City-approved language, if applicable
- Internal Review: The Executive Director or Assistant Director reviews the draft for accuracy, tone, clarity, and alignment with EPL and City messaging standards.
- The Executive Director/Assistant Director may request edits or clarification before forwarding.
- Executive Approval
 - The Executive Director has final approval authority for all EPL crisis messages.
 - In the Executive Director's absence, the Assistant Director is authorized to approve.
- Coordination with City of Evanston
 - All final crisis communications must be shared with the City of Evanston Communications Office for alignment and coordination before public release.
 - In the case of a citywide or multi-departmental crisis, EPL messaging must defer to and be approved by the City's Communications Director.
- Message Release:
 - Upon all necessary approvals, the Marketing & Communications Manager publishes or distributes the message through appropriate channels (email, website, social media, signage, press, etc.).
 - Ongoing updates are provided to the previously used communications channels.
- Updates or changes follow the same approval flow:
Marketing Manager → Assistant Director → Executive Director → City Communications Office (if applicable).

Media Contact:

Ellen Riggsbee

Marketing and Communications Manager

847-448-8628/312-505-5985
eriggsbee@cityofevanston.org

IX. Media Relations

In a crisis, media inquiries must be handled with care, consistency, and coordination to protect the credibility of the Evanston Public Library and the City of Evanston. The following guidelines ensure that all media communications are accurate, appropriate, and aligned with city protocols:

1. Release Statements via designated spokespersons only:

Only the Executive Director, Assistant Director, or a designated City of Evanston Communications Officer may speak to the media on behalf of the Evanston Public Library during a crisis. Staff members should not speak to reporters or provide comments unless explicitly authorized.

2. Refer Media to the Proper Contact

All media inquiries should be promptly directed to:

- EPL Executive Director or Assistant Director
- COE Communications Staff (If the situation is citywide or sensitive in nature)
- EPL Designated Spokesperson such as the Communications Manager

3. Coordinate with the COE before responding to media requests

Stay in contact with the COE Communications team while responding to ongoing or sudden crises.

4. Stay on Message

Spokespersons should:

- Stick to approved key messages and facts
- Avoid speculation or assigning blame

- Redirect off-topic or sensitive questions to official statements or the City's Public Information Officer (PIO)

5. Maintain a Calm, Professional Tone

Speak clearly and calmly. Express empathy and a commitment to transparency and public safety. Do not respond to confrontational or leading questions emotionally.

6. Record and Document

Keep a log of all media inquiries, who responded, and what was said. Save copies of any statements or interviews for EPL's internal crisis documentation.

X. Define Crisis Communications Policy

1. All crises should be immediately reported to the EPL Executive Director, the EPL Assistant Director, The Safety Manager and Communications Manager. They will notify the City of Evanston Crisis and Communications Teams.
2. Only the Executive Director, Assistant Director and the Communications Manager are authorized to release information to the media and the public.
3. All media inquiries should be directed to the Communications Manager.
4. If a question is asked of a staff member and they do not have the answer, they should not respond "no comment". Staff should always respond "Please send/write down your question and a representative will get back to you as soon as possible."
5. Board of Trustees members are not authorized to release public statements during a crisis. All media inquiries must be referred to the Executive Director, Assistant Director, or Communications Manager. Trustees may, however, reinforce official library messages in one-on-one conversations with community members, civic leaders, and donors, provided they use approved talking points.

XI. Ongoing Crisis Management:

- 1. Executive Director & Assistant Director:** Direct staff to maintain their emergency protocols as needed and keep procedures and documentation up to date at all times. They will also inform management of emerging potential threats and crises as needed. Conduct an annual vulnerability check-up to assess the probability of a crisis in the future.
- 2. Communications Manager:** Maintains an ongoing relationship with the City of Evanston's Communications Department in order to collaborate and coordinate messaging in all emergency and crisis situations. Keeps all communications and messaging accounts up-to-date with quick access. Maintains all safety and crisis communications training and manuals to stay updated on the most effective communications methods.
- 3. Facilities & Safety Supervisor Managers:** On an ongoing basis, the Facilities Manager directs staff to maintain emergency systems and participate in planning and drills to ensure the library is prepared for future incidents. Post-crisis, they coordinate necessary repairs and recovery efforts. After the crisis, they conduct a post-incident review, assist with staff de-briefings, and update safety protocols based on lessons learned. They also maintain emergency supplies, and ensure staff are well-prepared for a variety of emergency scenarios.
- 4. All Staff: Ongoing Training**
 - Bi-Annual training for all staff
 - Regular updates via our internal communications actions
 - Updating staff intranet with crisis procedures, etc.
 - On an ongoing basis, they participate in safety training

