



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

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

Zoom Link:

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



BOARD OF TRUSTEES MEETING

Wednesday, December 17, 2025, at 6:30 PM
Main Library, Community Meeting Room, and Remote
Zoom Link: <https://us06web.zoom.us/j/82754869353>

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**
Not to exceed 45 minutes
- 4. CONSENT AGENDA**
 - a. Approval of Management Committee Meeting Minutes, November 19, 2025
 - b. Approval of Regular Board Meeting Minutes November 19, 2025
 - c. Approval of Communication Sub-Committee Minutes November 25, 2025
 - d. Approval of Special Board Meeting Minutes December 2, 2025
 - e. Approval of Facilities Committee Meeting Minutes December 8, 2025
 - f. Approval of DEIB Committee Minutes December 9, 2025
 - g. Approval of Finance Committee Meeting Minutes December 11, 2025
 - h. Approval of Bills and Payroll
- 5. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 6. STAFF REPORTS**
 - a. Administrative Services Report (Distributed in Advance)
 - b. Facilities Report (Distributed in Advance)
 - c. Monthly Development Report (Distributed in Advance)
- 7. BOARD REPORTS (Board Oral Communications)**
 - a. President's Report
 - b. Finance Committee
 - c. Management Committee
 - d. Facilities Committee
 - e. DEIB Committee
 - f. Communication Sub-Committee
- 8. NEW BUSINESS**
 - a. State Per Capita Grant Checklist (Discussion)
 - b. Amendment to the 2025 Library Closings List (Action)
- 9. EXECUTIVE SESSION**
- 10. ADJOURNMENT**

Next Meeting: January 21, 2026, at 6:30 pm via Zoom and hybrid

The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours before the meeting to arrange the accommodation if possible.



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

Wednesday, November 19, 2025, at 5:00 PM
Main Library, Board Room, and Remote

Members Present

Arikpo Dada, Tracy Fulce, Jean Keleher, and Michelle Mills. Additional trustees in attendance included Catie Huggins, Meghan Shea, and Victoria Shire.

Members Absent

All committee members present

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 Fulce

Citizen Comment

None

Amended Agenda Item

Trustee Mills moved, seconded by Trustee Fulce, to move new business ahead of old business.

Old Business

- a. Board Policies Update and Next Steps
- b. Board Retreat Update and Next Steps

New Business

- a. Communication Committee Proposal
Motion: Trustee Fulce moved, seconded by Trustee Mills, to recommend the formation of a Communications Committee to the full board.
- b. Record/transcribe/post EPL board and committee meetings for public - cost and feasibility analysis.
- c. Proposed Policies (discussion)
 - Staff training policy
 - Behavioral health and safety support policy
- d. Agenda items for next meeting

Executive Session

Motion: Trustee Mills moved, seconded by Trustee Fulce, to add an executive session.

Motion: Trustee Dada moved, seconded by Trustee Fulce, to go into executive session.

Motion: Trustee Mills, seconded by Trustee Fulce, moved to adjourn the executive meeting at 6:24 pm.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Keleher and approved by voice vote. The meeting adjourned at 6:24 p.m.

Submitted by

Arikpo Dada
Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees
MEETING MINUTES

Wednesday, November 19, 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

Elizabeth Bird, Carlos Hernandez, Ellen Riggsbee, Heather Norborg, Sameer Notta, Wynn Shawver, and Yolande Wilburn.

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order when a quorum of Trustees was established at 6:40 p.m.

Land Acknowledgement

Read by Catie Huggins

Amended Agenda Item

Motion: Trustee Mills moved, seconded by Trustee Dada, to limit citizen comments to one minute per speaker, with no yielding of time to others.

Citizen Comment

Julie Irons from the 9th Ward, Trisha Connolly from the 2nd Ward, Izzy Grosos, and Clare Kelly from the 1st Ward, Ann Rainey from the 6th Ward, Lori Keenan from the 7th Ward, Eileen O'Neil of AFSCME, Eric Parker, Heather Lindahl, Lorena Neal, Mariana Bojórquez from the Library staff, Evanston residents Darlene Cannon and Rene Sutherland, and MaryKate Schneider, former Library staff.

Written Statements Submitted

MaryKate Schneider

Are you an Evanston Resident? Yes

2nd Ward

How would you like to make your public comment? In-Person

mkschneider325@gmail.com

I'm a former Evanston Public Library employee. I spent years here building programs, serving patrons, and working alongside an incredibly dedicated team of colleagues. I did this work with

pride and with a deep belief in what a public library should be. But I also want to be honest: I left this job because the anti-union climate coming from leadership made it unsustainable to stay.

I watched decisions being made that sidelined staff voices, undermined worker protections, and chipped away at the collaborative culture that had once made this institution strong. It was painful to walk away, but it was clearer every day that the direction the Board and Director were moving in was not one that valued or respected the people doing the work.

After listening to the recent discussions about separating from the City, the same harmful patterns I saw then are now escalating into something even more serious.

Over the last several months, the Board and Director have discussed separating EPL from the City—framing it as a path toward “flexibility” or “efficiency.” But the public deserves clarity about what this split really means.

According to the Meristem Advisors report presented to this Board, a separation would increase administrative and financial risk, place the burden of a new and undefined retirement system on library workers, and require the library to take on costs the City currently shoulders. There has been no demonstration that separation will improve public service, fiscal stability, or long-term sustainability.

The pursuit of separation is not about flexibility, innovation, or efficiency. It is about weakening workers’ collective power.

We heard it in the Meristem presentation. We heard it in Board comments. We heard it in statements from the Director. Repeated claims that library workers are “different” from other city employees. Suggestions that they care more about “flexibility” than fair wages. Assertions that separation would let the library keep staffing costs lower year after year.

When I worked here, I saw the reality: workers were overextended and deeply committed, often doing the work of two or three people, and relying on their union and the city-wide structure for basic protection and fairness. The idea that they want to break away from that for “flexibility” is simply not grounded in truth. I saw firsthand how powerful this institution can be when workers are supported and trusted. I also saw how quickly things deteriorate when leadership sidelines staff and pushes forward sweeping changes without transparency or collaboration.

Library workers are professionals and community lifelines. They deserve stable, predictable compensation, a secure retirement plan, and the strength that comes from being part of a city-wide union. Undermining their bargaining power is not a path to a stronger library; it is a path to burnout, turnover, and a loss of institutional knowledge that directly harms patrons.

The community is watching. Hundreds of residents have already expressed concern. Workers have circulated a petition—not because they fear change, but because they fear the consequences of decisions made without transparency, worker input, or community benefit.

Evanston deserves a library grounded in equity, accountability, and respect. That means rejecting any path that isolates library workers, destabilizes their futures, or prioritizes budget cuts over the human beings who make public service possible.

I urge this Board to halt the pursuit of separation, commit to an open and worker-inclusive process, and rebuild trust with the staff and community who care deeply about this institution.

Please choose a path that protects the workers, protects the public, and protects the future of this institution.

Thank you.



Mike Simmons

Are you an Evanston Resident? No

+1 (773) 396-1744

How would you like to make your public comment? Written Statement

It is unacceptable that the Evanston Library Board would brush over their workers' interests and community concerns about splitting the Library from the City. Workers and residents have been clear: cutting the library out of the city's oversight and integrated systems is not a solution. As we've seen in the last few weeks, the City of Evanston is full of community strength and resilience, and its government should be doing everything it can to bring the Library Board back to the discussion table and find a solution to keeping the Library connected to the city's resources and its people. Instead, the Library Board has declined the chance for a joint meeting tonight, and now we don't know when the Board and the City will take the time to address the concerns of their workers. I stand with AFSCME Local 1891 in calling for One City, One Union.

Jeff Cohen

Are you an Evanston Resident? Yes

1st Ward

8479621965

How would you like to make your public comment? Written Statement

Remarks

I'm Jeff Cohen. And I am speaking today not as a Congressional candidate but as a 25-year Evanston resident, a parent, and a very regular Evanston Public Library user.

The library is a part of my family's daily life. Checking out books for the last 25 years has saved us a lot of money. My kids read and played here. As a parent, I relied on the staff's knowledge, patience, and the relationships they build with families like mine. As an avid reader of history, I have consumed much of the 900s shelf space!

I'm deeply concerned about the instability and conflict surrounding the library's governance and its relationship with staff. When workers feel unsupported or left out of decisions, the quality of service families receive is affected.

Moreover, I'm also concerned that the City has not always been transparent about its real estate decisions, and that lack of clarity makes it even more important that any changes involving the library's building or governance be handled openly and with full public input.

I'm asking the Board and the City to prioritize transparency around fund-raising objectives, potential land and building uses, and respect for the people who make this place work.

Barbara Sittler

Are you an Evanston Resident? Yes

7th Ward

sittlerbarbara@gmail.com

I have been greatly disturbed over the past year or so by the action of the EPL Board regarding library operations, staff relations, engagement with City of Evanston administration and residents, and the reduction of some much loved library services, most notably, for me and my cohort of older and disabled Evanston residents the Libby electronic media offerings. I have become even more concerned by the cancellation of the joint EPL/City of Evanston meeting that

had been planned for this evening - cancelled at the last minute by the EPL Board in what is an obvious attempt to avoid a meeting to discuss city/library cooperation, library operations and staff concerns about a hostile work environment. Statements by the EPL Board that the meeting agenda was solely under the Library's authority and that a joint meeting would violate the Open Meetings Act could have easily been remedied if the Library Board had been so willing.

EPL is a community asset. Issues raised about EPL staff relations are community issues. The EPL receives taxpayer funding and provides services to multiple groups and constituencies and collaboration with the City of Evanston concerning these issues assures transparency, honesty and growth. The EPL has been a shining light of innovation and community engagement for years. Recently, with the retention of separate attorneys, HR firms and practices, as well as staff concerns and the curtailing of much loved services casts a discouraging light on practices and objectives by the EPL Board that leave me questioning the direction and goals of the EPL.

I have been a regular donor, participant and presenter at many library functions in the 25 years I have been an Evanston resident. It pains me to see the library Board behave in a manner that discourages participation and collaboration between the EPL and the community it serves and from which it receives taxpayer support.

Amended Agenda Item

Motion: Trustee Mills moved, seconded by Trustee Wallen, to add Item 7c under Board Reports.

Consent Agenda

- A. Approval of Management Committee Meeting Minutes October 15, 2025
- B. Approval of Regular Board Meeting Minutes October 15, 2025
- C. Approval of Board Retreat Meeting Minutes, October 18, 2025
- D. Approval of Finance Committee Meeting Minutes November 13, 2025
- E. Approval of Bills and Payroll

Approval of the Consent Agenda, which includes Minutes, Bills, and Payroll.

Motion: Trustee Huggins moved, seconded by Trustee Mills, to approve the consent agenda.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shea, 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. Q3 Strategic Plan Update Presentation (Yolande Wilburn & Heather Norborg)
- E. Collection Diversity Audit Plan Presentation (Elizabeth Bird)

Board Reports

- A. President's Report
- B. Finance Committee
- C. Management Committee



- a. Creation of Communications Committee: Catie Huggins, Jean Keleher, Esther Wallen, and Victoria Shire. Motion: Trustee Mills moved, seconded by Trustee Dada, to approve the consent agenda.

- D. Facilities Committee
- E. DEIB Committee

Old Business

- A. Final Budget Presentation by Sameer Notta
- B. Resolution 2025 - R1 providing for the budget and setting the annual tax levy for FY2026 (ACTION). Motion: Trustee Mills moved, seconded by Trustee Shea, to approve the Resolution as written.

Executive Session

Motion: Trustee Fulce moved, seconded by Trustee Mills, to go into executive session.

Motion: Trustee Mills, seconded by Trustee Keleher, moved to adjourn the executive session at 9:49 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.

Adjournment

Motion: Moved by Trustee Mills and seconded by Trustee Shire to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 9:49 pm.

Submitted by

Catie Huggins, Secretary
Evanston Public Library Board of Trustees

November 2025 - Trustee TPs

Treasurer - to cover:

Finance - levy, budget, IGA, Lease, meeting with the city

First issue: Levy amount & purpose

- The Board has already lawfully approved a 10% increase in the Library property tax levy for FY2026 that avoids an operating deficit.
 - We passed this to keep EPL out of structural deficit, maintain current service levels, and continue modest investment in collections, professional development and talent - as well as some facilities while we work through long-term capital planning.
- At the last City Council meeting on Nov 10, Council voted to move the Library levy ordinance forward to the 11/24 Council meeting for final approval. This was a procedural step, not a rejection of the Library's levy.
- On 11/24, City Council is expected to adopt the Library's 10% levy as part of the overall tax levy ordinance.
- They are expected to approve this because under the Illinois Local Library Act – what we sometimes call “library law” – the Board of Library Trustees determines the amount of library taxes, and the “corporate authorities” (City Council) levy that amount:
 - The law states: [75 ILCS 5/3-5]: “The library taxes provided for in this Act shall be levied by the corporate authorities in the amounts determined by the board...” [Illinois General Assembly](#)
 - The law further states [75 ILCS 5/4-10]: The Board must annually submit to the City a statement of its financial requirements and “the amount of money which, in the judgment of the board of library trustees, will be necessary to levy for library purposes in the next annual tax levy ordinance.” [Illinois General Assembly](#)
 - This is pretty clear in the statute and in case law. The Illinois Attorney General has interpreted this to mean that corporate authorities are required to levy a tax for library purposes in the amount determined by the board (Opinion 93-021, construing 75 ILCS 5/3-5). [Illinois Attorney General](#)
 - Our former attorneys, the city's current private counsel, at Ancel Glink have also weighed in on this numerous times in the past – to draw **clear legal conclusions** that the board has the exclusive power to determine the amount of the levy that must be passed by the municipality, as long as it is within the library's statutory

taxing authority. municipalminute.ancelglink.com

- In other words, while we go through this every year, but people have a lot going on:
 - Council's role with respect to the Library's levy is ministerial
 - They incorporate the amount set by the Board into the City's tax levy ordinance, subject to overall legal caps.
 - There was some brief discussion at the Nov 10 CC meeting about using levy approval as leverage over library operations or personnel, but doing so would be inconsistent with the structure of the Local Library Act and not legally justifiable.

Second issue: Cook County Payments

As you heard Sameer mention, regarding the Cook County payments – many of you are aware that Cook County is finally collecting property taxes for the second half of 2024. We have nearly used all of our operating fund balance reserves for this emergency.

As I mentioned last month, this is its purpose. Using those same dollars for capital would be risky and fiscally irresponsible; we need to rebuild and protect this cushion going forward. I am grateful to this Board that we revised and strengthened our Fund Balance Policy in 2025, making it more fiscally responsible.

Again, as I said last month: I've served on Cook County boards for 20+ years; timing slippage on collections is a recurring pattern. Our policy response is the same: maintain adequate operating reserves so patrons and employees don't feel the bumps. I am grateful to Yolande and Sameer for managing this responsibly and ensuring our employees and accounts are paid and operations continue.

