



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, March 18, 2026, at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

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



BOARD OF TRUSTEES MEETING

Wednesday, March 18, 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, February 18, 2026
 - b. Approval of Regular Board Meeting Minutes, February 18, 2026
 - c. Approval of Communication Sub-Committee Minutes, March 3, 2026
 - d. Approval of DEIB Committee Meeting Minutes March 10, 2026
 - e. Approval of Finance Committee Meeting Minutes March 12, 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 Year-end Financial Report by Sameer Notta
- 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. RFP Interim Executive Director Search Update (Discussion)
 - b. Communications Committee charter (Discussion & Action)
 - c. Facilities Policy update (Discussion & Action)
- 9. OLD BUSINESS**
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

Next Meeting: April 15, 2026, at 6:30 pm via Zoom and hybrid

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



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

Wednesday, February 18, 2026, at 5:00 PM
Main Library, Community Meeting Room, and Remote

Members Present

Arikpo Dada, Tracy Fulce, Jean Keleher, and Michelle Mills (joined virtually). Additional trustees in attendance included Victoria Shire and Esther Wallen.

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 5:10 p.m.

Land Acknowledgement

The land acknowledgement was read by Trustee Fulce.

Citizen Comment

None

New Business

- A. Community Event Attendance
Trustee Fulce moved, seconded by Trustee Mills, to approve a process for deciding how board members will attend community and library events that Trustees should attend at monthly management meetings.
- B. New Member onboarding
- C. Succession Planning
 - i. Board Leadership
 - ii. Library Leadership

Executive Session

Motion to Enter Executive Session: All trustees moved to go into executive session. **Action:** Motion carried.

Motion to Adjourn Executive Session: Trustee Fulce moved, seconded by Trustee Dada, to adjourn the executive session at 6:22 p.m.

Adjournment

Trustee Fulce moved to adjourn the meeting. The motion was seconded by Trustee Dada, and the motion carried.

The meeting adjourned at **6:23 p.m.**

Submitted by

Arikpo Dada
Evanston Public Library Board of Trustees



**Evanston Public Library Board of Trustees
Meeting Minutes**

Wednesday, February 18, 2026, at 6:30 PM
Main Library, Community Meeting Room, and Remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills (joined virtually), Victoria Shire, and Esther Wallen

Members Absent

Meghan Shea

Staff Present

Heather Norborg, Sameer Notta, Jennifer Shreve, and Ellen Riggsbee

Presiding Member

Trustee Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order at 6:35 p.m., at which time a quorum of Trustees was established.

Land Acknowledgement

The land acknowledgement was read by Trustee Keleher.

Citizen Comment

Aquila Bey, PhD

Consent Agenda

- A. Approval of Management Committee Meeting Minutes, January 21, 2026
- B. Approval of Regular Board Meeting Minutes, January 21, 2026
- C. Approval of Management Committee Meeting Minutes, January 26, 2026
- D. Approval of Communication Sub-Committee Minutes, February 3, 2026
- E. Approval of DEIB Committee Meeting Minutes February 10, 2026
- F. Approval of Finance Committee Meeting Minutes February 12, 2026
- G. Approval of Bills and Payroll

Motion: Trustee Wallen moved, seconded by Trustee Keleher, to approve the consent agenda as amended. **Action:** Motion carried.

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

Amended Agenda

Motion: Trustee Dada moved, seconded by Trustee Shire, to amend the agenda to include a discussion on succession planning under Old Business.

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

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)
- B. Facilities Report (Distributed in Advance)
- C. Monthly Development Report (Distributed in Advance)
- D. 2025 Year-End Development Report by Jennifer Shreve
- E. 2025 Annual Report Presentation by Ellen Riggsbee

Board Reports

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

New Business

- A. Approval of FY2025 Illinois Public Library Annual Report (IPLAR) application.
Motion: Trustee Dada moved, seconded by Trustee Huggins, to approve the IPLAR report.
Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shire, and Wallen voted aye. No nays. **Action:** Motion carried.
- B. Acceptance and approval of the Executive Director's resignation and approval of the separation agreement.
Motion: Trustee Wallen moved, seconded by Trustee Mills, to accept and approve the Executive Director's resignation and to approve the separation agreement.
Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shire, and Wallen voted aye. No nays. **Action:** Motion carried.
- C. Interim Executive Director Search RFP (Action)
Motion: Trustee Mills moved, seconded by Trustee Huggins, to obtain three quotes for a Request for Proposal (RFP) to hire a search firm to conduct the Interim Executive Director search.
Roll Call Vote: Trustees Amamoo, Dada, Fulce, Huggins, Keleher, Mills, Shire, and Wallen voted aye. No nays. **Action:** Motion carried.

Old Business

Amended Agenda: Succession Planning



Motion: Trustee Dada moved, seconded by Trustee Keleher, to fund reimbursement for up to three trustees to attend the Chessmen Club Gala.

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

Executive Session

Motion to Enter Executive Session: Trustee Fulce moved, seconded by Trustee Huggins, to go into executive session. **Action:** Motion carried.

Motion to Adjourn Executive Session: Trustee Fulce moved, seconded by Trustee Shire, to adjourn the executive session at 8:33 p.m.

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

Adjournment

Motion: Trustee Dada moved, seconded by Trustee Keleher, to adjourn. A voice vote was taken—all ayes. No nays. **Action:** Motion carried. The meeting adjourned at 8:33 p.m.

Submitted by

Trustee Huggins, Secretary
Evanston Public Library Board of Trustees



Library Board Meeting

February 18, 2026

Board President Report

I want to take a few moments today to honor the memory and legacy of Yvonne Davis, whose leadership continues to shape this institution and this community in ways that still matter.

In July of 1974, Yvonne Davis was elected President of the Board of Trustees of the Evanston Public Library. In doing so, she became the first woman president in the library's 101-year history. That moment was not symbolic alone—it was consequential. It represented a shift in who was seen as capable of stewarding one of Evanston's most important public institutions.

Her service to this library began years earlier. She joined the board in 1969 and also served on the board of the North Suburban Library System, demonstrating an understanding that libraries are not just buildings, but connective civic spaces—places where access, learning, and democracy intersect.

Yvonne Davis also understood leadership as something rooted deeply in community. She was a charter member of the Evanston North Shore Alumni Chapter of Delta Sigma Theta Sorority, Incorporated, grounding her work in a tradition of scholarship, service, and collective responsibility. Her leadership was never just positional; it was relational.

And for me, this story is also personal. Yvonne Davis was my husband's fourth-grade teacher. That matters. It reminds us that leaders shape institutions, yes—but they also shape people, often in ways that ripple forward long after titles change and terms end.

What I find most inspiring about Yvonne Davis is that she built a legacy in spaces that were not designed to preserve it. Legacy is especially fragile in institutions that speak the language of tradition while remaining deeply committed to long-standing norms of power—norms that often interrupt, minimize, or move past the leadership of Black women. Building legacy in such spaces requires more than excellence; it requires endurance, clarity, and a refusal to disappear.

It also requires the precision of truth. Recently, I've been struck by how easily the complexities of our work can be flattened by imprecise language—where the systemic, 'racialized' realities we navigate are mischaracterized or reduced to simpler, louder terms. But if we cannot name a thing correctly, we cannot honor it fully. Yvonne Davis didn't just 'succeed' in spite of difficulty; she navigated a racialized system with a clarity of purpose that we are still learning from today.

As her Soror, I understand my leadership here, not as coincidence, but as continuity. Honoring Yvonne Davis means not only remembering what she did, but recommitting ourselves to the



**Library Board Meeting
February 18, 2026
Board President Report**

responsibility of protecting the legacies we claim to value—by noticing them, naming them, and allowing them to guide how we lead today.

May we do that work with the same courage and care she showed us.

Tracy Fulce

She/Her/Hers

Evanston Public Library

President, Board of Trustees

M) 847.834.9893

tfulce@cityofevanston.org



Evanston Public Library Communication Sub-Committee

MEETING MINUTES

Tuesday, March 3, 2026, at 6:30 PM

Main Library, Library Board Room, and Remote

Members Present

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

Members Absent

None

Staff Present

Ellen Riggsbee

Call to order/Declaration of Quorum.

Trustee Keleher called the meeting to order at 6:33 p.m., at which time a quorum of Trustees was established.

Land Acknowledgement

The land acknowledgement was read by Trustee Shire.

Citizen Comment

None

Old Business

N/A

New Business

- A. Web Content Accessibility Guidelines (WCAG) Compliance
- B. Digital Library Update and Communication
- C. E-book Pricing - Policy Communication
- D. Communication Channel Inventory and Map

Executive Session

Motion: Trustee Keleher moved, seconded by Trustee Wallen, to go into executive session at 7:21 p.m.

Motion: Trustee Huggins moved, seconded by Trustee Shire, to adjourn the executive session. Motion carried. The executive session adjourned at 7:24 p.m.

Adjournment

Motion: Trustee Huggins moved, seconded by Trustee Shire, to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:24 p.m.

Submitted by

Trustee Jean Keleher,
Evanston Public Library Board of Trustees



Evanston Public Library DEIB Committee

MEETING MINUTES

Tuesday, March 10, 2026, at 6:30 PM
Main Library, Falcon Room

Members Present

Samia Amamoo, Sharif Al Nazar, and Esther Wallen.

Members Absent

Blance Lule, Melissa Raman Molitor, Ron Sakai, and Brenda Williams

Staff Present

Jill Skwerski

Call to order/Declaration of Quorum.

Trustee Wallen called the meeting to order at 6:32 p.m. A quorum was not present.

Land Acknowledgement

Read by Trustee Wallen

Citizen Comment

None

New Business

- A. Work Unit Discussion
- B. Charter Discussion
- C. Public Policy Review

Staff Reports

- A. Library Updates

Old Business

- A. Management Committee Visit Debrief

Adjournment

The motion to adjourn was made by Trustee Amamoo, seconded by committee member al Nazar, and approved by general consent. The meeting adjourned at 7:38 p.m.

Submitted by

Trustee Esther Wallen
Evanston Public Library Board of Trustees



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

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

Members Present

Trustees Tracy Fulce and Michelle Mills were present. Additional trustees in attendance included Jean Keleher and Victoria Shire.

Members Absent

All members of the committee attended

Staff Present

Heather Norborg, Jennifer Shreve, and Sameer Notta

Land Acknowledgement

Read by Trustee Shire

Citizen Comment

None

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:04 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. 2025 Year-end Financial Report
- D. RFP Responses

Motion: Trustee Mills moved, seconded by Trustee Fulce, that the Finance Committee recommend DSG | Koya as the preferred proposer for the Interim ED search engagement and requested the Board President (or designee) to negotiate a Board-ready agreement consistent with the RFP and today's guardrails, including completion of at least one client reference call as due diligence prior to Board consideration.

Trustee Mills further moved that if the negotiated agreement and due-diligence steps cannot be completed in time for inclusion in the materials for next week's Board meeting, the Finance Committee recommends that the Board President schedule the earliest practicable Board action—either by placing the item on the April 15 regular Board meeting agenda or by convening a special Board meeting during the week of April 6—so the full Board can consider approval.

Guardrails (read as part of the motion or as an attached list):

- fee/indirect fee mechanics clarified (and capped if feasible)
- reimbursables defined
- reporting cadence + timeline milestones

- assessment/AI governance (consent/data handling/optional)
- interim-fit deliverables (competency profile + screening rubric + standardized candidate briefs)

Executive Session

Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session at 4:02 pm.

Motion: Trustee Fulce, seconded by Trustee Mills, moved to adjourn the executive meeting at 4:22 pm.