5. Crisis Communications Plan Review and Maintenance

- Plan owner Maintains all facets of CCP (e.g., Communications Manager)
- Annual review and update cycle
- Contact info verification schedule
- Integration with City of Evanston's Emergency Management protocols

Appendix A: Communications Channels per Scenario Plan

Incident	Internal Channels	External Channels	Message
Active Shooter	Activate InformaCast	COE Crisis Team	Internal: Run, Hide, Fight External: Defer to COE
Bomb Threat	Activate InformaCast	COE Crisis Team	Closure/Evacuation Messaging
Violent Action from Patron	InformaCast Message	Emergency Comms with Authorities and COE	If the event was public, issue statement with updates
Fire	Fire Alarm system will notify patrons to evacuate	Emergency Comms with Authorities and COE	Closure Messaging related to Fire until further notice
Medical Emergency	Activate InformaCast	N/A	Only Internal message needed
Missing Child	Defer to Safety Team	N/A	Only Internal message needed or Safety Team will handle situation
Natural/Weather Related Events	Activate InformaCast	Emergency Comms with Authorities and COE	Seek Safety/Shelter Messaging
Power Outage	Activate InformaCast	Emergency Comms with Authorities and COE	Closure/Evacuation Messaging

Workplace Violence	Activate InformaCast	Emergency Comms with Authorities and COE	Seek Safety/Shelter Messaging
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Appendix B: Sample Key Messages

1. Sample Position Statement: *This statement is a sample only to be used as a template for a position statement as needed.*

FOR IMMEDIATE RELEASE

July 25, 2025

Contact: Ellen Riggsbee, Marketing & Communications Manager

847-448-8628

eriggsbee@cityofevanston.org

Statement from Evanston Public Library Regarding Ongoing Emergency Response

The safety and well-being of our patrons, staff, and community remain our top priority. Evanston Public Library, a component unit of the City of Evanston, is currently responding to an emergency situation that occurred at the Evanston Public Library on [date/time].

We are actively working in coordination with the City of Evanston and local emergency services to manage the situation. Out of an abundance of caution, the library has been [temporarily closed/evacuated/secured], and all scheduled programs and services are suspended until further notice.

We ask for the community's patience and cooperation as we gather accurate information and follow established emergency protocols. Updates will be provided through the City of Evanston and Evanston Public Library's official communication channels, including the COE's notification system, our website and social media accounts.

We are committed to transparency and will share more details as soon as it is safe and appropriate to do so. In the meantime, we thank our patrons for their understanding and support.

2. Sample Immediate Crisis Statement

FOR IMMEDIATE RELEASE

July 25, 2025

Contact: Ellen Riggsbee, Marketing & Communications Manager

847-448-8628

eriggsbee@cityofevanston.org

Evanston Public Library Responds to Emergency Situation

Evanston, IL — *The Evanston Public Library (EPL) is currently responding to an emergency situation at the Main Library at 1703 Orrington Avenue, which began earlier today at approximately 10:00 AM.*

All patrons and staff have been safely evacuated from the building, and first responders are on site managing the situation. At this time, the nature of the incident is under investigation by authorities.

Out of an abundance of caution, the library will remain closed to the public until further notice. The safety of our patrons, staff, and community remains our top priority, and we are working in full coordination with the City of Evanston Police Department, City of Evanston Fire Department, and the City of Evanston Administration to respond appropriately.

We will continue to provide timely updates through the library's website and social media platforms as more information becomes available.

For patrons who need access to library services, please visit epl.org for digital services.

We appreciate the public's patience and understanding during this time.

For more information, please contact:

Ellen Riggsbee

Marketing & Communications Manager

Evanston Public Library

eriggsbee@cityofevanston.org

3. Sample Emerging Crisis Statement

FOR IMMEDIATE RELEASE

July 25, 2025

Contact: Ellen Riggsbee, Marketing & Communications Manager

847-448-8628

eriggsbee@cityofevanston.org

Evanston Public Library Responds to Emerging Crisis Situation

Evanston, IL — *The Evanston Public Library (EPL) is currently monitoring an emerging situation at the Main Library, which began at approximately 10:00 AM. At this time, we are taking precautionary steps to ensure the safety of all patrons and staff.*

Library staff have been in contact with the City of Evanston and emergency responders, and we are following all recommended safety protocols. While details are still developing, we want to assure the community that the situation is being actively assessed and managed with the utmost care.