Third issue: Our coordination with City Counsel

In October Tracy, Yolande, our new counsel, Kevin and I joined the Evanston City Manager and Corporation Counsel to discuss work on moving the IGA and Lease forward. There we learned that at least one member of CC was interested in a joint meeting between the two bodies and we suggested that our Nov. 19 existing board meeting, already routinely noticed, might be a possible venue, once we could have counsel review the agenda.

Once the agenda was shared a week ago with counsel, we were advised that many of the items on the agenda were not eligible for discussion between the two bodies. To stay legally compliant,

the Board declined the proposed November 19 joint meeting with City Council. It wasn't canceled, it was never scheduled.

- Under Illinois Library Law (75 ILCS 5/4-7), the Board has exclusive control over library funds, expenditures, and buildings, and is the appointing authority for the Executive Director and library staff. Those staff are Library employees under ILLA, even though many positions are included in the City's AFSCME bargaining unit and covered by a collective bargaining agreement between the City and the Union. We fully respect that CBA and are committed to ensuring that Library practices comply with it. That's why City and Library counsel are working together on labor issues involving library staff, and why trustees have to stay within our legal jurisdictional lane around public meetings and the CBA, even as we remain fully accountable for EPL as a workplace.
- Under library law, internal personnel matters, day-to-day library operations, and program decisions fall squarely under the Library Board's authority, not City Council's. Even if a joint public meeting between the two bodies were properly noticed, it would not be a legally appropriate forum to deliberate on those issues, because they are not matters of shared jurisdiction. This is not preference, it is following the law.
 - Using a joint meeting to discuss EPL Board-only matters would blur the legal roles set out in the Local Library Act and risk undermining Open Meetings Act principles by suggesting that City Council can direct or co-decide issues that state law assigns to the Library Board.
 - We have referred CC to raise any of these concerns to City Corporation Counsel, who is working with the library attorney to get these issues resolved.
- Items of genuine shared jurisdiction with the City—such as the IGA, lease, PPRT allocations, and long-term capital pathway—are already being handled through Corporation Counsel, the Library's attorney, and senior staff.
- If City Council wants to address matters of shared jurisdiction between the City and Library, our access to capital to resolve deferred maintenance such as the roof and future capital improvement for the building to align with the Strategic Plan and improve community use and safety is welcome and encouraged.
 - The next step for that is City Council advancing the feasibility study/term sheet outlined in the October memo sent from the Board to CC. This was the second memo, following up on our September memo. If CC has an alternative approach, we are excited to hear about it.



- Let me be clear: Every action the Board has taken regarding pricing services and evaluating our relationship with the City has been to access capital to make improvements to this building.
- Those capital-access questions are shared work where Council's partnership would be especially helpful.
- None of these issues is tied to the Library levy, and they do not create any urgency or condition around approving the levy.
- They are, however, blocking completion of the IGA.

To that end...

- Work on the IGA and lease is effectively on hold until the City advances:
 - An asset-transfer feasibility study and term sheet, or
 - An alternative capital-access structure that achieves similar outcomes.
- After completing work to price out services we purchase from the city – sometimes referred to incorrectly as “shared services” – we have a better idea of the value of these services. This was responsible fiscal stewardship of a public organization.
- Once the City has done some internal work with senior city staff, these items can come back to the Board and, if needed, to a properly noticed joint public session focused on those shared-jurisdiction questions with City Council.



**Evanston Public Library Communication Sub-Committee
MEETING MINUTES**

Tuesday, November 25, 2025, at 5:30 PM
Main Library, Library Board Room, and Remote

Members Present

Catie Huggins, Jean Keleher, Victoria Shire, and Esther Wallen

Members Absent

None

Staff Present

Ellen Riggsbee

Call to order/Declaration of Quorum.

Trustee Keleher called the meeting to order when a quorum of Trustees was established at 5:32 p.m.

Land Acknowledgement

Read by Trustee Huggins

Citizen Comment

None

Amended Agenda Item

Trustee Keleher moved, seconded by Trustee Huggins, to add an Executive Session to the agenda.

Old Business

- A. Communication Sub-Committee Charter
Motion: Trustee Huggins moved, seconded by Trustee Shire, to bring Charter language to the full Board.

New Business

- A. Project Plan Development
- B. EPL Crisis Communications Proposal
- C. Listening Session with Union (Possible framework below)
Motion: Trustee Huggins moved, seconded by Trustee Shire, to table the discussion.
- D. Inter-Committee Communications

Executive Session

Motion: Trustee Shea moved, seconded by Trustee Wallen, to go into executive session.

Adjournment

Motion: Trustee Keleher, seconded by Trustee Shire, moved to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:07 pm.

Submitted by

Trustee Jean Keleher,
Evanston Public Library Board of Trustees



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

Tuesday, December 2, 2025, at 6:00 PM
Main Library, Community Meeting Room, and Remote

Members Present

Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Meghan Shea, Victoria Shire, and Esther Wallen—arrived at 6:32 pm.

Members Absent

Samia Amamoo

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 Shea

Citizen Comment

None

Amended Agenda Item

Trustee Fulce moved, seconded by Trustee Huggins, to amend the agenda to move the President's Report to the end of the meeting, following the Communication Committee report.

Board Reports (Board Oral Communications)

- a. Finance Committee
- b. Management Committee
- c. Facilities Committee
- d. DEIB Committee
- e. Communication Committee
- f. President's Report

Executive Session

Motion: Trustee Fulce moved, seconded by Trustee Shea, to go into executive session.

Motion: Trustee Shire, seconded by Trustee Keleher, moved to adjourn the executive meeting at 7:59 pm.

Adjournment

Trustee Huggins made the motion to adjourn, which was seconded by Trustee Shea and approved by voice vote. The meeting adjourned at 7:59 p.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



Presidential Comments December 2, 2025

Good evening, and thank you all for being here tonight.

I called this special meeting to ensure that, as a governing body, we have the focus and the clarity needed during a moment of transition for Evanston Public Library.

First, I want to acknowledge the broader context.

We continue to be in active conversations with the City regarding the intergovernmental agreement and the lease. These discussions are ongoing and complex, and they directly affect our long-term stability and the conditions under which an Executive Director leads. As these negotiations continue, we remain committed to transparency, to staying in our governance lane, and to safeguarding the mission and health of the library.

Second, we have heard the concerns about communication.

To strengthen our internal processes and ensure trustees feel informed and prepared, we have established a communications committee whose charge will be to improve the clarity, consistency, and timeliness of board communications so our work is predictable and accessible.

Third, I want to acknowledge that this is a period of transition.

Changes are difficult, and they stir emotions, questions, and uncertainty. I do want to affirm that we committed to supporting staff, maintaining stability, and ensuring continuity of operations as we move forward.

Finally, I want to emphasize our unity of purpose.

Recent public reporting and community conversations have highlighted the intensity of this moment. As trustees, we share a collective responsibility to keep the long-term health of this institution at the forefront, remain grounded in our mission, and move forward together with steadiness and integrity.



Evanston Public Library Board Facilities Committee
MEETING MINUTES

Monday, December 8, 2025, at 3:00 PM
Main Library, Board Room, and remote

Members Present

Catie Huggins and Victoria Shire

Members Absent

Meghan Shea

Staff Present

Carlos Hernandez

Call to order/Declaration of Quorum.

Trustee Huggins called the meeting to order at 3:04 p.m., but a quorum was not established.

Land Acknowledgement

Read by Catie Huggins

Citizen Comment

None

New Business

- a. Facilities Service Update
- b. Review Pentegra and Premiere Audio/Video Quotes (Discussion)

Adjournment

Trustee Shire made the motion to adjourn, which was seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 3:34 p.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



Evanston Public Library DEIB Committee

MEETING MINUTES

Tuesday, December 9, 2025, at 6:30 PM
Main Library, Falcon Room

Members Present

Samia Amamoo, Sharif Al Nazar, Blanca Lule, Melissa Raman Molitor, Ron Sakai, and Esther Wallen

Members Absent

Brenda Williams

Staff Present

Ellen Riggsbee and Jill Skwerski

Call to order/Declaration of Quorum.

Trustee Wallen called the meeting to order at 6:35 pm. A quorum was present.

Land Acknowledgement

Read by Trustee Wallen

Citizen Comment

None

Staff Reports

- A. Communications Overview by Ellen Riggsbee

New Business

- A. Library Updates
- B. DEIB Plan and Strategic Plan Review (Discussion)
- C. Affinity Groups (Discussion)
- D. Meeting Cadence (Discussion & Action)

Motion: Community member Raman Molitor moved, and Community member Al Nazar seconded, to resume a monthly meeting cadence beginning in February.

Adjournment

The motion to adjourn was made by Committee member al Nazar, seconded by Committee member Raman Molitor, and approved by general consent. The meeting adjourned at 7:53 p.m.

Submitted by

Trustee Esther Wallen
Evanston Public Library Board of Trustees



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

Thursday, November 13, 2025, at 3:00 PM
Main Library, Library Board Room, and remote

Members Present

Trustees Tracy Fulce and Michelle Mills were present. Additional trustees in attendance included Catie Huggins, Jean Keleher, Victoria Shire, and Esther Wallen. Trustee Arikpo Dada joined for the Executive Session.

Members Absent

All members of the committee attended

Staff Present

Heather Norborg and Sameer Notta

Land Acknowledgement

Read by Trustee Keleher

Citizen Comment

None

Call to order/Declaration of Quorum.

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

Old Business

- A. Board policies topic
- B. Inter-governmental Agreement & Lease Update

New Business

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

Executive Session

Motion: Trustee Mills moved, seconded by Trustee Huggins, to go into executive session.

Motion: Trustee Huggins, seconded by Trustee Shire, moved to adjourn the executive meeting at 4:26 pm.

Motion: Trustee Huggins moved, seconded by Trustee Shire, to reenter Executive Session.

Motion: Trustee Huggins, seconded by Trustee Keleher, moved to adjourn the executive meeting at 4:49 pm.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Huggins and approved by voice vote. The meeting adjourned at 4:50 p.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



Agenda Item 4.H

MEMORANDUM

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: December 17, 2025

Recommended Action

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

Payroll

November 3, 2025, through November 16, 2025,	\$ 221,470.28
November 17, 2025, through November 30, 2025,	\$ 221,764.48

Library Fund Bills List

November 11, 2025	\$ 81,695.39
November 25, 2025	\$ 165,001.22

Purchasing

September 30, 2025	\$ 9,318.84
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 11/11/25 - 11/11/25

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					
218833 - POSITIVE CONNECTIONS, INC.	DEWEY SCHOOL TO THE EVANSTON PUBLIC LIBRARY	11/06/2025	11/11/2025	11/11/2025	239.17
21548 - SCHRIEBER, LUCY	PROGRAM REIMBURSEMENT ELL GUESSING JAR	10/31/2025	11/11/2025	11/11/2025	35.60
20242 - TAYLOR M. KEAHEY	REIMBURSEMENT PROGRAM SUPPLIES	10/28/2025	11/11/2025	11/11/2025	283.30
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$558.07

Account 65630 - LIBRARY BOOKS					
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/23/2025	11/11/2025	11/11/2025	690.45
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	52.08
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/02/2025	11/11/2025	11/11/2025	977.83
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/02/2025	11/11/2025	11/11/2025	50.92
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/02/2025	11/11/2025	11/11/2025	13.84
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	4.10
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/09/2025	11/11/2025	11/11/2025	126.41
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/09/2025	11/11/2025	11/11/2025	23.82
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/09/2025	11/11/2025	11/11/2025	11.88
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/09/2025	11/11/2025	11/11/2025	34.86
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/13/2025	11/11/2025	11/11/2025	4.55
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	18.76
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	30.70
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	6.35
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	4.59
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	4.53
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	23.78
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	23.76
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	213.96
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	12.38
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	10/13/2025	11/11/2025	11/11/2025	1.17
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	7.02
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	749.23
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/13/2025	11/11/2025	11/11/2025	4.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	34.53
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/20/2025	11/11/2025	11/11/2025	111.36
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	10/17/2025	11/11/2025	11/11/2025	.74
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/22/2025	11/11/2025	11/11/2025	23.76
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	3.80
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/27/2025	11/11/2025	11/11/2025	5.77
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	31.39
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	3.60
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/03/2025	11/11/2025	11/11/2025	2.83
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/13/2025	11/11/2025	11/11/2025	27.89
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 34					\$3,337.31

Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	10/16/2025	11/11/2025	11/11/2025	62.78
103424 - MIDWEST TAPE LLC	JUV AV	10/23/2025	11/11/2025	11/11/2025	79.26
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$142.04

Business Unit **4805 - EARLY LEARNING & LITERACY** Totals Invoice Transactions 39 **\$4,037.42**

Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	10/31/2025	11/11/2025	11/11/2025	1,822.00

103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	10/31/2025	11/11/2025	11/11/2025	7,499.85
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	11/01/2025	11/11/2025	11/11/2025	350.00

Account **65628 - Library Electronic Resources** Totals Invoice Transactions 3

\$9,671.85

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	ADULT PRINT	09/25/2025	11/11/2025	11/11/2025	35.56
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	60.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/06/2025	11/11/2025	11/11/2025	46.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/07/2025	11/11/2025	11/11/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	17.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/09/2025	11/11/2025	11/11/2025	37.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	27.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/20/2025	11/11/2025	11/11/2025	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	475.34
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	186.68
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/24/2025	11/11/2025	11/11/2025	44.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	53.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	23.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/21/2025	11/11/2025	11/11/2025	160.48
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	1.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	24.89
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	12.05
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	3.72
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	1.15
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	311.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	28.77
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/03/2025	11/11/2025	11/11/2025	21.05
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/06/2025	11/11/2025	11/11/2025	41.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/07/2025	11/11/2025	11/11/2025	4.10
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	18.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	275.36
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/08/2025	11/11/2025	11/11/2025	1.17
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	43.14
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	221.87
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	559.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	131.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/08/2025	11/11/2025	11/11/2025	175.77
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/09/2025	11/11/2025	11/11/2025	39.64
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	3.71
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	1.24
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	1.21
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	76.80
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	157.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	112.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	252.07
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	1.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	245.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	26.70
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	28.35
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	391.60
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	51.13

102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	12.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/14/2025	11/11/2025	11/11/2025	228.95
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/14/2025	11/11/2025	11/11/2025	13.50
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/14/2025	11/11/2025	11/11/2025	162.34
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/14/2025	11/11/2025	11/11/2025	7.14
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/14/2025	11/11/2025	11/11/2025	224.08
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/15/2025	11/11/2025	11/11/2025	4.10
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	60.02
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	17.11
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/17/2025	11/11/2025	11/11/2025	.51
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	31.73
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	21.05
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/17/2025	11/11/2025	11/11/2025	38.47
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/21/2025	11/11/2025	11/11/2025	14.99
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/21/2025	11/11/2025	11/11/2025	54.00
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/22/2025	11/11/2025	11/11/2025	1.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	422.43
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	25.47
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	14.37
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	24.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	12.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/22/2025	11/11/2025	11/11/2025	17.34
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	1,258.52
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	12.49
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	18.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	36.97
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	24.81
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	39.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	12.50
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/23/2025	11/11/2025	11/11/2025	2.23
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	1,410.09
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	38.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	17.09
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	229.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	23.28
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	13.10
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/13/2025	11/11/2025	11/11/2025	369.68
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	1,657.53
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	1.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	12.51
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/27/2025	11/11/2025	11/11/2025	519.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	17.26
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	33.50
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	27.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	18.24
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	78.25
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	21.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	24.11
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	60.55
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	94.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	11.39
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	37.49
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/28/2025	11/11/2025	11/11/2025	10.77
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	1.25
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	1.33
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	1.37
276974 - OVER DRIVE, INC.	EBOOKS	10/29/2025	11/11/2025	11/11/2025	93.00
276974 - OVER DRIVE, INC.	EBOOKS	10/28/2025	11/11/2025	11/11/2025	1,124.87
276974 - OVER DRIVE, INC.	EBOOKS	10/28/2025	11/11/2025	11/11/2025	1,094.35
276974 - OVER DRIVE, INC.	EBOOKS	10/17/2025	11/11/2025	11/11/2025	486.13