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

Motion: Trustee Fulce, seconded by Trustee Mills, moved to adjourn the executive meeting at 4:34 pm.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 4:34 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: March 18, 2026

Recommended Action

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

Payroll

January 26, 2026, through February 8, 2026,	\$ 227,708.36
February 9, 2026, through February 22, 2026,	\$ 239,963.30

Library Fund Bills List

February 10, 2026	\$ 46,806.58
February 24, 2026	\$ 13,461.88

Purchasing Card

November 30, 2025	\$ 9,368.09
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Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 02/10/26 - 02/10/26

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					
102576 - INGRAM LIBRARY SERVICES	CHILDREN AND TEEN SUPPLIES	01/26/2026	02/10/2026	02/10/2026	10.73
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					<u>10.73</u>
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 1					<u>10.73</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES POP UP CARDS FOR OLDER ADULTS	01/26/2026	02/10/2026	02/10/2026	300.00
20855 - TERESA PANGAN PLLC	PROFESSIONAL SERVICES WELLNESS WEDNESDAY	01/27/2026	02/10/2026	02/10/2026	150.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					<u>450.00</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals Invoice Transactions 2					<u>450.00</u>
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	01/21/2026	02/10/2026	02/10/2026	502.74
17263 - SWAN LIBRARY SERVICES	RECIPROCAL BORROWING AND INTER-LIBRARY LOANS	01/20/2025	02/10/2026	02/10/2026	49.99
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					<u>552.73</u>
Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 2					<u>552.73</u>
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	01/16/2026	02/10/2026	02/10/2026	278.62
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	01/16/2026	02/10/2026	02/10/2026	195.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 2					<u>473.62</u>
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 2					<u>473.62</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65100 - LIBRARY SUPPLIES					
102576 - INGRAM LIBRARY SERVICES	CHILDREN AND TEEN SUPPLIES	01/26/2026	02/10/2026	02/10/2026	100.60
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					<u>100.60</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals Invoice Transactions 1					<u>100.60</u>
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	01/29/2026	02/10/2026	02/10/2026	248.31
120286 - JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING SERVICES MAINTENANCE	01/30/2026	02/10/2026	02/10/2026	5,018.33
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	02/01/2026	02/10/2026	02/10/2026	227.14
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	01/21/2026	02/10/2026	02/10/2026	822.90
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	02/02/2026	02/10/2026	02/10/2026	12,448.28
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 5					<u>18,764.96</u>
Account 64005 - ELECTRICITY					
15016 - DYNEGY	ACCT# 4461129526 METER# 230106825 12/4-1/6/26	01/06/2026	02/10/2026	02/10/2026	6,966.47
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					<u>6,966.47</u>
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	11/20/2025	02/10/2026	02/10/2026	778.80

Account 65050 - BLDG MAINTENANCE MATERIAL

102137 - GRAINGER, INC., W.W.	WORK AREA FILTER REPLACEMENT	01/28/2026	02/10/2026	02/10/2026	195.33
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Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1

\$195.33

Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 8

\$26,705.56

Business Unit 4845 - LIBRARY ADMINISTRATION

Account 62185 - CONSULTING SERVICES

20953 - HR SOURCE	RECRUITING SERVICES	01/31/2026	02/10/2026	02/10/2026	3,206.25
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Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 1

\$3,206.25

Account 65095 - OFFICE SUPPLIES

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	01/16/2026	02/10/2026	02/10/2026	66.49
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103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	01/06/2026	02/10/2026	02/10/2026	(39.75)
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103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	01/16/2025	02/10/2026	02/10/2026	303.47
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Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 3

\$330.21

Account 65628 - Library Electronic Resources

16334 - KANOPI	ONLINE RESOURCES	01/31/2026	02/10/2026	02/10/2026	2,175.00
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103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	01/31/2026	02/10/2026	02/10/2026	8,999.75
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Account 65628 - Library Electronic Resources Totals Invoice Transactions 2

\$11,174.75

Account 65630 - LIBRARY BOOKS

120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	01/22/2026	02/10/2026	02/10/2026	53.98
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120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	01/21/2026	02/10/2026	02/10/2026	587.80
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/14/2026	02/10/2026	02/10/2026	106.77
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/16/2026	02/10/2026	02/10/2026	778.14
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/16/2026	02/10/2026	02/10/2026	18.00
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/16/2026	02/10/2026	02/10/2026	22.20
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/20/2026	02/10/2026	02/10/2026	154.80
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/20/2026	02/10/2026	02/10/2026	127.90
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/20/2026	02/10/2026	02/10/2026	162.57
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/21/2026	02/10/2026	02/10/2026	76.74
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/20/2026	02/10/2026	02/10/2026	109.36
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102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	01/22/2026	02/10/2026	02/10/2026	352.16
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/29/2026	02/10/2026	02/10/2026	18.00
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/27/2026	02/10/2026	02/10/2026	98.29
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102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/26/2026	02/10/2026	02/10/2026	33.60
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Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 15

\$2,700.31

Account 65641 - AUDIO VISUAL COLLECTIONS

103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	458.22
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	38.34
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	57.51
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	42.09
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	32.86
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	359.04
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103424 - MIDWEST TAPE LLC	MAIN A/V	01/28/2026	02/10/2026	02/10/2026	113.76
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Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 7

\$1,101.82

Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 28

\$18,513.34

Department 48 - LIBRARY Totals Invoice Transactions 44

\$46,806.58

Fund 185 - LIBRARY FUND Totals Invoice Transactions 44

\$46,806.58

* = Prior Fiscal Year Activity

Invoice Transactions 44

\$46,806.58

Library Bills List

G/L Date Range 02/24/26 - 02/24/26

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					
21670 - CHICAGO FEDERATION OF MUSICIANS	COMMUNITY RISING: A FAMILY-FRIENDLY MUSIC	02/07/2025	02/24/2026	02/24/2026	299.39
				Invoice 1	\$299.39
				Transactions	
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice 1	\$299.39
				Transactions	
 Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
17262 - KATHERINE JACOB	PRIZE FOR SPEED PUZZLING EVENT	02/06/2026	02/24/2026	02/24/2026	80.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	SWANK MOVIE LICENSE FEE 1/2026-12/2026	02/05/2026	02/24/2026	02/24/2026	1,092.00
				Invoice 2	\$1,172.00
				Transactions	
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice 2	\$1,172.00
				Transactions	
 Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
107143 - COMPUTYPE INC. - 139154	ACCESS SUPPLIES	02/12/2026	02/24/2026	02/24/2026	1,376.80
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/09/2026	02/24/2026	02/24/2026	414.09
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	02/01/2026	02/24/2026	02/24/2026	39.40
				Invoice 3	\$1,830.29
				Transactions	
Business Unit 4820 - ACCESS SERVICES Totals				Invoice 3	\$1,830.29
				Transactions	
 Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES MAR-MAY 2026	02/08/2026	02/24/2026	02/24/2026	689.73
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/04/2026	02/24/2026	02/24/2026	248.31
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	02/03/2026	02/24/2026	02/24/2026	156.83
104729 - SIEMENS INDUSTRY, INC.	BUILDING MAINTENANCE SERVICES	02/13/2026	02/24/2026	02/24/2026	199.69
				Invoice 4	\$1,294.56
				Transactions	
 Account 65040 - JANITORIAL SUPPLIES					
102137 - GRAINGER, INC., W.W.	BUILDING SUPPLIES	02/03/2026	02/24/2026	02/24/2026	499.02
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/13/2026	02/24/2026	02/24/2026	1,033.07
				Invoice 2	\$1,532.09
				Transactions	
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice 6	\$2,826.65
				Transactions	
 Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62295 - TRAINING & TRAVEL					
19292 - KASANDRA TREJO	2026 REACHING FORWARD REGISTRATION FEE	02/16/2026	02/24/2026	02/24/2026	128.00

17262 - KATHERINE JACOB	SPEAKER REGISTRATION FOR REACHING FORWARD 2026	02/05/2026	02/24/2026	02/24/2026	128.00
Account 62295 - TRAINING & TRAVEL Totals				Invoice 2 Transactions	<u>\$256.00</u>
Account 62340 - IT COMPUTER SOFTWARE					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM OCT-DEC 2025	02/17/2026	02/24/2026	02/24/2026	255.52
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice 1 Transactions	<u>\$255.52</u>
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/04/2026	02/24/2026	02/24/2026	67.21
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/03/2026	02/24/2026	02/24/2026	164.76
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/04/2026	02/24/2026	02/24/2026	45.99
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/03/2026	02/24/2026	02/24/2026	42.79
Account 65095 - OFFICE SUPPLIES Totals				Invoice 4 Transactions	<u>\$320.75</u>
Account 65630 - LIBRARY BOOKS					
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	01/29/2026	02/24/2026	02/24/2026	186.03
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/26/2026	02/24/2026	02/24/2026	20.99
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	01/30/2026	02/24/2026	02/24/2026	49.17
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/30/2026	02/24/2026	02/24/2026	397.13
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/02/2026	02/24/2026	02/24/2026	34.80
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/01/2026	02/24/2026	02/24/2026	125.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/02/2026	02/24/2026	02/24/2026	51.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/02/2026	02/24/2026	02/24/2026	72.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/29/2026	02/24/2026	02/24/2026	22.78
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/10/2026	02/24/2026	02/24/2026	143.40
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/10/2026	02/24/2026	02/24/2026	280.20
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/03/2026	02/24/2026	02/24/2026	70.68
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/05/2026	02/24/2026	02/24/2026	60.00
21156 - MIDWEST LIBRARY SERVICE, INC.	MAIN PRINT	02/03/2026	02/24/2026	02/24/2026	84.35
105634 - WORLD BOOK, INC.	JUV PRINT	01/07/2026	02/24/2026	02/24/2026	254.15
Account 65630 - LIBRARY BOOKS Totals				Invoice 15 Transactions	<u>\$1,853.66</u>
Account 65635 - PERIODICALS					
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	02/04/2026	02/24/2026	02/24/2026	3,349.77
Account 65635 - PERIODICALS Totals				Invoice 1 Transactions	<u>\$3,349.77</u>
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	MAIN A/V	02/04/2026	02/24/2026	02/24/2026	85.36
103424 - MIDWEST TAPE LLC	MAIN A/V	02/04/2026	02/24/2026	02/24/2026	23.67
103424 - MIDWEST TAPE LLC	MAIN AV	02/04/2026	02/24/2026	02/24/2026	180.27
103424 - MIDWEST TAPE LLC	MAIN AV	02/04/2026	02/24/2026	02/24/2026	60.84
103424 - MIDWEST TAPE LLC	MAIN AV	02/04/2026	02/24/2026	02/24/2026	217.38
103424 - MIDWEST TAPE LLC	MAIN AV	02/04/2026	02/24/2026	02/24/2026	67.52
103424 - MIDWEST TAPE LLC	MAIN AV	02/04/2026	02/24/2026	02/24/2026	93.18
103424 - MIDWEST TAPE LLC	4845.65641	02/04/2026	02/24/2026	02/24/2026	496.46
103424 - MIDWEST TAPE LLC	MAIN A/V	02/04/2026	02/24/2026	02/24/2026	72.51

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice 9 Transactions	<u>\$1,297.19</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice 32 Transactions	<u>\$7,332.89</u>
Department 48 - LIBRARY Totals	Invoice 44 Transactions	<u>\$13,461.22</u>
Fund 185 - LIBRARY FUND Totals	Invoice 44 Transactions	<u>\$13,461.22</u>
	Invoice 44 Transactions	<u><u>\$13,461.22</u></u>