As a precaution, the Main Library will be closed early at 1:00 PM. The safety of our visitors, staff, and community remains our highest priority.

We will share additional information as soon as it becomes available through the library's website at www.epl.org and our official social media channels.

We appreciate the public's understanding as we work with our partners at the City of Evanston to respond appropriately and responsibly to this situation.

For more information, please contact:

Ellen Riggsbee

Marketing & Communications Manager

Evanston Public Library

eriggsbee@cityofevanston.org

4. Sample Sustained Crisis Statement

FOR IMMEDIATE RELEASE

July 25, 2025

Contact: Ellen Riggsbee, Marketing & Communications Manager

847-448-8628

eriggsbee@cityofevanston.org

Evanston Public Library Responds to Ongoing Situation

Evanston, IL — The Evanston Public Library (EPL) is aware of and continues to respond to ongoing public concern regarding [brief summary of the issue—e.g., a recent decision, staff conduct, or policy change]. We take the feedback and voices of our community seriously and are committed to listening, learning, and taking meaningful action.

As a trusted public institution and a division of the City of Evanston, we hold ourselves to high standards of transparency, equity, and accountability. While we are limited in what we can share at this time due to [insert reason, if applicable—e.g., personnel privacy, ongoing review], we want to reaffirm our commitment to:

- Engaging openly with our community
- Reviewing policies and practices with care and integrity
- Making changes when warranted to reflect our values of inclusion, respect, and access for all

We recognize that trust is earned through actions, not just words. In the coming days and weeks, we will:

- Provide regular updates as appropriate
- Host opportunities for public dialogue and feedback
- Share steps the library is taking in response to the concerns raised

The Evanston Public Library remains dedicated to serving the diverse needs of our city and creating a welcoming space for every member of the community. We thank those who have reached out to express their perspectives and encourage continued respectful engagement as we work through this difficult moment together.

For more information, please contact:

Ellen Riggsbee

Marketing & Communications Manager

Evanston Public Library

eriggsbee@cityofevanston.org



Continuity of Operations Plan (COOP)

Evanston Public Library

Effective Date: 9.17.25

1. Executive Summary / Purpose

The Evanston Public Library Continuity of Operations Plan (COOP) serves as a companion to the Library's Crisis Communications Plan and is designed to ensure that essential library services can continue—and recover quickly—in the event of an emergency. Potential disruptions may include natural disasters, power outages, pandemics, or cyberattacks.

This plan also outlines how Evanston Public Library (EPL) will support the City of Evanston's emergency response and is structured to align with the City's COOP, once finalized. Placeholders are included where City details are pending.

Because EPL is a component unit of the City of Evanston but operates in its own facilities under the management of the Library Executive Director, it is critical to have a Library-specific COOP. EPL will defer first to the City's directives. If City guidance is not immediately available, the library board will be informed and authority will proceed in the following order of succession: Executive Director, Assistant Director, Facilities Manager.

The Library Board of Trustees shall be kept advised of emergency conditions and will retain authority over extraordinary financial approvals consistent with its bylaws. In circumstances

where a quorum cannot be achieved due to the emergency, the Board's designated officers may act under temporary delegated authority to ensure continuity of essential financial decision-making.

This plan establishes the roles, responsibilities, communication protocols, and recovery procedures necessary to maintain core library operations during emergencies while ensuring coordination with the City of Evanston.

2. Purpose

The purpose of the Evanston Public Library COOP is to:

- Ensure the Library can maintain and restore essential functions during and after emergencies.
 - Protect the Library's ability to provide critical services, safeguard staff and patrons, and support the City's overall emergency response and recovery efforts.
 - Minimize disruptions, protect assets, and enable a timely recovery.
-

3. Scope

This plan applies to:

- All Evanston Public Library facilities, staff, resources, systems, and services.
- Events that disrupt normal operations (e.g., natural disasters, utility failures, pandemics, technological disruptions, security incidents).

This plan:

- Complements and aligns with the City of Evanston's COOP.
- Applies specifically to responsibilities under the authority of the EPL Executive Director and successors.