276974 - OVER DRIVE, INC.	EBOOKS	10/17/2025	11/11/2025	11/11/2025	520.99
276974 - OVER DRIVE, INC.	EBOOKS	10/17/2025	11/11/2025	11/11/2025	577.96
276974 - OVER DRIVE, INC.	EBOOKS	10/19/2025	11/11/2025	11/11/2025	116.75
276974 - OVER DRIVE, INC.	EBOOKS	10/16/2025	11/11/2025	11/11/2025	545.72
276974 - OVER DRIVE, INC.	EBOOKS	10/14/2025	11/11/2025	11/11/2025	60.00
276974 - OVER DRIVE, INC.	EBOOKS	10/13/2025	11/11/2025	11/11/2025	19.99
276974 - OVER DRIVE, INC.	EBOOKS	10/13/2025	11/11/2025	11/11/2025	367.98
276974 - OVER DRIVE, INC.	EBOOKS	10/12/2025	11/11/2025	11/11/2025	112.98
276974 - OVER DRIVE, INC.	EBOOKS	10/10/2025	11/11/2025	11/11/2025	768.13
276974 - OVER DRIVE, INC.	EBOOKS	10/10/2025	11/11/2025	11/11/2025	19.93
276974 - OVER DRIVE, INC.	EBOOKS	10/10/2025	11/11/2025	11/11/2025	232.49
276974 - OVER DRIVE, INC.	EBOOKS	10/08/2025	11/11/2025	11/11/2025	688.04
276974 - OVER DRIVE, INC.	EBOOKS	10/07/2025	11/11/2025	11/11/2025	299.30
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2025	11/11/2025	11/11/2025	469.04
276974 - OVER DRIVE, INC.	EBOOKS	10/27/2025	11/11/2025	11/11/2025	330.29
276974 - OVER DRIVE, INC.	EBOOKS	10/20/2025	11/11/2025	11/11/2025	336.39
276974 - OVER DRIVE, INC.	EBOOKS	10/20/2025	11/11/2025	11/11/2025	134.99
276974 - OVER DRIVE, INC.	EBOOKS	10/21/2025	11/11/2025	11/11/2025	1,135.04
276974 - OVER DRIVE, INC.	EBOOKS	10/21/2025	11/11/2025	11/11/2025	499.18
276974 - OVER DRIVE, INC.	EBOOKS	10/22/2025	11/11/2025	11/11/2025	181.97
276974 - OVER DRIVE, INC.	EBOOKS	10/24/2025	11/11/2025	11/11/2025	19.99
276974 - OVER DRIVE, INC.	EBOOKS	10/25/2025	11/11/2025	11/11/2025	109.00
276974 - OVER DRIVE, INC.	EBOOKS	10/24/2025	11/11/2025	11/11/2025	584.66
276974 - OVER DRIVE, INC.	EBOOKS	10/24/2025	11/11/2025	11/11/2025	895.47
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 133					\$23,922.99

Account **65641 - AUDIO VISUAL COLLECTIONS**

21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	10/01/2025	11/11/2025	11/11/2025	144.84
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	280.53
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	37.94
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	39.09
103424 - MIDWEST TAPE LLC	ADULT PRINT	10/16/2025	11/11/2025	11/11/2025	27.44
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	148.02
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	27.42
103424 - MIDWEST TAPE LLC	ADULT AV	10/16/2025	11/11/2025	11/11/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	31.43
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	38.34
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	54.84
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	45.09
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	18.42
103424 - MIDWEST TAPE LLC	ADULT AV	10/23/2025	11/11/2025	11/11/2025	11.67
103424 - MIDWEST TAPE LLC	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	67.36
103424 - MIDWEST TAPE LLC	ADULT PRINT	10/23/2025	11/11/2025	11/11/2025	29.18

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 16

\$1,020.78

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 152

\$34,615.62

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

137361 - COOPERATIVE COMPUTER SERVICES	ACCESS IT SOFTWARE	10/15/2025	11/11/2025	11/11/2025	22,542.25
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					\$22,542.25

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	OFFICE SUPPLIES	10/17/2025	11/11/2025	11/11/2025	50.94
101406 - DEMCO, INC.	OFFICE SUPPLIES	10/20/2025	11/11/2025	11/11/2025	360.19
206940 - ULINE	OFFICE SUPPLIES	10/24/2025	11/11/2025	11/11/2025	66.43

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 3

\$477.56

Business Unit **4820 - ACCESS SERVICES** Totals Invoice Transactions 4

\$23,019.81

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

102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	1,224.54
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	16.92
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	19.49
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	11/11/2025	11/11/2025	55.93
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	11/11/2025	11/11/2025	13.17
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/07/2025	11/11/2025	11/11/2025	25.99
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/08/2025	11/11/2025	11/11/2025	19.47
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	16.24
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	45.20
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/09/2025	11/11/2025	11/11/2025	13.64
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/13/2025	11/11/2025	11/11/2025	33.66
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	185.91
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	11.97
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	55.86
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	75.98
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	15.57
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/13/2025	11/11/2025	11/11/2025	48.09
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/13/2025	11/11/2025	11/11/2025	64.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/15/2025	11/11/2025	11/11/2025	19.49
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/17/2025	11/11/2025	11/11/2025	65.99
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/22/2025	11/11/2025	11/11/2025	12.42
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/23/2025	11/11/2025	11/11/2025	39.55
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	22.48
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	343.80
102576 - INGRAM LIBRARY SERVICES	CROWN AND JUV PRINT	10/27/2025	11/11/2025	11/11/2025	52.10
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	327.90
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	20.32
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/03/2025	11/11/2025	11/11/2025	20.89
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/27/2025	11/11/2025	11/11/2025	15.57
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	11.37
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	18.19
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/11/2025	11/11/2025	13.17
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 32					\$2,925.82

Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals Invoice Transactions 32

\$2,925.82Business Unit **4835 - INNOVATION & DIGITAL LEARNING**Account **62340 - IT COMPUTER SOFTWARE**

287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM JULY- SEPT 2025	10/28/2025	11/11/2025	11/11/2025	406.24
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					\$406.24

Account **65001 - FEDERAL GRANT EXPENSE**

21547 - GOMEZ, GREGORIO	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	10/30/2025	11/11/2025	11/11/2025	200.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$200.00

Account **65100 - LIBRARY SUPPLIES**

21530 - MICHAELS STORES, INC. & SUBS	INNOVATION STATION SUPPLIES	10/08/2025	11/11/2025	11/11/2025	3,691.31
21530 - MICHAELS STORES, INC. & SUBS	OFFICE SUPPLIES	10/13/2025	11/11/2025	11/11/2025	42.98
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$3,734.29

Account **65630 - LIBRARY BOOKS**

102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	10/13/2025	11/11/2025	11/11/2025	9.09
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	10/17/2025	11/11/2025	11/11/2025	58.17
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 2					\$67.26

Business Unit **4840 - LIBRARY MAINTENANCE**Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	10/23/2025	11/11/2025	11/11/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/06/2025	11/11/2025	11/11/2025	248.31
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE REPAIR	11/06/2025	11/11/2025	11/11/2025	500.00
107530 - METROPOLITAN INDUSTRIES	BUILDING MAINTENANCE SERVICES	07/31/2025	11/11/2025	11/11/2025	780.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	11/01/2025	11/11/2025	11/11/2025	227.14
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 5					\$2,003.76

Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/05/2025	11/11/2025	11/11/2025	344.20
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/04/2025	11/11/2025	11/11/2025	509.10
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 2					\$853.30

Account **65050 - BLDG MAINTENANCE MATERIAL**

102137 - GRAINGER, INC., W.W.	OFFICE SUPPLIES	10/20/2025	11/11/2025	11/11/2025	14.67
Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1					\$14.67

Business Unit **4840 - LIBRARY MAINTENANCE** Totals Invoice Transactions 8

\$2,871.73Business Unit **4845 - LIBRARY ADMINISTRATION**Account **62185 - CONSULTING SERVICES**

21502 - FAST FORWARD LIBRARIES, LLC	BOARD RETREAT SESSION PROFESSIONAL SERVICES	11/03/2025	11/11/2025	11/11/2025	3,000.00
20953 - HR SOURCE	HR AND RECRUITING SERVICES	10/31/2025	11/11/2025	11/11/2025	5,590.00
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 2					\$8,590.00

Account **62225 - BLDG MAINTENANCE SERVICES**

101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	10/28/2025	11/11/2025	11/11/2025	148.57
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 1					\$148.57

Account **62295 - TRAINING & TRAVEL**

21540 - KARINA ANDRUS	ILA CONFERENCE 2025 TRAVEL REIMBURSEMENT	10/20/2025	11/11/2025	11/11/2025	144.23
19292 - KASANDRA TREJO	ILA CONFERENCE 2025 TRAVEL REIMBURSEMENT	10/22/2025	11/11/2025	11/11/2025	209.96
19292 - KASANDRA TREJO	ABOS CONFERENCE OCT 5-10, 2025 TRAVEL REIMBURSEMENT	10/22/2025	11/11/2025	11/11/2025	724.44
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 3					\$1,078.63

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions 6

\$9,817.20Department **48 - LIBRARY** Totals Invoice Transactions 247

\$81,695.39Fund **185 - LIBRARY FUND** Totals Invoice Transactions 247

\$81,695.39

* = Prior Fiscal Year Activity

Invoice Transactions 247

\$81,695.39

Library Bills List

G/L Date Range 11/25/25 - 11/25/25

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					
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/04/2025	11/25/2025	11/25/2025	63.98
102576 - INGRAM LIBRARY SERVICES	CHILDREN'S SUPPLIES	11/05/2025	11/25/2025	11/25/2025	176.17
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	1,502.30
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$1,742.45
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/17/2025	11/25/2025	11/25/2025	602.32
100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/03/2025	11/25/2025	11/25/2025	14.33
100474 - BAKER & TAYLOR	JUV PRINT	11/05/2025	11/25/2025	11/25/2025	59.19
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	44.18
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	35.13
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	72.47
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	12.41
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	270.63
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	1.21
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/04/2025	11/25/2025	11/25/2025	7.87
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	1.16
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	1.13
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/04/2025	11/25/2025	11/25/2025	12.78
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	1.27
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	1.32
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	3.50
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	4.82
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	34.88
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	36.07
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	23.82
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	11.90
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	266.16
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	76.33
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	86.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	11.94
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/07/2025	11/25/2025	11/25/2025	31.48
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/25/2025	11/25/2025	1.11
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	46.38
102576 - INGRAM LIBRARY SERVICES	91518014	10/27/2025	11/25/2025	11/25/2025	2.31
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	12.34
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	14.98
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	30.93
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	34.50
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	30.58
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	11.31
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	136.06
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	96.76
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	36.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/27/2025	11/25/2025	11/25/2025	329.69
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	4.10
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/30/2025	11/25/2025	11/25/2025	56.38
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/30/2025	11/25/2025	11/25/2025	11.85
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/30/2025	11/25/2025	11/25/2025	49.65
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/30/2025	11/25/2025	11/25/2025	324.48
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/30/2025	11/25/2025	11/25/2025	19.10
102576 - INGRAM LIBRARY SERVICES	JUV AND AV PRINT	10/30/2025	11/25/2025	11/25/2025	13.52

102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/03/2025	11/25/2025	11/25/2025	1.27
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/23/2025	11/25/2025	11/25/2025	350.00
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/28/2025	11/25/2025	11/25/2025	13.66
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/28/2025	11/25/2025	11/25/2025	4.10
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/28/2025	11/25/2025	11/25/2025	12.00
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/28/2025	11/25/2025	11/25/2025	25.92
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	295.33
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	.14
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	.16
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	132.58
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	133.19
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	24.81
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	10.01
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	1.12
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	24.80
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	388.97
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	1.10
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	192.23
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	61.26
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	24.55
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	10.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	345.81
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	23.15
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	207.99
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	1.12
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	37.08
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	2.25
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	213.65
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	2.22
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	10/29/2025	11/25/2025	11/25/2025	2,314.14
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	45.49
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	1.14
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	1.24
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	38.02
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	46.62
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	31.27
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	17.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/03/2025	11/25/2025	11/25/2025	335.51
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	81.74
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	99.01
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	201.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	402.73
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	142.71
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	24.74
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	22.55
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	5.60
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	6.36
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	111.09
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/06/2025	11/25/2025	11/25/2025	138.60
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	23.77
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	24.14
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	24.20
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	390.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	770.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	716.01
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	184.80
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	19.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	240.01
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/11/2025	11/25/2025	11/25/2025	4.45
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	11.27

102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	18.69
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	26.50
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	23.69
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	11.85
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	27.07
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	27.09
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	71.43
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/11/2025	11/25/2025	11/25/2025	22.72
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/10/2025	11/25/2025	11/25/2025	52.26
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/10/2025	11/25/2025	11/25/2025	511.69
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/10/2025	11/25/2025	11/25/2025	2.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/10/2025	11/25/2025	11/25/2025	1.21
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	59.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	1.13
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	1.13
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	11.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	22.59
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	11.29
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	11.84
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	186.85
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	214.04
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	1.14
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	1.14
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	17.27
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	24.36
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	11.33
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	32.49
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	21.13
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	290.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	.53
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	18.82
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	11.91
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	8.66
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	.29
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	.07
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/13/2025	11/25/2025	11/25/2025	.13
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	122.10
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/13/2025	11/25/2025	11/25/2025	.38
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	24.28
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/13/2025	11/25/2025	11/25/2025	453.20
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	10.99
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	2.52
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	1.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	1.53
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	17.60
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	1.29
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	52.07
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	12.01
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	6.38
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	11/25/2025	11/25/2025	25.21
105634 - WORLD BOOK, INC.	JUV PRINT	10/15/2025	11/25/2025	11/25/2025	830.45

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 158

\$15,324.83

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	JUV AV	11/06/2025	11/25/2025	11/25/2025	57.98
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/06/2025	11/25/2025	11/25/2025	63.99
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	10/28/2025	11/25/2025	11/25/2025	133.98

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 3

\$255.95

Business Unit 4806 - LIFELONG LEARNING & LITERACY

Account 65100 - LIBRARY SUPPLIES

19059 - BRIDGET PETRITES	REIMBURSEMENT MEMORY CAFE	10/30/2025	11/25/2025	11/25/2025	9.11
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$9.11