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME	BUSINESS UNIT
LIBRARY	AMAZON MARK N423X7JC1	98109	WA	\$ 14.95	10/27/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES GENERAL		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	PTP FINANCIAL TIMES	10013	NY	\$ 74.75	10/27/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		HERNANDEZ-SOLIS	LEA	185.48.4806
LIBRARY	NYTIMES	10018	NY	\$ 668.44	10/27/2025	65635 PERIODICALS	QUARTERLY BILLING NEWSPAPER SUBSCRIPTION		HERNANDEZ-SOLIS	LEA	185.48.4808
LIBRARY	AMERICAN LIBRARY ASSOC	60601-7616	IL	\$ 215.00	10/28/2025	62360 MEMBERSHIP DUES	ALA MEMBERSHIP RENEWAL FOR Y WILBURN		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	OTC BRANDS OTC BRAND	68137	NE	\$ 26.98	10/28/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4825
LIBRARY	BESTBUYCOM07102647712	55423	MN	\$ 30.83	10/28/2025	65641 AUDIO VISUAL COLLECTIONS	AV GAMES FOR TEEN LOFT		HERNANDEZ-SOLIS	LEA	185.48.4833
LIBRARY	VALLI PRODUCE	60202	IL	\$ 108.41	10/30/2025	65025 FOOD	DEVELOPMENT DONOR EVENT FOOD		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	THE SUPREME BURRITO	60202	IL	\$ 191.25	10/30/2025	65100 LIBRARY SUPPLIES	TALLER DE CORONA DE FLORES		BOJORQUEZ	MARIANA P	185.48.4825
LIBRARY	USPS PO 1626220204	60201	IL	\$ 152.50	11/3/2025	62415 POSTAGE	DEVELOPMENT STAMPS FOR MAILING		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	USPS PO 1626220204	60201	IL	\$ 668.00	11/3/2025	62415 POSTAGE	DEVELOPMENT STAMPS FOR MAILING		HERNANDEZ-SOLIS	LEA	185.48.4841
LIBRARY	WPENGINE.COM	78701	TX	\$ 290.00	11/3/2025	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY WEB STORAGE		MADISON	ELACSHA	185.48.4835
LIBRARY	TARGET 0009274	60202	IL	\$ 134.14	11/3/2025	65002 STATE GRANT EXPENSE	SEW IT CHALLENGE PRIZE FUNDING FROM EVANSTON COMMUNITY FOUNDATION GRANT		MADISON	ELACSHA	185.48.4835
LIBRARY	BESTBUYCOM07104229191	55423	MN	\$ 119.98	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	AV GAMES FOR TEEN LOFT		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	BESTBUYCOM07104229191	55423	MN	\$ 119.98	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	AV GAMES FOR TEEN LOFT		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	BESTBUYCOM07104229191	55423	MN	\$ 93.98	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	AV GAMES PURCHASE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	BESTBUYCOM07104229191	55423	MN	\$ 119.98	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES PURCHASE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	BESTBUYCOM07104221695	55423	MN	\$ 119.96	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	AV GAMES FOR TEEN LOFT		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	AMAZON MARK NKSJ34MV1	98109	WA	\$ 69.96	11/3/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES PURCHASE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	PAYELOWPAYPAL	88128	NE	\$ 30.00	11/4/2025	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION FEE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	LANDS END BUS OUTFITTE	53595	WI	\$ 29.00	11/4/2025	65095 OFFICE SUPPLIES	EPL LOGO PLACEMENT ON THE SHIRT		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	AMAZON MKTPL N67921A22	98109	WA	\$ 109.99	11/4/2025	65100 LIBRARY SUPPLIES	BARCORD SCANNER		HERNANDEZ-SOLIS	LEA	185.48.4820
LIBRARY	GAN USA TODAYCNC	46038	IN	\$ 39.00	11/4/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		HERNANDEZ-SOLIS	LEA	185.48.4806
LIBRARY	BESTBUYCOM07104221695	55423	MN	\$ 68.98	11/4/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES PURCHASE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	BESTBUYCOM07104229191	55423	MN	\$ 149.98	11/4/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES PURCHASE		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	SAMSCLUB.COM	72712	AR	\$ 15.00	11/5/2025	65025 FOOD	ENGAGEMENT SNACKS AND PAVE TRAINING		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	SAMSCLUB.COM	72712	AR	\$ 162.68	11/5/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT SNACKS AND PAVE TRAINING		HERNANDEZ-SOLIS	LEA	185.48.4825
LIBRARY	APPLE.COM/BILL	95014	CA	\$ 14.32	11/5/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PRECREATE APP FOR IPADS.		MADISON	ELACSHA	185.48.4835
LIBRARY	MICHAELS #9490	75063	TX	\$ 41.42	11/6/2025	65100 LIBRARY SUPPLIES	TEEN TABLETOP CARNIVAL PRIZES		PERNELL	MARCHE	185.48.4826
LIBRARY	WAL-MART #2818	60714	IL	\$ 58.90	11/6/2025	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN TABLETOP CARNIVAL		PERNELL	MARCHE	185.48.4826
LIBRARY	TARGET.COM	55445	MN	\$ 107.17	11/6/2025	65100 LIBRARY SUPPLIES	TEEN TABLETOP CARNIVAL PRIZES		PERNELL	MARCHE	185.48.4826
LIBRARY	AMAZON MARK BTR8JSLG1	98109	WA	\$ 20.99	11/6/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	AMAZON MARK BT2CJRFW1	98109	WA	\$ 186.01	11/6/2025	65641 AUDIO VISUAL COLLECTIONS	TEEN AV GAMES		HERNANDEZ-SOLIS	LEA	185.48.4835
LIBRARY	AMAZON MARK BTR2M4MEM0	98109	WA	\$ 55.99	11/7/2025	65100 LIBRARY SUPPLIES	LIBRARY GENERAL SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	DOLLAR TREE	60202	IL	\$ 29.25	11/7/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES MAKERS ON THE MOVE SLIME AND SPHERO BOT SUPPLIES.		MADISON	ELACSHA	185.48.4835
LIBRARY	TARGET 0009274	60202	IL	\$ 41.34	11/7/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES MAKERS ON THE MOVE SLIME SUPPLIES.		MADISON	ELACSHA	185.48.4835
LIBRARY	LAKE SHORE LEARNING MAT	90895	CA	\$ 154.31	11/10/2025	65100 LIBRARY SUPPLIES	GENERAL LIBRARY SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	THE HOME DEPOT #1902	602020000	IL	\$ 34.98	11/10/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES MAKERS ON THE MOVE PAINTER TAPE FOR SPHERO BOTS PROGRAM.		MADISON	ELACSHA	185.48.4835
LIBRARY	AMAZON MARK BTSPU64U2	98109	WA	\$ 62.85	11/10/2025	65630 LIBRARY BOOKS	ELL PRINTS		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	D J WJ3	09052	NJ	\$ 64.99	11/10/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		HERNANDEZ-SOLIS	LEA	185.48.4806
LIBRARY	LANDS END BUS OUTFITTE	53595	WI	\$ 211.41	11/11/2025	65095 OFFICE SUPPLIES	SAFETY UNIFORM		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	BARNES&NOBLE PAPERSOUR	11590	NY	\$ 14.32	11/11/2025	65100 LIBRARY SUPPLIES	ORIGAM PAPER FOR PROGRAM ON 11/11		PERNELL	MARCHE	185.48.4826
LIBRARY	TARGET.COM	55445	MN	\$ 61.15	11/11/2025	65100 LIBRARY SUPPLIES	ITEMS FOR ADULT LEGO PROGRAM AND REBEL STEAMERS PROGRAM		PERNELL	MARCHE	185.48.4826
LIBRARY	DOLLAR TREE	60076	IL	\$ 58.16	11/12/2025	65002 STATE GRANT EXPENSE	PROGRAM SUPPLIES FOR SEW IT CHALLENGE FUNDING FROM THE EVANSTON COMMUNITY FOUNDATION GRANT.		MADISON	ELACSHA	185.48.4835
LIBRARY	AMAZON RETA BTRW933S92	98109	WA	\$ 14.99	11/12/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	DISC BLUCK ART MATERIAL	61401	IL	\$ 25.99	11/12/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	MICHAELS #9490	75063	TX	\$ 30.94	11/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM GENERAL SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4826
LIBRARY	LANDS END BUS OUTFITTE	53595	WI	\$ 119.65	11/13/2025	65095 OFFICE SUPPLIES	SAFETY UNIFORMS		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	MICHAELS.COM	75063	TX	\$ 11.99	11/13/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOKISH CLUB		HERNANDEZ-SOLIS	LEA	185.48.4826
LIBRARY	WALMART.COM	72716	AR	\$ 297.51	11/13/2025	65100 LIBRARY SUPPLIES	PAPER QUILTING SUPPLIES FOR 11/16 PROGRAM		PERNELL	MARCHE	185.48.4826
LIBRARY	DOLLAR TREE	60202	IL	\$ 15.00	11/13/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR MAKERS ON THE MOVE AT KING ARTS AND NICHOLS.		MADISON	ELACSHA	185.48.4835
LIBRARY	USPS PO 1626220204	60201	IL	\$ 183.00	11/14/2025	62315 POSTAGE	POSTCARD POSTAGES FOR DEVELOPMENT		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	BLICK ART 800 447 1892	60201	IL	\$ 250.00	11/14/2025	65002 STATE GRANT EXPENSE	PRIZES FOR SEW IT CHALLENGE PARTICIPANTS FUNDING THROUGH EVANSTON COMMUNITY FOUNDATION GRANT.		MADISON	ELACSHA	185.48.4835
LIBRARY	AMAZON MARK B8TP21570	98109	WA	\$ 181.98	11/14/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	SAMSCLUB.COM	72712	AR	\$ 56.21	11/14/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	WALMART.COM	72716	AR	\$ 234.80	11/14/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS		HERNANDEZ-SOLIS	LEA	185.48.4826
LIBRARY	BLICK ART 800 447 1892	60201	IL	\$ 11.96	11/14/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES EVERLASTING FLOWERS		HERNANDEZ-SOLIS	LEA	185.48.4826
LIBRARY	BLICK ART 800 447 1892	60201	IL	\$ 11.96	11/14/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES EVERLASTING FLOWERS		HERNANDEZ-SOLIS	LEA	185.48.4826
LIBRARY	D J BARRONS	09052	NJ	\$ 29.99	11/14/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		MADISON	ELACSHA	185.48.4835
LIBRARY	HYATT REGENCY ST LOUIS	63102	MO	\$ 440.62	11/17/2025	62295 TRAINING & TRAVEL	MARKETING COMMUNICATION CONFERENCE ACCOMMODATION ERIGGSBEE		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	LAKE SHORE LEARNING MAT	90895	CA	\$ 206.80	11/17/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	LAKE SHORE LEARNING MAT	90895	CA	\$ 817.86	11/17/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	TARGET 00092939	60201	IL	\$ 21.32	11/18/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES		ANTOLIN	LAURA	185.48.4805
LIBRARY	AMAZON MARK BTSPU64U2	98109	WA	\$ (39.85)	11/19/2025	65630 LIBRARY BOOKS	CREDIT		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	AMERICAN LIBRARY ASSOC	60601-7616	IL	\$ 125.00	11/20/2025	62295 TRAINING & TRAVEL	ALA MEMBERSHIP FOR KJORDAN		HERNANDEZ-SOLIS	LEA	185.48.4845
LIBRARY	AMAZON MKTPL B00D341770	98109	WA	\$ 6.97	11/20/2025	65630 LIBRARY BOOKS	ELL PRINT		HERNANDEZ-SOLIS	LEA	185.48.4805
LIBRARY	CHICAGO SUN-TIMES CIRC	60654	IL	\$ 36.50	11/20/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		HERNANDEZ-SOLIS	LEA	185.48.4806
LIBRARY	FOODLESS #0558	60202	IL	\$ 49.60	11/24/2025	65100 LIBRARY SUPPLIES	SPA DAY PROGRAM SUPPLIES		PERNELL	MARCHE	185.48.4826
LIBRARY	CALLTEAMONE.COM	30024	GA	\$ 1,010.00	11/25/2025	65100 LIBRARY SUPPLIES	CIRCULATION RECEIPT PAPER BULK ORDER		HERNANDEZ-SOLIS	LEA	185.48.4820
	LIBRARY NOVEMBER 2025 TOTAL			\$ 9,968.09							



Agenda Item 5

Library Director’s Report

March 2026

Updates:

The Main Library roof replacement project is scheduled to begin the week of March 23 (changed from March 16, due to weather delays). The anticipated timeline is 6 to 8 weeks. The City of Evanston Capital Planning & Engineering Bureau is managing the project and the general contractor is Garland/DBS. From the City’s Project Newsletter (attached): “During the installation, crews will work to minimize disturbance as much as possible. The Main Library will remain open for public use throughout the project. Construction activities and material storage will be limited to the back of the building (northeast corner) except for a period of four days when a crane will be used to lift material onto the roof from the corner of Orrington Avenue and Church Street. During the crane lift, vehicular traffic will remain open on these streets; however, traffic will be reduced from two lanes to one lane. The drive-up book drop-off will remain open throughout this project, but access may also be briefly affected by crane lift activities.”

Five staff from EPL will be traveling to Minneapolis to attend the Public Library Association (PLA) conference from April 1 to 3 for three days of learning, connection, and shared purpose with public library professionals from across the country.

Programs:

In February, we hosted or attended 186 programs with a total of 3504 attendees.

Location	Number of Programs	Percent of Programs
Main Library	97	52.2%
Robert Crown	38	20.4%
Offsite	33	17.7%
Virtual	18	9.7%
TOTAL	186	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	17	9.1%	785	22.4%
Babies & Toddlers	12	6.5%	383	10.9%
Preschoolers	17	9.1%	386	11.0%
Kids	9	4.8%	166	4.7%
Teens	19	10.2%	256	7.3%

Adults	96	51.6%	1263	36.0%
Older Adults	16	8.6%	265	7.6%
TOTAL	186	100.0%	3504	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:

March 20, 6:30pm, Ecology Center. **2025 Blueberry Awards Announcement Event.** Come see the 2025 Blueberry award-winning books and listen to videos from Blueberry award-winning authors and illustrators.

March 21, 10:00am, Main Library. **Byte-sized Tech Learning for Older Adults.** The first in a new once monthly classes for hands-on learning on a variety of tech topics, using the digital learning platform of Northstar Digital Learning.

March 21, 11:00am, Main Library. **So You Want to Be a Romance Writer, Author Panel.** Join us for an engaging author panel featuring four published (indie, small press, Big 5, and hybrid) romance writers as they share their experiences, insights, and advice on crafting unforgettable love stories.

March 21, 12:00pm, Robert Crown Branch Library. **Stories That Inspire with Best-Selling Author L'Oreal Thompson Payton.** Children will enjoy a live reading of the book *Amanda Gorman: Poet and Activist*, take part in a fun craft inspired by the story, and have the opportunity to purchase a copy to take home.

March 22, 2:00pm, Main Library. **The Little Dancer: A Reimagining of Le Petit Prince** performance by **Evanston Dance Ensemble.** For all ages including children ages 3 and older with parents and caregivers.

March 25, 5:30pm, Main Library. **Fuel Your Focus: The Metabolic Blueprint for All Day Energy, Productivity & Performance** with Teresa Pangan, PhD, RDN, a sought-after professional speaker, culinary educator and private practice nutritionist.

March 26, 6:00pm, Main Library. A free community health education event centered on a screening of the documentary **"The M Factor 2: Before the Pause"**, followed by a moderated panel discussion and audience Q&A focused on integrative health for midlife women.

March 27, 11:00am, Robert Crown Branch Library. **Retratos en Papel: Un Homenaje a las Mujeres que Nos Inspiran/** Paper portraits of women who inspire us. No previous art experience is necessary. This program is intended for makers 55 and older.

March 31, 10:00am, Main Library. **Telestory, A Writing Workshop for Kids.** All writing levels are welcome. For children Grades 4 and 5.

April 2, 6:30pm, Robert Crown Branch Library. **Mysterious Stories Indoor Campout.** Come ponder mysterious stories, historical happenings, and strange phenomena like black holes and the Loch Ness Monster - in the cozy shadow of our indoor tent and campfire. For kids in grades K-2 and their caregivers.

April 4, 10:00am, Main Library. Come see **Northwestern's Purple Crayon Players** perform a live preview of their latest production based on the celebrated book *Lily's Purple Plastic Purse* by **Kevin Henkes.** Drop-in, no registration required.