- Excludes City-managed activities such as citywide emergency communications and facilities not under EPL control.
-

4. Objectives

The objectives of the Evanston Public Library COOP are to:

1. Identify and protect essential library functions
 2. Establish clear leadership succession and authority
 3. Protect the safety and well-being of staff and patrons
 4. Ensure continuity of communications internally and externally
 5. Safeguard essential records, digital systems, and resources
 6. Identify alternate facilities and work procedures
 7. Support the City of Evanston's emergency operations
 8. Provide a framework for resuming normal operations
 9. Maintain readiness through training, testing, and plan updates
-

5. Essential Functions

Tier 1 – Mission-Critical (resume within 12–24 hours)

- Emergency Information Access (Email, Phones, Informacast)
- Library IT Systems (ILS, catalog, website, staff communications)
- Coordination with City of Evanston
- Facility Safety and Security

Tier 2 – Essential Services (restore within 24–72 hours)

- Circulation of Materials
- Public Access to Digital Resources
- Public Technology Access (computers/Wi-Fi)

- Reference & Information Services

Tier 3 – Deferrable Services (resume within days–weeks)

- Building Access
- Programs and Events
- Outreach Services
- Collection Development
- Volunteer Programs

Supporting Notes:

- Each function has designated staff responsibilities.
 - Recovery timelines may shift based on severity.
 - Functions are reviewed annually.
-

6. Orders of Succession & Delegations of Authority

Order of Succession

1. Executive Director
2. Assistant Director
3. Facilities/Safety Manager
4. City of Evanston Emergency Personnel

Delegations of Authority

Executive Director / Successor: Activate EPL COOP, authorize closures, approve emergency expenditures, liaise with City Emergency Operations Center.

Assistant Director: Direct staff operations, oversee communications, ensure essential services.

Facilities Manager: Ensures the safety, security, and operational readiness of the library building and coordinates with City of Evanston emergency response teams to support the continuity of library and municipal services.

Board of Trustees Authority: The Board of Trustees will be notified of the emergency situation as soon as practicable. Consistent with Library bylaws, the Board (or designated officers when a quorum cannot be convened) shall retain authority to review and authorize emergency purchases at or above \$25,000.

In circumstances where a quorum cannot be met, the Board President, Vice President, and Treasurer (acting jointly, if available) are authorized to approve such purchases, subject to full Board ratification at the next available meeting. Purchases under \$25,000 may be authorized by the Executive Director or designee consistent with delegated financial authority.

Criteria for emergency purchases include:

- Direct impact on health, safety, or security of staff, patrons, or facilities
- Immediate need to restore or maintain essential functions as defined in this COOP
- Availability of sufficient budgeted or emergency-designated funds

City of Evanston Emergency Personnel

The City of Evanston's emergency personnel serve as the operational backbone during crises—leading incident response, ensuring life safety, and supporting the library's ability to maintain or restore its essential services under the COOP plan. The COE Emergency Personnel will provide, when necessary:

Incident Command & Coordination

- Lead the overall emergency response under the City's Emergency Operations Plan (EOP).

- Coordinate citywide resources, interdepartmental communication, and mutual aid with outside agencies.
- Establish an Incident Command Post or activate the Emergency Operations Center (EOC) if needed.

Life Safety & Security

- Ensure the safety of staff, patrons, and facilities through police, fire, and EMS response.
- Manage evacuation, crowd control, medical care, and site security until the situation is stabilized.

Damage Assessment & Recovery Support

- Conduct or support initial assessments of damage to library facilities.
- Advise on safety of re-entry and continuity of services.
- Provide logistics and situational updates to the City Manager's Office and Facilities Management.

Continuity of Operations Support

- Assist the library in activating its COOP plan (e.g., relocating essential functions, maintaining communication channels, safeguarding critical records).
- Ensure the library's role as a community hub (information access, public communications support, safe space, etc.) is incorporated into broader city recovery priorities.

Training & Preparedness

- Provide the appropriate library staff (Facilities & Safety Teams) with guidance, training, and exercises related to emergency preparedness and COOP integration.
 - Ensure EPL staff understand their role within the citywide emergency response framework.
-

7. Continuity Facilities

Primary Facilities

- Main Library (1703 Orrington Ave)
- Robert Crown Branch (1801 Main St)

Alternate Facility Arrangements

- Other City facilities (Civic Center, Parks & Rec sites) as designated by COE.
- Remote/virtual operations (cloud-based systems, remote staff access).
- Partner facilities through mutual aid agreements.

Facility Prioritization:

- Safety, accessibility, technology readiness, EOC (Emergency Operations Center) coordination.

