EVANSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, January 21, 2026, at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link: https://us06web.zoom.us/j/85914263693

EVANSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

Wednesday, January 21, 2026, at 6:30 PM
Main Library, Community Meeting Room, and Remote
Zoom Link: https://us06web.zoom.us/j/85914263693

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, December 17, 2025
   b. Approval of Regular Board Meeting Minutes, December 17, 2025
   c. Approval of Communication Sub-Committee Minutes, December 23, 2025
   d. Approval of Communication Sub-Committee Minutes, January 6, 2026
   e. Approval of Finance Committee Meeting Minutes January 14, 2026
   f. 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)
   d. 2025 EPL Marketing Summary 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. Approval for Annual Payment of Siemens Building Automation Service Contract (Discussion & Action)
   b. Approval of Resignation Agreement with Former Development Manager (Discussion & Action)
   c. Recording Board Policies (Discussion & Action)
   d. Strategies for Public Communication (Discussion & Action)
9. **OLD BUSINESS**
   a. State Per Capita Grant Checklist Approval (Action)
10. **EXECUTIVE SESSION**
11. **ADJOURNMENT**

Next Meeting: February 18, 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 of Trustees
MEETING MINUTES
Wednesday, December 17, 2025, at 6:30 PM
Main Library, Community Meeting Room, and Remote

Members Present
Samia Amamoo, Arikpo Dada, Tracy Fulce, Jean Keleher, Michelle Mills, Meghan Shea, Victoria Shire, and Esther Wallen
Catie Huggins (joined online)

Members Absent
All board members were present.

Staff Present
Ellen Riggsbee, Heather Norborg, and Sameer Notta.

Attorney Present
Kevin Noll

Presiding Member
Trustee Fulce, President

Call to order/Declaration of Quorum.
President Fulce called the meeting to order at 6:42 p.m., at which time a quorum of Trustees was established.

Land Acknowledgement
The land acknowledgement was read by Trustee Shire.

Citizen Comment
No citizen comment was made.

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

Motion: Trustee Mills moved, seconded by Trustee Shea, to approve the consent agenda as amended. Motion carried.

Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shea, Shire, and Wallen voted aye. No nays. Motion carried.

<u>**Library Director's Report**</u>
(Distributed in Advance)

<u>**Staff Report**</u>
    A.   Administrative Services Report (Distributed in Advance)
    B.   Facilities Report (Distributed in Advance)
    C.   Monthly Development Report (Distributed in Advance)

<u>**Board Reports**</u>
    A.   President's Report
    B.   Finance Committee
    C.   Management Committee
    D.   Facilities Committee
    E.   DEIB Committee
    F.   Communication Sub-Committee

<u>**Old Business**</u>
    A.   State Per Capita Grant Checklist (Discussion)
    B.   Amendment to the 2025 Library Closings List (Action)

Motion: Trustee Wallen moved, seconded by Trustee Mills, to amend the 2025 Library Closing List. Motion carried.

Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shea, Shire, and Wallen voted aye. No nays. Motion carried.

<u>**Executive Session**</u>

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

Motion: Trustee Shea, seconded by Trustee Keleher, moved to adjourn the executive session at 8:35 p.m.

Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shea, Shire, and Wallen voted aye. No nays. Motion carried.

<u>**Adjournment**</u>
Motion: Trustee Shea moved, seconded by Trustee Dada, to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:35 p.m.

<u>**Submitted by**</u>
Trustee Huggins, Secretary
Evanston Public Library Board of Trustees

DRAFT

Evanston Public Library Board Management Committee
MEETING MINUTES
Wednesday, December 17, 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 Meghan Shea and Victoria Shire.

Members Absent
All committee members present

Staff Present
Heather Norborg

Call to order/Declaration of Quorum.
Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:17 p.m.

Land Acknowledgement
The land acknowledgement was read by Trustee Fulce.

Citizen Comment
None

Old Business
    a. Communication Committee
       Discussion held.

New Business
    a. Legislative update
       Information shared and discussed.
    b. EPL leadership coverage for holidays
       Motion: Trustee Keleher moved, and Trustee Mills seconded, to create a document and share it with the Union regarding EPL leadership coverage for holidays.
       Action: Motion carried.
    c. Agenda items for next meeting
       Items were discussed.

Adjournment
Trustee Mills moved to adjourn the meeting. The motion was seconded by Trustee Dada and approved by voice vote.
The meeting adjourned at **6:31 p.m.**

Submitted by
Arikpo Dada
Evanston Public Library Board of Trustees

DRAFT

Evanston Public Library Communication Sub-Committee
MEETING MINUTES
Tuesday, December 23, 2025, at 4:00 PM
Main Library, Library Board Room, and Remote

Members Present
Jean Keleher, Victoria Shire, and Esther Wallen

Members Absent
Catie Huggins

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 4:02 p.m.

Land Acknowledgement
The land acknowledgement was read by Trustee Wallen.

Citizen Comment
None

Old Business
N/A

New Business
    A. Recording Board Meetings
        Motion: Trustee Shire moved, seconded by Trustee Wallen, to bring the proposed plan to the Management Committee and full Board. Motion carried.
    B. Strategies for Public Communication
        Motion: Trustee Keleher moved, seconded by Trustee Wallen, to bring the proposed plan to the Management Committee and full Board. Motion carried.
    C. Communication Sub-Committee 2026 Meeting Schedule
        Motion: Trustee Wallen moved, seconded by Trustee Shire, to amend proposed meeting dates to the first Tuesday of the month, 6:30-8:00 pm. Motion carried.
    D. Board Reflection Listening Session

Executive Session
Motion: Trustee Shea moved, seconded by Trustee Wallen, to go into executive session at 6:02 p.m.

Motion: Trustee Wallen moved, seconded by Trustee Shire, to adjourn the executive session. Motion carried. The executive session adjourned at 7:06 pm.

Adjournment

Motion: Trustee Keleher, seconded by Trustee Wallen, moved to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:08 pm.

<u>Submitted by</u>
Trustee Jean Keleher,
Evanston Public Library Board of Trustees

EVANSTON PUBLIC LIBRARY

**Evanston Public Library Communication Sub-Committee
MEETING MINUTES**
Tuesday, January 6, 2026, at 6:30 PM
Main Library, Library Board Room, and Remote

Members Present
Catie Huggins (attended until 7:25 p.m.), 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 at 6:32 p.m., at which time a quorum of Trustees was established.

Land Acknowledgement
The land acknowledgement was read by Trustee Huggins.

Citizen Comment
None

Old Business
 A. Board Reflection Listening Sessions
 B. Recording Board Meetings

New Business
 A. Board Member Profile Project
 B. Board FAQ
    Motion: Trustee Keleher moved, seconded by Trustee Shire, to bring the proposed plan to the Management Committee and full Board. Motion carried.
 C. Digital Library Update and Communications
 D. Board Reflection Listening Session

Executive Session
Motion: Trustee Keleher moved, seconded by Trustee Wallen, to go into executive session at 7:34 p.m.

Motion: Trustee Shire moved, seconded by Trustee Wallen, to adjourn the executive session. Motion carried. The executive session adjourned at 7:55 p.m.

Adjournment
Motion: Trustee Keleher moved, seconded by Trustee Shire, to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:56 p.m.

Submitted by
Trustee Jean Keleher,
Evanston Public Library Board of Trustees

COMMUNICATION SUB-COMMITTEE 2026 MEETING DATES

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https://forms.gle/16fGTFeqEFR6tmro8
Written comments will be attached to the Board minutes and distributed to Trustees.

PROPOSED MEETING DATES

Tuesday, January 6, 2026, 6:30-8:00 p.m.

Tuesday, February 3, 2026, 6:30-8:00 p.m.

Tuesday, March 3, 2026, 6:30-8:00 p.m.

Tuesday, April 7, 2026, 6:30-8:00 p.m.

Tuesday, May 5, 2026, 6:30-8:00 p.m.

Tuesday, June 2, 2026, 6:30-8:00 p.m.

Tuesday, July 7, 2026, 6:30-8:00 p.m.

Tuesday, August 4, 2026, 6:30-8:00 p.m.

Tuesday, September 1, 2026, 6:30-8:00 p.m.

Tuesday, October 6, 2026, 6:30-8:00 p.m.

Tuesday, November 3, 2026, 6:30-8:00 p.m.

Tuesday, December 1, 2026, 6:30-8:00 p.m.

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DRAFT

Evanston Public Library Board Finance Committee
MEETING MINUTES
Wednesday, January 14, 2025, at 1:00 PM
Main Library, Library Board Room, and remote

Members Present
Trustees Tracy Fulce and Michelle Mills were present. Additional trustees in attendance included Samia Amamoo (virtually at 1:08 pm), Meghan Shea, and Jean Keleher (virtually at 1:04 pm).

Members Absent
All members of the committee attended

Staff Present
Heather Norborg, Jennifer Shreve, and Sameer Notta

Land Acknowledgement
Read by Trustee Fulce

Citizen Comment
None

Call to order/Declaration of Quorum.
Trustee Mills called the meeting to order when a quorum of Trustees was established at 1:00 p.m.

Old Business
    A. Inter-governmental Agreement & Lease Update

New Business
    A. Review the upcoming board packet finance items
    B. Monthly Development Report
    C. Non-union merit increase 2026 budget (Discussion)
    D. Parameters for Travel & Training budget for staff and trustees (Discussion)

Executive Session
Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session.
Motion: Trustee Fulce moved, seconded by Trustee Mills, forward to the Management Committee Plan as written.
Motion: Trustee Fulce, seconded by Trustee Mills, moved to adjourn the executive meeting at 2:16 pm.

Motion: Trustee Mills moved, seconded by Trustee Fulce, to reenter Executive Session.
Motion: Trustee Mills, seconded by Trustee Fulce, moved to adjourn the executive meeting at 2:35 pm.

Adjournment
Trustee Mills made the motion to adjourn, which was seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 2:37 p.m.

Submitted by
Trustee Mills
Evanston Public Library Board of Trustees

MEMORANDUM

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: January 21, 2026

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

Payroll
December 1, 2025, through December 14, 2025, $ 220,659.96
December 15, 2025, through December 28, 2025,, $ 221.364.35

Library Fund Bills List
December 9, 2025 $ 61,402.78

Attachment: Bills List

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					
206940 - ULINE	HIGH CHAIR FOR ELL	11/13/2025	12/09/2025	12/09/2025	216.52
	Account **65100 - LIBRARY SUPPLIES** Totals		Invoice Transactions	1	$216.52
Account 65630 - LIBRARY BOOKS					
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	81.08
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	11.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	155.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	216.80
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	31.11
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	10.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	22.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/26/2025	12/09/2025	12/09/2025	42.59
102576 - INGRAM LIBRARY SERVICES	YA AND JUV PRINT	11/26/2025	12/09/2025	12/09/2025	22.82
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/28/2025	12/09/2025	12/09/2025	26.97
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	296.05
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	268.84
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	91.41
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	755.69
102576 - INGRAM LIBRARY SERVICES	YA AND JUV PRINT	11/24/2025	12/09/2025	12/09/2025	1.25
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	158.34
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	436.80
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	24.90
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	134.07
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	98.26
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	40.79
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	82.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	7.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	26.50
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	11.31
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	37.96
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	11.30
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	23.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	12.44
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	21.49
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	23.73
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	36.19
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	11.30
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	11.90
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	56.78
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	11.30
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	24.94

102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	24.91
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	14.93
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/24/2025	12/09/2025	12/09/2025	1,316.03
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	14.83
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	19.44
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	24.92
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	14.35
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	9.84
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	31.32
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	28.72
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	11.39
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	11.94
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	92.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	56.57
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/20/2025	12/09/2025	12/09/2025	11.88
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	11.33
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	15.39
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	31.09
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	8.75
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	7.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/21/2025	12/09/2025	12/09/2025	12.08
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	12.48
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	38.49
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	4.84
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	11.91
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	11.35
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	11.84
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	11.90
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	46.08
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	23.78
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	107.64
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/18/2025	12/09/2025	12/09/2025	10.08
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	1.19
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	2.36
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	137.74
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/19/2025	12/09/2025	12/09/2025	38.07
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/18/2025	12/09/2025	12/09/2025	11.93
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	21.45
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	15.99
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	28.41
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	12.57
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	5.65
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	33.90
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	7.62
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	26.62
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	10.41
102576 - INGRAM LIBRARY SERVICES	JUV AND AV PRINT	11/14/2025	12/09/2025	12/09/2025	.35
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	62.13
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/16/2025	12/09/2025	12/09/2025	26.35
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/16/2025	12/09/2025	12/09/2025	8.65

102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/16/2025	12/09/2025	12/09/2025	10.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/16/2025	12/09/2025	12/09/2025	7.17
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/16/2025	12/09/2025	12/09/2025	1.22
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/16/2025	12/09/2025	12/09/2025	222.04
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/16/2025	12/09/2025	12/09/2025	1.20
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/16/2025	12/09/2025	12/09/2025	90.57
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	1.12
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	21.73
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	16.37
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	167.25
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	98.88
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	96.60
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	96.54
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	1,174.96
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	23.71
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	24.21
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	6.38
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	26.67
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	250.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	32.33
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	11/17/2025	12/09/2025	12/09/2025	514.63
105634 - WORLD BOOK, INC.	JUV PRINT	11/14/2025	12/09/2025	12/09/2025	762.45
	Account **65630 - LIBRARY BOOKS** Totals		Invoice Transactions	109	$9,498.94

Account 65641 - AUDIO VISUAL COLLECTIONS

101277 - CRIMSON MULTIMEDIA DIST	YA AND JUV AV	10/28/2025	12/09/2025	12/09/2025	9.67
101277 - CRIMSON MULTIMEDIA DIST	YA AND JUV AV	11/09/2025	12/09/2025	12/09/2025	4.43
103424 - MIDWEST TAPE LLC	JUV AV	11/20/2025	12/09/2025	12/09/2025	54.84
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/13/2025	12/09/2025	12/09/2025	1,916.70
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/17/2025	12/09/2025	12/09/2025	1,730.31
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	11/18/2025	12/09/2025	12/09/2025	69.99
	Account **65641 - AUDIO VISUAL COLLECTIONS** Totals		Invoice Transactions	6	$3,785.94
	Business Unit **4805 - EARLY LEARNING & LITERACY** Totals		Invoice Transactions	116	$13,501.40

Business Unit **4806 - LIFELONG LEARNING & LITERACY**
Account **65100 - LIBRARY SUPPLIES**

17262 - KATHERINE JACOB	SPEED PUZZLING EVENT REIMBURSEMENT	11/03/2025	12/09/2025	12/09/2025	50.00
	Account **65100 - LIBRARY SUPPLIES** Totals		Invoice Transactions	1	$50.00