Account 65628 - Library Electronic Resources

101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	MYHERITAGE LIBRARY EDITION ORDER#WSR973296	11/12/2025	11/25/2025	11/25/2025	2,802.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	11/06/2025	11/25/2025	11/25/2025	405.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 2					\$3,207.00

Account 65630 - LIBRARY BOOKS

100474 - BAKER & TAYLOR	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	16.43
100474 - BAKER & TAYLOR	ADULT PRINT	10/02/2025	11/25/2025	11/25/2025	89.12
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	646.62
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/03/2025	11/25/2025	11/25/2025	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/03/2025	11/25/2025	11/25/2025	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/30/2025	11/25/2025	11/25/2025	116.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/03/2025	11/25/2025	11/25/2025	63.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/30/2025	11/25/2025	11/25/2025	26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	10/29/2025	11/25/2025	11/25/2025	24.74
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/17/2025	11/25/2025	11/25/2025	156.95
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/21/2025	11/25/2025	11/25/2025	36.55
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND YA PRINT	10/27/2025	11/25/2025	11/25/2025	447.20
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND YA PRINT	10/30/2025	11/25/2025	11/25/2025	2.15
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	2.15
102572 - INFORMATION TODAY INC	ADULT PRINT	09/29/2025	11/25/2025	11/25/2025	502.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	93.44
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	3.17
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/07/2025	11/25/2025	11/25/2025	17.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	28.39
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	39.94
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	36.57
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	70.18
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	91.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	274.85
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	13.34
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	254.68
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	16.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	11.89
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	29.49
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	2.31
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	1.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	32.67
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/04/2025	11/25/2025	11/25/2025	68.99
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	274.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	11.94
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	11.91
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	32.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	18.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	14.36
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/05/2025	11/25/2025	11/25/2025	4.87
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/05/2025	11/25/2025	11/25/2025	28.21
102576 - INGRAM LIBRARY SERVICES	ADULT AND YA PRINT	11/05/2025	11/25/2025	11/25/2025	1.24
102576 - INGRAM LIBRARY SERVICES	ADULT AND YA PRINT	11/06/2025	11/25/2025	11/25/2025	1.14
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/06/2025	11/25/2025	11/25/2025	13.13

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102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/13/2025	11/25/2025	11/25/2025	24.92
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/13/2025	11/25/2025	11/25/2025	18.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/13/2025	11/25/2025	11/25/2025	40.23
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	4.10
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	10/14/2025	11/25/2025	11/25/2025	28.24
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	10/28/2025	11/25/2025	11/25/2025	35.36
103424 - MIDWEST TAPE LLC	ADULT PRINT	10/14/2025	11/25/2025	11/25/2025	45.71
276974 - OVER DRIVE, INC.	EBOOKS	11/11/2025	11/25/2025	11/25/2025	1,169.82
276974 - OVER DRIVE, INC.	EBOOKS	11/11/2025	11/25/2025	11/25/2025	87.50
276974 - OVER DRIVE, INC.	EBOOKS	11/12/2025	11/25/2025	11/25/2025	242.98
276974 - OVER DRIVE, INC.	EBOOKS	11/13/2025	11/25/2025	11/25/2025	290.97
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	370.10
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	599.15
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	658.08
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	37.85
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	110.74
276974 - OVER DRIVE, INC.	EBOOKS	11/03/2025	11/25/2025	11/25/2025	347.04
276974 - OVER DRIVE, INC.	EBOOKS	11/04/2025	11/25/2025	11/25/2025	857.90
276974 - OVER DRIVE, INC.	EBOOKS	11/04/2025	11/25/2025	11/25/2025	52.48
276974 - OVER DRIVE, INC.	EBOOKS	11/05/2025	11/25/2025	11/25/2025	165.49
276974 - OVER DRIVE, INC.	EBOOKS	11/07/2025	11/25/2025	11/25/2025	742.98
276974 - OVER DRIVE, INC.	EBOOKS	11/07/2025	11/25/2025	11/25/2025	465.49
276974 - OVER DRIVE, INC.	EBOOKS	11/07/2025	11/25/2025	11/25/2025	450.95
276974 - OVER DRIVE, INC.	EBOOKS	11/10/2025	11/25/2025	11/25/2025	189.99
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	364.91
276974 - OVER DRIVE, INC.	EBOOKS	10/31/2025	11/25/2025	11/25/2025	346.24
276974 - OVER DRIVE, INC.	EBOOKS	11/14/2025	11/25/2025	11/25/2025	509.95
276974 - OVER DRIVE, INC.	EBOOKS	11/14/2025	11/25/2025	11/25/2025	578.96
276974 - OVER DRIVE, INC.	EBOOKS	11/18/2025	11/25/2025	11/25/2025	187.50
276974 - OVER DRIVE, INC.	EBOOKS	11/14/2025	11/25/2025	11/25/2025	692.12
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 193					\$23,452.22

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	31.94
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	76.26
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	74.86
103424 - MIDWEST TAPE LLC	ADULT AV	10/31/2025	11/25/2025	11/25/2025	27.42
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	171.27
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	38.34
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	13.92
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	29.18
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	110.10
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	19.92
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	166.77
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	141.14
103424 - MIDWEST TAPE LLC	ADULT AV	11/06/2025	11/25/2025	11/25/2025	76.17
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	125.01
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	69.88
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	238.20
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	137.34
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	214.17
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	30.42
103424 - MIDWEST TAPE LLC	ADULT AV	11/14/2025	11/25/2025	11/25/2025	22.92
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 24					\$1,939.35

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 220

\$28,607.68

Business Unit **4820 - ACCESS SERVICES**
Account **62340 - IT COMPUTER SOFTWARE**

19589 - MOBILE BEACON	ACCESS SOFTWARE INV#A1182962025111011424 RENEWAL	11/10/2025	11/25/2025	11/25/2025	9,360.00
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Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					\$9,360.00
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/04/2025	11/25/2025	11/25/2025	281.80
121187 - UNIQUE MANAGEMENT SERVICES	COLLECTION SERVICES	09/01/2025	11/25/2025	11/25/2025	88.65
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	11/01/2025	11/25/2025	11/25/2025	59.10
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$429.55
Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 4					\$9,789.55
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
19059 - BRIDGET PETRITES	REIMBURSEMENT ART FOR OLDER ADULTS	11/17/2025	11/25/2025	11/25/2025	58.04
19059 - BRIDGET PETRITES	REIMBURSEMENT ART FOR OLDER ADULTS	11/21/2025	11/25/2025	11/25/2025	35.98
21549 - GARCIA, VIRNA	PROFESSIONAL SERVICES DAY OF THE DEAD	11/10/2025	11/25/2025	11/25/2025	150.00
18747 - RACHEL BLAKES	PROFESSIONAL SERVICES IN CONSERVATION	11/14/2025	11/25/2025	11/25/2025	100.00
286327 - SEAN (BLAKE) SANDERS	PROFESSIONAL SERVICES IN CONVERSATION	11/14/2025	11/25/2025	11/25/2025	100.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 5					\$444.02
Account 65630 - LIBRARY BOOKS					
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/11/2025	11/25/2025	11/25/2025	14.40
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	275.80
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 2					\$290.20
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 7					\$734.22
Business Unit 4826 - ROBERT CROWN OPERATIONS					
Account 65100 - LIBRARY SUPPLIES					
20087 - KANDI CORBBINS - IKANDI	PROFESSIONAL SERVICES FALL BREAK SPA DAY	11/06/2025	11/25/2025	11/25/2025	200.00
246230 - MARILYN PRICE PUPPETS, INC.	PROFESSIONAL SERVICES PUPPET SHOW	11/17/2025	11/25/2025	11/25/2025	350.00
19953 - ALEJANDRO SALINAS	PROFESSIONAL SERVICES - DEATH CAFE PROGRAM	11/17/2025	11/25/2025	11/25/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$800.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	10/17/2025	11/25/2025	11/25/2025	45.75
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	32.78
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/17/2025	11/25/2025	11/25/2025	1,138.95
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/21/2025	11/25/2025	11/25/2025	277.26
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	14.99
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	36.73
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	36.16
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	11.97
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	11.24
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	10.16
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	4.49
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/05/2025	11/25/2025	11/25/2025	74.18
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	12.42
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/06/2025	11/25/2025	11/25/2025	407.54
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/06/2025	11/25/2025	11/25/2025	17.99
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	14.44
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	27.07

102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	47.38
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	16.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	16.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/05/2025	11/25/2025	11/25/2025	11.37
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/27/2025	11/25/2025	11/25/2025	4.49
102576 - INGRAM LIBRARY SERVICES	91518014	10/27/2025	11/25/2025	11/25/2025	36.78
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	16.94
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	133.41
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	14.12
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	17.55
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	50.28
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	128.41
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/30/2025	11/25/2025	11/25/2025	125.08
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/03/2025	11/25/2025	11/25/2025	11.29
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/13/2025	11/25/2025	11/25/2025	16.95
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/28/2025	11/25/2025	11/25/2025	11.29
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/28/2025	11/25/2025	11/25/2025	16.95
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	254.24
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	197.53
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	101.80
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	12.99
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	4.49
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	19.78
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	10.73
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	22.02
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	10/29/2025	11/25/2025	11/25/2025	39.03
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	28.26
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/03/2025	11/25/2025	11/25/2025	16.94
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	46.87

102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/04/2025	11/25/2025	11/25/2025	15.25
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/07/2025	11/25/2025	11/25/2025	31.14
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/11/2025	11/25/2025	11/25/2025	26.59
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/11/2025	11/25/2025	11/25/2025	14.40
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/11/2025	11/25/2025	11/25/2025	16.39
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/11/2025	11/25/2025	11/25/2025	45.17
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/10/2025	11/25/2025	11/25/2025	16.94
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/10/2025	11/25/2025	11/25/2025	8.98
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/10/2025	11/25/2025	11/25/2025	11.29
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	10.73
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	9.74
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	34.71
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	39.33
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	10.73
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	28.48
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	98.64
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	102.58
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	42.04
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	16.48
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	19.78
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	11/13/2025	11/25/2025	11/25/2025	21.47
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	33.90
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/13/2025	11/25/2025	11/25/2025	16.94
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	19.78
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	20.47
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	10.16
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	12.99
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/14/2025	11/25/2025	11/25/2025	11.29

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 74

\$4,351.38

Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals Invoice Transactions 77

\$5,151.38

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

Account **62340 - IT COMPUTER SOFTWARE**

20462 - BIBLIOCOMMONS CORP.	BIBLIOEMAIL IMPLEMENTATION	11/14/2025	11/25/2025	11/25/2025	9,185.54
129101 - RECORD INFORMATION SERVICES, INC.	ONLINE INTERNET RESOURCES	11/09/2025	11/25/2025	11/25/2025	770.00

Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice Transactions 2

\$9,955.54

Account **65100 - LIBRARY SUPPLIES**

102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/05/2025	11/25/2025	11/25/2025	496.00
102576 - INGRAM LIBRARY SERVICES	YA PRINT	11/06/2025	11/25/2025	11/25/2025	1,911.91

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 2

\$2,407.91

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV AND YA PRINT	11/03/2025	11/25/2025	11/25/2025	33.89
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND YA PRINT	10/27/2025	11/25/2025	11/25/2025	3,181.87
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	ADULT AND YA PRINT	10/30/2025	11/25/2025	11/25/2025	14.99
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/04/2025	11/25/2025	11/25/2025	201.48
102576 - INGRAM LIBRARY SERVICES	ADULT AND YA PRINT	11/05/2025	11/25/2025	11/25/2025	22.59
102576 - INGRAM LIBRARY SERVICES	ADULT AND YA PRINT	11/06/2025	11/25/2025	11/25/2025	10.19
102576 - INGRAM LIBRARY SERVICES	JUV AND AV PRINT	10/30/2025	11/25/2025	11/25/2025	148.25
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/13/2025	11/25/2025	11/25/2025	18.16
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/13/2025	11/25/2025	11/25/2025	53.62

Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 9					\$3,685.04
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals Invoice Transactions 13					\$16,048.49
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES DEC-FEB 2026	11/09/2025	11/25/2025	11/25/2025	689.73
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/13/2025	11/25/2025	11/25/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	09/30/2025	11/25/2025	11/25/2025	159.59
102539 - IMAGING OFFICE SYSTEMS	DOOR COUNTER YEARLY FEE	11/13/2025	11/25/2025	11/25/2025	695.00
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	11/03/2025	11/25/2025	11/25/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 5					\$13,878.34
Account 64005 - ELECTRICITY					
15016 - DYNEGY	ACCT#4591156705, 10/2/2025 TO 10/30/2025	10/30/2025	11/25/2025	11/25/2025	8,781.89
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					\$8,781.89
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	OFFICE SUPPLIES	11/03/2025	11/25/2025	11/25/2025	12.80
Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1					\$12.80
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 7					\$22,673.03
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62210 - PRINTING					
20988 - MADDEN CREATIVE SERVICES, LLC	2025 YEAR END CAMPAIGN MARKETING MATERIALS	10/27/2025	11/25/2025	11/25/2025	3,000.00
20988 - MADDEN CREATIVE SERVICES, LLC	2025 ANNUAL REPORT DEPOSIT	09/24/2025	11/25/2025	11/25/2025	3,000.00
Account 62210 - PRINTING Totals Invoice Transactions 2					\$6,000.00
Account 62295 - TRAINING & TRAVEL					
21577 - BELK, MADELEINE	REIMBURSEMENT ILA CONFERENCE	11/04/2025	11/25/2025	11/25/2025	111.12
19292 - KASANDRA TREJO	TRAVEL EXPENSE LACONI MEETING	11/17/2025	11/25/2025	11/25/2025	49.13
21227 - PAVE PREVENTION INC.	STAFF TRAINING PROGRAM ON DE-ESCALATION, DEIJA AND TRAUMA	10/24/2025	11/25/2025	11/25/2025	57,810.00
21576 - PERNELL, MARCHE	REIMBURSEMENT ILA CONFERENCE	11/13/2025	11/25/2025	11/25/2025	81.12
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 4					\$58,051.37
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/04/2025	11/25/2025	11/25/2025	26.29
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/04/2025	11/25/2025	11/25/2025	138.27
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/04/2025	11/25/2025	11/25/2025	103.28
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/28/2025	11/25/2025	11/25/2025	34.88
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	11/12/2025	11/25/2025	11/25/2025	111.30
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	10/28/2025	11/25/2025	11/25/2025	208.25
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 6					\$622.27
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 12					\$64,673.64
Department 48 - LIBRARY Totals Invoice Transactions 504					\$165,001.22
Fund 185 - LIBRARY FUND Totals Invoice Transactions 504					\$165,001.22
Invoice Transactions 504					\$165,001.22