Use of Library Facilities by the City During Emergencies:

In the event the City of Evanston designates an Evanston Public Library facility as a Command Center, Disaster Recovery Center (DRC), or similar emergency response site, the Library shall be entitled to reimbursement for associated costs, including but not limited to additional cleaning and maintenance, staff time required for cancellations and rescheduling, and any loss of rental income. The City will provide all equipment and supplies necessary for emergency operations. A daily facilities use reimbursement rate of **\$450 per day** will be applied, consistent with comparable practices in other municipalities, and subject to review and adjustment by the Library Board of Trustees.

8. Continuity Communications

Internal to (Staff & Leadership)

- Primary: City Email
- Secondary: Informacast
- City Alerts via designated City Channels
- City of Evanston Emergency Google Chat Channel

External to (City of Evanston)

- EPL liaison to City EOC in order of command:
 - Executive Director
 - Assistant Director
 - Facilities Manager
 - Marketing & Communications Manager
- Updates provided via City Communications Department

Public (Patrons & Community)

- EPL Website & Catalog (primary platform)
- Social Media (Facebook, Instagram)
- GovDelivery press releases
- Onsite signage and phone system updates
- COE Communications to enhance or coincide with EPL comms

Redundancy & Information Assurance

- Staff phone trees, portable radios, City emergency systems
 - Only Executive Director, Assistant Director, or City Communications may release official statements
-

9. Essential Records & IT Systems

Essential Records

- Patron Records (ILS)
- Financial & Administrative Records
- Policies & Procedures
- Facilities & Security Records
- EPL/City COOP & Emergency Plans

Essential IT Systems

1. Network & Internet Access
2. Integrated Library System (ILS)
3. Library Website
4. Digital Resources (ebooks, databases, streaming)
5. City IT Systems (email, payroll, communications)
6. Phone Systems

Backup & Recovery

- City & EPL IT ensure regular backups (offsite/cloud)
 - Vendor coordination for service continuity
 - Priority restoration order: staff comms → ILS → website/digital → public internet/Wi-Fi
-

10. Human Capital (Staffing & Roles)

Guiding Principles

- Safety first
- Alignment with City directives
- Flexibility in assignments/locations

- Clear authority under succession

Staffing During Emergencies

- **Essential Staff:** IT, facilities, communications
- **Non-Essential Staff:** May be reassigned or placed on leave
- **Cross-Training** ensures service continuity
- **Volunteers/interns** paused unless authorized

Roles & Responsibilities

- **Executive Director:** Overall authority, City coordination
- **Assistant Director:** Staff assignments, communications, service continuity, second-in-command
- **Facilities Manager:** Building safety/security
- **Department Managers:** Prioritize essential functions
- **All Staff:** Follow supervisor direction, maintain availability
- **Board of Trustees:** Will be informed of the situation in a timely manner. The Board is responsible for oversight and authorization of emergency purchases at \$25,000 or greater, either through full quorum action or, if a quorum cannot be convened, through designated officers as outlined in the Board's bylaws and this plan. The Board shall also ensure that post-emergency ratification and financial reconciliation are documented in Board minutes.

Staff Support & Well-being

- PPE, wellness resources, City HR policies
 - Employee Assistance Programs available
 - Regular communications via phone trees, contact lists, remote work guidelines
-

11. Recovery & Reconstitution

- **Damage Assessment** with City Emergency Management
 - **Phased Reopening** of facilities
 - **Vendor Support:** See Appendices
 - **Return to Normal:** Transition plans, staff support, counseling
 - **After-Action Review:** Post-mortem analysis, lessons learned, improvements
-

12. Training & Exercises

- Annual staff training on COOP roles
 - Tabletop and drill exercises with City Emergency Planning Team
-

13. Plan Maintenance

- Reviewed and updated annually
 - The Board of Trustees shall review and, if necessary, amend its bylaws to ensure alignment with this COOP, particularly regarding emergency purchasing authority, delegated officer responsibilities, and ratification procedures.
 - Responsible Party: Communications Manager (or designee)
-