April 11, 1:00pm, Main Library. **Illinois State Treasurer's Office Unclaimed Property Event** at Evanston Public Library. A representative from the Illinois State Treasurer's Office will be here to answer questions and search for missing property that people can claim.

April 12, 3:00pm, Main Library. **Songs of Peru with Luis Galvez.** Honor and celebrate Peru through its songs, dances, and instrumental music as the Crossing Borders Music String Quartet is joined by special guest Peruvian tenor Luis Galvez!

Main Library Daily Heat Map February 2026:

February 2026 Main Library Average Daily Count											
Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su				162	148	148	117	109	50		
Mo		120	97	103	109	124	102	98	107	52	24
Tu		161	109	104	98	93	107	131	101	71	25
We		120	95	120	126	112	113	155	111	60	36
Th		145	101	94	98	98	108	120	85	60	31
Fr	93	120	106	84	108	100	108	121	67		
Sa	92	141	137	129	130	132	132	94	52		

Robert Crown Library Daily Heat Map February 2026:

February 2026 Robert Crown Branch Library Average Daily Count											
Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p
Su				40	42	53	75	80	41		
Mo		62	42	34	20	27	37	41	44	44	17
Tu		24	29	26	21	18	48	59	68	31	15
We		21	26	48	26	36	43	54	52	28	23
Th		22	23	31	15	14	36	68	63	22	13
Fr	19	27	25	37	27	25	40	41	55		
Sa	55	62	66	81	114	88	55	36	24		

Patron Feedback of Note:

“Thank you for showing the film "Sinners". I missed seeing it at the theaters and welcomed the opportunity to see it. An awesome film that I thoroughly enjoyed with my fellow/fella EPL attendees.” -Contact Us website entry

Press Mentions:

[Evanston Public Library presents story time with best-selling author L’Oreal Thompson Payton March 21](#)

[Evanston Public Library executive director steps down: Board cautioned](#)

[Evanston Public Library to host Paper Portraits: Honoring women who inspire us event on March 6](#)

[Board paid library director \\$225K to leave](#)

[EPL to pay former director \\$225K, resignation agreement says](#)



newsletter

City of Evanston Public Works Agency

City of Evanston

Main Library Roof Replacement

March 6, 2026

Project Description

The City of Evanston is excited to announce the upcoming replacement of the roof at the Main Library. This project is anticipated to begin in mid-March 2026 and be completed in late spring of 2026. Once completed, the new roof will provide another 30 years of use, furthering the City's commitment to responsible stewardship of public assets.



Project Schedule

During the installation, crews will work to minimize disturbance as much as possible. The Main Library will remain open for public use throughout the project. Construction activities and material storage will be limited to the back of the building (northeast corner) except for a period of four days when a crane will be used to lift material onto the roof from the corner of Orrington Avenue and Church Street. During the crane lift, vehicular traffic will remain open on these streets; however, traffic will be reduced from two lanes to one lane. The drive-up book drop-off will remain open throughout this project, but access may also be briefly affected by crane lift activities. The City appreciates the community's patience and cooperation as we implement this important project.

Contractor

The project's general contractor is Garland/DBS, 3800 East 91st St., Cleveland, OH.

Project Monitoring

The project is monitored by the City's Capital Planning & Engineering Bureau. If you have questions or concerns during construction, please contact Tim Kirkby, Project Manager, at **3-1-1** or **847-448-4311**.





MEMORANDUM

Agenda Item 6.A

To: Evanston Public Library Board of Trustees

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

Subject: Administrative Services Update

Date: March 18, 2026

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Status:	Title:
Innovation & Digital Learning	PT	Library Assistant
Maintenance/Safety	FT	Facilities Manager
Administration	FT	Executive Director

Financial Resources

As of February 28, 2026, the Library has collected **\$83,357** in revenue from donations, rental income, investments, and miscellaneous sources, representing **1% of the FY2026 budgeted revenue**. Library expenses to date total **\$1,327,999**, which represents **12% of the Library's FY2026 expenditure budget**. No expenses have been incurred in the **Capital account**.

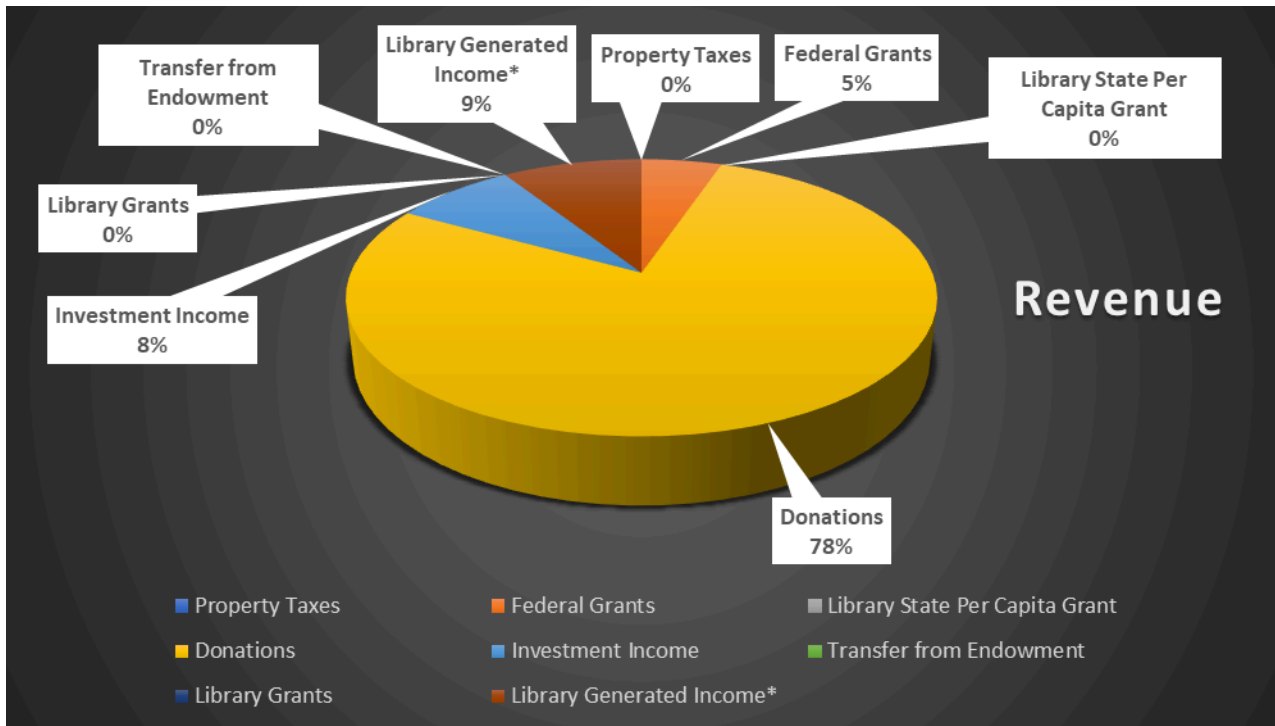
The Library is still awaiting the FY2025 levy. As of **March 9, 2026**, the Library has received a total levy amount of **\$8,064,550**, which represents **93.5% of the budgeted levy FY2025**. The remaining **\$559,797 (6.5%)** is still outstanding.

Financial Report February 2026

Revenues

	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$0	\$9,486,782	9,486,782	0%
Federal Grants	\$4,358	\$40,000	35,642	11%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$64,852	\$600,000	535,148	11%
Investment Income	\$6,574	\$25,000	18,426	26%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$0	\$6,000	6,000	0%
Library Generated Income*	\$7,573	\$55,000	47,427	14%
Total	\$83,357	\$10,501,532	10,418,175	1%

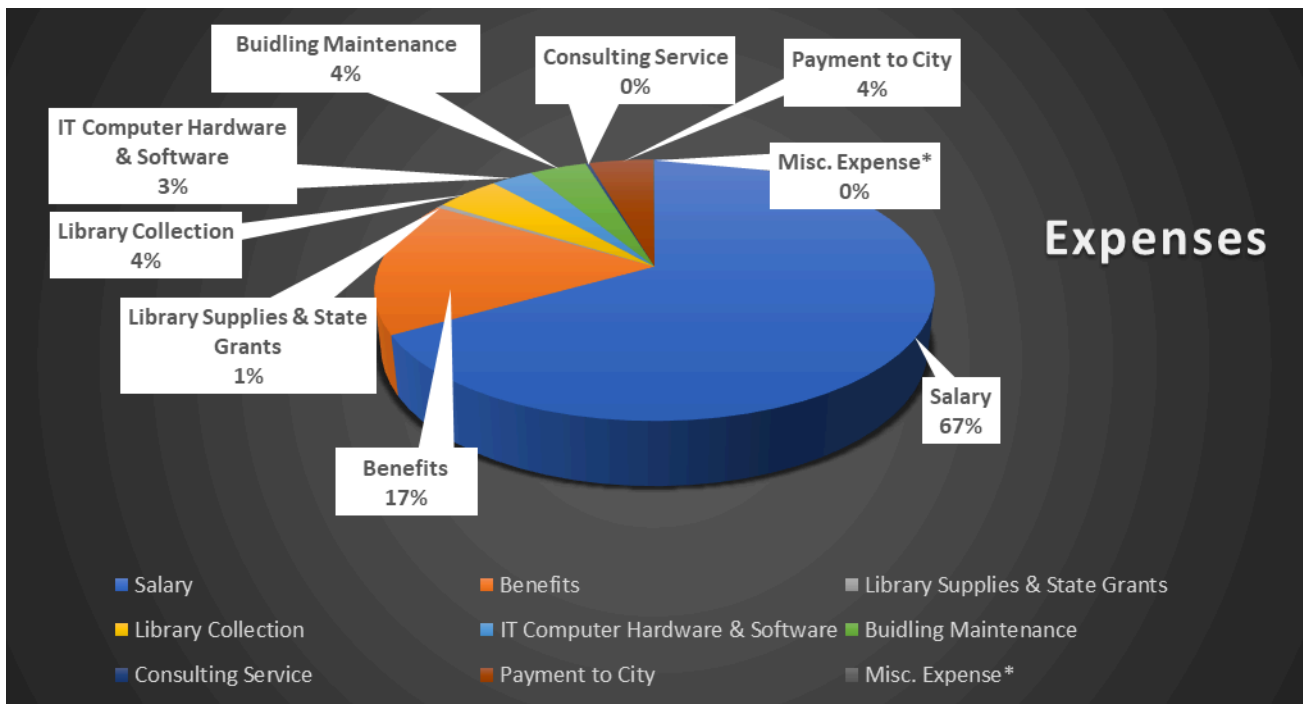
**Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$886,815	\$6,437,396	5,550,581	14%
Benefits	\$222,358	\$1,760,942	1,538,584	13%
Library Supplies & State Grants	\$6,598	\$143,500	136,902	5%
Library Collection	\$59,119	\$978,600	919,482	6%
IT Computer Hardware & Software	\$37,993	\$313,600	275,607	12%
Buidling Maintenance	\$52,236	\$488,325	436,089	11%
Consulting Service	\$3,206	\$120,000	116,794	3%
Payment to City	\$58,333	\$350,000	291,667	17%
Misc. Expense*	\$1,341	\$198,700	197,359	1%
Total	\$1,327,999	\$10,791,063	9,463,064	12%

*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Work Study, Utilities & Office Supplies



Budget Performance Report

Date Range 01/01/26 - 02/28/26

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	9,486,782.00	.00	9,486,782.00	.00	.00	.00	9,486,782.00	0
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	38.53	.00	70.03	929.97	7
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	4,358.00	35,642.00	11
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0
56011	DONATIONS	600,000.00	.00	600,000.00	.00	.00	64,852.23	535,147.77	11
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	6,573.57	18,426.43	26
57002	TRANSFER FROM ENDOWMENT	173,750.00	.00	173,750.00	.00	.00	.00	173,750.00	0
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	20,000.00	.00	20,000.00	.00	.00	1,433.37	18,566.63	7
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	1,281.60	3,718.40	26
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	1,110.00	2,890.00	28
57545	RENTAL INCOME	20,000.00	.00	20,000.00	.00	.00	3,678.00	16,322.00	18
57551	LIBRARY GRANTS	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$38.53	\$0.00	\$83,356.80	\$10,418,175.20	1%
Department 48 - LIBRARY Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$38.53	\$0.00	\$83,356.80	\$10,418,175.20	1%
REVENUE TOTALS		\$10,501,532.00	\$0.00	\$10,501,532.00	\$38.53	\$0.00	\$83,356.80	\$10,418,175.20	1%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	483,462.00	.00	483,462.00	36,756.30	.00	68,678.04	414,783.96	14
61050	PERMANENT PART-TIME	252,712.00	.00	252,712.00	19,673.11	.00	36,012.33	216,699.67	14
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	85.00	4,915.00	2
61510	HEALTH INSURANCE	112,744.00	.00	112,744.00	8,698.28	.00	13,047.42	99,696.58	12
61513	VISION INSURANCE	73.00	.00	73.00	6.01	.00	12.02	60.98	16
61615	LIFE INSURANCE	91.00	.00	91.00	14.57	.00	29.14	61.86	32
61710	IMRF	36,434.00	.00	36,434.00	2,791.48	.00	5,525.73	30,908.27	15
61725	SOCIAL SECURITY	43,862.00	.00	43,862.00	3,387.53	.00	6,371.00	37,491.00	15
61730	MEDICARE	10,262.00	.00	10,262.00	792.22	.00	1,489.98	8,772.02	15
62506	WORK- STUDY	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0
65100	LIBRARY SUPPLIES	42,000.00	.00	42,000.00	310.12	.00	310.12	41,689.88	1
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$987,840.00	\$0.00	\$987,840.00	\$72,429.62	\$0.00	\$131,560.78	\$856,279.22	13%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	529,591.00	.00	529,591.00	41,033.37	.00	76,680.13	452,910.87	14
61050	PERMANENT PART-TIME	233,877.00	.00	233,877.00	21,811.49	.00	37,380.69	196,496.31	16
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	125.00	.00	185.00	4,815.00	4
61510	HEALTH INSURANCE	97,615.00	.00	97,615.00	7,272.60	.00	10,908.90	86,706.10	11
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	6.32	31.68	17
61615	LIFE INSURANCE	135.00	.00	135.00	10.76	.00	21.52	113.48	16
61710	IMRF	36,749.00	.00	36,749.00	3,230.24	.00	6,286.62	30,462.38	17
61725	SOCIAL SECURITY	47,340.00	.00	47,340.00	3,808.89	.00	6,962.77	40,377.23	15
61730	MEDICARE	11,077.00	.00	11,077.00	890.76	.00	1,628.38	9,448.62	15
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,622.00	.00	2,122.00	7,878.00	21
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$973,922.00	\$0.00	\$973,922.00	\$80,308.27	\$0.00	\$142,682.33	\$831,239.67	15%
Business Unit 4820 - ACCESS SERVICES									