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	CARDHOLDER LAST NAME	CARDHOLDER FIRST NAME
LIBRARY	AMAZON MARK JP0879933	98109	WA	\$ 28.49	9/11/2025	65100 LIBRARY SUPPLIES	BULK ORDER CRAYONS FOR ELL	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK JP0879933	98109	WA	\$ (28.49)	9/15/2025	65100 LIBRARY SUPPLIES	CREDIT RETURN	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK NJ5363180	98109	WA	\$ 17.67	9/25/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK LW9E23K3	98109	WA	\$ 11.99	9/10/2025	65100 LIBRARY SUPPLIES	MID AUTUMN FESTIVAL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BLICK ART MATERIALS	61401	IL	\$ 5.00	8/29/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	DBC BLICK ART MATERIAL	61401	IL	\$ 75.00	9/5/2025	65100 LIBRARY SUPPLIES	SRC GRAND PRIZE	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	DBC BLICK ART MATERIAL	61401	IL	\$ 35.00	9/5/2025	65100 LIBRARY SUPPLIES	SRC PRIZE	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	BLICK ART MATERIALS	61401	IL	\$ 35.00	9/8/2025	65100 LIBRARY SUPPLIES	SRC RAFFLE PRIZE	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	AMAZON MARK 8E0DN9I3	98109	WA	\$ 97.58	9/5/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL IW26V66J3	98109	WA	\$ 54.94	9/8/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ETSY.COM KNITTERSOASIS	11201	NY	\$ 35.75	9/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FIRST BOOK	20004	DC	\$ 40.00	9/24/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J BARRONS	08852	NJ	\$ 29.99	9/19/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J WSJ	08852	NJ	\$ 64.99	9/15/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GAN USATODAYCIRC	46038	IN	\$ 39.00	9/3/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUN-TIMES CIRC	60654	IL	\$ 36.50	8/27/2025	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUN-TIMES CIRC	60654	IL	\$ 36.50	9/24/2025	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK MD9K31O23	98109	WA	\$ 539.98	8/26/2025	65100 LIBRARY SUPPLIES	ACCESS CHARGERS FOR RFID MACHINE	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JOCO LIBRARY	66212-4565	KS	\$ 25.00	9/12/2025	65100 LIBRARY SUPPLIES	ILL BOOKS RETURN	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK BP8NK26A3	98109	WA	\$ 23.94	9/22/2025	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK S11W773J3	98109	WA	\$ 7.99	9/10/2025	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK RZ8PV8Q23	98109	WA	\$ 229.96	9/10/2025	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES PORTABLE CHARGER	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TAPAS BARCELONA	60201	IL	\$ 179.10	9/22/2025	65001 FEDERAL GRANT EXPENSE	AGE OPTIONS PROGRAM FOOD	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	VALLI PRODUCE	60202	IL	\$ 14.97	9/24/2025	65100 LIBRARY SUPPLIES	DRINKS FOR TALLER DE FLORES WORKSHOPS	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	SQ GICHIGAMIN INDIGE	60201	IL	\$ 500.00	8/26/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT CONTRIBUTION GICHIGAMIN INDIGENOUS FLOWERS AND MATERIALS FOR TALLER DE FLORES WORKSHOPS	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ 150.66	9/23/2025	65100 LIBRARY SUPPLIES	FOOD FOR TALLER DE FLORES WORKSHOP	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	ROCKYS TACOS SUPER TO	60626	IL	\$ 93.74	9/24/2025	65100 LIBRARY SUPPLIES	GENERAL PROGRAM SUPPLIES	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK T27G550P3	98109	WA	\$ 195.12	9/11/2025	65100 LIBRARY SUPPLIES	GENERAL PROGRAM SUPPLIES	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ (14.98)	9/2/2025	65100 LIBRARY SUPPLIES	STRING FOR CRAFT - REFUNDED	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	MICHAELS #9490	75063	TX	\$ 14.98	8/27/2025	65100 LIBRARY SUPPLIES	STRING FOR CRAFT KIT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	PILSEN COMMUNITY BOOKS	60608	IL	\$ 666.40	9/15/2025	65630 LIBRARY BOOKS	CROWN JUV SPANISH ORDER OF BOOKS - BOOKS NOT FOUND/PUBLISHER OUT OF STOCK TITLES IN B&T/INGRAM	185.48.4826	-	BOJORQUEZ	MARIANA P
LIBRARY	TST C&W MARKET AND ICE	60201	IL	\$ 92.61	9/25/2025	65100 LIBRARY SUPPLIES	FOOD PROVIDED FOR TEA & TALK	185.48.4826	-	PERNELL	MARCHE
LIBRARY	MICHAELS STORES 3849	60077	IL	\$ 49.59	9/17/2025	65100 LIBRARY SUPPLIES	MARKERS FOR HHM PROGRAM USING TIN ART.	185.48.4826	-	PERNELL	MARCHE
LIBRARY	THE HOME DEPOT #1902	602020000	IL	\$ 35.70	9/18/2025	65100 LIBRARY SUPPLIES	MATERIAL FOR HHM PROGRAM USING TIN ART.	185.48.4826	-	PERNELL	MARCHE
LIBRARY	FOOD4LESS #0558	60202	IL	\$ 52.14	9/17/2025	65100 LIBRARY SUPPLIES	MATERIALS FOR HHM PROGRAM TO MAKE ELOTES.	185.48.4826	-	PERNELL	MARCHE
LIBRARY	WAL-MART #2816	60714	IL	\$ 12.35	9/19/2025	65100 LIBRARY SUPPLIES	NOTEBOOKS FOR THE BOOKISH CLUB PROGRAM	185.48.4826	-	PERNELL	MARCHE
LIBRARY	HMARTONLINE	07072	NJ	\$ 76.38	9/8/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES ASIAN APPRECIATION GROUP	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ 53.20	9/22/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ 72.65	9/22/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	75063	TX	\$ 29.90	9/23/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	75063	TX	\$ 77.69	9/23/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP DO-A-DOT ART	91362	CA	\$ 79.99	9/22/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	72716	AR	\$ 127.67	9/23/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BARNES&NOBLE PAPERSOUR	11590	NY	\$ 61.17	9/22/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES CAMPOUT STORYTIME	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DICKSPORTINGGOODS.COM	15108	PA	\$ 42.04	9/22/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES CAMPOUT STORYTIME	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSClub.COM	72712	AR	\$ 121.43	9/8/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES ROLL OUT TABLE TOP	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP DICE ENVY	91607	CA	\$ 24.11	9/5/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES ROLL UP TABLE TOP	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HMARTONLINE	07072	NJ	\$ (4.42)	9/11/2025	65100 LIBRARY SUPPLIES	REFUND	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DNH GODADDY#386740511	85281	AZ	\$ 23.19	8/26/2025	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL CHALLENGE WEBSITE DOMAIN.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	DNH GODADDY#387429035	85281	AZ	\$ 23.19	9/1/2025	65100 LIBRARY SUPPLIES	CODE IT CHALLENGE WEBSITE DOMAIN.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	IN BROWN DOG GADGETS	53005	WI	\$ 700.45	9/25/2025	65002 STATE GRANT EXPENSE	CONDUCTIVE SEWING KITS FOR THE SEW IT CHALLENGE. FUNDING THROUGH EVANSTON COM FOUNDATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	CRICUT	84095	UT	\$ 99.21	9/8/2025	65100 LIBRARY SUPPLIES	CRICUT PRESS MACHINE FOR THE INNOVATION STATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON MARK DC6JN9AI3	98109	WA	\$ 157.90	9/11/2025	62210 PRINTING	GENERAL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK Z28GN80S3	98109	WA	\$ 31.98	9/22/2025	65100 LIBRARY SUPPLIES	GENERAL SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	IN BROWN DOG GADGETS	53005	WI	\$ 1,400.00	9/25/2025	65100 LIBRARY SUPPLIES	IDL CODING KITS AND STEM PROGRAM SUPPLIES. \$500 IS COVERED THROUGH COOK COUNTY GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BULK APOTHECARY	44241	OH	\$ 56.78	9/11/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ 17.31	9/12/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	75063	TX	\$ 38.22	9/12/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	75063	TX	\$ 48.78	9/11/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	75063	TX	\$ 101.89	9/12/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	75063	TX	\$ 159.96	9/12/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAYFLOW/PAYPAL	68128	NE	\$ 30.00	9/3/2025	62340 IT COMPUTER SOFTWARE	MONTHLY ACCOUNT FEE	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS STORES 3849	60077	IL	\$ 35.98	9/8/2025	65100 LIBRARY SUPPLIES	SUPPLIES FOR THE TECH DESK.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WORLD MARKET #147	60201	IL	\$ 35.65	9/19/2025	65100 LIBRARY SUPPLIES	TEEN LOFT SUPPLIES FOR ANIME CLUB.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WPEENGINE.COM	78701	TX	\$ 290.00	9/2/2025	62340 IT COMPUTER SOFTWARE	WP ENGINE, LIBRARY MONTHLY WEB MAINTENANCE AND STORAGE FOR THE EPL WEBSITE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	606 HOME DEPOT #1902	602020000	IL	\$ 254.00	9/25/2025	65080 BUILDING MAINTENANCE MATERIAL	DEHUNDIFIER FOR THE BASEMENT STORAGE	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	STICKER MULE	12010	NY	\$ 321.50	9/25/2025	62210 PRINTING	BULK ORDER EPL STICKERS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO BOOKS & JOURNA	60628	IL	\$ 43.97	9/12/2025	65095 OFFICE SUPPLIES	BULK ORDER PRE MADE BOOKMARKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL DX8Z1LW3	98109	WA	\$ 111.16	9/5/2025	65095 OFFICE SUPPLIES	ELL OFFICE CHAIR	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	EVANSTON CHAMBER	60201	IL	\$ 210.00	9/23/2025	62295 TRAINING & TRAVEL	EVANSTON CHAMBER MASHUP REGISTRATION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ILLINOIS LIBRARY ASSOC	60654	IL	\$ 375.00	9/12/2025	62295 TRAINING & TRAVEL	ILA 2025 ANNUAL CONFERENCE TRUSTEE REGISTRATION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ILLINOIS LIBRARY ASSOC	60654	IL	\$ 50.00	9/12/2025	62295 TRAINING & TRAVEL	ILA CONFERENCE REGISTRATION M BELK	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	USPS.COM POSTAL STORE	64161	MO	\$ 236.75	9/24/2025	62315 POSTAGE	MAILING STAMPS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ILLINOIS LIBRARY ASSOC	60654	IL	\$ 220.00	9/22/2025	62295 TRAINING & TRAVEL	NORTH SUBURBAN & CHICAGO LIBRARY LEGISLATIVE BREAKFAST REGISTRATION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
	LIBRARY SEPTEMBER 2025 TOTAL			\$ 9,318.84							

Library Director's Report

December 17, 2025

Updates:

The Library levy for 2026 was approved by City Council on November 24, 2025.

In preparation for Illinois Public Act 104-0056, which takes effect January 1, 2026 and requires that during all operating hours there is at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist, sixty-five EPL staff members have been trained, including but not limited to all managers, assistant managers, safety monitors and librarians who serve as Person In Charge. Additional training opportunities will be provided for the remainder of the staff and as new staff are added.

Three Person In Charge (PIC) training sessions were conducted. All twenty four librarians, assistant managers and managers who serve as PIC attended. As a result of feedback from these sessions, updates have been made to the PIC procedures binder and communication practices.

Programs:

In November, we hosted or attended 147 programs with a total of 3085 attendees.

Location	Number of Programs	Percent of Programs
Main Library	80	54.4%
Robert Crown	28	19.0%
Offsite	25	17.0%
Virtual	14	9.5%
TOTAL	147	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	13	8.8%	931	30.2%
Babies & Toddlers	15	10.2%	456	14.8%
Preschoolers	6	4.1%	179	5.8%

Kids	10	6.8%	126	4.1%
Teens	19	12.9%	235	7.6%
Adults	68	46.3%	889	28.8%
Older Adults	16	10.9%	269	8.7%
TOTAL	147	100.0%	3085	100.0%

Upcoming Programs of Note:

In addition to the many storytimes, STEM & Maker programs, discussions, swaps, lectures, and workshops that EPL hosts every month, here are a few upcoming highlights or new initiatives:

December 20, 2pm, Main Library - **Let the Light In: A Family Healing Circle Event**. Come together in community for this family-centered healing circle that centers children and their experiences about living in Evanston. For children **Grades K and older** with parents and caregivers. No registration required.

December 21, 12:30pm, Main Library - EISMA Presents Luciano Antonio, **Brazilian Holiday Sounds**. All ages. No registration required.

December 31, 3:00pm, Main Library - **Golden Hour Karaoke**. Belt out radio-ready kid-friendly favorites from movies and musicals like *K-Pop Demon Hunters* or *Wicked*. **Registration required to request a song**. For **Grades K - 5** with parents and caregivers.

January 8, 12-6pm, Ecology Center - **Blueberry Open House at the Evanston Ecology Center**. Cozy up by the fireplace and enjoy hot chocolate and treats, while reading books that are in the running for this year's Blueberry Awards! All ages. No registration required.

January 13, 7pm, Virtual - **Bringing History to Life with Jonathan Eig**. Join the bestselling author of the Pulitzer Prize-winning *King: A Life* - the first major biography in decades of civil rights icon Martin Luther King Jr.—and the first to include recently declassified FBI files. In partnership with **Illinois Libraries Present**.

January 14, 11am, Main Library - **Identity Theft Scams and Prevention Tips** from the Office of the Attorney General. Registration required.

January 19, 10am & 2pm, Main Library - **MLK Day of Service**. Join us at the Main Branch Community Meeting Room on January 19th from 10 AM–12:30 PM or 2 PM–4:30 PM to **create reusable sanitary pads** for Girls 4 Girls Ghana. Registration required.

Day and Hour Heat Map

Main Library Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				152	137	124	131	89	49			682
Mo		129	84	89	96	111	108	106	74	46	29	871
Tu		166	96	101	101	101	113	117	92	54	21	961
We		113	87	106	121	114	105	122	97	57	32	953
Th		163	93	93	104	110	114	145	113	60	30	1023
Fr	73	130	98	90	104	90	95	109	60			849
Sa	88	106	125	125	122	104	135	84	55			943

Robert Crown Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				39	47	54	36	36	35			247
Mo		73	46	43	64	93	81	55	37	29	11	532
Tu		34	38	46	22	23	65	79	66	33	15	420
We		29	27	43	29	37	49	68	53	19	18	371
Th		34	27	37	24	22	35	82	73	29	13	376
Fr	15	29	31	28	19	19	40	38	30			248
Sa	27	44	44	50	45	55	70	94	55			484

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
October	29007	9571
November	26,051	10,999
Total Door Count	270,676	105,756

Patron Feedback of Note:

In response to a resource list created by ELL Manager Renee Grassi and the ELL staff for the Dawes PTA: *"Thank you so much for compiling this so quickly! It's truly appreciated and I (and I'll just speak for all of Evanston) am so thankful to have such a supportive and thoughtful partner that is, and has always been, committed to the enrichment of our community."*

In response to ELL Youth Engagement Librarian Laura Florian's participation in Willard's Literacy Night event: *"Thank you sooooo much for your presence, donations and support on Friday. I didn't know what to expect and you really brought an A-game, elevating student experiences."*

From a Kindergarten teacher at Dewey, after their recent class visit to the Main Library:
Laura, Thank you so much for the wonderful field trip. The students loved it and were talking about going back with their parents. Exciting! Also thank you for being so accommodating.