Appendices

A. Crisis Specific Action List

B. Vendor & Critical Support Contact List

Appendix A: Crisis Specific Action List

Type of Emergency	What to Do	Contact Person	Contact Info	City Involvement
Power Outage	Activate backup generators if available; communicate limited hours/services to the public via website/social media; implement remote work procedures if prolonged.	Executive Director, Assistant Director, Facilities Manager	Appendix B	Yes (for City-wide guidance, utility coordination)
Flood	Assess damage; initiate water remediation; secure vital records; coordinate with City facilities for building recovery.	Executive Director, Assistant Director, Facilities Manager	Appendix B	Yes (for damage assessment, public works, City facilities)
Tornado/Severe Weather	Follow emergency alerts; initiate shelter-in-place or evacuation as directed; assess building safety post-event; communicate status to public.	Executive Director, Assistant Director, Facilities Manager	Appendix B	Yes (for emergency response, shelter coordination, public safety)
Pandemic	Implement remote work procedures; activate online services; develop social distancing measures for in-person services; provide staff/patron safety guidance.	Executive Director, Assistant Director, Facilities Manager	Appendix B	Yes (for public health directives, City HR policies)
Cyberattack/IT System Failure	Isolate affected systems; restore from backups; notify City IT; communicate impact on services to staff/public.	Executive Director, Assistant Director, IT Dept, Comms Manager	Appendix B	Yes (for City IT support, broader network security)
Building Security Incident (e.g., threat, intrusion)	Follow active threat protocols; secure premises; notify law enforcement; communicate with staff/public as advised by authorities.	Executive Director, Assistant Director, Facilities Manager, Safety/AF Manager	Appendix B	Yes (for law enforcement, emergency response)

Utility Failure (beyond power, e.g., water, gas)	Secure affected area; notify relevant utility company; coordinate with City facilities for repairs; communicate service disruption to public.	Executive Director, Assistant Director, Facilities Manager, Safety/AF Manager	Appendix B	Yes (for City facilities, utility coordination)
Fire	Evacuate building; notify fire department; assess damage; coordinate with City facilities for recovery.	Executive Director, Assistant Director, Facilities Manager, Safety/AF Manager	Appendix B	Yes (for fire response, building safety, City facilities)
Hazardous Material Incident	Isolate area; notify emergency services; follow hazardous material protocols; ensure staff/patron safety.	Executive Director, Assistant Director, Facilities Manager, Safety/AF Manager	Appendix B	Yes (for emergency response, City environmental services)

Appendix B: Vendor & Critical Support Contact List

Vendor Type & Name	Service	Contact Info
Administrative & Financial Support Providers		
City of Evanston Management	Leadership/Emergency Coordination Assistance	Luke Stowe , COE City Manager's Office , 847-448-4311
City of Evanston Facilities Management	Assistance in physical safety, integrity, and operability of library buildings, damage assessment, emergency repairs, and restoration of critical systems	Sean Ciolek , COE Facilities Manager
City of Evanston Finance Department	Insurance Claims	COE Finance Department: Hitesh Desai , Chief Financial Officer/Treasurer
COE HR	Payroll services and/or adjustment during crisis as needed	HR@cityofevanston.org
COE Public Works	Public Works needs (snow removal, etc.)	Ann Hunwick, Monica Dyer publicworks@cityofevanston.org
COE EPD, EFD	Emergency Management/Police/Fire	Non-emergency: PD 847 -866-5000 FD 847) 448-8191
EPL Board President	Approvals and Authorization of Emergency Purchases	Tracy Fulce , Board President
EPL Board Treasurer	Approvals and Authorization of Emergency Purchases	Michelle Mills , Board Treasurer
Communications/IT		
Integrated Library System (ILS) provider (CCS)	Manages the Library catalog and circulation	help@ccslib.org , 847-483-8600

BiblioCommons	Front-end website & Catalog services	Chantel Clayton, chantel.clayton@bibliocommons.com , Emergency Ticketing system via Partner Portal (account required)
COE IT	Website Hosting Services, ISP (Internet Service Provider), Wi-Fi/network infrastructure vendors	Roger Wood , Information Services COE
COE IT	Email and cloud service providers (e.g., Gmail, Google Workspace, Google Drive)	Roger Wood , Information Services COE
COE IT	Phone/Email/Hardware/Printer Systems	847-448-4311 or email ithelpdesk@cityofevanston...
COE IT/EPL IT	Data Backup/Restoration	EPL IT, Roger Wood , Information Services COE
Facilities & Building Operations Vendors		
COE Facilities Manager/Department	HVAC, plumbing, and electrical contractors	Sean Ciolek , COE Facilities Manager
EPL Safety/Facilities Manager	Janitorial and sanitation services	Carlos Hernandez , EPL Facilities Manager
EPL Safety/Facilities Manager	Security system vendors (alarms, cameras, etc.)	Carlos Hernandez , EPL Facilities Manager
EPL Safety/Facilities Manager	Access control and keycard system providers	Carlos Hernandez , EPL Facilities Manager
COE Facilities Manager/Department	Pest control service	Sean Ciolek , COE Facilities Manager
ALARM DETECTION SYSTEMS, INC (ADS)	Alarm Systems	630-844-5317 adsusersupport@adsalarm.com
Schindler Elevator Corp	Elevator Services	Jason Lazzara , P:630-478-7113,