Budget Performance Report

Date Range 01/01/26 - 02/28/26

Include Rollup Account and Rollup to Object Account

61010	REGULAR PAY	825,257.00	.00	825,257.00	63,606.47	.00	118,218.97	707,038.03	14
61050	PERMANENT PART-TIME	279,931.00	.00	279,931.00	25,043.11	.00	45,002.31	234,928.69	16
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	337.50	4,662.50	7
61510	HEALTH INSURANCE	194,085.00	.00	194,085.00	16,726.28	.00	25,089.42	168,995.58	13
61513	VISION INSURANCE	111.00	.00	111.00	12.33	.00	24.66	86.34	22
61615	LIFE INSURANCE	290.00	.00	290.00	30.02	.00	60.04	229.96	21
61710	IMRF	52,985.00	.00	52,985.00	4,215.61	.00	8,300.19	44,684.81	16
61725	SOCIAL SECURITY	64,804.00	.00	64,804.00	5,258.73	.00	9,885.72	54,918.28	15
61730	MEDICARE	15,167.00	.00	15,167.00	1,229.83	.00	2,311.99	12,855.01	15
65100	LIBRARY SUPPLIES	17,000.00	.00	17,000.00	2,383.02	.00	3,106.15	13,893.85	18
Business Unit 4820 - ACCESS SERVICES Totals		\$1,454,630.00	\$0.00	\$1,454,630.00	\$118,505.40	\$0.00	\$212,336.95	\$1,242,293.05	15%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	307,040.00	.00	307,040.00	23,953.58	.00	44,560.80	262,479.20	15
61050	PERMANENT PART-TIME	51,912.00	.00	51,912.00	5,530.13	.00	9,064.43	42,847.57	17
61510	HEALTH INSURANCE	46,233.00	.00	46,233.00	3,852.60	.00	5,778.90	40,454.10	12
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	6.32	31.68	17
61615	LIFE INSURANCE	142.00	.00	142.00	12.08	.00	24.16	117.84	17
61710	IMRF	18,453.00	.00	18,453.00	1,515.44	.00	2,971.04	15,481.96	16
61725	SOCIAL SECURITY	22,257.00	.00	22,257.00	1,762.89	.00	3,245.50	19,011.50	15
61730	MEDICARE	5,206.00	.00	5,206.00	412.29	.00	759.03	4,446.97	15
65001	FEDERAL GRANT EXPENSE	3,500.00	.00	3,500.00	473.62	.00	473.62	3,026.38	14
65100	LIBRARY SUPPLIES	27,000.00	.00	27,000.00	.00	.00	.00	27,000.00	0
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$481,781.00	\$0.00	\$481,781.00	\$37,515.79	\$0.00	\$66,883.80	\$414,897.20	14%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	475,952.00	.00	475,952.00	36,648.58	.00	67,954.32	407,997.68	14
61050	PERMANENT PART-TIME	86,020.00	.00	86,020.00	6,503.00	.00	11,006.01	75,013.99	13
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
61510	HEALTH INSURANCE	88,555.00	.00	88,555.00	7,932.46	.00	11,898.69	76,656.31	13
61513	VISION INSURANCE	76.00	.00	76.00	9.49	.00	18.98	57.02	25
61615	LIFE INSURANCE	130.00	.00	130.00	17.06	.00	34.12	95.88	26
61710	IMRF	28,890.00	.00	28,890.00	2,160.84	.00	4,276.93	24,613.07	15
61725	SOCIAL SECURITY	34,847.00	.00	34,847.00	2,558.31	.00	4,759.13	30,087.87	14
61730	MEDICARE	8,153.00	.00	8,153.00	598.32	.00	1,113.02	7,039.98	14
62225	BLDG MAINTENANCE SERVICES	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65100	LIBRARY SUPPLIES	11,500.00	.00	11,500.00	55.54	.00	385.54	11,114.46	3
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	544.57	.00	773.21	34,226.79	2
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$803,223.00	\$0.00	\$803,223.00	\$57,028.17	\$0.00	\$102,219.95	\$701,003.05	13%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	514,788.00	.00	514,788.00	40,653.88	.00	76,911.62	437,876.38	15
61050	PERMANENT PART-TIME	206,397.00	.00	206,397.00	12,940.58	.00	23,046.82	183,350.18	11
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	920.00	.00	1,972.00	3,028.00	39
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	1,540.44	.00	1,540.44	(1,540.44)	+++
61510	HEALTH INSURANCE	109,706.00	.00	109,706.00	8,406.80	.00	12,610.20	97,095.80	11
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	31.24	118.76	21
61615	LIFE INSURANCE	128.00	.00	128.00	10.42	.00	20.84	107.16	16
61710	IMRF	37,074.00	.00	37,074.00	2,833.93	.00	5,568.25	31,505.75	15
61725	SOCIAL SECURITY	44,720.00	.00	44,720.00	3,340.70	.00	6,268.85	38,451.15	14
61730	MEDICARE	10,465.00	.00	10,465.00	781.28	.00	1,466.14	8,998.86	14
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	99.50	(99.50)	+++

Budget Performance Report

Date Range 01/01/26 - 02/28/26

Include Rollup Account and Rollup to Object Account

65100	LIBRARY SUPPLIES	25,000.00	.00	25,000.00	100.60	.00	100.60	24,899.40	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$953,428.00	\$0.00	\$953,428.00	\$71,544.25	\$0.00	\$129,636.50	\$823,791.50	14%
Totals									
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	746,195.00	.00	746,195.00	39,745.73	.00	75,600.12	670,594.88	10
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	285.25	.00	627.55	4,372.45	13
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,642.23	(2,642.23)	+++
61510	HEALTH INSURANCE	130,707.00	.00	130,707.00	7,517.40	.00	10,999.49	119,707.51	8
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	28.08	121.92	19
61615	LIFE INSURANCE	92.00	.00	92.00	5.98	.00	6.22	85.78	7
61626	CELL PHONE ALLOWANCE	672.00	.00	672.00	.00	.00	.00	672.00	0
61630	SHOE ALLOWANCE	1,380.00	.00	1,380.00	.00	.00	.00	1,380.00	0
61710	IMRF	34,904.00	.00	34,904.00	2,057.62	.00	4,291.00	30,613.00	12
61725	SOCIAL SECURITY	42,229.00	.00	42,229.00	2,396.85	.00	4,804.32	37,424.68	11
61730	MEDICARE	9,879.00	.00	9,879.00	560.55	.00	1,123.56	8,755.44	11
62225	BLDG MAINTENANCE SERVICES	275,000.00	.00	275,000.00	20,059.52	45,276.50	33,817.98	195,905.52	29
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	906.66	4,533.34	17
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	814.16	4,070.84	17
64005	ELECTRICITY	100,000.00	.00	100,000.00	6,966.47	.00	6,966.47	93,033.53	7
64009	UTILITIES - COE WATER	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0
64015	NATURAL GAS	30,000.00	.00	30,000.00	4,878.57	.00	4,878.57	25,121.43	16
65040	JANITORIAL SUPPLIES	20,000.00	.00	20,000.00	2,310.89	.00	2,391.89	17,608.11	12
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	195.33	.00	195.33	19,804.67	1
Business Unit 4840 - LIBRARY MAINTENANCE		\$1,441,533.00	\$0.00	\$1,441,533.00	\$87,856.19	\$45,276.50	\$150,093.63	\$1,246,162.87	14%
Totals									
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	1,356,883.00	.00	1,356,883.00	77,922.98	.00	145,387.68	1,211,495.32	11
61050	PERMANENT PART-TIME	55,379.00	.00	55,379.00	4,669.80	.00	12,462.46	42,916.54	23
61415	TERMINATION PAYOUTS	.00	.00	.00	12,392.31	.00	31,458.47	(31,458.47)	+++
61510	HEALTH INSURANCE	179,242.00	.00	179,242.00	10,907.26	.00	16,360.89	162,881.11	9
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	18.60	93.40	17
61615	LIFE INSURANCE	706.00	.00	706.00	49.64	.00	99.28	606.72	14
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	600.00	3,000.00	17
61626	CELL PHONE ALLOWANCE	1,404.00	.00	1,404.00	75.00	.00	150.00	1,254.00	11
61710	IMRF	69,280.00	.00	69,280.00	4,882.26	.00	10,305.70	58,974.30	15
61725	SOCIAL SECURITY	86,942.00	.00	86,942.00	5,715.27	.00	11,555.61	75,386.39	13
61730	MEDICARE	20,558.00	.00	20,558.00	1,336.65	.00	2,702.50	17,855.50	13
62185	CONSULTING SERVICES	120,000.00	.00	120,000.00	3,206.25	49,797.00	3,206.25	66,996.75	44
62205	ADVERTISING	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
62210	PRINTING	39,000.00	.00	39,000.00	.00	.00	.00	39,000.00	0
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
62295	TRAINING & TRAVEL	99,000.00	.00	99,000.00	256.00	.00	256.00	98,744.00	0
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
62340	IT COMPUTER SOFTWARE	275,000.00	.00	275,000.00	255.52	1,269.00	37,992.90	235,738.10	14
62360	MEMBERSHIP DUES	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
62703	BANK FEES	.00	.00	.00	.00	.00	34.78	(34.78)	+++
62705	CREDIT CARD FEES	4,500.00	.00	4,500.00	.00	.00	298.58	4,201.42	7
64009	UTILITIES - COE WATER	.00	.00	.00	2,265.01	.00	2,265.01	(2,265.01)	+++
65025	FOOD	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
65095	OFFICE SUPPLIES	21,000.00	.00	21,000.00	650.96	8,349.04	751.31	11,899.65	43
65555	IT COMPUTER HARDWARE	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0
65628	Library Electronic Resources	307,600.00	.00	307,600.00	11,174.75	.00	22,882.81	284,717.19	7

Budget Performance Report

Date Range 01/01/26 - 02/28/26

Include Rollup Account and Rollup to Object Account

65630	LIBRARY BOOKS	384,500.00	.00	384,500.00	4,553.97	.00	7,326.63	377,173.37	2
65631	LIBRARY ELECTRONIC BOOKS	200,000.00	.00	200,000.00	18,576.77	.00	22,387.07	177,612.93	11
65635	PERIODICALS	6,500.00	.00	6,500.00	3,349.77	.00	3,349.77	3,150.23	52
65641	AUDIO VISUAL COLLECTIONS	43,500.00	.00	43,500.00	2,399.01	.00	2,399.01	41,100.99	6
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.67	.00	58,333.34	291,666.66	17
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$3,694,706.00	\$0.00	\$3,694,706.00	\$194,115.15	\$59,415.04	\$392,584.65	\$3,242,706.31	12%
Department 48 - LIBRARY Totals		\$10,791,063.00	\$0.00	\$10,791,063.00	\$719,302.84	\$104,691.54	\$1,327,998.59	\$9,358,372.87	13%
Department 99 - NON-DEPARTMENTAL									
Business Unit 9988 - OTHER WAGES									
61001	SALARY ADJUSTMENTS	(241,043.00)	.00	(241,043.00)	.00	.00	.00	(241,043.00)	0
Business Unit 9988 - OTHER WAGES Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
Department 99 - NON-DEPARTMENTAL Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
EXPENSE TOTALS		\$10,550,020.00	\$0.00	\$10,550,020.00	\$719,302.84	\$104,691.54	\$1,327,998.59	\$9,117,329.87	14%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		10,501,532.00	.00	10,501,532.00	38.53	.00	83,356.80	10,418,175.20	1%
EXPENSE TOTALS		10,550,020.00	.00	10,550,020.00	719,302.84	104,691.54	1,327,998.59	9,117,329.87	14%
Fund 185 - LIBRARY FUND Totals		(\$48,488.00)	\$0.00	(\$48,488.00)	(\$719,264.31)	(\$104,691.54)	(\$1,244,641.79)	\$1,300,845.33	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
Department 48 - LIBRARY Totals		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
REVENUE TOTALS		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	356,396.00	.00	356,396.00	.00	.00	.00	356,396.00	0
68315	DEBT SERVICE- INTEREST	191,427.00	.00	191,427.00	.00	.00	.00	191,427.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
Department 48 - LIBRARY Totals		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
EXPENSE TOTALS		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS		547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0%
EXPENSE TOTALS		547,823.00	.00	547,823.00	.00	.00	.00	547,823.00	0%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		(\$1.00)	\$0.00	(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
Department 48 - LIBRARY Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
REVENUE TOTALS		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%

Budget Performance Report

Date Range 01/01/26 - 02/28/26

Include Rollup Account and Rollup to Object Account

Department	48 - LIBRARY	Totals	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
	EXPENSE TOTALS		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals								
	REVENUE TOTALS		1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0%
	EXPENSE TOTALS		1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0%
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Grand Totals									
	REVENUE TOTALS		12,204,354.00	.00	12,204,354.00	38.53	.00	83,356.80	12,120,997.20	1%
	EXPENSE TOTALS		12,252,843.00	.00	12,252,843.00	719,302.84	104,691.54	1,327,998.59	10,820,152.87	12%
	Grand Totals		(\$48,489.00)	\$0.00	(\$48,489.00)	(\$719,264.31)	(\$104,691.54)	(\$1,244,641.79)	\$1,300,844.33	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund

Statement of Activity

January 01, 2026 through January 31, 2026

	Beginning Balance	\$4,784,754.40
Revenue		
Investment results		104,057.53
	Total Revenues:	\$104,057.53
Distributions/Grants and Expenses		
Foundation support charge		-2,687.50
	Total Distributions:	\$-2,687.50
	Ending Balance	\$4,886,124.43

Questions about your statement?