From a staff person at a senior residence in Wisconsin, in response to reference research that LLL Manager Susan Markwell did for one of their residents: *Hello Susan – I looked you up because we have a resident here, that you must have done some research for. He has mailed you a letter which I do hope gets to you. However, in the event it doesn't (sometimes his handwriting is hard to read due to his limitations), I did scan it and have attached it for you...I just hope you receive it, because I want you to know how much of a difference you have made in this gentleman's life. He surely has made a difference in ours by being such a wonderful addition to our senior community. It was nice to hear (name redacted) say that someone "so far away" was able to make him feel valued and bring back such fond memories.*

Press Mentions:

[Evanston Public Library to host session on balancing holiday meals](#)

[Cookie Decorating and Cocoa event set for Dec. 30 at Robert Crown Branch Library](#)

[Raising Evanston \(Children's events listed\)](#)

[Your Monday Newsletter](#)

[City Council Notes: weekly reports on ICE activity, and more from final meeting of 2025](#)

[Evanston Public Library to host community blood drive Dec. 27](#)

[Snow Much to Do](#)



MEMORANDUM

Agenda Item 6.A

To: Evanston Public Library Board of Trustees

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

Subject: Administrative Services Update

Date: December 17, 2025

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Title:	Notes:
Innovation & Digital Learning	PT Library Assistant	Reposting with new job description
Maintenance/Safety	FT Asst Facilities Manager	Pending HR
Robert Crown Branch	PT Library Clerk	Pending HR
Maintenance/Safety	FT Facilities Manager	Will be posted soon

PT Shelper hired in Access Services 12/02/2025.

PT Library Assistant hired in Lifelong Learning & Literacy 12/16/2025.

I have also included the recruiting process and the corresponding timeline in this report.

Financial Resources

As of November 2025, Operating Fund revenue collections are at 57% of the projected budget, while expenditures are at 84%. In the Capital Fund, expenditures remain at 0% of the budget.

Note that County tax revenues are not expected to be received until the end of December 2025 or next year 2026.

Recruiting Process for Evanston Public Library

The recruitment process begins on the day a job is posted and concludes once the background check is completed. The steps are as follows:

- **Requisition Creation & Job Description Review**
The most recent job description goes under review by the manager of the department in conjunction with their manager to identify if updates are needed. A requisition is created and sent along with the job description to the human resources to trigger a job vacancy posting.
- **Job Posting**
Job postings vary depending on the type of position and the number of applications received. The application deadline also varies. We use multiple platforms to post openings, including third-party recruitment mainly for non-union positions.
- **Application Review & Interview Process**
Once the application period closes, our team begins reviewing all submissions and scheduling interviews. Depending on the size and qualifications of the candidate pool, we may start with brief phone screenings to identify the most suitable applicants. Most positions require only one interview, while management-level roles may involve two to three rounds.
- **Recommendation & Offer**
After interviews are completed, Evanston Public Library provides hiring recommendations to the City of Evanston. The City then issues the official offer letter.
- **Background Check & Required Documentation**
Along with the offer letter, the City sends paperwork for the background check and other required forms.
- **Clearance & Start Date**
After the background check is cleared, the candidate's start date is scheduled based on the pay cycle and the candidate's availability.

On average, the entire process takes about three months. Previously, it took four to five months to complete a hire. However, by partnering with the third-party recruiter and developing an eligibility list, we have significantly shortened the hiring timeline. Our goal is to complete recruitment within a few months, and we are seeing ongoing improvements.

Below is the timeline process for your reference:

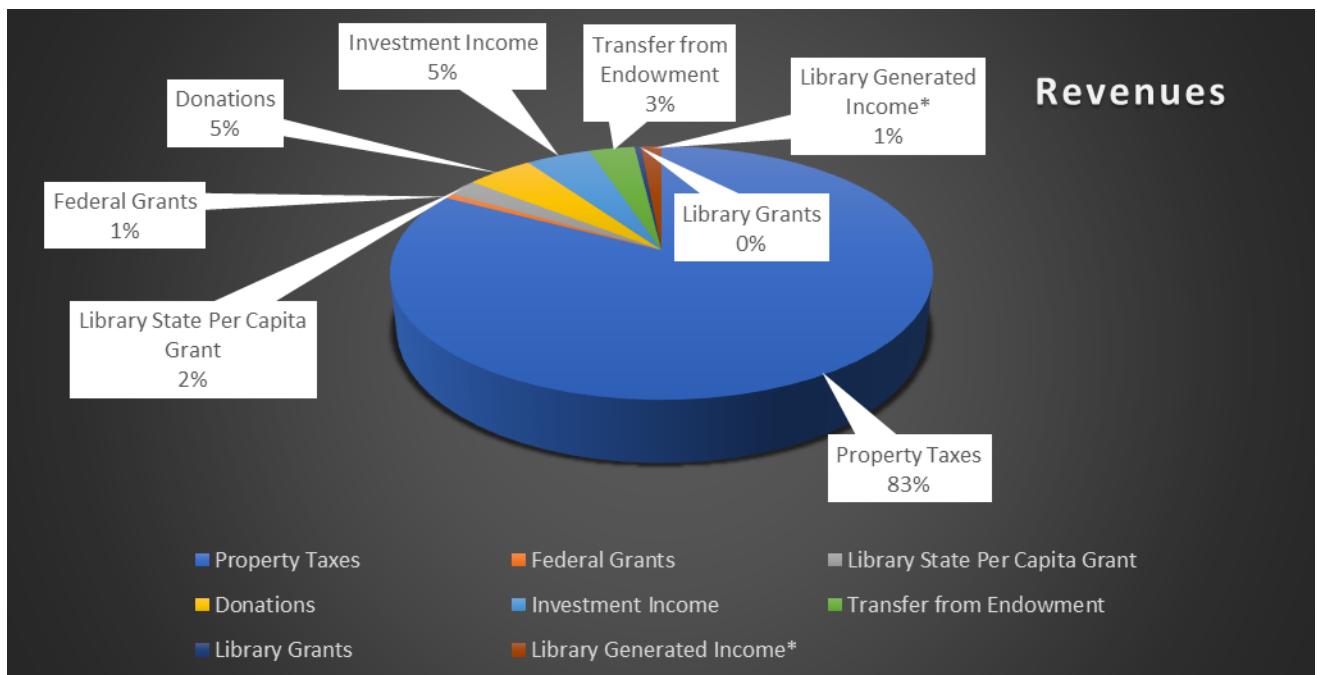
Title	Department	Vacancy Began	Posted	Interviews Ended	Recc Sent	Offered	Cleared	Start Date	Number of Days Post Date - Cleared Date	Number of Months Post Date - Cleared Date
FT Facilities Manager	Maintenance/Safety	7/11/2024	01/16/2025 - 01/30/2025	Ext Recruitment	Unknown	5/14/2025	5/28/2025	6/10/2025	132	4
FT Librarian I	Lifelong Learning & Literacy	10/4/2024	10/03/2024 - 10/24/2024	1/17/2025	1/20/2025	2/10/2025	2/27/2025	3/10/2025	147	5
FT Library Assistant	Robert Crown Library Branch	10/21/2024	11/12/2024 - 12/03/2024	Internal Prom	1/22/2025	2/18/2025	Internal Prom	2/24/2025		
PT Library Assistant	Innovation & Digital Learning	11/4/2024	12/30/2024 - 01/03/2025	1/29/2025	1/30/2025	2/26/2025	3/10/2025	3/24/2025	70	2
FT Manager	Early Learning & Literacy	1/1/2025	External Recruitment		7/17/2025	8/11/2025	8/15/2025	8/25/2025		
FT Librarian I	Innovation & Digital Learning	1/10/2025	03/21/2025 - 04/04/2025	5/15/2025	5/28/2025	6/12/2025	8/7/2025	8/11/2025	139	5
PT Library Shelver	Access Services	2/11/2025	04/04/2025 - 04/18/2025	6/5/2025	6/10/2025	6/26/2025	7/24/2025	7/29/2025	111	4
FT Library Clerk	Access Services	2/24/2025	Internal Promotion	Internal Prom	3/17/2025	Internal Prom	Internal Prom	3/24/2025		
PT Library Clerk	Robert Crown Library Branch	5/1/2025	Eligibility List Used	Elig List Used	4/22/2025	4/22/2025	5/12/2025	5/19/2025		
PT Library Assistant	Early Learning & Literacy	5/30/2025	Eligibility List Used	Elig List Used	List Used	4/30/2025	5/28/2025	6/4/2025		
PT Library Clerk	Access Services	6/24/2025	08/06/2025 - 08/22/2025	9/11/2025	9/15/2025	10/13/2025	10/31/2025	11/3/2025	86	3
PT Library Shelver	Access Services	6/30/2025	Eligibility List Used	Elig List Used	6/23/2025	8/19/2025	9/4/2025	9/8/2025		
PT Library Clerk	Access Services	7/10/2025	08/06/2025 - 08/22/2025	9/11/2025	9/15/2025	10/6/2025	10/17/2025	10/20/2025	72	2
FT Safety Monitor	Maintenance/Safety	7/10/2025	09/03/2025 - 09/26/2025	10/6/2025	10/18/2025	9/12/2025	10/2/2025	10/7/2025	29	1
PT Library Clerk	Robert Crown Library Branch	8/20/2025	08/06/2025 - 08/22/2025	9/11/2025	9/15/2025	9/30/2025	10/31/2025	11/17/2025	86	3
PT Library Clerk	Access Services	8/21/2025	Eligibility List Used	Elig List Used	7/16/2025	8/14/2025	10/14/2025	10/21/2025		
PT Library Shelver	Access Services	8/21/2025	Eligibility List Used	Elig List Used	8/14/2025	9/16/2025	10/14/2025	10/21/2025		
PT Library Assistant	Lifelong Learning & Literacy	9/6/2025	09/26/2025 - 10/10/2025	11/7/2025	11/12/2025	Internal Prom	Internal Prom	12/16/2025		
FT Safety Monitor	Maintenance/Safety	10/3/2025	09/03/2025 - 09/26/2025	10/6/2025	10/6/2025	10/13/2025	10/31/2025	11/3/2025	58	2
PT Library Clerk	Access Services	10/12/2025	08/06/2025 - 08/22/2025	9/11/2025	9/15/2025	10/13/2025	10/31/2025	11/3/2025	86	3
PT Library Clerk	Robert Crown Library Branch	12/16/2025	Eligibility List Used	Elig List Used	12/3/2025	12/10/2025		Tent: 01/12/26		

Financial Report November 2025

Revenues

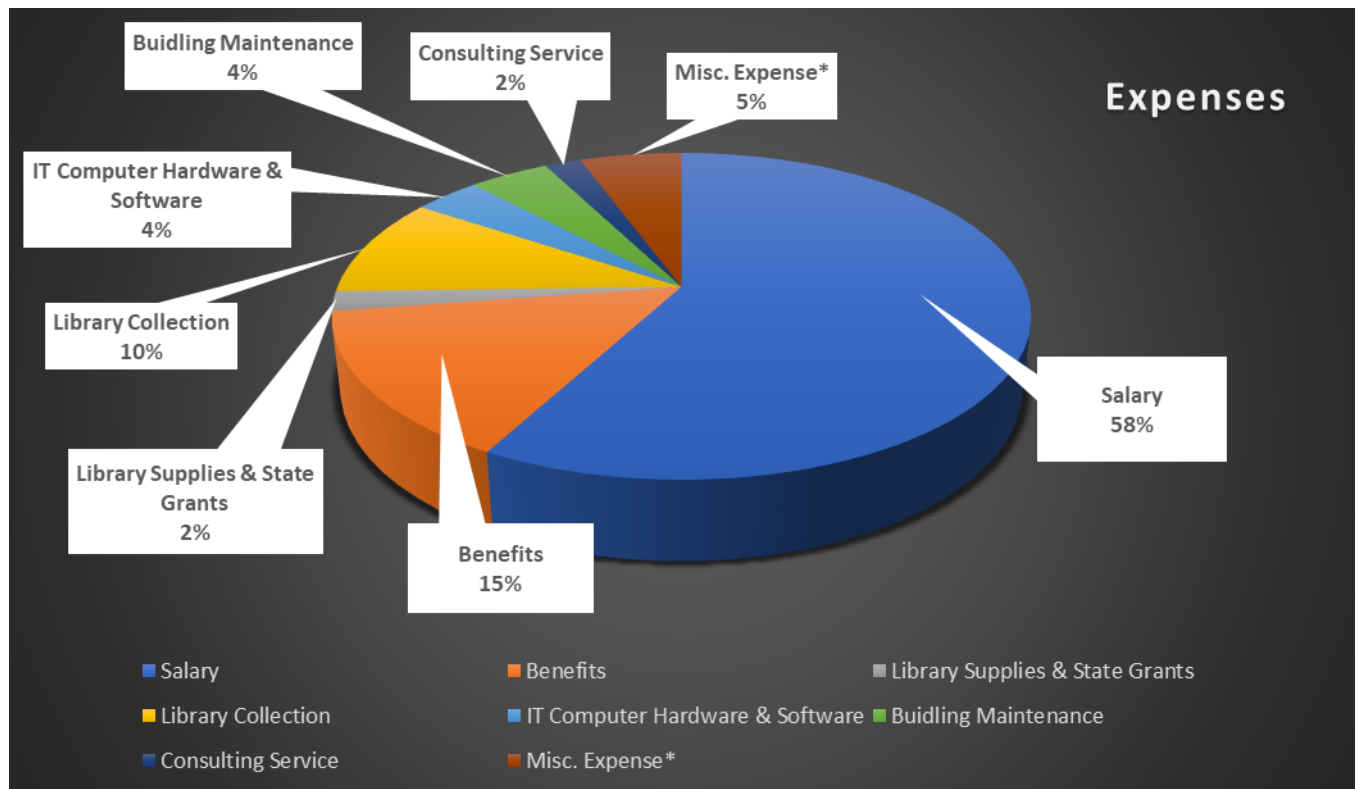
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,444,135	\$8,624,347	4,180,212	52%
Federal Grants	\$37,683	\$40,000	2,317	94%
Library State Per Capita Grant	\$115,212	\$115,000	(212)	100%
Donations	\$252,951	\$400,000	147,049	63%
Investment Income	\$246,174	\$25,000	(221,174)	985%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$24,836	\$40,000	15,164	62%
Library Generated Income*	\$77,644	\$45,000	(32,644)	173%
Total	\$5,372,205	\$9,463,097	4,090,892	57%

**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	\$4,966,347	\$6,127,893	1,161,547	81%
Benefits	\$1,263,880	\$1,628,212	364,332	78%
Library Supplies & State Grants	\$168,250	\$182,542	14,292	92%
Library Collection	\$837,872	\$911,537	73,665	92%
IT Computer Hardware & Software	\$315,568	\$317,800	2,232	99%
Buidling Maintenance	\$376,835	\$473,602	96,767	80%
Consulting Service	\$171,005	\$100,000	(71,005)	171%
Misc. Expense*	\$480,044	\$497,500	17,456	96%
Total	\$8,579,800	\$10,239,087	1,659,286	84%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 11/30/25