		C: 312-758-6221
COE Facilities Manager/Department	Building maintenance & repair contractors	Sean Ciolek , COE Facilities Manager
Emergency & Recovery Vendors		
COE Facilities Manager/Department	Flood Remediation	Sean Ciolek , COE Facilities Manager
COE Facilities Manager/Department	Fire Damage Remediation	Sean Ciolek , COE Facilities Manager
COE Facilities Manager/Department	Exterior/Interior Storm Damage Remediation	Sean Ciolek , COE Facilities Manager
COE Finance Department	Insurance Carrier for Facility	COE Finance Department: Hitesh Desai , Chief Financial Officer/Treasurer
COE Finance Department	Insurance Carrier for Collections	COE Finance Department: Hitesh Desai , Chief Financial Officer/Treasurer
Post-Emergency Maintenance, Cleaning & Repair		
Total Building Services	Cleaning, Non-emergency	Tony Anika , 847.439.1146; 847-439-1030
Total Fire & Safety	Reset/Replace Fire Equipment	(630) 960-5060
COE Insurance Carrier	Collections Restoration	Claims Preparer for EPL
Various	Supply Replacement	Lea Hernandez

For more in-depth information regarding vendors such as account numbers, ask a member of Library Admin.

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Wynn Shawver, Development Manager

Subject: For Approval: Draft PEPL and EPL Memorandum of Understanding

Date: October 15, 2025

Recommended for Action:

I recommend that the Board approve the attached draft Memorandum of Understanding as outlined in this memorandum.

Background:

This Memorandum of Understanding (MOU) between the Evanston Public Library (EPL) and the Partners of the Evanston Public Library (PEPL) is a new agenda item. This MOU is in draft form and has been reviewed and approved by the City Attorney's Office. Once approved by the EPL Board of Trustees and the PEPL Executive Board, the two parties may enact the MOU. Thank you in advance for your consideration.

Attached please find the current draft of the MOU between the EPL and the PEPL. As outlined in the Strategic Development Advancement Plan (SDAP) that was approved in April, we are working to develop robust volunteer fundraising efforts that will assist in building and soliciting new audiences for fundraising purposes. This MOU documents the ways in which the Evanston Public Library and the Partners of the Evanston Public Library agree to collaborate to reach our shared goals.

I am requesting that the Board review this document in advance of our upcoming meeting and approve it on Wednesday, October 15. We intend to enable both parties to review and approve the content of this MOU in October and enact it no later than November 2025.

Once this draft is approved by the EPL Board of Trustees and the PEPL Executive Board, the two parties may enact the MOU.

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MEMORANDUM OF UNDERSTANDING (MOU)

between the

Evanston Public Library (EPL)

and the

Partners of the Evanston Public Library (PEPL)

I. Purpose

This Memorandum of Understanding (MOU) outlines the collaborative relationship between the Evanston Public Library ("Library"), and the Partners of the Evanston Public Library (PEPL), an Illinois not-for-profit 501(c)(3) organization. Together, the Parties seek to enhance equitable access to literacy, increase community engagement, and grow philanthropic support in alignment with the Library's mission, strategic plan, and commitment to Diversity, Equity, Inclusion, and Belonging (DEIB).

II. Background

The Evanston Public Library serves as a vital civic hub, fostering access to knowledge, culture, and opportunity for all residents. Guided by its strategic plan and DEIB framework, the Library is committed to:

- Ensuring every resident—regardless of race, background, or ability—can participate in a rich intellectual and cultural life.

Agenda Item 12.B

- Supporting all children in developing early literacy, school readiness, and lifelong learning skills.
- Celebrating community diversity and reducing barriers to access and participation.
- Providing resources, programs, and assistance that support equity and community well-being.

III. Roles and Responsibilities

The Library agrees to:

- Involve PEPL in long-range planning and strategic discussions.
- Share a yearly fundraising and communications calendar.
- Provide a strategic priority list and fundraising wishlist annually.
- Offer timely updates and promotional content to PEPL.
- Assign a liaison to coordinate with PEPL and attend monthly meetings.