Account **65628 - Library Electronic Resources**

16334 - KANOPY	ONLINE RESOURCES	11/30/2025	12/09/2025	12/09/2025	1,960.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	11/30/2025	12/09/2025	12/09/2025	7,499.72
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	12/02/2025	12/09/2025	12/09/2025	2,119.16
	Account **65628 - Library Electronic Resources** Totals		Invoice Transactions	3	$11,578.88

Account **65630 - LIBRARY BOOKS**

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/10/2025	12/09/2025	12/09/2025	140.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/13/2025	12/09/2025	12/09/2025	144.70

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/13/2025	12/09/2025	12/09/2025	104.95
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/13/2025	12/09/2025	12/09/2025	77.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/14/2025	12/09/2025	12/09/2025	27.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	176.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/25/2025	12/09/2025	12/09/2025	38.17
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	19.91
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	11.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	12.01
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	19.38
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	11.98
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	18.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	35.27
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	12.57
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	162.24
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/24/2025	12/09/2025	12/09/2025	18.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	19.78
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	11.33
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	12.52
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	8.60
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	63.40
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	136.53
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	1.15
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	30.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	20.93
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	19.15
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	17.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	123.65
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	112.63
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	37.70
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	48.92
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/20/2025	12/09/2025	12/09/2025	315.24
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	51.35
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	54.05
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	35.77
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	17.04
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	34.06
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	148.43
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	17.62
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	18.35
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	15.89
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	16.84
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	48.94
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	61.40
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	27.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	13.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	44.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	12.57
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	67.03

102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	143.17
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	15.32
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	18.30
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/21/2025	12/09/2025	12/09/2025	11.97
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	18.71
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	151.88
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	650.43
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	87.25
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	11.88
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	20.92
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	64.46
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	159.40
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	66.11
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	13.09
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	76.42
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	50.30
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	76.76
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/18/2025	12/09/2025	12/09/2025	49.92
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	1.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	161.91
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	36.94
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	35.17
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/19/2025	12/09/2025	12/09/2025	3.82
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	18.14
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	11.35
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	11.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/19/2025	12/09/2025	12/09/2025	31.73
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/13/2025	12/09/2025	12/09/2025	13.29
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	1.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	154.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	36.13
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	1.12
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	44.10
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	4.54
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	11.28
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	12.49
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	1.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	50.87
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	108.43
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	31.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	879.03
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	15.69
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	30.57
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	2.03
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	16.95
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025	38.21

102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025		26.20
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025		1,225.92
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025		407.91
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	11/17/2025	12/09/2025	12/09/2025		49.26
276974 - OVER DRIVE, INC.	EBOOKS	11/19/2025	12/09/2025	12/09/2025		797.66
276974 - OVER DRIVE, INC.	EBOOKS	11/15/2025	12/09/2025	12/09/2025		405.49
276974 - OVER DRIVE, INC.	EBOOKS	11/21/2025	12/09/2025	12/09/2025		1,063.46
276974 - OVER DRIVE, INC.	EBOOKS	11/24/2025	12/09/2025	12/09/2025		260.50
276974 - OVER DRIVE, INC.	EBOOKS	11/21/2025	12/09/2025	12/09/2025		681.21
276974 - OVER DRIVE, INC.	EBOOKS	11/22/2025	12/09/2025	12/09/2025		29.99

Account **65630 - LIBRARY BOOKS** Totals	Invoice Transactions 106	$11,095.08

Account 65641 - AUDIO VISUAL COLLECTIONS

101277 - CRIMSON MULTIMEDIA DIST	YA AND JUV AV	10/28/2025	12/09/2025	12/09/2025		1,160.00
101277 - CRIMSON MULTIMEDIA DIST	YA AND JUV AV	11/09/2025	12/09/2025	12/09/2025		80.00
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		86.76
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		64.26
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		250.49
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		204.33
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		22.92
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		26.67
103424 - MIDWEST TAPE LLC	ADULT AV	11/26/2025	12/09/2025	12/09/2025		66.51
103424 - MIDWEST TAPE LLC	ADULT AV	11/20/2025	12/09/2025	12/09/2025		14.72
103424 - MIDWEST TAPE LLC	ADULT AV	11/20/2025	12/09/2025	12/09/2025		97.36
103424 - MIDWEST TAPE LLC	ADULT AV	11/20/2025	12/09/2025	12/09/2025		79.59
103424 - MIDWEST TAPE LLC	ADULT AV	11/20/2025	12/09/2025	12/09/2025		82.26
103424 - MIDWEST TAPE LLC	ADULT AV	11/20/2025	12/09/2025	12/09/2025		53.34

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals	Invoice Transactions 14	$2,289.21

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals	Invoice Transactions 124	$25,013.17

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

13544 - BIBLIOTHECA + 3M	RFID WORKSTATION AND SELFCHECK DESKTOP KIORK QUOTE#QUO-US25633	11/18/2025	12/09/2025	12/09/2025		4,404.68

Account **62340 - IT COMPUTER SOFTWARE** Totals	Invoice Transactions 1	$4,404.68

Account 65100 - LIBRARY SUPPLIES

101406 - DEMCO, INC.	OFFICE SUPPLIES	11/21/2025	12/09/2025	12/09/2025		136.49
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/20/2025	12/09/2025	12/09/2025		236.64
101406 - DEMCO, INC.	OFFICE SUPPLIES	11/24/2025	12/09/2025	12/09/2025		49.11
206940 - ULINE	OFFICE SUPPLIES	11/24/2025	12/09/2025	12/09/2025		109.00

Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions 4	$531.24

Business Unit **4820 - ACCESS SERVICES** Totals	Invoice Transactions 5	$4,935.92

Business Unit 4825 - ENGAGEMENT SERVICES
Account 65001 - FEDERAL GRANT EXPENSE

20811 - KDM ENTERTAINMENT	OASIS FACILITATOR 12/20/2025	11/25/2025	12/09/2025	12/09/2025		300.00

20029 - ROLINDA STEVENSON	AHA! FACILITATOR 11/12	12/01/2025	12/09/2025	12/09/2025		100.00

Account **65001 - FEDERAL GRANT EXPENSE** Totals	Invoice Transactions	2	$400.00
Business Unit **4825 - ENGAGEMENT SERVICES** Totals	Invoice Transactions	2	$400.00

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

21576 - PERNELL, MARCHE	FALL SPA DAY REIMBURSEMENT	11/24/2025	12/09/2025	12/09/2025	130.62
270049 - Tracy Olasimbo	FALL BREAK SPA DAY REIMBURSEMENT	11/25/2025	12/09/2025	12/09/2025	141.75

Account **65100 - LIBRARY SUPPLIES** Totals	Invoice Transactions	2	$272.37

Account **65630 - LIBRARY BOOKS**

102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/25/2025	12/09/2025	12/09/2025	18.98
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/24/2025	12/09/2025	12/09/2025	21.20
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/24/2025	12/09/2025	12/09/2025	12.45
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	38.43
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	17.51
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	29.51
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	16.38
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	16.95
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	18.85
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/20/2025	12/09/2025	12/09/2025	12.46
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/21/2025	12/09/2025	12/09/2025	18.34
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/21/2025	12/09/2025	12/09/2025	28.74
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/21/2025	12/09/2025	12/09/2025	42.19
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	19.20
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	10.16
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	21.97
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	660.88
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	18.06
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	18.64
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	30.46
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/18/2025	12/09/2025	12/09/2025	16.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/19/2025	12/09/2025	12/09/2025	63.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/16/2025	12/09/2025	12/09/2025	58.11
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/16/2025	12/09/2025	12/09/2025	8.44
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	22.60
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	16.95
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	73.44
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	170.76
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	207.98
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	15.82
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	15.25
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	11/17/2025	12/09/2025	12/09/2025	15.82
276974 - OVER DRIVE, INC.	EBOOKS	11/21/2025	12/09/2025	12/09/2025	$461.91

	Account **65630 - LIBRARY BOOKS** Totals		Invoice Transactions	33	$2,218.61
	Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals		Invoice Transactions	35	$2,490.98

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**
Account **65630 - LIBRARY BOOKS**

102576 - INGRAM LIBRARY SERVICES	YA AND JUV PRINT	11/26/2025	12/09/2025	12/09/2025	228.34
102576 - INGRAM LIBRARY SERVICES	YA AND JUV PRINT	11/24/2025	12/09/2025	12/09/2025	10.79
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/18/2025	12/09/2025	12/09/2025	114.90
102576 - INGRAM LIBRARY SERVICES	JUV AND AV PRINT	11/14/2025	12/09/2025	12/09/2025	20.98
102576 - INGRAM LIBRARY SERVICES	JUV AND YA PRINT	11/16/2025	12/09/2025	12/09/2025	12.99
	Account **65630 - LIBRARY BOOKS** Totals		Invoice Transactions	5	$388.00
	Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals		Invoice Transactions	5	$388.00

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

151986 - CINTAS CORPORATION #769	MAT SERVICE	11/25/2025	12/09/2025	12/09/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	11/19/2025	12/09/2025	12/09/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT NEW CABINETS INSTALLED	11/26/2025	12/09/2025	12/09/2025	1,495.64
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE REPAIR	11/28/2025	12/09/2025	12/09/2025	566.18
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	12/01/2025	12/09/2025	12/09/2025	227.14
	Account **62225 - BLDG MAINTENANCE SERVICES** Totals		Invoice Transactions	5	$2,785.58

Account **65050 - BLDG MAINTENANCE MATERIAL**

102137 - GRAINGER, INC., W.W.	ADDITIONAL WALKIE TALKIE FOR SAFETY	11/19/2025	12/09/2025	12/09/2025	677.12
	Account **65050 - BLDG MAINTENANCE MATERIAL** Totals		Invoice Transactions	1	$677.12
	Business Unit **4840 - LIBRARY MAINTENANCE** Totals		Invoice Transactions	6	$3,462.70

Business Unit **4845 - LIBRARY ADMINISTRATION**
Account **62210 - PRINTING**

14818 - FISHEYE GRAPHIC SERVICES, INC.	101 GREAT BOOKS 2025 BOOKLET	11/19/2025	12/09/2025	12/09/2025	645.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD M MEYER	11/19/2025	12/09/2025	12/09/2025	36.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	2025 EPL YEAR END CAMPAIGN MAILING AND PRINTING	11/14/2025	12/09/2025	12/09/2025	2,434.61
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL YEAR END CAMPAIGN 2025 CARDS	11/14/2025	12/09/2025	12/09/2025	210.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL YEAR END CAMPAIGN 2025 POSTCARDS	11/14/2025	12/09/2025	12/09/2025	420.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	2025 EPL YEAR END CAMPAIGN MAILING AND PRINTING	11/14/2025	12/09/2025	12/09/2025	5,965.00
20988 - MADDEN CREATIVE SERVICES, LLC	EPL GENERAL PURPOSE TRIFOLD BROCHURE	11/25/2025	12/09/2025	12/09/2025	1,500.00
	Account **62210 - PRINTING** Totals		Invoice Transactions	7	$11,210.61
	Business Unit **4845 - LIBRARY ADMINISTRATION** Totals		Invoice Transactions	7	$11,210.61
	Department **48 - LIBRARY** Totals		Invoice Transactions	300	$61,402.78

* = Prior Fiscal Year Activity

| | Invoice **300** Transactions | $61,402.78 |

Fund **185 - LIBRARY FUND** Totals | Invoice **300** Transactions | $61,402.78

Library Director's Report

January 2026

Updates:
With funding from the City's Health & Human Services Division and through a grant from Evanston Cradle to Career, EPL Latino Engagement Librarian Mariana Bojorquez is coordinating a pilot series of GED classes in Spanish at Robert Crown. There are 16 students registered with 3 on a waitlist. Students were recruited from the *Grupo de Apoyo* and *Grupo de Apoyo para Hombres* sessions that Mariana facilitates in partnership with licensed clinical social workers from the Evanston Latine community and are a direct response to the needs expressed by attendees during those programs. The classes will be taught by a certified GED instructor from Oakton College.

Programs:
In December, we hosted or attended 133 programs with a total of 2755 attendees.

Location	Number of Programs	Percent of Programs
Main Library	78	58.6%
Robert Crown	22	16.5%
Offsite	19	14.3%
Virtual	14	10.5%
TOTAL	**133**	**100.0%**

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	12	9.0%	676	24.5%
Babies & Toddlers	12	9.0%	287	10.4%
Preschoolers	13	9.8%	542	19.7%
Kids	8	6.0%	115	4.2%
Teens	13	9.8%	104	3.8%
Adults	59	44.4%	819	29.7%
Older Adults	16	12.0%	212	7.7%
TOTAL	**133**	**100.0%**	**2755**	**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:

Thursday, Jan 22, 6pm, Main Library: **Point Taken - Better Dialogue Game Night**. Join Northwestern Professor of Psychology Dr. Steven Franconeri to practice how to disagree respectfully, think clearly under pressure, and uncover common ground through a structured, engaging tabletop experience.

Saturday, Jan 24, 4pm, Main Library: **American Border Religion with Elizabeth Shakman Hurd**. Drawing on Northwestern Professor Hurd's new book *Heaven Has a Wall: Religion, Borders, and the Global United States*, this lecture will explore the paradoxes of creation, enforcement, suspension, and refusal of our American border religion.

Wednesday, Jan 28, 6:30pm, Main Library: **Stories & Stretches**. Pilot of a new monthly storytime. Join us as we read stories, sing songs, and practice gentle yoga poses as a family. Perfect for building focus, movement, and mindfulness! For children ages 3 to 7 with parents and caregivers.

Monday, Feb 2, 5:30pm, Robert Crown: **Still Draw - Drawing Still Life**. Still life is a popular art form where inanimate objects, such as fruits and everyday items, are arranged in compelling compositions and in ways that often emphasize their contrasts in texture. All materials will be provided!

Wednesday, Feb 4, 6:30pm, Double Clutch: **Black History Month - Karaoke Night**. This special Black History Month celebration is a chance to come together and lift up the joy and creativity that music brings to our community. Ages 21+

Sunday, Feb 8, 2:00pm, Main Library: **Community Rising - A Family Friendly Music Concert**. Join us for an interactive music concert with **Grammy-nominated pioneers of children's blues** Wendy and DB. Sponsored in part by Chicago Federation of Musicians. For children ages Birth to Grade 3 with parents and caregivers.