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	4,444,135.47	4,180,211.53	52
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	42.78	.00	319.55	680.45	32
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	37,682.71	2,317.29	94
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	252,950.98	147,049.02	63
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	11,374.80	(9,374.80)	569
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	246,173.64	(221,173.64)	985
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	23,715.82	(3,715.82)	119
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	3,264.53	(264.53)	109
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	14,280.83	(9,280.83)	286
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	5,792.84	(1,792.84)	145
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	18,896.00	(8,896.00)	189
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	.00	.00	24,835.57	15,164.43	62
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$42.78	\$0.00	\$5,372,204.99	\$4,090,892.01	57%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$42.78	\$0.00	\$5,372,204.99	\$4,090,892.01	57%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$42.78	\$0.00	\$5,372,204.99	\$4,090,892.01	57%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	35,689.33	.00	346,409.57	178,500.33	66
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	20,678.49	.00	208,089.39	(3,263.30)	102
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	60.00	.00	1,875.00	3,125.00	38
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	8,002.10	.00	78,400.11	17,624.67	82
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	66.11	6.01	92
61615	LIFE INSURANCE	193.32	.00	193.32	14.22	.00	104.13	89.19	54
61710	IMRF	31,287.22	.00	31,287.22	2,406.13	.00	24,740.25	6,546.97	79
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	3,389.96	.00	34,752.73	10,490.90	77
61730	MEDICARE	10,581.16	.00	10,581.16	792.80	.00	8,127.64	2,453.52	77
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	2,300.52	.00	29,819.56	(1,819.56)	106
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	18,662.14	.00	97,639.57	52,360.43	65
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	397.99	.00	7,104.01	2,895.99	71
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$92,399.69	\$0.00	\$857,612.83	\$257,725.39	77%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	40,229.68	.00	434,052.15	6,222.85	99
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	17,918.91	.00	192,210.32	128,435.68	60
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	520.00	.00	3,085.00	1,915.00	62
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	68,169.90	13,909.10	83
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	34.76	(34.76)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.59	.00	115.00	(79.00)	319
61710	IMRF	32,617.00	.00	32,617.00	2,587.59	.00	28,067.50	4,549.50	86

Budget Performance Report

Date Range 01/01/25 - 11/30/25

Include Rollup Account and Rollup to Object Account

61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,512.09	.00	37,882.75	9,295.25	80
61730	MEDICARE	11,031.00	.00	11,031.00	821.36	.00	8,859.66	2,171.34	80
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	9.11	.00	9,618.55	381.45	96
65628	Library Electronic Resources	320,000.00	.00	320,000.00	12,878.85	.00	267,324.29	52,675.71	84
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	47,375.21	.00	399,814.60	(64,814.60)	119
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	13,071.83	(6,571.83)	201
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,960.13	.00	16,239.69	14,760.31	52
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$136,309.82	\$0.00	\$1,482,629.29	\$161,232.71	90%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	61,239.57	.00	705,005.18	136,193.17	84
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	21,245.85	.00	225,302.86	114,026.48	66
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	705.00	.00	4,595.00	405.00	92
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,157.37	(2,157.37)	+++
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	158,784.26	41,482.30	79
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	100.87	(25.03)	133
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	284.95	60.46	82
61710	IMRF	45,924.92	.00	45,924.92	3,427.84	.00	39,230.77	6,694.15	85
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,941.20	.00	55,939.32	17,253.36	76
61730	MEDICARE	17,117.64	.00	17,117.64	1,155.62	.00	13,082.54	4,035.10	76
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	31,902.25	4,404.68	126,573.45	9,021.87	94
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	907.11	595.37	40,386.56	(25,981.93)	273
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	.00	40,000.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$140,477.51	\$5,000.05	\$1,412,295.62	\$263,155.07	84%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,900.23	.00	259,666.10	110,379.90	70
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,688.16	.00	42,989.44	5,333.56	89
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	37,315.74	31,487.26	54
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	34.76	4.24	89
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	127.35	3.65	97
61710	IMRF	18,433.00	.00	18,433.00	1,183.17	.00	13,550.59	4,882.41	74
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,581.52	.00	18,156.11	7,783.89	70
61730	MEDICARE	6,063.00	.00	6,063.00	369.87	.00	4,246.18	1,816.82	70
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.00	2,390.07	2,609.93	48
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	444.02	699.37	20,836.61	2,464.02	90
65630	LIBRARY BOOKS	.00	.00	.00	290.20	.00	290.20	(290.20)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$34,025.87	\$699.37	\$406,477.45	\$170,101.18	71%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,773.00	.00	381,637.11	(80,644.11)	127
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	5,089.80	.00	80,662.74	83,193.26	49
61060	SEASONAL EMPLOYEES	.00	.00	.00	80.00	.00	6,944.00	(6,944.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,984.22	(1,984.22)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	71,280.51	277.49	100
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	69.63	6.37	92
61615	LIFE INSURANCE	117.00	.00	117.00	16.36	.00	135.36	(18.36)	116

Budget Performance Report

Date Range 01/01/25 - 11/30/25

Include Rollup Account and Rollup to Object Account

61710	IMRF	19,948.00	.00	19,948.00	1,773.90	.00	22,186.52	(2,238.52)	111
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,380.59	.00	30,211.18	(1,390.18)	105
61730	MEDICARE	6,737.00	.00	6,737.00	556.76	.00	7,065.55	(328.55)	105
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	800.00	345.53	12,811.71	842.76	94
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	7,277.20	.00	27,750.25	7,249.75	79
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	635.89	864.11	42
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$59,542.56	\$345.53	\$676,020.71	(\$29,160.24)	105%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	37,988.60	.00	390,093.60	53,702.40	88
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	12,888.58	.00	155,473.14	127,887.86	55
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,593.00	.00	11,076.00	(6,076.00)	222
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,348.40	(8,348.40)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	7,566.56	.00	74,902.11	26,007.89	74
61513	VISION INSURANCE	38.00	.00	38.00	15.62	.00	143.38	(105.38)	377
61615	LIFE INSURANCE	114.00	.00	114.00	10.14	.00	110.59	3.41	97
61710	IMRF	31,618.00	.00	31,618.00	2,264.06	.00	24,845.41	6,772.59	79
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	3,128.51	.00	33,874.44	11,209.56	75
61730	MEDICARE	10,540.00	.00	10,540.00	731.70	.00	7,922.28	2,617.72	75
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	10,361.78	.00	37,417.98	2,582.02	94
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	200.00	.00	17,798.68	12,843.32	58
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	119.25	.00	3,164.55	25,835.45	11
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	6,396.06	.00	20,089.50	(7,089.50)	155
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	3,752.30	.00	8,261.47	11,738.53	41
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	\$87,016.16	\$59.00	\$824,476.68	\$275,067.32	75%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	38,059.44	.00	470,617.37	277,979.43	63
61050	PERMANENT PART-TIME	.00	.00	.00	2,432.70	.00	2,432.70	(2,432.70)	+++
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	230.66	.00	385.02	4,614.98	8
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,089.40	(7,089.40)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	5,923.74	.00	85,834.69	77,042.11	53
61513	VISION INSURANCE	150.00	.00	150.00	9.30	.00	156.02	(6.02)	104
61615	LIFE INSURANCE	3.40	.00	3.40	9.05	.00	93.12	(89.72)	2739
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	280.00	(280.00)	+++
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	1,812.17	.00	21,534.28	11,552.63	65
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,459.37	.00	28,893.61	17,562.99	62
61730	MEDICARE	10,865.38	.00	10,865.38	575.17	.00	6,757.39	4,107.99	62
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	15,882.10	57,328.00	260,399.25	(22,727.25)	108
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	4,983.00	457.00	92
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,477.00	408.00	92
64005	ELECTRICITY	100,000.00	.00	100,000.00	8,781.89	.00	63,456.96	36,543.04	63
64015	NATURAL GAS	30,000.00	.00	30,000.00	872.40	.00	13,985.86	16,014.14	47

Budget Performance Report

Date Range 01/01/25 - 11/30/25

Include Rollup Account and Rollup to Object Account

65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	853.30	.00	14,607.65	392.35	97
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	27.47	.00	14,448.27	5,551.73	72
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	343.93	(343.93)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$78,844.76	\$57,328.00	\$1,003,276.67	\$422,723.22	72%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	75,862.72	.00	880,609.32	77,318.68	92
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	8,363.02	.00	88,916.69	18,892.31	82
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	96,938.62	23,055.38	81
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	102.30	11.70	90
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	612.54	(33.54)	106
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	3,300.00	300.00	92
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	1,287.00	621.00	67
61710	IMRF	38,105.00	.00	38,105.00	3,439.11	.00	41,245.56	(3,140.56)	108
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,106.73	.00	57,885.32	8,127.68	88
61730	MEDICARE	15,534.00	.00	15,534.00	1,194.31	.00	13,537.71	1,996.29	87
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	8,590.00	17,307.80	167,481.65	(84,789.45)	185
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	6,000.00	9,155.00	32,620.81	(1,775.81)	104
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	148.57	.00	3,523.57	(3,523.57)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	3,584.00	11,416.00	24
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	59,130.00	.00	86,433.41	(56,433.41)	288
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	683.24	2,316.76	23
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	63,966.31	80,846.71	(61,913.02)	175
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	3,904.79	(904.79)	130
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	183.09	(183.09)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,998.13	3,001.87	40
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	9,915.28	84.72	99
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	3,026.46	3,973.54	43
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	622.27	1,286.97	15,857.99	12,855.04	57
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	320,837.00	29,163.00	92
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$207,546.58	\$91,716.08	\$2,610,575.21	(\$710,307.29)	136%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$836,162.95	\$155,148.03	\$9,273,364.46	\$810,537.36	92%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$836,162.95	\$155,148.03	\$9,273,364.46	\$810,537.36	92%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	42.78	.00	5,372,204.99	4,090,892.01	57%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	836,162.95	155,148.03	9,273,364.46	810,537.36	92%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$836,120.17)	(\$155,148.03)	(\$3,901,159.47)	\$3,280,354.65	
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									

Budget Performance Report

Date Range 01/01/25 - 11/30/25

Include Rollup Account and Rollup to Object Account

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%
EXPENSE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

REVENUE TOTALS	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50%
EXPENSE TOTALS	576,946.00	.00	576,946.00	.00	.00	103,432.61	473,513.39	18%

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	.00	1,900,000.00	0
57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
REVENUE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%

EXPENSE

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

65515	OTHER IMPROVEMENTS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
EXPENSE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

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

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

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

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	42.78	.00	6,354,241.99	5,585,801.01	53%
EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	836,162.95	68,577.46	9,376,797.07	3,270,621.32	74%
Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$836,120.17)	(\$68,577.46)	(\$3,022,555.08)	\$2,315,179.69	



Evanston Public Library Consolidated Endowment Fund Statement of Activity

October 01, 2025 through October 31, 2025

Beginning Balance \$4,702,832.68

Revenue

Investment results	15,510.35
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Total Revenues: \$15,510.35

Distributions/Grants and Expenses

Foundation support charge	-2,641.62
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Total Distributions: **\$-2,641.62**

Ending Balance \$4,715,701.41



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

November 30, 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

\$320,180.39

Total value of all accounts as of November 30, 2025

Accounts	Value on 10/31/2025	Value on 11/30/2025
Evanston Public Library		
Organization account	\$319,158.20	\$320,180.39

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	320,180.39
0.0%	Other	0.00

\$320,180.39

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

\$320,180.39

Total account value as of November 30, 2025

Year-to-date income

Taxable income	\$11,984.68
Nontaxable income	0.00
Total	\$11,984.68

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 10/31/2025	Balance on 11/30/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$319,158.20	\$320,180.39
			\$319,158.20	\$320,180.39

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,022.19
7-day SEC yield as of 11/28/2025*		3.90%

*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 10/31/2025		\$1.00		319,158.200	\$319,158.20

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
11/28	Income dividend	\$1,022.19	1.00	1,022.190	320,180.390	
Ending balance on 11/30/2025			\$1.00		320,180.390	\$320,180.39

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 6.B

To: Evanston Public Library Board of Trustees

From: Heather Norborg
Assistant Director

Subject: Facilities Update

Date: December 17, 2025

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

Staffing & Personnel Updates

- A candidate was selected for the Assistant Facilities Manager position. Human Resources has projected a start date of December 30, 2026.

Repairs & Maintenance Overview

- **Main Library: Window Cleaning Completed**

Strategic Projects

- **MOU with the City:** There was no progress with the Library City negotiations.
- **Master Facilities Plan:** The Master Facilities Plan has been placed on hold due to the lease IGA negotiations.

Safety & Security Update

Monthly Safety Summary

- **Incidents and Suspensions:** In November, 6 incidents and 1 suspension were logged due to violations of library policies at the Main Library and 6 incidents and 1 suspension were logged at the Robert Crown Branch Library.
- **Turning Point:** November statistics not available at time of reporting. Will be included in next month's report.

Approvals & Budget Considerations

- **Premiere Audio and Pentrega Systems Informative Quotes Reviewed**



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Wynn Shawver, Development Manager

Subject: November 2025 Development Report for the Finance Committee

Date: December 17, 2025

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

Fund	November Cash	November Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Library Donations	\$72,698	\$0	\$288,035	\$572,000	50%
Federal Grants	\$0	\$0	\$41,541	\$40,000	104%
Non-Federal Grants	\$0	\$0	\$34,835	\$40,000	87%
Per Capita Grant	\$0	\$0	\$115,212	\$115,212	100%
Total Revenue	\$72,698	\$0	\$479,623	\$767,212	63%

Individual Donor Activity:

In November we received \$72,698 in donations from 312 donors in comparison to November 2024 when we received \$54,749 from 276 donors. Year-to-date fundraising totals have reached \$288,035, which is 68% of the budgeted goal and 50% of the stretch goal. This compares favorably to the \$224,372 raised by November 30, 2024, which represented 56% of the budgeted goal and 47% of the of the final dollars raised in 2024. As we look at our leadership donor activity, we have secured \$177,331 from fifty four individuals. Forty of these individuals gave at the leadership level last year, giving a combined total of \$159,102 in 2024. This marks an encouraging addition of 14 new leadership donors to date.