Please contact Cynthia Dominguez dominguez@evanstonforever.org or Andrea Schroering schroering@evanstonforever.org



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

February 28, 2026, month-to-date statement
View your statements online at vanguard.com.

Vanguard Personal Investor

877-662-7447

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

Assets listed in this statement are held by Vanguard Brokerage Services® (VBS), a division of Vanguard Marketing Corporation (VMC), member FINRA and SIPC. Summary data are provided solely as a service and are for informational purposes only.

Statement overview

\$323,083.33

Total value of all accounts as of February 28, 2026

Accounts	Value on 01/31/2026	Value on 02/28/2026
Evanston Public Library		
Organization brokerage account	\$0.06	\$0.06
Organization brokerage account	\$322,194.66	\$323,083.27
Total	\$322,194.72	\$323,083.33

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 02/28/2026
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	323,083.33
0.0% Other	0.00
Total	\$323,083.33

Your percentages are based on your holdings as of the prior month-end. Recalculated values are included. See Disclosures for more information.

Organization brokerage account—XXXX0437
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$0.06

Total account value as of February 28, 2026

Year-to-date income

Taxable income	\$0.00
Nontaxable income	0.00
Total	\$0.00

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 02/28/2026	Balance on 01/31/2026	Balance on 02/28/2026
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.59%	0.0600	\$1.00	\$0.06	\$0.06
Total Sweep Balance			\$0.06	\$0.06

Organization brokerage account—XXXX0437

Evanston Public Library

Vanguard Personal Investor

877-662-7447

Account activity for Vanguard Brokerage Account – XXXX0437

This section shows transactions that have settled by February 27, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	0.00	0.00	0.00	0.00	0.00	0.00

Completed transactions

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

Organization brokerage account—XXXX2609
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$323,083.27

Total account value as of February 28, 2026

Year-to-date income	Mutual fund account(s)***	Brokerage Account
Taxable income	\$897.88	\$984.39
Nontaxable income	0.00	0.00
Total	\$897.88	\$984.39

***This activity took place in your Vanguard mutual fund account(s) before the transfer into a Vanguard Brokerage Account.

Balances and holdings for Vanguard Brokerage Account—XXXX2609

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 02/28/2026	Balance on 01/31/2026	Balance on 02/28/2026
VANGUARD FEDERAL MONEY MARKET FUND	0.0000	\$1.00	-	\$0.00
Total Sweep Balance			\$0.00	\$0.00

Organization brokerage account—XXXX2609
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Balances and holdings for Vanguard Brokerage Account—XXXX2609 continued

Mutual funds

Symbol	Name	Quantity	Price on 02/28/2026	Balance on 01/31/2026	Balance on 02/28/2026
VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	323,083.2700	\$1.00	\$322,194.66	\$323,083.27
				\$322,194.66	\$323,083.27

Account activity for Vanguard Brokerage Account —XXXX2609

This section shows transactions that have settled by February 27, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
February	\$888.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	984.39	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
02/27	02/27	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Dividend	-	-	-	-	\$888.61
02/27	02/27	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Reinvestment	Cash	888.6100	1.0000	-	-888.61

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.

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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Agenda Item 6.C

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Jennifer Shreve, EPL Development
Subject: February 2026 Development Report for the Finance Committee
Date: March 12, 2026

This memo provides an update on non-tax revenue activity for the month of February 2026.

Fund	February Cash	YTD Cash	Feb Pledges	YTD Pledges	YTD Cash & Pledges	2026 Goal	% to Goal
Library Donations	\$22,368	\$100,913	\$0	\$0	\$100,913	\$600,000	17%
Federal Grants		\$4,358	\$39,994	\$39,994	\$44,352	\$40,000	111%
Non-Federal Grants	\$6,710	\$16,710	\$0	\$0	\$16,710	\$6,000	279%
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$115,000	0%
Total Revenue	\$29,078	\$121,981	\$39,994	\$39,994	\$161,975	\$761,000	21%

Individual Donor Activity:

In February, we received \$22,368 from 103 donors. In comparison, in February 2025, we received \$16,456 from 88 donors. To date, we are 17% to our overall goal for 2026. The following table summarizes the income by campaigns. In February, we did not have any special campaigns, and primarily received funding through monthly donations and other general, non-campaign specific donations.



Agenda Item 6.C

Campaigns	February	YTD	Goal	% to Goal
Monthly Donations	\$1,823	\$3,758	\$25,000	15%
Non-Campaign Related Donations	\$20,545	\$29,892	\$125,000	24%
Spring Campaign			\$20,000	\$0
Summer Campaign			\$75,000	\$0
Year End Campaign		\$64,732	\$355,000	18%
Misc.		\$2,531		
Total:	\$22,368	\$100,913	\$600,000	17%

February Donor Engagement:

As a new initiative this year, we sent approximately 1,200 emails to all donors providing: 1) a 2025 giving receipt, as appropriate; and 2) an opportunity to preview their listing in the 2025 annual report prior to printing. This outreach generated positive feedback and created opportunities to connect directly with donors, update their records, learn more about them, and strengthen donor relationships. More than 40 donors responded. Below is a sample of several responses we received.

We also sent emails to the Next Chapter year-end campaign planning committee and leadership donors following Yolande Wilburn’s departure. With this outreach, our goal was to be transparent with donors about the transition, and reaffirm our commitment to EPL’s mission, and to the work of raising funds to support this mission. Again, we had several nice responses, including one that led to discussions of a larger gift. Additionally, in response to my request to Trustees to help with donor outreach, I am working with a few Trustees on reaching out to specific donors.

In February, we also began planning the Spring Campaign. The campaign will run from March 27 - April 30 and raise funds for summer programming, including children’s summer reading, ABC Boosters, and summer engagement. Traditionally, the Spring Campaign has consisted of sending the Annual Report to donors with a donation envelope inserted. This year, we are wrapping the annual report mailing into a larger spring campaign that includes several outreach avenues and special events. One of our primary goals is to encourage patrons to donate, and this effort will be seen throughout the library at both Main and Crown. We will be visible at several programs, speaking to attendees and sharing campaign information. Additionally, we would like to host a special after-hours trivia fundraising event on Sunday, April 19th at 6:45pm at the Main library. Information on this event will be available mid-March.



Agenda Item 6.C

Grant Activity: In February, we submitted two new grant requests, and learned that we had been awarded a Project Next Generation grant from the Illinois State Library. This is the 6th year that we have received this grant, to support STEM programming in middle school and high school, including the annual city-wide STEM competitions, such as Sew It, Code It, Cardboard Carnival, and Film It!

Grants Submitted, Awarded, and Declined in February 2026:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Awarded	Illinois State Library	\$39,996	8/14/25		Middle School STEM
Declined	American Library Association	\$8,000	1/7/26		Digital online health support
Submitted	Evanston Community Foundation	\$25,000	2/2/26	6/30/2026	General Operating
Submitted	Dollar General Literacy Foundation	\$3,000	2/5/26	5/30/2026	materials for ABC Boosters

Department/Administrative Updates: Kate Pollot, a sophomore at Northwestern University, began as a work-study student intern in the Development Department. She will work at the library through the end of the school year in June.

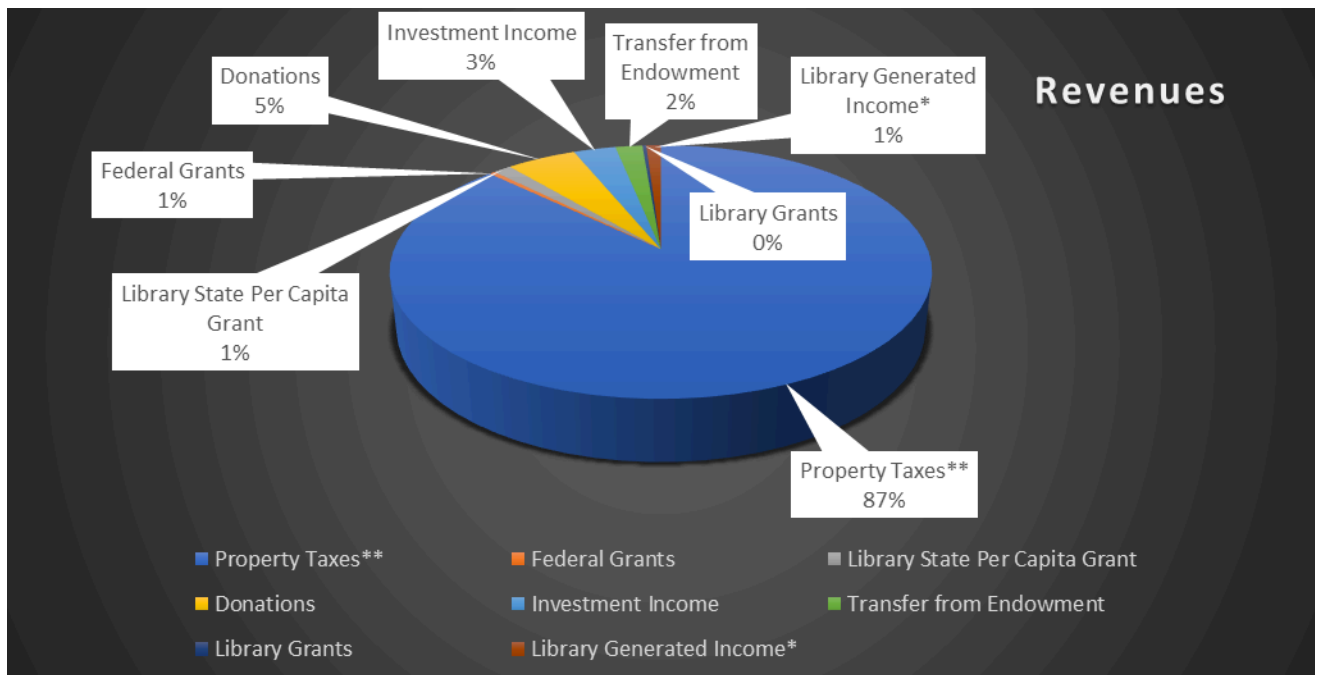
Financial Report Fiscal Year 2025

Revenues

	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes**	\$7,891,784	\$8,624,347	732,563	92%
Federal Grants	\$37,683	\$40,000	2,317	94%
Library State Per Capita Grant	\$115,212	\$115,000	(212)	100%
Donations	\$448,020	\$400,000	(48,020)	112%
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*	\$93,259	\$45,000	(48,259)	207%
Total	\$9,054,911	\$9,463,097	408,186	96%