Saturday, Feb 14, 10:30am, Main Library. **Black History Month Reading with Leslé Honoré, author of** *Brown Girl, Brown Girl* and *My Brown Boy* Leslé Honoré, a Blaxican Poet, activist, and author, works to empower youth to find their voices through the arts. For children of all ages and their caregivers.

Sunday, Feb 15, 11:00am, SPACE. **Lunar New Year with Evanston ASPA**. Drop-in all ages celebration featuring art, music, and cultural activities hosted by Evanston ASPA in partnership with Studio 3, Pink & Tan and Evanston Public Library.

Day and Hour Heat Maps

December 2025 Main Library Average Daily Count												
Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				148	121	105	102	80	37			593
Mo		129	93	98	114	104	122	111	76	52	26	927
Tu		148	96	99	101	121	111	106	92	54	29	957
We		111	105	116	132	106	111	114	95	60	31	981
Th		147	89	84	104	99	118	106	98	81	41	967
Fr	71	103	87	83	100	110	98	107	53			812

December 2025 Robert Crown Library Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				48	58	43	58	46	18			271
Mo		25	26	29	24	19	34	41	29	22	8	256
Tu		19	31	46	44	49	54	63	55	20	7	388
We		21	21	43	43	40	33	64	38	22	14	339
Th		29	24	39	45	37	35	75	56	28	12	380
Fr	13	22	23	34	31	22	46	54	28			272
Sa	19	26	30	36	45	31	41	51	17			296

2025 Yearlong Main Library Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	TOTAL
Su				151	135	122	114	94	53			670
Mo		134	94	99	107	104	104	105	91	61	35	933
Tu		152	99	100	105	100	101	107	99	65	33	962
We		112	91	110	111	100	101	115	90	61	37	929
Th		130	91	94	103	99	97	104	91	68	42	918
Fr	82	115	100	93	101	100	97	105	69			861
Sa	82	108	124	124	130	121	119	100	58			966

2025 Yearlong Robert Crown Branch Library Average Daily Count

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	TOTAL
Su				39	43	44	42	37	25			231
Mo		54	43	35	33	40	47	56	43	36	19	407
Tu		30	33	38	28	27	50	62	56	30	16	369
We		28	31	38	33	31	44	56	52	35	21	369
Th		29	32	39	30	31	41	59	54	26	18	361
Fr	19	27	31	40	31	26	42	59	45			319
Sa	28	44	44	45	48	45	40	41	27			361

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	29,007	9,571
November	26,051	10,999
December	25,685	8,941
Total Door Count	322,860	123,588

Patron Feedback of Note:

Library staff received a call from a grateful gentleman who had received free *Annie* tickets through EPL's partnership with Music Theater Works. He expressed his and his companion's joy at being able to attend a performance, saying it allowed them to "lead a normal life" for a moment. He lives in a low-income building in town and wanted to be sure to thank the Evanston Public Library, specifically noting he picked up the tickets at the Crown Branch.

Press Mentions:
Chicago Tribune Article: New law requires public libraries across Illinois to carry opioid OD reversal medication

Main Library to host Stitch For Change volunteer event on Jan. 19

Evanston Public Library to host event on metabolism and menopause

Evanston Public Library hosts Blueberry Awards Open House at Evanston Ecology Center on Jan. 8

Call for Artists: Black History Month at Evanston Public Library

City still missing over a third of its property tax revenue from 2025

Community reviews children's nature books, casts votes for EPL's Blueberry Awards

EVANSTON PUBLIC LIBRARY

MEMORANDUM

To: Evanston Public Library Board of Trustees

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

Subject: Administrative Services Update

Date: January 21, 2026

This memo provides an update on significant administrative activities.

Human Resources

Administration	Development Manager	Recruitment Pending
Innovation & Digital Learning	Library Assistant	Reposting with new job description
Maintenance/Safety	Facilities Manager	Recruitment In Process

Intern began with Robert Crown Library Branch on 01/12/2026.
Library Clerk began with Robert Crown Library Branch on 01/14/2026.

Financial Resources

As of December 2025, Operating Fund revenue collections are at 58% of the projected budget, while expenditures are at 93%. These percentages are subject to change, as the accounts have not yet been closed and County tax revenues have not yet been received. In the Capital Fund, expenditures remain at 0% of the approved budget.

Note that County tax revenues are not expected to be received until January 2026.

Library Financial Report
December 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	$300,269	$400,000	99,731	75%
Investment Income	$270,548	$25,000	(245,548)	1082%
Transfer from Endowment	$173,570	$173,750	180	100%
Library Grants	$24,836	$40,000	15,164	62%
Library Generated Income*	$84,667	$45,000	(39,667)	188%
Total	**$5,450,919**	**$9,463,097**	**4,012,178**	**58%**

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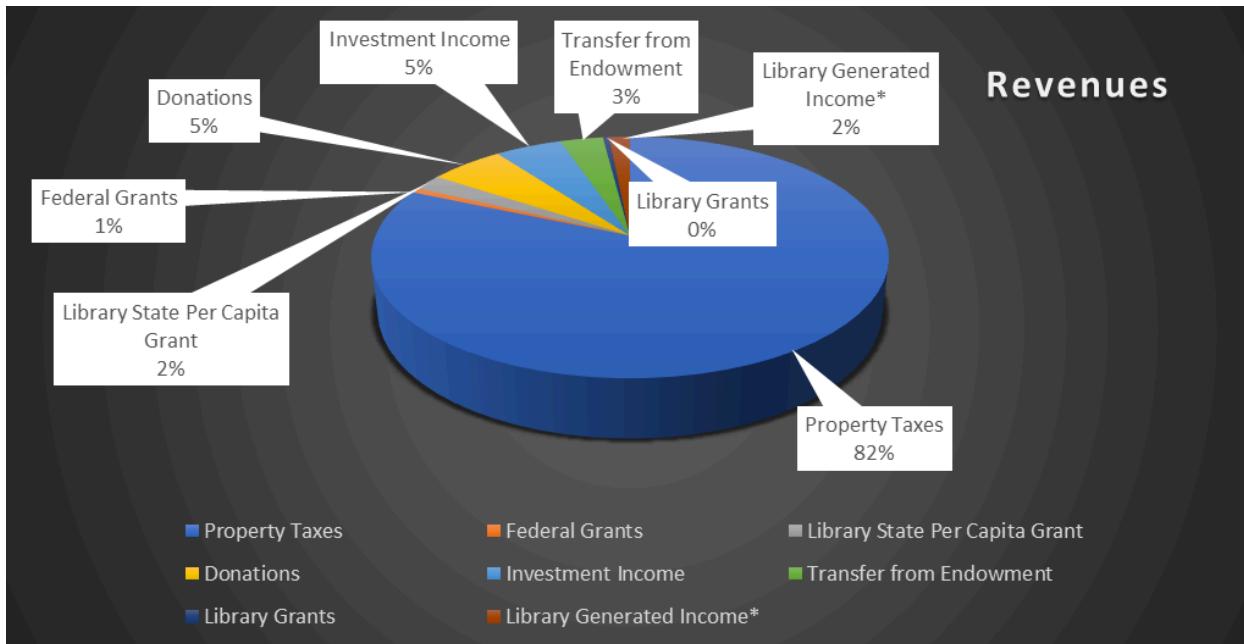
Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	$5,629,338	$6,127,893	498,556	92%
Benefits	$1,450,099	$1,628,212	178,113	89%
Library Supplies & State Grants	$174,374	$182,542	8,168	96%
Library Collection	$879,376	$911,537	32,161	96%
IT Computer Hardware & Software	$320,003	$317,800	(2,203)	101%
Buidling Maintenance	$387,983	$473,602	85,619	82%
Consulting Service	$171,005	$100,000	(71,005)	171%
Misc. Expense*	$530,199	$497,500	(32,699)	107%
Total	**$9,542,377**	**$10,239,087**	**696,710**	**93%**
*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies				
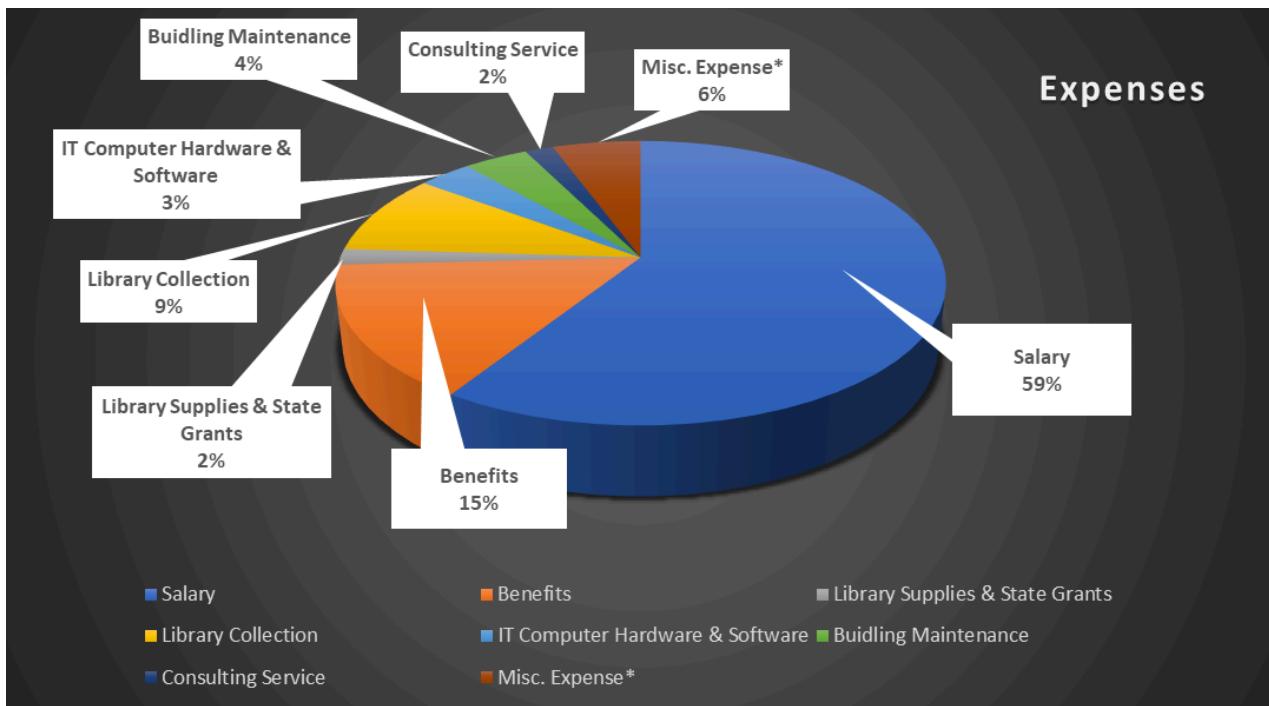
Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund **185 - LIBRARY FUND**									
REVENUE									
Department **48 - LIBRARY**									
Business Unit **4845 - LIBRARY ADMINISTRATION**									
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	.00	.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	300,268.66	99,731.34	75
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	3,500.00	.00	14,874.80	(12,874.80)	744
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(50.00)	.00	(50.00)	50.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	10,729.55	.00	270,547.75	(245,547.75)	1082
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	25,185.50	(5,185.50)	126
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	4,086.53	(1,086.53)	136
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	14,991.43	(9,991.43)	300
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	6,362.84	(2,362.84)	159
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	$14,179.55	$0.00	$5,450,919.06	$4,012,177.94	58%
Department **48 - LIBRARY** Totals		$9,463,097.00	$0.00	$9,463,097.00	$14,179.55	$0.00	$5,450,919.06	$4,012,177.94	58%
REVENUE TOTALS		$9,463,097.00	$0.00	$9,463,097.00	$14,179.55	$0.00	$5,450,919.06	$4,012,177.94	58%
EXPENSE									
Department **48 - LIBRARY**									
Business Unit **4805 - EARLY LEARNING & LITERACY**									
61010	REGULAR PAY	524,909.90	.00	524,909.90	53,280.81	.00	399,690.38	125,219.52	76
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	27,944.35	.00	236,033.74	(31,207.65)	115
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	510.09	.00	2,385.09	2,614.91	48
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	12,350.90	.00	90,751.01	5,273.77	95
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	72.12	.00	100
61615	LIFE INSURANCE	193.32	.00	193.32	14.22	.00	118.35	74.97	61
61710	IMRF	31,287.22	.00	31,287.22	3,477.77	.00	28,218.02	3,069.20	90
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	5,002.01	.00	39,754.74	5,488.89	88
61730	MEDICARE	10,581.16	.00	10,581.16	1,169.82	.00	9,297.46	1,283.70	88
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	216.52	.00	30,857.90	(2,857.90)	110
65141	FITNESS INCENTIVE	.00	.00	.00	1,000.00	.00	1,000.00	(1,000.00)	+++
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	9,498.94	.00	107,278.51	42,721.49	72
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	3,785.94	.00	10,889.95	(889.95)	109
Business Unit **4805 - EARLY LEARNING & LITERACY** Totals		$1,115,338.22	$0.00	$1,115,338.22	$118,257.38	$0.00	$976,832.03	$138,506.19	88%
Business Unit **4806 - LIFELONG LEARNING & LITERACY**									
61010	REGULAR PAY	440,275.00	.00	440,275.00	60,109.59	.00	494,211.74	(53,936.74)	112
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	25,300.22	.00	217,510.54	103,135.46	68
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	340.00	.00	3,425.00	1,575.00	68
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	11,119.20	.00	79,289.10	2,789.90	97
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	37.92	(37.92)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.59	.00	125.59	(89.59)	349
61710	IMRF	32,617.00	.00	32,617.00	3,800.73	.00	31,868.23	748.77	98
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	5,230.36	.00	43,113.11	4,064.89	91
61730	MEDICARE	11,031.00	.00	11,031.00	1,223.22	.00	10,082.88	948.12	91
62130	LEGAL SERVICES-GENERAL	.00	.00	.00	31,766.24	.00	31,766.24	(31,766.24)	+++
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	50.00	.00	9,668.55	331.45	97
65141	FITNESS INCENTIVE	.00	.00	.00	1,000.00	.00	1,000.00	(1,000.00)	+++