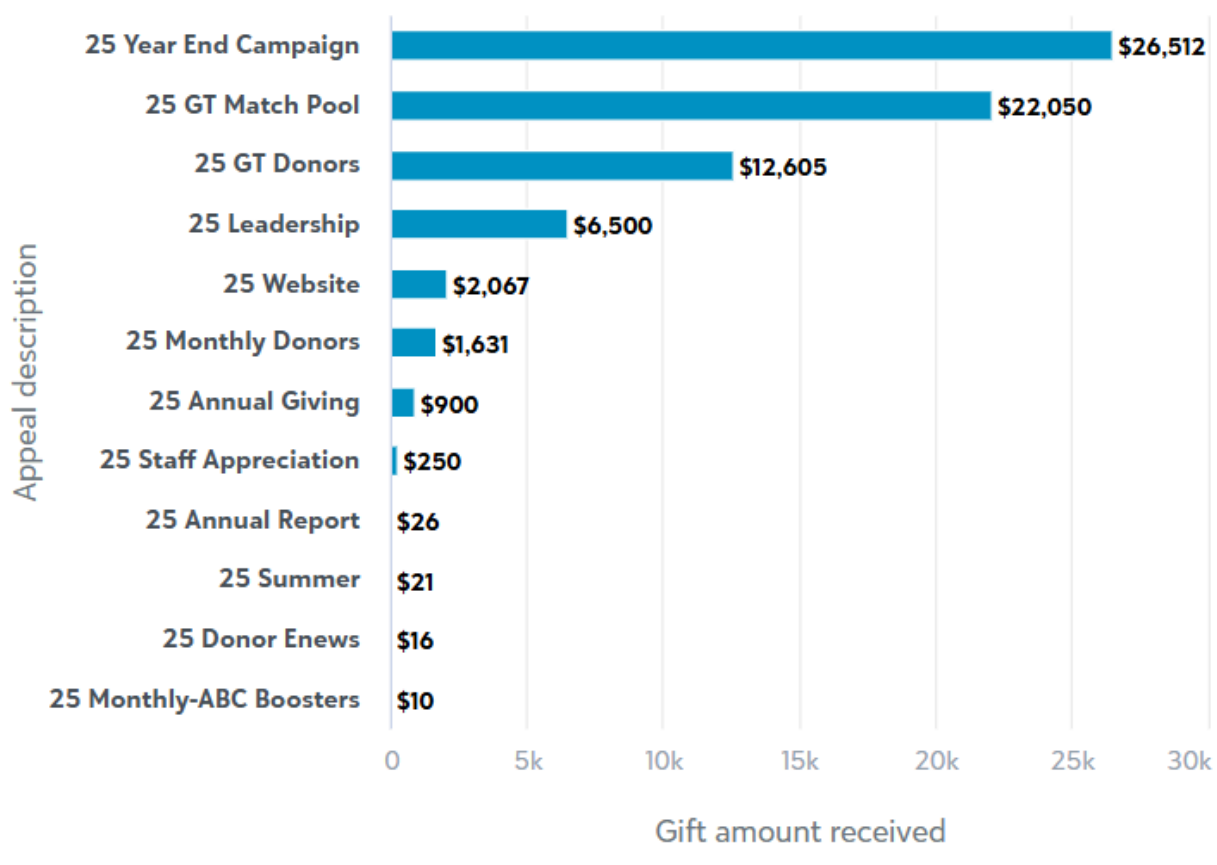


Revenue Received by Campaigns in November 2025:

Campaign	Total 2025 Campaign Goal	November Revenue	November Number of Gifts	November 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	28	28
2023 Library Donations	\$5,000	\$765	13	13
2024 Library Donations	\$1,000	\$206	14	14
2024 Year-End Camp.	\$10,000	\$765	3	3
2025 Annual Report	\$7,000	\$26	1	1
2025 Library Donations	\$207,000	\$4,466	28	27
2025 Summer Campaign	\$50,000	\$31	3	3
2025 Year-End Campaign	\$283,000	\$65,812	224	208
Total Revenue	\$572,000	\$72,698	328	321

Revenue by Appeals in October 2025:

2025 Giving by Appeal



Donor Engagement and Appeals:

The Next Chapter Campaign Launch: In November we launched the public phase of “The Next Chapter Campaign”, a fundraising initiative aimed at raising \$572,000 for Library Donations by Dec. 31 to sustain and expand the Library’s valued programs and services. Everyone has a library story, whether it’s the memory of a beloved childhood book, the spark of curiosity that led to new paths or the welcoming smile that greets them every time they visit. These stories unfold daily at the Evanston Public Library, making the library the heart of the community. Through access to resources, storytelling and the creation of a welcoming space for all, the library continues to empower community members to discover, grow and connect. EPL invites the community to support “The Next Chapter” campaign by spreading the word, sharing their library stories on social media using the hashtags #EPLLibraryStory, #LibraryLove, #CommunityLibraries, #ReadToGrow and #SupportYourLibrary, and by making a meaningful donation.

Contributions can be made online at epl.org/donate or by mailing a check payable to Evanston Public Library to:



Evanston Public Library
ATTN: Office of Development
1703 Orrington Ave.
Evanston, IL 60201

Grant Activity:

November was a relatively quiet month for grants, which is a normal pattern. We submitted one grant request to the Illinois Department of Human Services for \$14,490, for their program called “Healing Illinois: Building a bridge to a racially equitable Illinois” to support restorative justice practices and staff training. Although we’re not finished with the year, we wanted to share a few initial take-aways from this year’s grant activity. We’ll have more detailed analysis in the first quarter of next year, but here are a few observations:

- The cancellation of several federal grants had an impact on our grant activity, which will continue into 2026. This includes both the specific opportunities we lost and the harder-to-quantify opportunities that never materialized. Prior to the cancellation of federal grants we had already submitted over \$4.6 million in requests.
- Competition for non-federal grants definitely increased, with funders reporting receiving many more requests than previous years. On the other hand, some grant opportunities opened up, such as the Evanston Community Foundations’s Resilience grant to provide bridge funding while waiting for federal grants, which EPL was fortunate to receive.
- As we instituted the new grant rubric this year, we’re seeing how this will help determine where to put our resources for better return on investment.

Grants Submitted, Awarded, and Declined in November 2025:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Illinois Department of Human Services	\$14,490	11/7/25	12/31/2025	Staff Development

Updated 12-9-2025



Agenda Item 8.A

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Assistant Director
Subject: State Per Capita Grant Checklist
Date: December 17, 2025

To be eligible for a Public Library Per Capita and Equalization Aid Grant, a public library must meet certain requirements, including providing library services that either meet or show progress toward meeting the Illinois library standards. This year, *Illinois Public Library Standards* is a newly revised, online edition of benchmarks replacing *Serving Our Public 4.0: Standards for Illinois Public Libraries*.

EPL staff have compiled the attached spreadsheet, outlining the new areas of standards, the state library's definition of meeting or exceeding the core standards, and EPL staff notes for the standards that are in progress at EPL.

We ask the Board to review and add input ahead of next month's Public Library Per Capita and Equalization Aid Grant application deadline.

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Access	1	The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.			Core	
Access	2	The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].	The library is open to the public with daytime, evening and weekend hours	The library is open 7 days a week, for most of the year.	Advanced	
Access	3	The library regularly reviews long term space needs.	The library addresses long term space needs in its strategic plan.	The library conducts a community needs survey and includes library spaces in the questionnaire.	Intermediate	
Access	4	The library provides an exterior book return that is open 24/7.	The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).	Core	
Access	5	The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).			Core	
Access	6	The library's entrance is clearly visible, easily identified, and wellilluminated for both vehicles and pedestrians.			Core	
Access	7	The library's interior spaces are adequately illuminated	Natural light is utilized as much as possible	The library has energy efficient lighting throughout its buildings.	Advanced	
Access	8	The library provides signage to identify collections, services, and amenities.	In multilingual communities, signage is provided in relevant languages throughout the building.		Core	
Access	9	The library provides designated spaces for youth and adults.	The library provides dedicated space for teens.	The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).	Advanced	
Access	10	The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.			Core	
Access	11	The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.			Core	
Access	12	The library provides accessible spaces for library programs, meetings, and individual and group study.	The library has rooms designated for programs, meetings, and individual and group study.		Intermediate	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Advocacy	1	The director and board are knowledgeable of state-wide advocacy training tools	Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.	Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.	Core	
Advocacy	2	The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).	The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.	The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.	Core	
Advocacy	3	The director and staff collect and analyze data to measure how community members use the library.	Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.	The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.	Intermediate	
Advocacy	4	The director and board know their local, state and federal elected officials.	The library includes local, state and federal elected officials on mailing lists and invites them to events.	The library partners with elected officials to co-host events and informational sessions to promote civic engagement.	Intermediate	
Advocacy	5	The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed	The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA	The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.	Intermediate	
Advocacy	6	The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.	The director, staff and board use their community engagement to inform the library's strategic plan.	The library is a sought after partner in working with and developing community initiatives	Core	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Buildings	1	The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.	The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building	The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.	Core	
Buildings	2	The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.	The library regularly reviews the capital improvement plan.	The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.		In progress - currently negotiating with the City of Evanston as part of and IGA
Buildings	3	The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.	The library keeps a current inventory of all furniture, fixtures, and equipment.	The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.	Core	
Buildings	4	The library has liability insurance that will cover replacement costs of the facility and its contents.	The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.		Core	Covered under City of Evanston insurance plan
Buildings	5	Staff and trustees receive a tour of the library's buildings and grounds.	Key staff receive training on building systems appropriate to their roles.		Core	
Buildings	6	The library has a building and grounds maintenance checklist that is annually reviewed and updated.	The library has a facilities maintenance manual that includes instructions for operation of all building systems			In progress as part of IGA negotiation
Buildings	7	The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.	The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.		Core	The Library Maintains this with copy to the City
Buildings	8	The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.			Core	The Library Maintains this with copy to the City
Buildings	9	The library has a master key box and a password list for access to the building and its systems.	The library has a security protocol for the distribution of keys and passwords, including regular password changes.		Core	
Buildings	10	The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).	The library has a plan to improve environmental efficiency and sustainability.	The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).	Core	

Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	In progress towards standards 2 & 6 - the Library is in negotiations with the City of Evanston for a Lease and Intergovernmental Agreement which would clarify each entity's responsibilities related to the capital improvement plan for the Library facilities, which are owned by the City.			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Collection	1	The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]			Core	
Collection	2	The library's budget has a designated budget line item for collection management.	Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.		Intermediate	
Collection	3	The library has a process in place for collection management.	The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.	Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.	Advanced	
Collection	4	The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery			Core	
Collection	5	The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.	The library publicizes and promotes interlibrary loan to its patrons.	The library provides patrons with the ability to make their own interlibrary loan requests with little mediation	Advanced	
Collection	6	The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.	The library regularly reviews the collection to ensure its inclusivity	The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.	Advanced	
Collection	7	The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).	The library circulates physical objects and digital tools (a.k.a. "Library of Things").		Intermediate	
Collection	8	Materials are cataloged according to standard library practices.	Staff are aware of the importance of culturally sensitive cataloging terminology.		Core	
Collection	9	The library has a reconsideration of materials policy and process			Core	
Collection	10	The library serves as a repository for local history.	The library provides access to genealogy resources.	The library's special collections are digitized to preserve and provide broad access to these resources.	Intermediate	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Finance	1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.	Core	
Finance	2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.		Core	
Finance	3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.	Intermediate	
Finance	4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).			Core	
Finance	5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.		Core	
Finance	6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.		Core	
Finance	7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget	Advanced	
Finance	8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks	Core	Included in City of Evanston audit

Finance	9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.		Core	
Finance	10	The library utilizes internal controls to prevent fraud	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.	Core	
Finance	11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH])		Core	
Finance	12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).	Core	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Governance	1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.	Intermediate	
Governance	2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.			Core	
Governance	3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes			Core	
Governance	4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e. g., departmental reports, analysis of statistics).	Advanced	
Governance	5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.	Advanced	
Governance	6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.	Core	
Governance	7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.		Intermediate	
Governance	8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.	Core	
Governance	9	The library has a strategic plan that is developed by the board, director, and staff	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.	Intermediate	
Governance	10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.		In progress
Governance	11	The board and director develop an orientation program for new trustees	The board actively participates in ongoing continuing education activities.		Core	
Governance	12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.			Core	Maintained by the City of Evanston

Governance	13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders	Core	
Governance	14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, ILA Reporter).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.	Intermediate	
Governance	15	The director participates in professional development activities, including Directors University for firsttime Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship	Intermediate	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	In progress towards Standard 10 - the Library Board is working on a succession plan for the Director.			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Human Resources	1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity	Intermediate	
Human Resources	2	The library has a set of boardapproved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.	NA	Currently under City of Evanston personnel policies, so not Library Board approved.
Human Resources	3	The library provides job descriptions for all positions	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.	Intermediate	
Human Resources	4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.	In progress	In 2026 salaries and benefits constitute 75.25% of the operating budget.
Human Resources	5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents	Intermediate	
Human Resources	6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management	Core	
Human Resources	7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.	Intermediate	
Human Resources	8	New employees receive a thorough orientation and job training. The library complies with all statemandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.	Advanced	
Human Resources	9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.			In progress
Certification:		Library meets all Core Standards	Yes/No			

		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	In progress towards Standard 9 - the Library Board is currently working on a succession plan for the director.			
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Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Information Services	1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.		Intermediate	
Information Services	2	Staff provide accurate, timely, and courteous service.			Core	
Information Services	3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.		Core	
Information Services	4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of selfservice information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.	Intermediate	
Information Services	5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).		Intermediate	
Information Services	6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.	Intermediate	
Information Services	7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).	Intermediate	
Information Services	8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise	Intermediate	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Marketing	1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan	Advanced	
Marketing	2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month)	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	Intermediate	
Marketing	3	The library allocates funds for marketing and promotion.			Core	
Marketing	4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).	Advanced	
Marketing	5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.		Intermediate	
Marketing	6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.		Core	
Marketing	7	The library has board approved policies that govern its marketing and promotional method (e. g., social media, bulletin board).			Core	
Marketing	8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.	Advanced	
Marketing	9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.		Core	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Programming	1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate		Intermediate	
Programming	2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).	Core	
Programming	3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.			Core	
Programming	4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.	Advanced	
Programming	5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.			Core	
Programming	6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.	Advanced	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Safety/Emergency	1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.			Core	
Safety/Emergency	2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.	Advanced	
Safety/Emergency	3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).	Advanced	
Safety/Emergency	4	The library has a board approved Patron Conduct Policy	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.	Advanced	
Safety/Emergency	5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.	Core	
Safety/Emergency	6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.			Core	
Safety/Emergency	7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.	Intermediate	
Safety/Emergency	8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.		Core	
Safety/Emergency	9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.		Core	
Safety/Emergency	10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.		Core	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			

Area	Standard	Core	Intermediate	Advanced	EPL Level (Core, Intermediate, Advanced)	Action/Progress
Technology	1	The library has a dedicated budget for technology equipment and services	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.	Core	
Technology	2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis		Core	
Technology	3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.	Advanced	
Technology	4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department	Intermediate	IT services provided by City of Evanston
Technology	5	The library takes steps to protect the integrity, safety and security of all technology. This may include antivirus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed	Intermediate	IT services provided by City of Evanston
Technology	6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.	Core	
Technology	7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.	Core	Internet access provided by City of Evanston
Technology	8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space	Advanced	
Technology	9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for inhouse use or check-out	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.	Advanced	
Certification:		Library meets all Core Standards	Yes/No			
		If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.	Yes			



**EVANSTON
PUBLIC
LIBRARY**

MEMORANDUM

Agenda Item 8.B

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Assistant Library Director
Subject: Amendment to the 2025 Library Closings List
Date: December 17, 2025

Please be advised that the Robert Crown Branch will be closed on **Monday, December 22, 2025**, due to the electricity being turned off during the solar panel installation process. This temporary closure is necessary to ensure the safety of staff and visitors while the work is being completed.