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

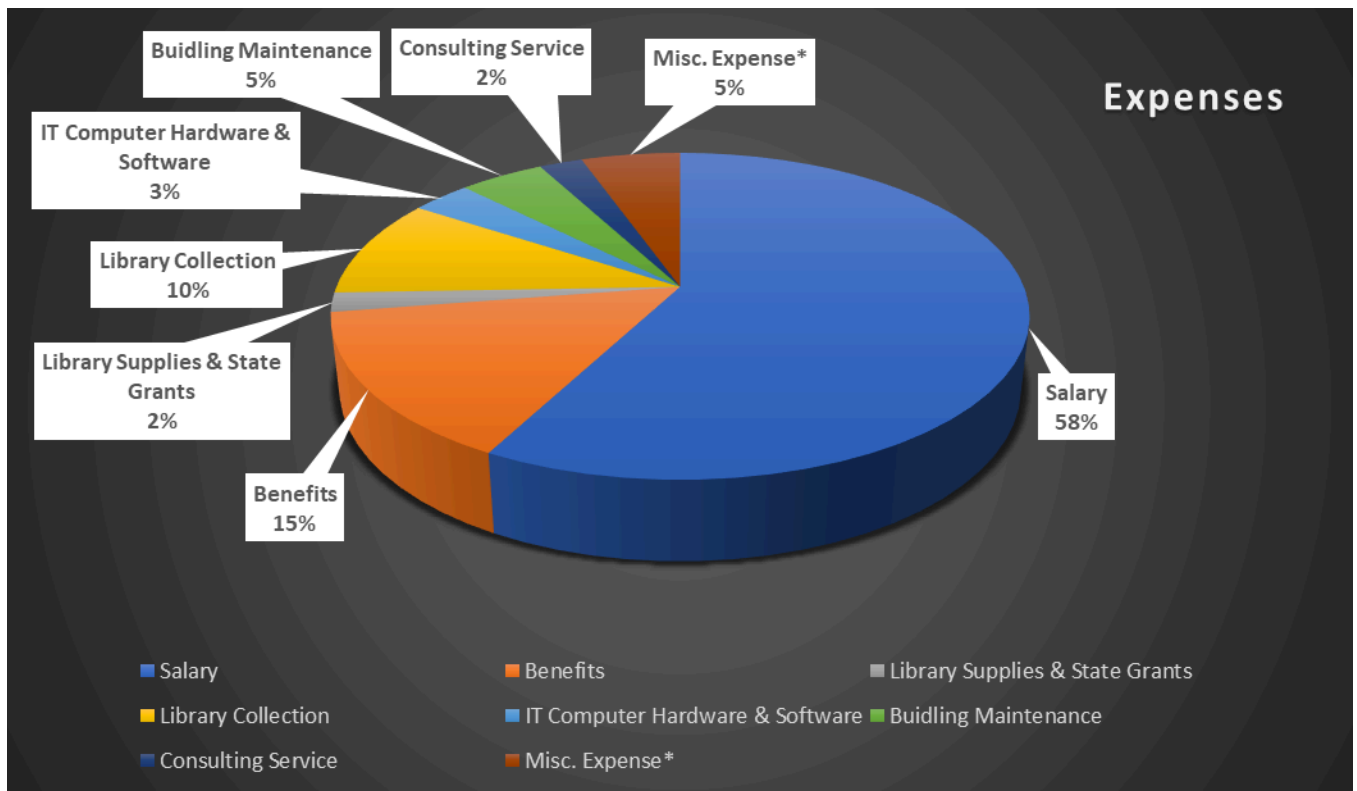
**Library still receiving Levy for FY2025 from Cook County



Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$5,687,389	\$6,127,893	440,505	93%
Benefits	\$1,453,609	\$1,628,212	174,603	89%
Library Supplies & State Grants	\$187,983	\$178,642	(9,341)	105%
Library Collection	\$964,044	\$911,537	(52,507)	106%
IT Computer Hardware & Software	\$323,028	\$317,800	(5,228)	102%
Buidling Maintenance	\$459,615	\$473,602	13,987	97%
Consulting Service	\$234,301	\$100,000	(134,301)	234%
Misc. Expense*	\$536,519	\$501,400	(35,119)	107%
Total	\$9,846,488	\$10,239,087	392,599	96%

*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities, Office Supplies & Training



Budget Performance Report

Date Range 01/01/25 - 12/31/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4825 - ENGAGEMENT SERVICES									
57009	TRANSFERS FROM LIBRARY FUND	.00	.00	.00	(350,004.00)	.00	(350,004.00)	350,004.00	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$0.00	\$0.00	\$0.00	(\$350,004.00)	\$0.00	(\$350,004.00)	\$350,004.00	+++
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	3,447,648.27	.00	7,891,783.74	732,563.26	92
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	147,751.25	.00	448,019.91	(48,019.91)	112
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	6,265.39	.00	17,640.19	(15,640.19)	882
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	2,387.59	.00	27,573.09	(7,573.09)	138
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	5.61	.00	4,092.14	(1,092.14)	136
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	1,324.87	.00	16,316.30	(11,316.30)	326
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	270.00	.00	6,632.84	(2,632.84)	166
57545	RENTAL INCOME	10,000.00	.00	10,000.00	1,839.00	.00	20,735.00	(10,735.00)	207
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	\$3,618,171.53	\$0.00	\$9,054,911.04	\$408,185.96	96%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$3,268,167.53	\$0.00	\$8,704,907.04	\$758,189.96	92%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$3,268,167.53	\$0.00	\$8,704,907.04	\$758,189.96	92%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	58,360.33	.00	404,769.90	120,140.00	77
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	29,904.49	.00	237,993.88	(33,167.79)	116
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	5,435.94	.00	40,188.67	5,054.96	89
61730	MEDICARE	10,581.16	.00	10,581.16	1,271.30	.00	9,398.94	1,182.22	89
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	2,659.93	.00	33,301.31	(5,301.31)	119
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	27,800.13	.00	125,579.70	24,420.30	84
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	3,964.87	.00	11,068.88	(1,068.88)	111
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$146,755.98	\$0.00	\$1,005,330.63	\$110,007.59	90%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	66,007.25	.00	500,109.40	(59,834.40)	114
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	27,649.29	.00	219,859.61	100,786.39	69
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	340.00	.00	3,425.00	1,575.00	68

Budget Performance Report

Date Range 01/01/25 - 12/31/25

Include Rollup Account and Rollup to Object Account

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	5,729.97	.00	43,612.72	3,565.28	92
61730	MEDICARE	11,031.00	.00	11,031.00	1,340.07	.00	10,199.73	831.27	92
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	300.00	.00	9,918.55	81.45	99
65141	FITNESS INCENTIVE	.00	.00	.00	1,000.00	.00	1,000.00	(1,000.00)	+++
65628	Library Electronic Resources	320,000.00	.00	320,000.00	22,539.81	.00	289,864.10	30,135.90	91
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	55,727.39	.00	455,524.20	(120,524.20)	136
65635	PERIODICALS	6,500.00	.00	6,500.00	914.67	.00	14,194.78	(7,694.78)	218
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,679.43	.00	18,948.11	12,051.89	61
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$230,927.80	\$0.00	\$1,713,826.57	(\$69,964.57)	104%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	100,968.85	.00	805,974.03	35,224.32	96
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	33,593.38	.00	258,896.24	80,433.10	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	8,208.95	.00	64,148.27	9,044.41	88
61730	MEDICARE	17,117.64	.00	17,117.64	1,919.83	.00	15,002.37	2,115.27	88
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	3,040.83	595.37	43,548.29	(29,143.66)	294
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	\$182,854.95	\$595.37	\$1,595,271.47	\$84,583.90	95%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	36,115.53	.00	295,781.63	74,264.37	80
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	8,386.36	.00	51,375.80	(3,052.80)	106
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	2,704.95	.00	20,861.06	5,078.94	80
61730	MEDICARE	6,063.00	.00	6,063.00	632.61	.00	4,878.79	1,184.21	80
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	509.47	.00	2,899.54	2,100.46	58
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	604.82	699.37	22,181.66	1,118.97	95
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65630	LIBRARY BOOKS	.00	.00	.00	64.97	.00	355.17	(355.17)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$56,808.05	\$699.37	\$464,025.73	\$112,552.90	81%
Business Unit 4826 - ROBERT CROWN OPERATIONS									

Budget Performance Report

Date Range 01/01/25 - 12/31/25

Include Rollup Account and Rollup to Object Account

61010	REGULAR PAY	300,993.00	.00	300,993.00	57,817.67	.00	439,288.36	(138,295.36)	146
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	9,352.00	.00	90,014.74	73,841.26	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	4,134.71	.00	34,345.89	(5,524.89)	119
61730	MEDICARE	6,737.00	.00	6,737.00	967.00	.00	8,032.55	(1,295.55)	119
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	1,636.58	345.53	15,626.81	(1,972.34)	114
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	7,048.70	.00	34,798.95	201.05	99
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	635.89	864.11	42
Business Unit 4826 - ROBERT CROWN OPERATIONS		\$647,206.00	\$0.00	\$647,206.00	\$63,787.49	\$345.53	\$740,820.30	(\$93,959.83)	115%
Totals									
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	65,068.73	.00	455,162.33	(11,366.33)	103
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	19,148.90	.00	174,622.04	108,738.96	62
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,263.00	.00	12,339.00	(7,339.00)	247
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	5,419.60	.00	39,294.04	5,789.96	87
61730	MEDICARE	10,540.00	.00	10,540.00	1,267.41	.00	9,189.69	1,350.31	87
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	3,025.00	.00	40,472.98	(472.98)	101
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	3,725.00	.00	21,523.68	9,118.32	70
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	442.30	.00	5,180.49	23,819.51	18
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	1,805.32	.00	22,403.77	(9,403.77)	172
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	4,040.74	.00	12,302.21	7,697.79	62
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	1,097.61	.00	1,097.61	1,402.39	44
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,099,603.00	\$0.00	\$1,099,603.00	\$126,039.00	\$59.00	\$952,628.27	\$146,915.73	87%
Totals									
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	62,049.62	.00	532,666.99	215,929.81	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	3,803.46	.00	32,697.07	13,759.53	70

Budget Performance Report

Date Range 01/01/25 - 12/31/25

Include Rollup Account and Rollup to Object Account

61730	MEDICARE	10,865.38	.00	10,865.38	889.53	.00	7,646.92	3,218.46	70
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	62,816.84	43,994.29	323,216.09	(72,210.38)	124
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	8,812.34	.00	72,269.30	27,730.70	72
64015	NATURAL GAS	30,000.00	.00	30,000.00	5,457.57	.00	19,443.43	10,556.57	65
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	3,143.77	.00	17,751.42	(2,751.42)	118
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	689.08	.00	15,154.34	4,845.66	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	\$161,058.30	\$43,994.29	\$1,164,351.96	\$274,981.64	81%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	130,733.93	.00	1,011,343.25	(53,415.25)	106
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	13,755.91	.00	102,672.60	5,136.40	95
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	7,814.47	.00	65,699.79	313.21	100
61730	MEDICARE	15,534.00	.00	15,534.00	1,914.24	.00	15,451.95	82.05	99
62101	TRANSFER TO LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	63,295.60	17,307.80	230,777.25	(148,085.05)	248
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	2,242.00	.00	5,826.00	9,174.00	39
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	1,475.05	.00	89,750.14	(59,750.14)	299
62315	POSTAGE	3,000.00	.00	3,000.00	1,193.50	.00	1,913.70	1,086.30	64
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	215.00	.00	4,119.79	(1,119.79)	137
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	117.90	.00	2,570.45	2,429.55	51
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	420.30	.00	7,218.63	(218.63)	103
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,288.67	654.41	17,798.70	11,546.89	62
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	(320,837.00)	.00	.00	350,000.00	0
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	(\$64,029.91)	\$82,683.91	\$2,553,793.06	(\$644,492.97)	132%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$904,201.66	\$128,377.47	\$10,190,047.99	(\$79,375.61)	101%
Department 99 - NON-DEPARTMENTAL									
Business Unit 9988 - OTHER WAGES									
61001	SALARY ADJUSTMENTS	(231,804.00)	.00	(231,804.00)	.00	.00	.00	(231,804.00)	0
Business Unit 9988 - OTHER WAGES Totals		(\$231,804.00)	\$0.00	(\$231,804.00)	\$0.00	\$0.00	\$0.00	(\$231,804.00)	0%
Department 99 - NON-DEPARTMENTAL Totals		(\$231,804.00)	\$0.00	(\$231,804.00)	\$0.00	\$0.00	\$0.00	(\$231,804.00)	0%
EXPENSE TOTALS		\$10,007,245.85	\$0.00	\$10,007,245.85	\$904,201.66	\$128,377.47	\$10,190,047.99	(\$311,179.61)	103%

Budget Performance Report

Date Range 01/01/25 - 12/31/25

Include Rollup Account and Rollup to Object Account

Fund 185 - LIBRARY FUND Totals									
	REVENUE TOTALS	9,463,097.00	.00	9,463,097.00	3,268,167.53	.00	8,704,907.04	758,189.96	92%
	EXPENSE TOTALS	10,007,245.85	.00	10,007,245.85	904,201.66	128,377.47	10,190,047.99	(311,179.61)	103%
Fund 185 - LIBRARY FUND Totals									
		(\$544,148.85)	\$0.00	(\$544,148.85)	\$2,363,965.87	(\$128,377.47)	(\$1,485,140.95)	\$1,069,369.57	

Fund 186 - LIBRARY DEBT SERVICE FUND

REVENUE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

51015	PROPERTY TAXES	576,946.00	.00	576,946.00	288,473.00	.00	576,946.00	.00	100
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$576,946.00	\$0.00	\$576,946.00	\$288,473.00	\$0.00	\$576,946.00	\$0.00	100%
	Department 48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$288,473.00	\$0.00	\$576,946.00	\$0.00	100%
	REVENUE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$288,473.00	\$0.00	\$576,946.00	\$0.00	100%

EXPENSE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

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	288,473.00	.00	576,946.00	.00	100%
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	(\$185,042.61)	\$0.00	(\$2.22)	\$2.22	
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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

REVENUE

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

56060	BOND PROCEEDS	1,900,000.00	.00	1,900,000.00	.00	.00	.00	1,900,000.00	0
57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	Department 48 - LIBRARY Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	REVENUE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%

EXPENSE

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

65515	OTHER IMPROVEMENTS	1,900,000.00	.00	1,900,000.00	.00	904,108.43	.00	995,891.57	48
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$904,108.43	\$0.00	\$995,891.57	48%
	Department 48 - LIBRARY Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$904,108.43	\$0.00	\$995,891.57	48%
	EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$904,108.43	\$0.00	\$995,891.57	48%

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	904,108.43	.00	995,891.57	48%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

	\$0.00	\$0.00	\$0.00	\$0.00	(\$904,108.43)	\$693,564.00	\$210,544.43	
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Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	3,556,640.53	.00	9,975,417.04	1,964,625.96	84%
EXPENSE TOTALS	12,484,191.85	.00	12,484,191.85	1,377,717.27	1,032,485.90	10,766,996.21	684,709.74	95%
Grand Totals	(\$544,148.85)	\$0.00	(\$544,148.85)	\$2,178,923.26	(\$1,032,485.90)	(\$791,579.17)	\$1,279,916.22	



MEMORANDUM

Agenda Item 6.B

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Facilities Update
Date: March 18, 2026

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

Staffing & Personnel Updates

Pending HR approval, the new Facilities Manager is slated to start on April 20, 2026.