Account	Description								
65628	Library Electronic Resources	320,000.00	.00	320,000.00	11,578.88	.00	278,903.17	41,096.83	87
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	11,095.08	.00	410,891.89	(75,891.89)	123
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	13,280.11	(6,780.11)	204
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,289.21	.00	18,557.89	12,442.11	60
	Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	$1,643,862.00	$0.00	$1,643,862.00	$164,916.48	$0.00	$1,647,815.25	($3,953.25)	100%
	Business Unit 4820 - ACCESS SERVICES								
61010	REGULAR PAY	841,198.35	.00	841,198.35	92,445.77	.00	797,450.95	43,747.40	95
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	31,612.92	.00	256,915.78	82,413.56	76
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	225.00	.00	4,820.00	180.00	96
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	23,277.26	.00	182,061.52	18,205.04	91
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	110.04	(34.20)	145
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	314.13	31.28	91
61710	IMRF	45,924.92	.00	45,924.92	5,177.82	.00	44,408.59	1,516.33	97
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	7,562.51	.00	63,501.83	9,690.85	87
61730	MEDICARE	17,117.64	.00	17,117.64	1,768.65	.00	14,851.19	2,266.45	87
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	4,404.68	.00	130,978.13	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	531.24	595.37	41,038.70	(26,634.07)	278
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
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	$169,044.20	$595.37	$1,581,460.72	$98,394.65	94%
	Business Unit 4825 - ENGAGEMENT SERVICES								
61010	REGULAR PAY	370,046.00	.00	370,046.00	32,638.53	.00	292,304.63	77,741.37	79
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	7,685.61	.00	50,675.05	(2,352.05)	105
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	5,479.98	.00	42,795.72	26,007.28	62
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	37.92	1.08	97
61615	LIFE INSURANCE	131.00	.00	131.00	11.80	.00	139.15	(8.15)	106
61710	IMRF	18,433.00	.00	18,433.00	1,794.40	.00	15,344.99	3,088.01	83
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	2,448.55	.00	20,604.66	5,335.34	79
61730	MEDICARE	6,063.00	.00	6,063.00	572.64	.00	4,818.82	1,244.18	79
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	400.00	.00	2,790.07	2,209.93	56
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	.00	699.37	21,576.84	1,723.79	93
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	290.20	(290.20)	+++
	Business Unit 4825 - ENGAGEMENT SERVICES Totals	$577,278.00	$0.00	$577,278.00	$51,534.67	$699.37	$458,752.35	$117,826.28	80%
	Business Unit 4826 - ROBERT CROWN OPERATIONS								
61010	REGULAR PAY	300,993.00	.00	300,993.00	53,112.07	.00	434,582.76	(133,589.76)	144
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	8,697.41	.00	89,360.15	74,495.85	55
61060	SEASONAL EMPLOYEES	.00	.00	.00	.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	10,323.73	.00	81,604.24	(10,046.24)	114
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	75.96	.04	100
61615	LIFE INSURANCE	117.00	.00	117.00	16.50	.00	151.86	(34.86)	130
61710	IMRF	19,948.00	.00	19,948.00	2,750.51	.00	24,937.03	(4,989.03)	125
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	3,804.85	.00	34,016.03	(5,195.03)	118
61730	MEDICARE	6,737.00	.00	6,737.00	889.85	.00	7,955.40	(1,218.40)	118
62130	LEGAL SERVICES-GENERAL	.00	.00	.00	(31,766.24)	.00	.00	.00	+++
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	272.37	345.53	14,262.60	(608.13)	104
65141	FITNESS INCENTIVE	.00	.00	.00	1,500.00	.00	1,500.00	(1,500.00)	+++
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	2,218.61	.00	29,968.86	5,031.14	86
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	$51,825.99	$345.53	$728,858.80	($81,998.33)	113%

Budget Performance Report

Date Range 01/01/25 - 12/31/25
Include Rollup Account and Rollup to Object Account

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

Account	Description								
61010	REGULAR PAY	443,796.00	.00	443,796.00	59,254.79	.00	449,348.39	(5,552.39)	101
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	18,050.63	.00	173,523.77	109,837.23	61
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,163.00	.00	12,239.00	(7,239.00)	245
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	8,348.40	(8,348.40)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	11,769.53	.00	86,671.64	14,238.36	86
61513	VISION INSURANCE	38.00	.00	38.00	15.62	.00	159.00	(121.00)	418
61615	LIFE INSURANCE	114.00	.00	114.00	10.14	.00	120.73	(6.73)	106
61710	IMRF	31,618.00	.00	31,618.00	3,440.10	.00	28,285.51	3,332.49	89
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	4,988.21	.00	38,862.65	6,221.35	86
61730	MEDICARE	10,540.00	.00	10,540.00	1,166.54	.00	9,088.82	1,451.18	86
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	.00	.00	37,447.98	2,552.02	94
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	17,798.68	12,843.32	58
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	4,738.19	24,261.81	16
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	20,598.45	(7,598.45)	158
65141	FITNESS INCENTIVE	.00	.00	.00	4,500.00	.00	4,500.00	(4,500.00)	+++
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	388.00	.00	8,649.47	11,350.53	43
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	$104,746.56	$59.00	$931,335.83	$168,208.17	85%

Business Unit 4840 - LIBRARY MAINTENANCE

Account	Description								
61010	REGULAR PAY	748,596.80	.00	748,596.80	57,437.39	.00	528,054.76	220,542.04	71
61050	PERMANENT PART-TIME	.00	.00	.00	.00	.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	.00	.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	9,405.74	.00	95,240.43	67,636.37	58
61513	VISION INSURANCE	150.00	.00	150.00	9.30	.00	165.32	(15.32)	110
61615	LIFE INSURANCE	3.40	.00	3.40	9.09	.00	102.21	(98.81)	3006
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	336.00	(336.00)	+++
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	1,610.00	(920.00)	233
61710	IMRF	33,086.91	.00	33,086.91	2,555.96	.00	24,090.24	8,996.67	73
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	3,517.74	.00	32,411.35	14,045.25	70
61730	MEDICARE	10,865.38	.00	10,865.38	822.69	.00	7,580.08	3,285.30	70
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	7,685.58	57,328.00	268,084.83	(30,412.83)	110
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	5,436.00	4.00	100
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	63,456.96	36,543.04	63
64015	NATURAL GAS	30,000.00	.00	30,000.00	1,908.19	.00	15,894.05	14,105.95	53
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	.00	.00	14,607.65	392.35	97
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	677.12	.00	15,142.38	4,857.62	76
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	343.93	(343.93)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	$1,483,327.89	$0.00	$1,483,327.89	$85,444.80	$57,328.00	$1,088,738.46	$337,261.43	77%

Business Unit 4845 - LIBRARY ADMINISTRATION

Account	Description								
61010	REGULAR PAY	957,928.00	.00	957,928.00	120,754.76	.00	1,001,364.08	(43,436.08)	105
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	12,544.52	.00	101,461.21	6,347.79	94
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	12,954.53	.00	109,893.15	10,100.85	92
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	111.60	2.40	98
61615	LIFE INSURANCE	579.00	.00	579.00	56.92	.00	669.46	(90.46)	116
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	3,600.00	.00	100
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	1,404.00	504.00	74
61710	IMRF	38,105.00	.00	38,105.00	5,294.63	.00	46,540.19	(8,435.19)	122
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	7,130.67	.00	65,015.99	997.01	98
61730	MEDICARE	15,534.00	.00	15,534.00	1,754.32	.00	15,292.03	241.97	98
62101	TRANSFER TO LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++

Account	Description								
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	.00	17,307.80	167,481.65	(84,789.45)	185
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	126.00	1,874.00	6
62210	PRINTING	40,000.00	.00	40,000.00	11,210.61	755.39	44,166.17	(4,921.56)	112
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.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	.00	.00	88,275.09	(58,275.09)	294
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	720.20	2,279.80	24
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	25.22	.00	238.35	(238.35)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	2,452.55	2,547.45	49
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,872.31	.00	11,787.59	(1,787.59)	118
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	6,798.33	201.67	97
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	632.56	654.41	17,142.59	12,203.00	59
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	680.60	(680.60)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	350,004.00	(4.00)	100
	Business Unit **4845 - LIBRARY ADMINISTRATION** Totals	$1,991,984.00	$0.00	$1,991,984.00	$204,324.35	$82,683.91	$2,822,147.32	($912,847.23)	146%
	Department **48 - LIBRARY** Totals	$10,239,049.85	$0.00	$10,239,049.85	$950,094.43	$141,711.18	$10,235,940.76	($138,602.09)	101%
	EXPENSE TOTALS	$10,239,049.85	$0.00	$10,239,049.85	$950,094.43	$141,711.18	$10,235,940.76	($138,602.09)	101%
	Fund **185 - LIBRARY FUND** Totals								
	REVENUE TOTALS	9,463,097.00	.00	9,463,097.00	14,179.55	.00	5,450,919.06	4,012,177.94	58%
	EXPENSE TOTALS	10,239,049.85	.00	10,239,049.85	950,094.43	141,711.18	10,235,940.76	(138,602.09)	101%
	Fund **185 - LIBRARY FUND** Totals	($775,952.85)	$0.00	($775,952.85)	($935,914.88)	($141,711.18)	($4,785,021.70)	$4,150,780.03	

Fund **186 - LIBRARY DEBT SERVICE FUND**

REVENUE

Department **48 - LIBRARY**

Business Unit **4861 - LIBRARY DEBT SERVICE ADMIN**

Account	Description								
51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50
	Business Unit **4861 - LIBRARY DEBT SERVICE ADMIN** Totals	$576,946.00	$0.00	$576,946.00	$0.00	$0.00	$288,473.00	$288,473.00	50%
	Department **48 - LIBRARY** Totals	$576,946.00	$0.00	$576,946.00	$0.00	$0.00	$288,473.00	$288,473.00	50%
	REVENUE TOTALS	$576,946.00	$0.00	$576,946.00	$0.00	$0.00	$288,473.00	$288,473.00	50%

EXPENSE

Department **48 - LIBRARY**

Business Unit **4861 - LIBRARY DEBT SERVICE ADMIN**

Account	Description								
68305	DEBT SERVICE- PRINCIPAL	370,083.00	.00	370,083.00	370,083.00	.00	370,083.00	.00	100
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	103,432.61	.00	206,865.22	(2.22)	100
	Business Unit **4861 - LIBRARY DEBT SERVICE ADMIN** Totals	$576,946.00	$0.00	$576,946.00	$473,515.61	$0.00	$576,948.22	($2.22)	100%
	Department **48 - LIBRARY** Totals	$576,946.00	$0.00	$576,946.00	$473,515.61	$0.00	$576,948.22	($2.22)	100%
	EXPENSE TOTALS	$576,946.00	$0.00	$576,946.00	$473,515.61	$0.00	$576,948.22	($2.22)	100%
	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	473,515.61	.00	576,948.22	(2.22)	100%
	Fund **186 - LIBRARY DEBT SERVICE FUND** Totals	$0.00	$0.00	$0.00	($473,515.61)	$0.00	($288,475.22)	$288,475.22	

Fund **187 - LIBRARY CAPITAL IMPROVEMENT FD**

REVENUE

Department **48 - LIBRARY**

Business Unit **4862 - LIBRARY CAPITAL IMPROVEMENT**

Account	Description								
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**

Account	Description								
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)	

Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	14,179.55	.00	6,432,956.06	5,507,086.94	54%
EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	1,423,610.04	55,140.61	10,812,888.98	1,847,966.26	85%
Grand Totals	($775,952.85)	$0.00	($775,952.85)	($1,409,430.49)	($55,140.61)	($4,379,932.92)	$3,659,120.68	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund
Statement of Activity

November 01, 2025 through November 30, 2025

Beginning Balance	**$4,715,701.41**

Revenue

Investment results	61,594.55
Total Revenues:	**$61,594.55**

Distributions/Grants and Expenses

Foundation support charge	-2,649.38
Total Distributions:	**$-2,649.38**

Ending Balance	**$4,774,646.58**

Vanguard Personal Investor

877-662-7447

20260102 171901 RSBJM5N6 404Q 00000014801 0279 L

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.

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

This statement reflects activity at and/or assets held by separate entities. Brokerage assets are held by Vanguard Brokerage Services® (VBS), a division of Vanguard Marketing Corporation (VMC), member FINRA and SIPC. VMC is a wholly owned subsidiary of The Vanguard Group, Inc. (VGI). Vanguard funds not held through your VBS account are held by VGI and are not protected by SIPC. Summary data are provided solely as a service and are for informational purposes only. If applicable, portfolio allocation consists of Vanguard funds and brokerage assets. For a complete listing of your brokerage assets, refer to the section titled "Balances and holdings."

Statement overview

$321,201.06

Total value of all accounts as of December 31, 2025

Accounts	Value on 12/31/2024	Value on 12/31/2025
Evanston Public Library		
Organization account	**$308,195.71**	**$321,201.00**
Organization brokerage account	**$16,169.63**	**$0.06**
Total	**$324,365.34**	**$321,201.06**

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
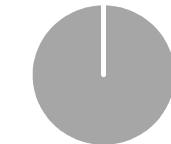
Value on 12/31/2025

			Value
■	0.0%	Stocks	$0.00
■	0.0%	Fixed Income	0.00
■	100.0%	Short-term reserves	321,201.06
■	0.0%	Other	0.00
			$321,201.06

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

Vanguard

Organization account

Vanguard Personal Investor

Evanston Public Library

877-662-7447

Account overview

$321,201.00

Total account value as of December 31, 2025

Year-to-date income

Taxable income	$13,005.29
Nontaxable income	0.00
Total	**$13,005.29**

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 12/31/2024	Balance on 12/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	$308,195.71	$321,201.00
			$308,195.71	**$321,201.00**

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
$0.00	$0.00	$13,005.29

7-day SEC yield as of 12/31/2025*	3.71%

*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 12/31/2024		$1.00		308,195.710	$308,195.71
01/31	Income dividend	$1,121.17	1.00	1,121.170	309,316.880	

Organization account

Evanston Public Library

Account activity for Vanguard funds continued

Federal Money Mkt Fund 0033-XXXXXXX9620 continued

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
02/28	Income dividend	1,010.46	1.00	1,010.460	310,327.340	
03/31	Income dividend	1,114.88	1.00	1,114.880	311,442.220	
04/30	Income dividend	1,081.69	1.00	1,081.690	312,523.910	
05/30	Income dividend	1,118.55	1.00	1,118.550	313,642.460	
06/30	Income dividend	1,085.18	1.00	1,085.180	314,727.640	
07/31	Income dividend	1,128.48	1.00	1,128.480	315,856.120	
08/29	Income dividend	1,130.07	1.00	1,130.070	316,986.190	
09/30	Income dividend	1,080.26	1.00	1,080.260	318,066.450	
10/31	Income dividend	1,091.75	1.00	1,091.750	319,158.200	
11/28	Income dividend	1,022.19	1.00	1,022.190	320,180.390	
12/31	Income dividend	1,020.61	1.00	1,020.610	321,201.000	
	Ending balance on 12/31/2025		**$1.00**		**321,201.000**	**$321,201.00**

Per your request, a copy of this statement has been sent to:

KAREN DANCZAK-LYONS
LEA HERNANDEZ SOLIS
1703 ORRINGTON AVENUE
EVANSTON IL 60201

Organization brokerage account—XXXX0437

Evanston Public Library

Vanguard Personal Investor

877-662-7447

Account overview

$0.06

Total account value as of December 31, 2025

Year-to-date income

Taxable income	$158.99
Nontaxable income	0.00
Total	**$158.99**

Balances and holdings for Vanguard Brokerage Account—XXXX0437

To get the latest cost basis information, log in online and navigate to Portfolio > Cost Basis. For advised clients, click 'All Accounts' to navigate to Portfolio > Cost Basis. Alternatively, you can call Vanguard.