The PEPL agrees to:

- Publicly support the Library's mission, programs, and policies.
- Serve as fiscal sponsor for Library grant applications when needed.
- Transfer all gifts received on behalf of EPL to EPL in accordance with the Library's Gift Acceptance Policy.
- Withhold no more than 10% of unrestricted funds raised through individual fundraising efforts by PEPL to support PEPL's own operations.
- Submit quarterly reports and payments of all funds raised.
- Seek written approval before soliciting or accepting restricted gifts.
- Share constituent engagement data annually.
- Raise \$10,000 in donations in 2025, with progressively higher goals through 2027 in alignment with the goals of the Strategic Development Advancement Plan.
- Support EPL Development in foundation and corporate outreach, as needed
- Assist with annual donor recognition programs.
- Co-host one annual fundraising event and participate in 2-3 additional fundraising efforts initiated and led by the Library, plus create a "PEPL Pop Up" presence at 3-5 other community engagement events per year.

- Collaborate on annual updates to the Library's case for support.

IV. Joint Responsibilities

The Library and PEPL will meet quarterly to review shared priorities, evaluate impact, and adjust roles and responsibilities as needed.

V. Points of Contact

- Library: Development Manager
- PEPL: President or designee

VI. Term and Termination

This MOU is effective upon execution and remains in effect for two (2) years, unless extended or terminated in writing by either Party. Either Party may terminate the MOU with thirty (30) days' written notice. Upon termination, PEPL agrees to cease use of the Library's name, logo, or identifying marks and return any donor data, funds, or materials held on behalf of the Library. This agreement automatically terminates if either Party dissolves or is otherwise legally restructured.

VII. Legal and Administrative Provisions

Severability: If any part of this MOU is found to be invalid, it shall not affect the validity of the remainder.

Assignment: Neither Party may assign this MOU without prior written consent from the other.

Compliance with Laws: Both Parties shall comply with all applicable federal, state, and local laws and regulations.

Freedom of Information Act (FOIA): In accordance with the Illinois FOIA (5 ILCS 140/7(2)), PEPL agrees to promptly provide any relevant records in response to requests received by the Library. PEPL will indemnify the Library for any claims arising from the denial of such requests based on PEPL's designation of documents as proprietary or confidential. The Library will serve as the primary FOIA respondent and will consult PEPL as needed.

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Jurisdiction: Any legal action relating to this MOU shall be filed in the Circuit Court of Cook County, Illinois.

Personal Liability: No Party representative shall be personally liable for obligations arising under this MOU.

Entire Agreement: This MOU constitutes the entire agreement between the Parties and supersedes all prior discussions or agreements.

Counterparts: This MOU may be executed in multiple counterparts, each of which shall be considered an original.

Default: In the event the Foundation fails to materially comply with its obligations set forth in this Agreement, then the City reserves the right to terminate this Agreement.

Notices: Any notice, demand, request or other communication which any party may desire or may be required to give to any other party hereunder shall be given in writing at the addresses set forth below by any of the following means: (a) personal service; (b) electronic communication, by facsimile together with confirmation of transmission; (c) overnight courier; or (d) registered or certified United States mail, postage prepaid, return receipt requested.

If to the PEPL:

Attn: President, PEPL
PO Box 6051
Evanston, IL 60204-6051

If to the EPL:

Attn: Executive Director, Evanston Public Library
1703 Orrington Avenue
Evanston, IL 60201

With a copy to: City of Evanston Law Department

Attn: Corporate Counsel
909 Davis Street
Evanston, IL 60201

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Amendment: This MOU may only be amended in writing and signed by all Parties.

Indemnification: The PEPL shall indemnify, defend, and hold the EPL and the City of the Evanston harmless from and against any and all claims from any party, including but not limited to employees, third parties or property owners, of liability or loss from personal injury, property damage or other causes resulting from or arising out of the PEPL's Responsibilities.

The EPL shall indemnify, defend and hold the PEPL harmless from and against any and all claims from any party, including but not limited to employees, third parties or property owners, of liability or loss from personal injury, property damage or other causes resulting from or arising out of the EPL's Responsibilities.

Each Party shall be solely liable for any and all claims costs and expenses arising from or out of any act or omission in the performance of its obligations thereunder.

Signatures:

President

Evanston Public Library Board

Date: _____

President

Partners of the Evanston Public Library

Date: _____

Executive Director

Evanston Public Library

Date: _____