Repairs & Maintenance Overview

- The Library Tower clock has been fixed by the City. The motor and control board in the clock tower were replaced, and the clock is now fully operational and keeping the correct time.

Strategic Projects

- Due to a weather delay, the Main Library roof replacement project is now slated to begin on March 23, 2026

Monthly Safety Summary

- **Incidents and Suspensions:** In February 2026, 7 incidents, resulting in 3 suspensions, were logged due to violations of library policies at the Main Library and 6 incidents were logged at the Robert Crown Branch Library.
- **Turning Point:** In February, the Mobile Living Room (MLR) team had 6 interactions at the Main Library and 1 at Crown. The Mobile Crisis Response (MCR) team had 83 interactions at the Main Library, including giving out 4 care kits.



MEMORANDUM

Agenda Item 8.B

Evanston Public Library Board – Communication Sub-Committee Charter

Revision of November 25, 2025

The Communication Sub-Committee is established to support the Evanston Public Library Board in ensuring clear, consistent, and effective communication between the Library Board and the Library Director, City of Evanston officials and community. The Sub-Committee will work to enhance public understanding of the Board’s governance policies, procedures, and strategic priorities, while fostering transparent and respectful communication and conversation with all stakeholders.



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director
Jennifer Shreve, Development Department

Subject: Request for Update to Facilities Policy

Date: March 17, 2026

Recommended Action:

Staff recommends approval of an update to the Library Facilities Policy to clarify that library-sponsored, after-hours, ticketed fundraising events that benefit the Evanston Public Library are allowed.

Background:

The Evanston Public Library Facilities Policy currently states “Organizations using the public meeting rooms may not charge an admission fee. Organizations using the meeting room may request a free will donation, but making such a donation must in no way be a requirement for attending the meeting.” The policy does not specifically address after-hours events that directly benefit the Library.

The proposed edit is: “Outside organizations using the public meeting rooms may not charge an admission fee. Organizations using the meeting room may request a free will donation, but making such a donation must in no way be a requirement for attending the meeting. The Library may charge admission fees for after-hours special events solely for Library fundraising.”

Analysis:

The Development Team has interest in events that are designed as library-sponsored fundraisers, with net proceeds dedicated to supporting library operations. Hosting such an event at the Library, after regular public service hours, ensures that normal library access and operations will not be disrupted.

Ticketing is necessary to generate meaningful financial support, manage attendance capacity, and ensure a safe, well-supervised event environment. Because the policy language does not address after-hours, library-benefiting events, staff are requesting an update to the policy language to explicitly allow such events for the benefit of the library.



Agenda Item 8.C

MEMORANDUM

Alternatives considered include:

- Hosting free, suggested donation-based events at the Library (which may limit revenue potential and create attendance unpredictability);
- Hosting ticketed fundraising events off-site only (which would increase rental costs and reduce the opportunity to showcase the Library facility);

Attachment:

See attached pdf of the full Facilities Policy, with the suggested update.

Facilities

Rules for Library Use

The Library's rules are designed to promote the safety and security of the Library's patrons, staff and collections, and to ensure that the Library remains a space for everyone to read, work, study, connect and build community. If your circumstances make it difficult for you to comply with Library rules, please talk to our staff who may be able to connect you to helpful resources.

- Be respectful and do not interfere with other people using or working in the Library.
- Eat food or snacks in designated areas only. Beverages in covered containers are welcome anywhere.
- Alcohol, drugs, vaping, and smoking are not allowed.
- Service dogs individually trained to do work or perform tasks for people with disabilities are welcome. Pets are not allowed. (Refer to ADA guidance on service animals.)
- The Library is not responsible for unattended items.
- Children age 11 and older may be at the Library without a caregiver's supervision. (See unattended children below for more details)
- Don't solicit, petition, canvass, or sell on Library property.
- Don't use roller skates, roller blades, skateboards or other recreational mobile devices on Library property.
- Always wear shoes in the Library.

Suspension of Library Privileges

The Illinois Compiled Statutes, Chapter 75, Paragraph 5/4-7, permit the Library Board "To exclude from use of the library any person who willfully violates the rules prescribed by the board."

Library privileges may be suspended for the persistent and willful violation of the Library's posted rules and violations of the law.

Facilities Guidelines

Unattended Children

Whether or not they are present, parents or guardians are ultimately responsible for the behavior of their children in the Library until they reach the age of eighteen (18).

Supervision guidelines for children

Ages 7 and under: Must be within reach of a caregiver who is age 14 or older at all times.

Ages 8-10: Must have a caregiver who is age 14 or over in the Library.

Age 11 and older: May be at the Library without a caregiver's supervision provided they conduct themselves in a manner appropriate to the Library's expectations.

If these guidelines are not followed, staff members will attempt to locate the caregiver of a child under the age of 11. If the caregiver is not in the building or cannot be contacted, staff is authorized to call the appropriate City of Evanston authorities to ensure the safety of the child.

Unattended children at closing

If a child under the age of 11 is left unattended at the time of closing, the Person In Charge and another member of the staff will attempt to reach the caregiver and/or remain with the child for a period of fifteen (15) minutes. If a parent or other responsible caregiver does not pick up the child during this period, staff is authorized to call the appropriate City of Evanston authorities to ensure the safety of the child.

Guns on Library Property

The Evanston Public Library follows Illinois State Law [430 ILCS 66], which prohibits the carrying of any weapon, including concealed or partially concealed, in Library buildings or on Library property.

If library staff observe a weapon on Library property, the police will immediately be called.

Exhibits

The exhibit space of the Evanston Public Library is a library resource to be used to fulfill the Library's mission statement. It is the intention of the Library Board that the Library's program of exhibits represents the intellectual, cultural, and ethnic diversity of Evanston. Creators who use this space release the Evanston Public Library, its Board, and its employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the exhibit period or during installation or removal of the exhibit. The Library does not provide any security or insurance for artwork exhibited.

Library Bulletin Boards, Flyers, and Community Marketing

A limited amount of bulletin board space is available for postings by nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. The Library is not responsible for the care or return of posters. The following items will not be accepted for posting:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials

Political Activity

The Library is governed by the City of Evanston's policy concerning the use of municipal buildings by candidates for Federal, State, and Municipal elected office, the Democratic, Republican, and other parties, and all other individuals or organizations advocating a position on an election issue.

The Library's public meeting rooms may be used for any political activities related to an election, until one-hundred (100) days prior to the election, except for Municipal election activities. Municipal election activities may be held until the petition filing deadline, which is seventy-one (71) days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

- All candidates are invited to attend.
- The forum is sponsored by a non-partisan group.

- All candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

Fees will not be charged for candidate forums meeting these conditions, but all other meeting room rules must be observed.

See the “Public Conference Rooms and Public Meeting Room Rentals” section of this policy, below, for further guidance.

No spaces other than the public meeting rooms may be used for political activities.

Areas for Young People in the Library

The Evanston Public Library has two areas of the Main Library – the Children’s Room and the Loft – set aside to provide library service to young people. The Library staff will ask adults who are not using the special collections and services of these areas to relocate to other areas of the Library.

The Loft

The Library’s teen space, known as the Loft, is intended for young people in grades 6 through 12 or ages 11-18. Other library patrons, like adults and younger children, are permitted to use the space when they require collections or services that are only available in that space, but they will not be permitted to use this space for general reading, studying, or hanging out. The Loft will not be open all of the hours that the Library is open, but will be open at those times teen users can be expected to be present.

Public Conference Rooms and Public Meeting Room Rentals

Hours

All public conference rooms and public meeting rooms are available during the Library's regular hours.

Public Conference Room Use

Both the Main Library and the Robert Crown Branch Library have conference rooms that are intended for the use of small groups. They are not available for public meetings or commercial use. Some rooms are only meant for families, children, or teens. Each room has a group size limit. These rooms may be used free of charge and reserved through the Library's website, by phone or in person.

Public Meeting Room Use and Rental Policy

The Main Library has rooms that can be rented by outside groups for a fee. These rooms are available for public meetings of nonprofit organizations engaged in educational, cultural, intellectual, or charitable activities in Evanston. Library-sponsored programs have priority in reserving meeting room space.

The Library's public meeting rooms are not available to commercial enterprises (organizations or individuals that promote or cause the sale of property or services for monetary gain) or for purely social functions (functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances, and mixers).

Use of the public meeting rooms does not constitute Library endorsement of the viewpoints expressed by the participants in the meetings. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Organizations using the public meeting rooms are not permitted to store items in the rooms.

Meetings may not disturb the normal operations of the library or create an unsafe environment.

The Library maintains the right to cancel any meeting room reservation for any reason. The decision of the Executive Director to cancel a reservation is final.

All meetings must be open to the public and attendance may not be restricted.

Renting Public Meeting Rooms

Main Library public meeting rooms must be rented by calling 847- 448-8650 or online . Applicants must be 18 or older. The application will be reviewed by Library staff before approval of the reservation. When a reservation is approved, payment will be charged to the credit card provided in the application form. The person submitting the application form will be held responsible for all fees and damages. The Library should be notified of any canceled meetings or programs. Failure to notify the Library of a cancellation at least forty-eight (48) hours in advance will result in the forfeiture of meeting room fees.

Admission Fees Not Allowed

Outside organizations using the public meeting rooms may not charge an admission fee. Organizations using the meeting room may request a free will donation, but making such a donation must in no way be a requirement for attending the meeting. **The Library may charge admission fees for after-hours special events solely for Library fundraising.**

Sales of Goods During Public Meetings

Organizations using the meeting rooms will be permitted to make sales under the following circumstances:

- The sales must be confined to the meeting room space and no effort can be made to solicit other library patrons.
- The sale must be for the benefit of the nonprofit organization making use of the meeting room.
- Making a purchase must in no way be a requirement for attending the meeting.
- The sales must be an inconsequential part of the program scheduled for the meeting room.
- The sale of goods that directly or indirectly benefit the Library will be permitted in areas of the Library other than the meeting rooms. When an author takes part in a Library-sponsored program, the Library may arrange for the sale of the author's works at the program.

Kitchen Use and Food Service

Simple refreshments or snacks may be served at public meetings. The kitchen cannot be used for cooking. Groups using the kitchen are expected to leave it in the condition they found it; failure to do so will result in a clean-up charge.

Set-up and Clean-up

Trash should be picked up and the kitchen should be cleaned by the group using the room. Set-up and clean-up should be accomplished within the time period for which the room is rented. If it is necessary for Library staff to clean up following a meeting, the individual, group, or organization making the reservation will be charged for the necessary time according to the current schedule of fees .

Additional Meeting Room Rules and Regulations

The following rules and regulations apply to all groups using the meeting rooms in the Main Library:

Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Groups whose members are under the age of 18 must be accompanied by one adult chaperone for every fifteen (15) participants.

Hazardous materials including, but not limited to, candles, paints, solvents, and explosives are prohibited.

Groups using the facilities must comply with the Americans with Disabilities Act and upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.

Damages and Liability

The Library is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group, or organization using the meeting rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Evanston Public Library Board, the Evanston Public Library, the City

of Evanston, its officers, agents, and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with, the meeting. They must further indemnify and hold harmless and defend the Evanston Public Library Board, the Evanston Public Library, the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries, including death, damages, and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with, the meeting.

Denial of Meeting Room Privileges

Failure to abide by the Library's meeting room policy and rules of conduct may result in the cancellation or refusal of future reservations.

Appeals of Administrative Decisions Concerning Facilities Use

Anyone who believes that they have been unfairly suspended or denied permission to use the meeting rooms, the bulletin boards, or other Library facilities or to distribute materials and is not satisfied by the decision made by the Library Director or designee, may appeal to the Library Board. Notice of an appeal should be made in writing to the Library Director, who will inform the appellant of the date of the meeting at which the appeal will be heard.

Amended November 16, 2022