Your securities are held in your cash account, unless otherwise noted. This section only shows securities that were held in the account at the end of the time period indicated.

Sweep program

Name	Quantity	Price on 12/31/2025	Balance on 12/31/2024	Balance on 12/31/2025
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.70%	0.0600	$1.00	$15,788.75	$0.06
Total Sweep Balance			**$15,788.75**	**$0.06**

December 31, 2025, year-to-date statement

Page 5 of 10

Vanguard®

Organization brokerage account—XXXX0437

Vanguard Personal Investor

Evanston Public Library

877-662-7447

Account activity for Vanguard Brokerage Account—XXXX0437

This section shows transactions that have settled by December 31, 2025.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
December	$0.06	$0.00	$0.00	$0.00	$0.00	$0.00
Year-to-date	158.99	0.00	0.00	0.00	0.00	0.00

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
12/22	12/22	GOOG	ALPHABET INC CL C	Transfer (in)	Cash	1.0000	-	-	$0.00
12/24	12/23	GOOG	ALPHABET INC CL C	Sell	Cash	-1.0000	$315.1400	$0.00	315.14
12/24	12/24	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-315.14
12/26	12/26	-	ACH DIRECT DEPOSIT BYLINE BANK ***7238	Withdrawal	-	-	-	-	-315.14
12/26	12/26	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	315.08
12/29	12/29	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	0.06
12/29	12/29	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	0.00	0.06

Account activity for Vanguard Brokerage Account—XXXX0437 continued

Completed transactions continued

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
12/30	12/30	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-0.06

If you had an adjustment to a dividend or interest payment from a previous month, the monthly amount shown under the Income Summary section of your brokerage statement may be overstated.

Per your request, a copy of this statement has been sent to:

KAREN DANCZAK-LYONS
LEA HERNANDEZ SOLIS
1703 ORRINGTON AVENUE
EVANSTON IL 60201

Disclosures

For our brokerage clients

Brokerage assets are held by Vanguard Brokerage Services (VBS), a division of Vanguard Marketing Corporation, member FINRA and SIPC. 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. and are not protected by SIPC.

I. General information and key terms

Advice. Vanguard Brokerage Services provides point-in-time recommendations for certain brokerage products, accounts and services, and relating to account transfers and rollovers. However, unless Vanguard Brokerage Services affirmatively states that it is making a recommendation, it is not providing a recommendation. Vanguard Brokerage Services doesn't provide tax or legal advisory services and no one associated with Vanguard Brokerage Services is authorized to render such advice.

Direct Participation Program (DPP) and Real Estate Investment Trust (REIT). DPP and REIT securities are generally illiquid. The value of the security will be different than its purchase price. Any estimated value on your statement may not be realized when you seek to liquidate the security.

Financial statement. A Vanguard Brokerage financial statement is available for your inspection at any time upon request to Vanguard Brokerage Services.

Free credit balance. Any free credit balance carried for your account represents funds payable on demand, which, although properly accounted for on Vanguard Brokerage's books of record, aren't segregated and may be used in the conduct of its business to the extent permitted by law. Your settlement fund may be liquidated upon your request and the proceeds remitted to you.

Dividend reinvestment. When reinvesting dividends of eligible stocks, ETFs, and closed-end funds, Vanguard Brokerage Services combines cash distributions from the accounts of all clients who have requested reinvestment in the same security, and then uses that combined total to purchase additional shares of the security in the open market. The new shares are divided proportionately among the clients' accounts, in whole and fractional shares rounded to three decimal places. If the total purchase can't be completed in one trade, clients will receive shares purchased at the weighted average price paid by Vanguard Brokerage Services. Participants in our free dividend reinvestment program should refer to the "Completed transactions" area of the "Account activity for Vanguard Brokerage Account" section of their Vanguard statements for details of transaction history and dates.

For dividend reinvestment of mutual funds held in your brokerage account, the instructions are provided to the fund and the "settlement date" and "trade date" on your statement will generally represent the day the transaction is entered in your account record. Call Vanguard Brokerage Services with any questions.

Reporting brokerage account discrepancies. Promptly report in writing any inaccuracies or discrepancies in your Vanguard Brokerage account (including unauthorized trading) to Vanguard Brokerage Services. Any oral communication must be confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.

Margin accounts. If you maintain a margin account, this is a combined statement of your general account and a special memorandum account maintained for you under Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection upon request to Vanguard Brokerage Services. All securities must be held in your margin account. Note that purchases of open-end mutual funds and Vanguard ETFs® will settle in your cash account and after 30 days be moved into your margin account.

Money market fund transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed pursuant to a periodic plan or an investment company plan, or executed in shares of any open-end registered money market mutual fund.

Orphaned fractional share transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed to liquidate orphaned fractional share positions. Orphaned fractional share positions are fractional share positions held without a corresponding whole share position. Liquidations of these positions are executed by Vanguard Brokerage Services on a principal basis at the previous day's closing price, and the proceeds are credited to your account. No transaction fee is charged.

Open orders. A good-till-canceled (GTC) order will remain in effect for 60 calendar days after the business day on which the order was placed. If the 60th day falls during a weekend or on a holiday, the order will be canceled on the next business day before the markets open. GTC orders are automatically entered on a "do not reduce" (DNR) basis. The limit price won't be adjusted when a stock goes "ex-dividend." Orders for securities undergoing corporate actions such as, but not limited to, stock splits, stock dividends, special cash dividends, and spin-offs may be canceled before the market opening on the ex-dividend date of the corporate action. You must maintain records of all open orders. Be sure to review your open GTC orders periodically.

Option accounts. Information regarding commissions and charges related to the execution of an options transaction is provided in the transaction confirmation sent to you at the time of the transaction. These are also available upon request. You should advise us promptly of any changes in your investment objectives or financial situation.

Tax information. After year-end, Vanguard Brokerage Services is required to provide tax information to the IRS and other governmental authorities. At that time, you'll receive necessary information on the annual tax information statement; use that statement to prepare your tax filings. Note that certain types of assets typically need corrected tax forms.

Trade execution. Vanguard Brokerage Services may have acted as principal, agent, or both in the placement of trades for your account. Details are provided upon request to Vanguard Brokerage Services.

Average pricing. If average price transaction is indicated on this statement, details regarding the actual execution prices are available upon request to Vanguard Brokerage Services.

When issued. A short form of "when, as, and if issued." The term indicates a conditional transaction in a security authorized for issuance but not as yet actually issued. All "when issued" transactions are on an "if" basis, to be settled if and when the actual security is issued.

II. Portfolio holdings

The net market value of the securities in your account, including short positions, is reflected in this statement on a trade-date basis at the close of the statement period. The market prices have been obtained from quotation services that we believe to be reliable; however, we can't guarantee their accuracy. Securities for which a price isn't available are marked " — " and are omitted from the total. Prices listed reflect quotations on the statement date. Current prices are listed to help you track your account and aren't suitable for tax purposes. Account balances provided on the statement are displayed in short-form using only two decimal places.

Please logon to your account at Vanguard.com to review your account balances. Accrued interest represents interest earned but not yet received. Fund data on vanguard.com is generally updated mid-month. Depending on when you log on, there may be a difference between the asset mix shown on your statement and the data shown online. There also may be a difference between your fund's actual asset allocation and its target allocation. For more information about your fund's target allocation, go to vanguard.com.

Estimated values on statements. Vanguard Brokerage Services relies on external vendors to provide estimated, periodic valuation and market-price information for securities listed in your account statement. From time to time, this information isn't available or isn't received in time for posting to your account statement. In this case, the valuation or market price on your statement is marked "-" and the security hasn't been valued for purposes of calculating account totals. For owners of auction-rate securities: If an estimated valuation is provided on your account statement for auction-rate securities, please note that due to market illiquidity, you may not be able to sell the security at or near the estimated valuation listed on your account statement.

Asset mix for some funds recalculated by Vanguard. If the "Asset mix" section of your "Statement overview" page has a footnote that reads "Recalculated values are included," the asset allocation breakdown of particular funds within your portfolio among stocks, bonds, and short-term reserves has been calculated using long positions, margin credit or debit balances; short positions have been excluded. Certain funds employ trading strategies, such as risk hedging, short selling, and use of leverage and derivatives, that could result in significant short positions that can't be displayed using a standard asset allocation pie chart. Exclusion of these short positions may have a significant impact on the "Asset mix" pie chart. For more information about the strategies or holdings of a particular fund, see the fund's prospectus.

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MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director

Subject: Facilities Update

Date: January 21, 2026

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

Staffing & Personnel Updates
- HRSource has conducted phone screening interviews with candidates for the Facilities Manager position. In person interviews are being scheduled.

Repairs & Maintenance Overview
- **Sprinkler Testing:** Sprinkler testing took place on December 31, and the fire sump pump test was conducted on January 12, 2026. All tests passed except for two deficiencies. Johnson Controls will be providing estimates to address these issues. I am already coordinating with the City and have shared the reports with them. We are currently awaiting quotations to proceed with the repairs.
- **Restrooms:** All restrooms are functioning properly except for the third-floor men's restroom. The door frame was damaged, and City workers are currently repairing it. We expect this issue to be resolved by the end of this week. This restroom had been closed for over a month, but the matter is now being addressed.
- **Elevator Issue:** On the evening of January 8, 2026, both library elevators went out of service due to high temperatures in the elevator machine room. The sensors automatically shut down the elevators as a safety measure. This was identified on January 9, 2026, as the library opened late at 12:00 noon that day. City workers are addressing the ventilation issue in the elevator room to ensure the temperature remains between 50°F and 75°F, preventing the equipment from overheating.

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 December, eight incidents, resulting in five suspensions, were logged due to violations of library policies at the Main Library and no incidents were logged at the Robert Crown Branch Library.

- **Turning Point:** In December, the Mobile Living Room (MLR) team had 19 interactions at the Main Library and zero at Crown. The Mobile Crisis Response (MCR) team had 70 interactions at the Main Library, including giving out seven care kits.

  The total numbers for Turning Point at the libraries in 2025 were:

MLR at Main	297
MLR at Crown	8
MCR at Main	360
Care Kits distributed	31

MEMORANDUM

To:	Evanston Public Library Board of Trustees
From:	Jennifer Shreve, EPL Development
Subject:	December 2025 Development Report
Date:	January 21, 2026

This memo provides an update on non-tax revenue activity for the month of December 2025. Please note that this does not constitute total income in 2025, as we are still receiving donations postmarked on or before December 31, 2025, and there will be a reconciliation with the Finance department. Therefore, these numbers will be finalized for the February or, maximum by March 2026 board report.

Fund	December Cash	December Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Library Donations	$167,184	$0	$452,582	$572,000	79%
Federal Grants	$0	$0	$41,541	$40,000	104%
Non-Federal Grants	$0	$6,170	$41,005	$40,000	103%
Per Capita Grant	$0	$0	$115,212	$115,212	100%
Total Revenue	$167,184	$6,170	$650,340	$767,212	85%

Individual Donor Activity:
In December, we received $167,184 in donations from 554 donors, in comparison to December 2024, when we received $253,406 from 607 donors. Year-to-date fundraising totals have reached $452,582, which is 113% of the budgeted goal and 79% of the stretch goal. Again, we anticipate additional donations to be reflected in the final 2025 report, given in February or March.

Once the final numbers are available, we will be able to do an analysis of the campaigns and appeals. A few initial observations include:

- If you look at the number of donors in December 2025 compared to December 2024 (554 vs. 607), there appear to be fewer donors. However, if you compare all donors in 2025 (1,091) vs. all donors

in 2024 (1,072), there were actually more donors overall in 2025. We will review the donors count throughout the months, but this may show some shift toward more gifts earlier in the year, such as with the successful summer campaign.

● Total donations in 2025 (as of January 8th review) is below total donations in 2024 are roughly $42,000, and we will want to analyze this more. However, one reason may include the differences in the timing and amount of a few large donations. For example, a change in three major donors' giving resulted in a $65,000 difference between December 2024 and December 2025:

	December 2024	December 2025	Notes
Donor 1	$30,000.00	$15,000.00	Reduced donation in 2025
Donor 2	$40,000.00	$0.00	received $35,000 in July instead of Dec
Donor 3	$10,000.00	$0.00	illness/deceased, no donation in 2025
	$80,000.00	$15,000.00	Difference of $65,000.00

Revenue Received by Campaigns in December 2025:

Campaign	2025 Goal	Dec Revenue	Dec # of Gifts	Dec # of Donors	Total for 2025
2020 Library Donations	$1,000	$112	5	5	$1,384
2021 Library Donations	$3,000	$160	9	9	$2,750
2022 Library Donations	$5,000	$355	16	16	$4,983
2023 Library Donations	$5,000	$765	28	28	$8,705
2024 Library Donations	$1,000	$260	13	13	$3,081
2024 Year-End Camp.	$10,000	$167	3	3	$14,396
2025 Annual Report	$7,000	$26	1	1	$7,576
2025 Library Donations	$207,000	$3,219	36	36	$112,052
2025 Summer Campaign	$50,000	$31	3	3	$36,504
2025 Year-End Campaign	$283,000	$162,088	476	440	$261,152
Total Revenue	$572,000	$167,183	590	554	452,583

Revenue Received by Appeals in December 2025:
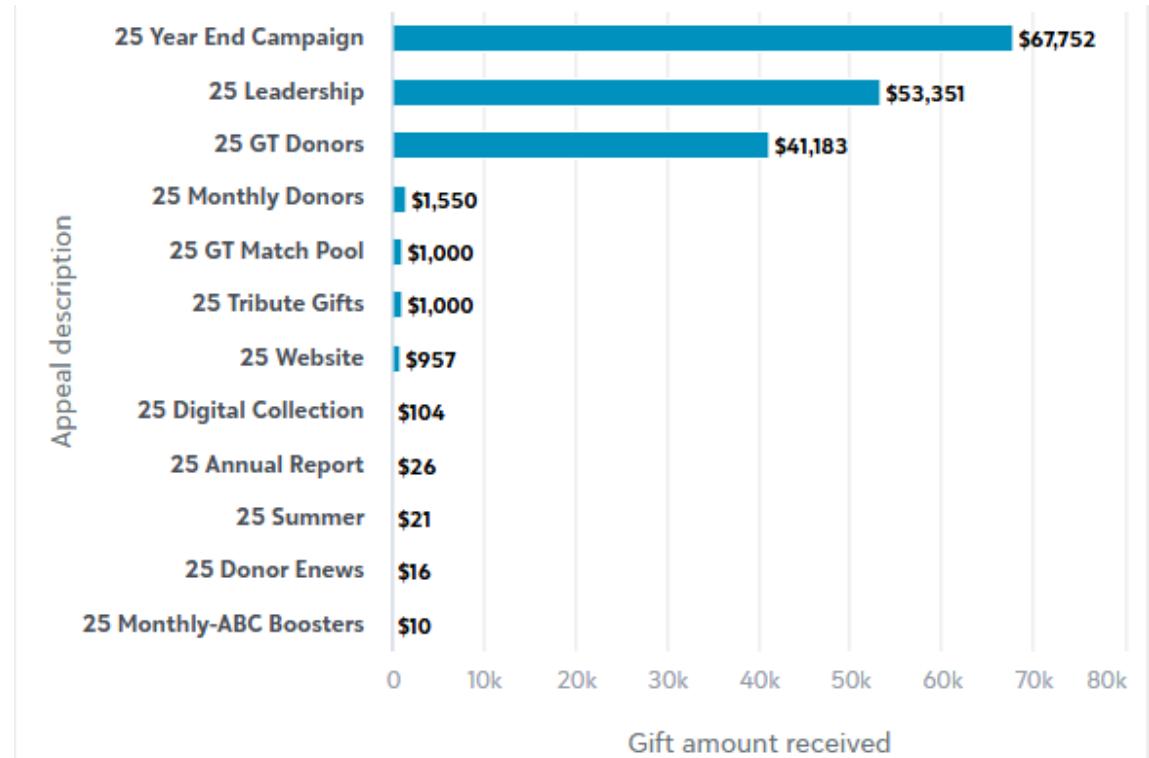
Donor Engagement and Appeals: The Next Chapter Campaign continued in December, with weekly emails to donors and special outreach, including to donors who had given in December last year but not yet given this year, and personal phone calls. We also had a $50,000 challenge for Giving Tuesday, which we surpassed, with a total of $56,913 in Giving Tuesday-designated gifts. Because we started the Giving Tuesday match on 11/26/25, some of these donations were recorded in November.

Grant Activity: December is typically not an active time for grant applications. We submitted one application to Evanston Cradle to Career (EC2C). We are preparing several grant applications for January.

Due to the Federal funding situation, we have two grants that we anticipated receiving income in 2025 but did not. We anticipate receiving the award and/or income in 2026. These were the AgeOptions Library Partnership grant to support older adults and the Illinois State Library Project Next Generation (PNG) grant to support middle school STEM programming.

- For AgeOptions, we were notified of the award of $4,358.00 on October 21, 2025. The grant period covers October 1, 2025 - September 30, 2026. We have been informed by AgeOptions that

payments were sent the week of January 6th, and so this income should be reflected in the January 2026 income numbers.

● For the PNG grant, the grant period is September 1, 2025 - August 30, 2026, and we requested $40,000. The awards have not yet been announced. We have been told that announcements will be made in January.

Grants Submitted, Awarded, and Declined in December 2025:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Evanston Cradle to Career	$19,170	12/15/25	12/31/2025	support for Latinx community
Received	Evanston Cradle to Career	$6,170			support for Latinx community
Declined	Illinois Department of Human Services	$14,490	11/7/25		Staff Development

MEMORANDUM

To: Board of Trustees

From: Ellen Riggsbee, Marketing and Communications Manager
             Admin Team

Subject: Marketing & Communications Presentation at January Board Meeting

Date: January 21, 2026

Background:
At the January 21 Board of Trustees meeting, Ellen Riggsbee will present a comprehensive overview of Evanston Public Library's marketing and communications efforts throughout 2025. The presentation will review the strategies, initiatives, and changes implemented during the year in alignment with the Library's 2025–2027 Strategic Plan, with an emphasis on equitable outreach, community engagement, and increased visibility across all nine wards.

Analysis:
The presentation will outline key outcomes and insights from 2025 marketing efforts, including campaign performance, audience engagement trends, and refinements made to marketing and communications strategies. It will also provide an overview of planned strategic efforts for 2026, focusing on continued improvement, accessibility, and impact. All relevant data, metrics, and supporting documentation referenced in the presentation are available upon request.

Fiscal Impact:
All marketing and communications activities presented were conducted within the pre-approved marketing budget. No additional fiscal impact is anticipated as a result of the strategies discussed.

Attachments:

- Presentation slides are included in the January Board Meeting packet.

MEASURING IMPACT: YEAR ONE OF THE 2025 COMPREHENSIVE MARKETING PLAN

REPORT TO THE BOARD OF TRUSTEES
JANUARY 2026

Ellen Riggsbee
Marketing and Communications Manager

Why Marketing Mattered in 2025

Marketing Plan: Strategic Foundation
- Adopted in 2025 to expand outreach & deepen engagement
- Designed to reach all 9 Evanston wards
- Prioritizes historically marginalized communities
- Centers belonging for residents who may not traditionally use the Library
- Strengthens the Library's role as an inclusive, accessible hub for lifelong learning, cultural enrichment, and civic connection

New Ways to View Impact

- Connect activity to outcomes
- Mirrors how the Strategic Plan is evaluated
- Shows how marketing efforts build momentum, reinforce one another, and deliver sustained impact

Marketing Objectives

- Promote equity and inclusion
- Modernize messaging
- Foster connection and belonging
- Provide clear and consistent messaging
- Grow with the community
- Practice ethical, responsible marketing

New Strategies Introduced

What Changed in 2025:
Equity Centered, Ward-based Outreach

- Implemented ward-based marketing using resident data
- Increased marketing across all wards to target non card-holders
- Built relationships with councilmembers & community partners
- Increased outreach in priority wards
- Monitored effectiveness of all activities and channels

Email Marketing: What the Data Showed

Activities

- **Platforms:** GovDelivery & Patron Point
- **2025 Activity:** 45 emails via GovDelivery, 60 via Patron Point
- **Filled Events:** Quickly following email distribution via GD
- **Increased attendance:** 25%–50% after email promotion via GD

Key Findings

- GD 3–4× more effective than Patron Point
- Events tied to strategic priorities frequently filled after GovDelivery emails
- Weekly sends were most effective; a second send moved low-registration events to 50%–75% capacity

2025 Email Numbers

Patron Point

Task	By the Numbers
Total emails sent	60
Average Opens	41%
Average Unique Opens	40%
Average Conversion Rate	20%

GovDelivery

Task	By the Numbers
Total emails sent	45
Average Opens	58%
Average Unique Opens	48%
Average Conversion Rate	85%

Website Promotion

The Website as the Hub

- Relaunched February 2025
- Steady engagement growth
- SEO optimized
- #1 way patrons find programs

- Amplifies campaigns, heritage months, community resources, and inclusive events serving priority populations

Dynamic Content Reflects a Living Library

- Regularly updated content shows that EPL is active, responsive, & community-centered
- Highlights timely programs, seasonal services, and emerging community needs
- Encourages repeat visits—patrons return because they expect to find something new

Accessibility Is Equity in Action

- Designed to meet accessibility standards (screen readers, alt text, contrast, plain language)
- Supports users with visual, auditory, cognitive, and motor disabilities
- Ensures all residents—regardless of ability—can independently access information and services

Website By the Numbers

Data	Total
Total Users	414,000
New users	377,000
Audience Location	359,000 US
Traffic Sessions	1,038,610
Average Engagement Time	57s

Top Pages	
Home/Search	
Events	
User Login	
Checked Out	
Holds	

Traffic Source	Total
Referral	478,465
Direct	347,917
Organic	176,608
Unassigned	36,023
Organic Social	5,238

Social Media

Social Media: Connecting Across All Nine Wards
- Facebook, Instagram, LinkedIn
- Content guided by: Staff requests, registration trends, capacity needs
- Emphasis on strategically relevant programming per the strategic plan

Meaningful Growth
- Engagement increased overall vs. 2024
- Largest gain: non-follower engagement
- Why this matters:
  - Broader reach beyond existing audience
  - Algorithmic amplification
  - Discovery by new residents and non-users
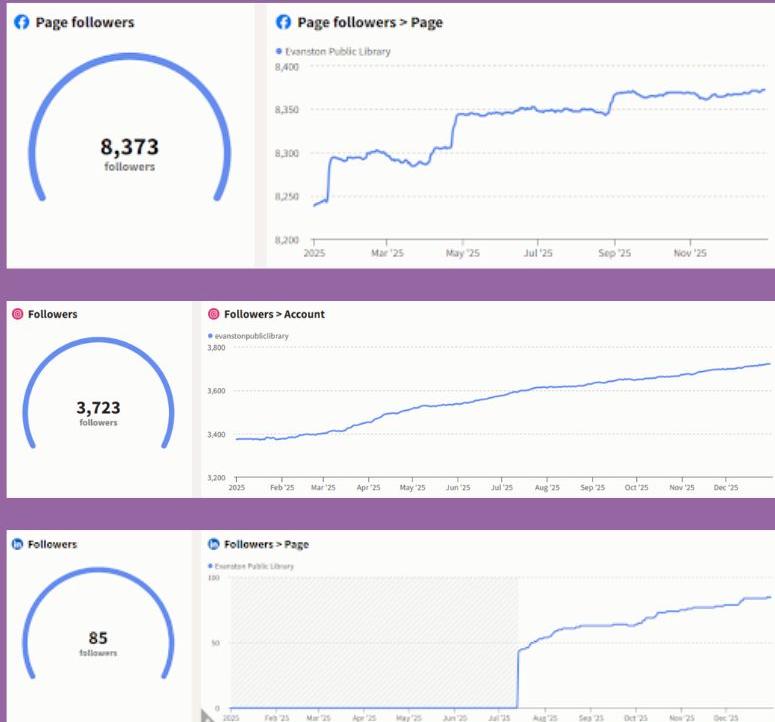
Local Press: Extending Community Reach

Ongoing relationships with:
- Evanston RoundTable
- Evanston Now
- The Daily Northwestern
- Chicago Tribune
- Local Chicago News Stations

Important Because:
- Reaches residents where they already get local news
- Builds credibility and public trust
- Extends marketing reach without additional cost
- Provides consistent coverage of equity-focused programs
- Press releases used strategically

In-Library Promotion

- Promote Equity and Inclusion
- Modernize messaging
- Foster Connection and Belonging
- Provide clear and consistent messaging
- Grow with the Community
- Practice Ethical, Responsible Marketing

Summary

What 2025 Showed Us
- Broad, citywide outreach works best
- Timely promotion drives attendance
- Equity-centered messaging resonates
- Trusted channels and partnerships matter

2026 Focus Areas
- Prioritize high-performing channels
- Deepen ward-based and partner outreach
- Improve consistency in metrics and reporting
- Continue ethical, privacy-centered marketing practices

Key Considerations for Board Support
- Marketing balances impact with legal and ethical responsibilities
- Investment in integrated tools increases efficiency
- Citywide outreach reinforces EPL's role as a trusted institution

Looking Ahead: Guided by Strategic Priorities
- Expand equitable access
- Strengthen belonging and connection
- Grow with Evanston's evolving needs

2026 Adjustments
- Prioritize Website, Email, and in-library promotion as primary channels.
- Continue to expand ward-based and partner outreach in underrepresented areas.
- Strengthen metrics tracking aligned to strategic priorities.

EVANSTON PUBLIC LIBRARY

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Heather Norborg – Interim Executive Director

Subject: Approval for Siemens Building Automation Service Agreement Payment 2026

Date: January 21, 2026

Recommended Action
Staff recommends the approval of the 2026 payment of $32,228.75 to Siemens Building Technologies (585 Slawin Court, Mount Prospect, IL 60056) for the building automation system (BAS) at the Main Library.

This is the second year of a three year contract, previously approved by the Library Board at the January 15, 2025 regular Board meeting, at a total cost of $96,775.83 for the period from FY 2025 to FY 2027. The contract covers the period from January 1, 2025, through December 31, 2027. The details are as follows:

Period	Period Range	Billing Frequency	Annual Price
1	January 1, 2025 – December 31, 2025	Annually (In Advance)	$30,548.58
2	January 1, 2026 – December 31, 2026	Annually (In Advance)	$32,228.75
3	January 1, 2027 – December 31, 2027	Annually (In Advance)	$33,998.50
Total			**$96,775.83**

Funding Source
This extension is funded from the Library Fund – Building Maintenance Services account 185.48.4840.62225.

Summary
The Siemens BAS (Building Automation System) monitors and controls the heating, ventilation, air conditioning (HVAC), and lighting systems for the Main Library. It was installed when the Main Library was built in 1994. The system is proprietary; Siemens is the sole source for system expertise and replacement hardware/software upgrades. This renewal includes necessary software upgrades as they are released to the Siemens Desigo CC operating system and staff training. The building management system allows COE FFM staff to remotely monitor and control the HVAC and lighting systems.

Attached:

Siemens signed 2025 contract

SIEMENS

PROPOSAL
Evanston Library - Automation Services (2025-2027)(Rev1)

PREPARED BY
Siemens Industry, Inc. ("Siemens")

PREPARED FOR
CITY OF EVANSTON

DELIVERED ON
December 30, 2024

SMART BUILDINGS

Transforming the Everyday

Table of Contents

Contact Information

Proposal #:	9215956
Date:	December 30, 2024

Sales Executive:	Tyler Gerlach
Branch Address:	1701 Golf Rd. Suite 3-500 Rolling Meadows, IL 60008
Telephone:	224-200-3450
Email Address:	tyler.gerlach@siemens.com

Customer Contact:	Yolande Wilburn
Customer:	CITY OF EVANSTON
Address:	1703 ORRINGTON AVE
	EVANSTON IL 60201-3827
Services shall be provided at:	Evanston Library
	1703 ORRINGTON AVE EVANSTON IL 60201-3827

Executive Summary

Customer Needs

The Services proposed in this agreement are specifically designed for CITY OF EVANSTON, and the services provided herein will help you in achieving your facility goals.

Services Included

Siemens will provide the following services.

Service Description

- Preventive Maintenance - Automation
- Software Maintenance
- Repair and Replace
- Network Maintenance
- Control Loop Tuning
- Customer Directed Support
- Operator Coaching
- Lifecycle Planning
- Software Subscription Service - Desigo CC
- Data Backup and Restore Services - Online
- Firmware Updates

Siemens Capabilities & Customer Commitment

Siemens Industry, Inc. is a leading single-source provider of cost-effective facility performance solutions for the comfort, life safety, security, energy efficiency and operation of some of the most technically advanced buildings in the world. For more than 150 years, Siemens has built a culture of long-term commitment to customers through innovation and technology. Siemens is a financially strong global organization with a Branch network that delivers personalized service and support to customers in multiple industries and locations.

Building Services – Automation

Services that deliver the outcomes you want to achieve

Services delivered by Siemens have been developed to help you achieve the outcomes you expect. Siemens will deliver the outlined services on a bi-monthly basis. Some outlined services may be completed remotely.

BMS Health

Optimize the health of the building management system by automating maintenance diagnostics reports to target and prioritize remote and onsite service

Online Data Backup & Protection

Siemens will perform scheduled database backups remotely of all graphics, reports, configurations, user information and databases, and store this information on a cloud-based secure server. If, for any reason, any of the backed-up information or data is lost from your system, Siemens can reload the information or data on-site or remotely, with your backup copy (if covered elsewhere within this service agreement). The frequency and equipment to be included as part of this service is itemized in the List of Equipment Related Services. Online backups of the SQL database, historical data, and trends are not included with the Desigo CC application backup.

Software Subscription Service – Desigo CC

Siemens will provide you with software upgrades to your existing Siemens Desigo CC software as they are released. These upgrades include both Service Releases and all New Version Releases of Software, up to the Frequency shown in the Equipment Related Services table. Siemens will also provide corresponding support documentation outlining the features of the releases. Included is training to help to familiarize you with the new features along with their associated benefits. These updates will act to deliver the benefits of Siemens' commitment to compatibility by design, a commitment unique in our industry. Workstations covered under this service are itemized in the List of Equipment Related Services. (Upgrades to PC's and related workstation hardware are excluded unless expressly included in this Agreement.)

Network Health

Optimize the health of the network infrastructure by analyzing network traffic and resolving performance issues.

Network Maintenance Report

Network Maintenance: Using a combination of proprietary diagnostic technologies, digital meters, and network analysis software, Siemens will analyze, optimize and report on the performance of the customer's systems networks a specified number of times per year. Proper network performance helps to ensure the proper speed of communication and accuracy of control, alarming, and reporting across the facility. Using network diagnostic tools, our proactive evaluation of the data network includes an analysis of bandwidth, disturbances, network traffic, communication over the network, and overall operation. The number of networks to be analyzed and the frequency of the service are documented in the List of Equipment Related Services.

Additional Services

Firmware Updates

We will provide you with firmware and documentation updates to your existing field panels upon development. The included training will familiarize you with the new features and their associated benefits. These updates deliver the benefits of Siemens commitment to compatibility by design; a commitment unique in our industry. Field panels included under this service are itemized in the List of Equipment Related Services. (Upgrades to Field Panel hardware, processors, memory boards, and related hardware are excluded unless specified elsewhere.)

Control Loop Tuning

Control loops drift out of calibration with changes in mechanical efficiency, building use, and climatic conditions. Through this service Siemens will ensure control loops for devices such as valves, dampers, actuators, etc., experience minimized overshooting and oscillatory behavior. The control loops to be included as part of this service are itemized in the List of Equipment Related Services in this service agreement.

Preventive Maintenance – Automation

We will provide preventive maintenance in accordance with a program of routines as determined by our experience, equipment application and location. The list of field panels and/or devices included under this service are identified in the List of Equipment Related Services in this service agreement.
Automation controls can drift out of calibration with changes in HVAC component performance characteristics, building use, and climatic conditions. This service will extend equipment life, reduce energy consumption, and reduce the risk of costly and disruptive breakdowns.

Repair & Replacement Services – Labor & Material

Repair & Replacement Services: To reduce the unexpected costs of unbudgeted repairs, Siemens will provide the labor and material to repair or replace failed or worn components. Prior to beginning any repair or replacement, Siemens will troubleshoot the system to diagnose your system's problem. Components that are suspected of being faulty may be repaired or replaced in advance to minimize the occurrence of system interruptions. Equipment covered under this agreement is itemized in the List of Equipment Related Services, unless otherwise noted. Items not covered will be brought to the owner's attention.

Software Maintenance

Using appropriate tools from Siemens' suite of diagnostic tools, we periodically perform system diagnostics and then take corrective actions to ensure that the Building Automation System is performing at peak efficiency or to customer requirements. We make sure that software changes are clear and consistent, address any failed points, points in alarm, points in operator priority and take corrective action. We identify and correct software corruption and inconsistencies; eliminate duplicate points, redundant loops and causes of unnecessary traffic; and address unresolved points and alarm reporting problems. This will ensure that the system operates quickly, accurately and efficiently as originally designed and installed or as determined by current standards or requirements.

Lifecycle Planning

Siemens will conduct a review on your building automation, fire and security systems, to determine technology levels and the state and status of their lifecycle. Siemens will utilize the results of the reviews to make specific recommendations regarding the current and recommended technology, so that we can help you receive the full benefit and return from your investment. Siemens will provide you with a recommended technology roadmap and written report of our findings, and conduct a face-to-face debriefing with you. Where requested, Siemens will provide ongoing budget support to assist you in understanding future investment requirements.

Customer Directed Support

With Customer Directed Support, Siemens will provide a trained and experienced specialist or technician who will work under your direction. The intent of this service is to offer you labor assistance in completing a special project, or to meet a facility objective. Custom support will be provided during normally scheduled visits. Should custom support take priority it is understood that the other outlined services within this agreement may be forfeited. Examples of other associated deliverables of this service are listed in the Appendix section of this service agreement.

Operator Coaching

Through our individual Operator Coaching, we will review and reinforce learned skills, leading to greater operator knowledge and productivity. Siemens will assist your operators in identifying, verifying and resolving problems found in executing tasks. During the coaching sessions, we can address log book issues, assist your operators in becoming more self-sufficient, and improve the skills of your operators to better meet the needs of your facility and their specific job responsibilities. This will promote better utilization of systems and applications implemented in your facility. Under this agreement we shall provide coaching, which will be conducted on normal business days and hours, during scheduled visits.

Emergency Response Times – Automation

Emergency Online/Phone Response

Standard

Monday through Sunday, 24 Hours per Day, System and software troubleshooting and diagnostics will be provided remotely to enable faster response to emergency service requests and to reduce the costs and disruptions of downtime. Siemens will respond within 4 hours, Monday through Sunday, 24 hours per day, excluding Holidays, upon receiving notification of an emergency, as determined by your staff and Siemens. Where applicable, Siemens will furnish and install the necessary online service technology to enable us to remotely access into your system, through a communications protocol (internet connection or dedicated telephone line) that will be provided by the facility. Where remote access is not available to the system, Siemens will provide phone support to your staff to assist in their onsite troubleshooting and diagnosis. If remote diagnostics determine a site visit is required to resolve the problem, a technician can be dispatched. Depending on your contract coverage, the on-site dispatch will be covered or will be a billable service call.

Emergency On-site Response

Standard

Monday through Sunday, 24 hours per day, Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Siemens will provide this service between scheduled service calls and respond onsite at your facility within the next business day, Monday through Sunday, 24 hours per day, for emergency conditions, as determined by your staff and Siemens. Response on Holidays is excluded from this coverage. Non-emergency conditions, as determined by your staff and Siemens, may be incorporated into the next scheduled service call.

Connectivity and Communications

Proactive Remote Services

The optimal support for the high-performance operation of your building

When the scope of services outlined within this proposal require or can utilize remote access,

Siemens provides an easy-to-use remote access platform that enables the secure and reliable delivery of Siemens remote services. Remote services, including engineering, commissioning, and maintenance of building systems can be performed by Siemens technical experts through our Digital Services Center of Excellence, available at any time to support your facility.

Siemens Remote Services utilize a secure remote access and connectivity solution referred to as the Siemens common Remote Service Platform (cRSP). cRSP is a comprehensive solution that powers a wide range of Siemens services and provides your organization with a solid foundation to leverage the power of connectivity, data, and analytics to make your facility even smarter. cRSP was designed and built to be a common platform for digitalization and is used across the Siemens family of companies.

Incorporating best practices and leading technologies from both the IT and cybersecurity fields, cRSP is a modern, secure, high-performance, and highly available platform that brings all the advantages of cloud-connected services to your facility, without sacrificing security. Utilizing cRSP and Siemens remote services gives your team a backstop and lets you unlock the operational benefits of analytics while also providing security mechanisms that mitigate cyber risk to your organization.

cRSP includes a range of security controls and features that give you confidence, control, and peace of mind that the services you rely on are both useful *and* secure.
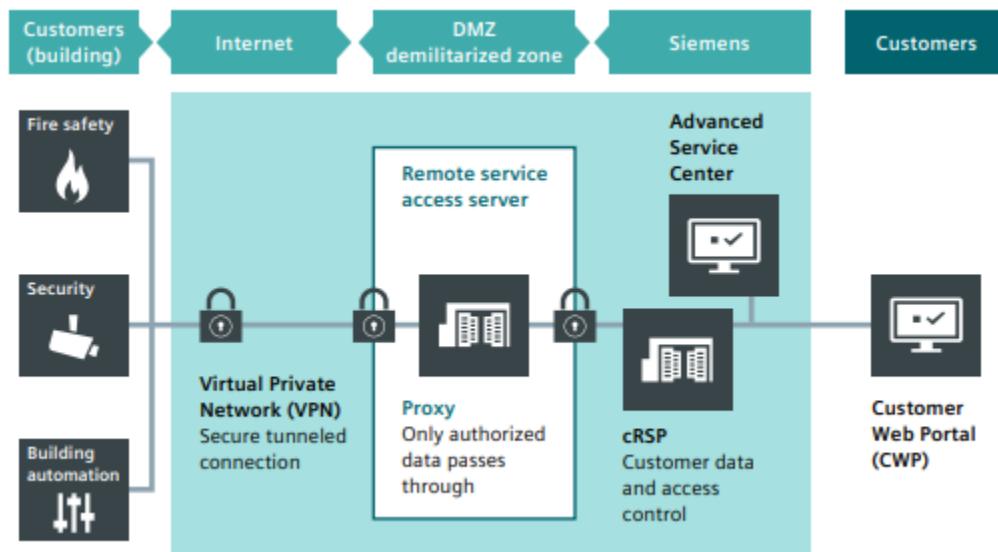
cRSP Security Feature Highlights:

- Governed and secured in accordance with ISO 27001 and compliant with a robust Siemens-wide cybersecurity and information security management program and policies.
- Integrated with the global Siemens identity and access management platform, which provides robust multi-factor authentication, enforcement of least-privilege access, granular separation of duties, mandatory usage of PKI, and automatic account management for all Siemens employees.
- Designed from the ground up using a defense in depth architecture that utilizes layered controls specifically crafted to mitigate the threats facing Operational Technology (OT) today.
- Centrally monitored to promote end-to-end reliability and availability.
- Robust logging and reporting of remote activity to ensure visibility and control.
- Secure network architecture and platform access based on granular segmentation, next-generation firewalling, and usage of DMZs at trust boundaries.
- Flexible deployment model and security configuration options to ensure streamlined usage while meeting your organization's security requirements and preferences.
- Compatible with a wide range of on-premise network configurations and traffic flow setups, allowing for integration with your existing network architecture, IT infrastructure, and security controls.

Siemens Service Portal

The Service Portal complements the personalized services you will receive from your local Siemens office by providing greater visibility into equipment and services delivered by Siemens. This web-based portal allows you the ability to submit service requests, confirm and modify schedules, track repairs, manage agreements, generate reports, and access critical information; then share it across your entire enterprise quickly and efficiently. The Service Portal is a user-friendly way to increase your productivity and the value of your service program.

Data security as a basic requirement

We value confidentiality and long-term partnerships. That is why we give the security of your data the highest priority. Before we implement an enhanced service package with remote support, we conduct an in-depth analysis of the situation, taking into account national and international regulations, technical infrastructures and industry specifics. Our service employees carefully evaluate your needs on an individual basis with a view toward information security.

Service Agreement Contract Characteristics

Description	AUTOMATION
Hours of Coverage	24 x 7
Response Times (Phone/Online)	4 Hours
Response Times (Onsite/Emergency)	Next Business Day
Remote Services	Yes
Third Party Systems	No
Monitoring	No
Additional Labor Discount	20.0%
Additional Material Discount	*See Below Details*

Labor and material discounts are applicable for sites identified in this agreement and are only available for the disciplines included in this agreement. Material discounts do not apply to 3rd party or non-Siemens Building Products manufactured components.

Upgrades and/or repairs of legacy equipment are not inclusive of this agreement.

Remote support outside of the regular scheduled visits will be billable at the standard remote service specialist rates.

*Factory Repair / Replacement Material Discounts: Customers with a current Service Agreement will receive a discount of 40% less 20% off list on standard catalog pricing for Siemens Industry Inc. – BT Division products except products listed in the catalog with the @ sign are limited to a 40% discount.

Equipment Related Services

Automation

Equipment	Service Description	Qty	Frequency	Year	Service Location	Repair Coverage
PXC Modular						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	
	Software Maintenance	2	1	1,2,3	Onsite	
	Repair and Replace	2	1	1,2,3		Material and Labor
FLN Controller						
	Preventive Maintenance - Automation	2	1	1,2,3	Onsite	N/A
	Software Maintenance	2	1	1,2,3	Onsite	N/A

Service Team

An important benefit of your Service Agreement derives from having the trained building service personnel of Siemens Industry, Inc. familiar with your building systems. Our implementation team of local experts provides thorough, reliable service and scheduling for the support of your system.

Added to the team is a team of building experts at our Digital Service Center. The benefits you receive are less disruption to your employees at the site, less intrusive on the system at peak hours, fewer emissions for trucks rolled, and real time analytics with digital workspace hours.

The following list outlines the service team that will be assigned to the service agreement for your facility

Your Assigned Team of Service Professionals will include:

Tyler Gerlach - Sales Executive manages the overall strategic service plan based upon your current and future service requirements.

Brandon Sirota - Client Services Manager is responsible for ensuring that our contractual obligations are delivered, your expectations are being met and you are satisfied with the delivery of our services.

Primary Service Specialist is responsible for performing the ongoing service of your system.

Remote Services Specialist is responsible for the execution of remote services including proactive planned tasks, in-depth fault analysis and identification of corrective actions.

Brian McAlpin - Service Operations Manager is responsible for managing the delivery of your entire support program and service requirements.

Dave Serbicki - Service Coordinator is responsible for scheduling your planned maintenance visits, and handling your emergency situations by taking the appropriate action.

Service Administrator is responsible for all service invoicing including both service agreement and service projects.

Terms and Conditions

Terms and Conditions (Click to download)
Terms & Conditions   (www.siemens.com/standard-terms-service)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU, CMAI, COMEX market indexes or IHS Markit, then Siemens may increase the applicable yearly Investment or apply a surcharge accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Addendum(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Click on addendum below to read/download
Online Backup and Data Protection   (www.siemens.com/data-backup-addendum)
Software License Warranty   (www.siemens.com/software-license-addendum)
Consulting   (www.siemens.com/rider-consulting)
Exclusions and Clarifications   (www.siemens.com/clarification-addendum)

Agreement Terms for Investments

Services shall be provided at:

1703 ORRINGTON AVE
EVANSTON, IL 60201-3827

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning January 1, 2025. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. In addition, each renewal term pricing shall be adjusted for any additions to services, equipment, or labor rate revisions selected for the renewal term.

Initial Term Investments:

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	$30,548.58
2	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	$32,228.75
3	Jan 1,2027 - Dec 31,2027	Annually (In Advance)	$33,998.50

Multi-Period Investment Total	$96,775.83

Amount Due In Advance Based On Billing Frequency; 1.00% Escalation in Pricing for Semi-annual Frequency, 2.00% Escalation in Pricing for Quarterly Frequency, 3.00% Escalation in Pricing for Monthly Frequency*

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal is firm for 30 days.

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

Signature Page

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents, including any applicable Rider(s), incorporated herein) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Billing Frequency	Annual Price
1	Jan 1,2025 - Dec 31,2025	Annually (In Advance)	$30,548.58
2	Jan 1,2026 - Dec 31,2026	Annually (In Advance)	$32,228.75
3	Jan 1,2027 - Dec 31,2027	Annually (In Advance)	$33,998.50

Proposed by:

Siemens Industry, Inc.

_____
Company

Tyler Gerlach

_____
Name

9215956

_____
Proposal #

$96,775.83

_____
Proposal Amount

December 30, 2024

_____
Date

Accepted by:

CITY OF EVANSTON

_____
Company

_____
Name (Printed)

_____
Signature

_____
Title

_____
Date

_____
Purchase Order # ☐ PO for billing/pmnt only ☐ PO not required

Siemens Service Portfolio

Advisory and Performance Services

Manage System Operation & Compliance

Services that keep systems performing at their best, as designed and intended to operate, help you achieve:

- Optimized comfort, safety, and security
- Fulfilled regulatory requirements
- Greater transparency into critical systems
- Reduced operating risk

Facility Assessment & Planning
In-depth building system assessment and recommendations, definition of relevant KPIs, and development of your service program

Test & Inspection
Regular check-ups to measure system performance compared to your defined facility and regulation requirements and risks

Preventive Services
Services performed on a regular schedule or based on data analytics to verify and improve system state

Documentation Management
Management of critical building system and compliance information, with organization and access determined by your needs

Corrective Services
Immediate response to system failures or faults to restore functionality and integrity to desired state

Optimize Performance & Productivity

Enhance building performance with improvement measures that increase productivity and efficiency; common outcomes include:

- Enhanced system performance
- Streamlined operational processes
- Improved decision-making through data analytics

Optimization Planning
Planning and prioritization of improvement measures to increase building and/or process performance and efficiencies

Predictive Services
Systems are audited and monitored to detect abnormalities or faults, with recommendations provided and/or corrective actions taken

System Improvements & Integration
Enhancements or additions to your current system to increase staff productivity, system performance, and operational/energy efficiencies

Training & Operational Support
Training, coaching, and on-site support to increase staff productivity and knowledge

Managed Services
On-site and/or remote resources monitor system events and alarms, and take appropriate action

Protect Lifecycle Investment

Leverage past investments and address future requirements with advanced and proven technology, to achieve outcomes such as:

- Extended system life
- Maximized return on investment
- Realized benefits of new technology

Technology Planning
Consulting services identify technology improvement opportunities that help achieve performance goals while leveraging past investments

System Updates / Upgrades
Software upgrades and firmware updates are provideded, delivering the most current technology and functionality

System Migration / Modernization
Enhancements to your systems by elevating them to the most current hardware and software platforms, resulting in increased functionality and performance levels

Retrofits & Extensions
Modifications are made to existing systems to accommodate changes to your facility usage and footprint

New Installation Services
Startup, commissioning, and other installation services are completed to ensure new equipment operates at maximum performance

Enhance Energy Management & Sustainability

Increase the value and competitiveness of buildings and infrastructure by delivering solutions that:

- Conserve energy
- Maximize efficiency
- Minimize operating costs
- Reduce environmental impact

Energy & Sustainability Master Planning
Strategy and planning services provide a detailed master plan to provide budget transparency, enable improved performance and sustainability, reduce energy consumption, and minimize operational costs

Energy Conservation
Implementing energy conservation strategies reduces total carbon emissions through efficiency measures and minimizes energy spend by optimizing consumption

Energy Production & Storage
Using innovative design and simulation tools, energy production and storage solutions improve energy efficiency, energy availability, security of supply, and carbon reduction

Energy Procurement
With advanced procurement technologies and beneficial contract terms, these tailored procurement and supply services reduce costs, reduce risks, and create certainty

Digital Services

MEMORANDUM

To:	**Evanston Public Library Board of Trustees**
From:	EPL Communication Sub-Committee
Subject:	Addition to Board Bylaws - 1.6 Meetings of the Board of Trustees; Regarding Public Recordings of Library Board Meetings
Date:	January 21, 2026

Purpose

To increase transparency and public access, Evanston Public Library (EPL) will publish recordings of all open, scheduled full Board of Trustees meetings, including captions and transcripts, within a short timeframe prior to the next full Board meeting. This practice will supplement—but not replace—the official record of approved minutes required under the Illinois Open Meetings Act (OMA).

Addition to Board Bylaws, Section 1.6: Meetings of the Board of Trustees

Evanston Public Library (EPL) will record and publish open, scheduled full Board meetings with accessible captions and transcripts within a short timeframe and prior to the following full Board meeting. Closed-session recordings and access are governed separately by OMA and are not published. Each meeting webpage will clearly label recordings/transcripts as supplemental and include a link to where the Board packets and minutes are located, briefly explaining the process for approving minutes.

Technology failures or emergencies may delay posting; ED or staff designate will post as soon as practicable and note the reason for delay on the meeting page. Applies to all noticed and open full meetings of the EPL Board of Trustees that are conducted in-person, hybrid, or virtually (e.g., via Zoom).

Posted recordings/transcripts will be maintained online for 12–24 months, subject to the Illinois Local Records Act and EPL's Local Records Commission-approved schedule; minutes and agendas remain permanently accessible as required.

Proposed Effective Date*: January 21, 2026.*

References:

- *DOJ ADA Title II web rule fact sheet and Federal Register final rule (WCAG 2.1 AA standard for state/local governments). ADA.gov+1*
- *ADA Title II Web and Mobile Application Accessibility Rule - State and local government compliance guidance. ADA.gov-Web Rule*
- *IITAA 2.1 (Illinois) – requires WCAG 2.1 AA conformance; effective June 24, 2024. DoIT Illinois+1*
- *Illinois OMA FAQs (AG) – minutes required for all meetings; verbatim recording required for closed sessions. Illinois Attorney General*
- *W3C WCAG 2.1 and WAI guidance – captions for prerecorded video; auto captions not sufficient unless confirmed fully accurate. W3C+1*

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Ellen Riggsbee, Marketing and Communications Manager

Subject: Introduction of Board of Trustees FAQ Page for Public Transparency

Date: January 21, 2026

Background

In response to recent public questions and ongoing community conversations about Evanston Public Library and the role of the Board of Trustees, the Communications Sub-committee has developed a set of Frequently Asked Questions (FAQs) for inclusion on the Library Board of Trustees page of the EPL website. These questions reflect themes and topics that community members have raised through public meetings, direct outreach, and general engagement with the Library.

The FAQ document is intended to clarify the Board's role, responsibilities, and decision-making processes, as well as to provide context around current issues that may be discussed publicly. By proactively addressing common questions, the Board aims to reduce confusion, ensure consistent messaging, and provide accurate, accessible information directly from the Board.

Summary of Intent

The purpose of the Board FAQ page is to support transparency, openness, and trust between the Board of Trustees and the Evanston community. The FAQs are designed to clearly explain Board actions, governance responsibilities, and how decisions are made—while reinforcing the shared commitment of the Board and Library staff to fiscal responsibility, public service, and community-centered leadership.

This resource is not intended to replace formal policies or Board materials, but rather to serve as a plain-language, public-facing guide that helps residents better understand how the Library is governed and how Board decisions align with the Library's mission and values.

Please feel free to share feedback or suggested revisions. Once finalized, the FAQ page will be published on the EPL website and referenced as an ongoing transparency resource for the public

Frequently Asked Questions

T[he Library Collection: Digital Materials](#)
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[The Library Board of Trustees](#)

The Library Collection: Digital Materials

What happened to the digital resources the Library used to have?

In mid-2025, Evanston Public Library transitioned away from a high-fee, shared consortium and began building an interim independent digital library, with the long-term goal of forming a new, free-to-us consortium with other libraries.

The process was not as smooth as we hoped and were promised, and as a result, the number of available digital resources is currently fewer than before. We're sorry for the disruption and frustration this change has caused.

We recognize that this has been inconvenient for our community. Our focus now is on restoring access to more titles as quickly as possible, improving both the size of our digital collection and the process moving forward. We are actively working to build a more stable, reliable digital library that best serves Evanston residents. In the meantime, Library staff are always available to help patrons find alternatives and access what they need. We intend to share updates as this evolves.

Why did the Board of Trustees approve the change to the digital library?

In approving changes to the digital library, the Board carefully considered all available options and listened to staff recommendations, with the goal of ensuring Library funds were being used as responsibly and sustainably as possible. These decisions were made with a focus on balancing access, service quality, and fiscal responsibility.

The Board works collaboratively with Library leadership, the City of Evanston, and the public to guide decisions transparently and thoughtfully, always with the intention of being good stewards of public resources and ensuring the Library can continue to serve the community well—both now and into the future.

The Library and the City of Evanston

What is the Library's relationship with the City?

The Library has been an independent organization since 2014. It is not a separate district with an elected board and full taxing/borrowing authority, nor is it a City

department. That said, the City owns the main library building and the Crown branch building. The Library pays the City for some services (e.g., HR, IT, legal, facilities) by agreement.

What is happening right now between the City of Evanston and the Library?

The City of Evanston and the Library are continuing conversations about how best to work together moving forward. As mentioned above, the Library currently purchases several key services from the City, and both parties intend to continue working together to ensure smooth operations and strong support for patrons and staff.

Additionally, the Intergovernmental Agreement (IGA) between the City and the Library is under review as part of broader discussions to clarify roles, responsibilities, and service delivery expectations. Reviewing agreements like this is a normal process when organizations seek clarity and improvement.

These discussions are centered on clearly defining—in writing—what City-provided services are purchased by the Library, and establishing Service Level Agreements (SLAs), so the Library can continue to operate transparently and maintain its fiscal responsibility to the City of Evanston, Library patrons, and staff.

During these discussions, the Library and its services remain open and operating as usual. Programs, collections, and staff support continue uninterrupted.

Is the Library separating from the City of Evanston?

No. The Library is not separating from the City of Evanston. This topic came up in 2024-25 as part of a study that was conducted solely to research and understand that scenario, so services could be clearly identified and costs quantified. This fact base helps ensure that any forthcoming agreement between the City and the Library is accurate, well-defined, and fiscally responsible.

No changes are taking place, and the Library will continue to work collaboratively with the City. Any future updates will be shared openly through appropriate public processes.

What is happening with the Intergovernmental Agreement (IGA)?

As mentioned above, the IGA between the City and the Library is being reviewed as part of broader discussions about roles, responsibilities, and service delivery. Reviewing agreements like this is a normal process when organizations seek clarity and improvement. The Library Board aspires to complete the IGA review, with inputs from the City – including any needed revisions – in 2026. It is important that this move forward so that the Library is up-to-date on how it may responsibly access capital for maintenance and improvements to enhance patrons' experience and safety.

Updates will be shared publicly if changes are proposed.

The Library Board of Trustees

What is the Board of Trustees' role?

The Library has an independent, appointed Library Board. The Mayor appoints Library Board Trustees with City Council advice and consent. The Evanston Public Library Board of Trustees is responsible for the Library's overall governance and long-term stewardship. The Board helps set policy, provides financial oversight, oversees the Executive Director role, and ensures the Library stays true to its mission while serving the evolving needs of the Evanston community.

Board members are community volunteers who care deeply about the Library, its staff, and the people it serves

Are Board of Trustees meetings open to the public?

Yes. Board of Trustees meetings at the Evanston Public Library are open to the public, and community members are welcome to attend. Time for public comment is included so residents can share questions, feedback, or concerns directly with the Board.

Agendas are posted on the Library's website in advance of approved meetings and minutes are posted following meetings, so the public can review what will be discussed and what actions were taken. As of 2026, monthly Board meetings are recorded, captioned and made available on our webpage.

Anyone can email any member of the Board directly with questions or concerns. All Board members' email addresses are available on the EPL Board of Trustees web page.

How can I attend or participate in a Board meeting?

Community members may attend Board meetings in person. Meeting dates, times, locations, and agendas are posted on the Library's website ahead of each meeting (link).

Public comment guidelines are included on the agenda, and attendees are invited to participate in accordance with those guidelines. The Library welcomes respectful community engagement as part of its governance process.

Are Board meetings recorded or available to watch later?

Yes. Beginning in 2026, Evanston Public Library will share recordings of monthly Board of Trustees meetings to expand access and transparency. Recordings will be available on both the Library's website [link] and the Library's YouTube channel.

This added option allows community members who cannot attend meetings in person to stay informed about Board discussions and decisions on their own schedule. Sharing meetings, agendas, and recordings is part of the Library's ongoing commitment to openness, accountability, and public trust. The Board and Library leadership believe that clear communication and accessible information help strengthen the relationship between the Library and the community it serves.

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Assistant Director

Subject: State Per Capita Grant Checklist

Date: January 21, 2026

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 approve the rankings provided in this checklist in order to complete the filing of our Per Capita and Equalizations Aid Grant application.

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 constitue 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. | | | |

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			