



**EVANSTON
PUBLIC
LIBRARY**

Board of Trustees Meeting

Meeting Packet

May 20, 2026, at 6:30 pm

Main Library, Community Meeting Room,
and via Zoom

[Join the Board of Trustees Zoom Meeting](#)



**EVANSTON
PUBLIC
LIBRARY**

Library Board Meeting

- **Date:** Wednesday, May 20, 2026
- **Time:** 6:30 PM
- **Location:** Main Library, Community Meeting Room, and Remote via Zoom.
- **Zoom Link:** [Join the Library Board Meeting](#)

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.

- **Written Comments:** [Submit comments via the Online Form](#)
- **Note:** Written comments will be attached to the Board minutes and distributed to Trustees.

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 least 48 hours in advance of the meeting so that arrangements can be made.

- **Phone:** 847-448-8650
- **TDD/TTY:** 847-866-5095

Meeting Agenda

1. **Call to Order:** Declaration of a quorum.
2. **Land Acknowledgment:**
3. **Citizen Comment:** Public session not to exceed 45 minutes.
4. **Consent Agenda** *Approval of the following minutes and financial records:*
 - a. Management Committee Meeting (April 15, 2026)
 - b. Regular Board Meeting (April 15, 2026)
 - c. Nominating Committee Meeting (April 27, 2026, and May 1, 2026)
 - d. AdHoc Search Committee Meeting (April 29, 2026, May 6, 2026 and May 13, 2026)
 - e. Communication Sub-Committee Meeting (May 5, 2026)
 - f. DEIB Advisory Committee Meeting (May 12, 2026)
 - g. Finance Committee Meeting (May 14, 2026)
 - h. Approval of Bills and Payroll



EVANSTON PUBLIC LIBRARY

5. Staff and Financial Reports

- a. **Director's Report:** Previously distributed.
- b. **Administrative Services Report:** Previously distributed.
- c. **Facilities Report:** Previously distributed.
- d. **Monthly Development Report:** Previously distributed.

6. Board Committee Oral Reports

- a. President's Report
- b. Finance Committee
- c. Management Committee
- d. Facilities Committee
- e. DEIB Committee
- f. Communications Committee
- g. AdHoc Search Committee
- h. Nominating Committee

7. Old Business

- a. Meeting Practices & Parliamentary Procedure Guide (Discussion)
- b. Slate of Candidates - Nominating Committee Recommendation (Discussion & Action)
 - i. President: Michelle Mills
 - ii. Vice President: Arikpo Dada, Tracy Fulce
 - iii. Secretary: Jean Keleher, Esther Wallen
 - iv. Treasurer: Victoria Shire

8. New Business

- a. AdHoc Search Committee Recommendation for Interim Executive Director Search & Executive Director Search (Discussion & Action)
- b. Values based budgeting for Executive Director Search (Discussion & Action)
- c. Governance Leadership and Institutional Stewardship Summary

9. Executive Session



**EVANSTON
PUBLIC
LIBRARY**

10. Adjournment

Next Scheduled Meeting: June 17, 2026, at 6:30 PM (Hybrid format)



Evanston Public Library Board of Trustees Management Committee Meeting Minutes

Date: Wednesday, April 15, 2026

Time: 5:00 PM

Location: Main Library, Community Meeting Room, and Remote Access

1. Call to Order and Quorum

Trustee Arikpo Dada called the meeting to order at 5:04 PM. A quorum was established.

Members Present

- Arikpo Dada
- Tracy Fulce
- Jean Keleher
- Michelle Mills

Additional Trustees in Attendance

- Meghan Shea
 - Victoria Shire
-

Members Absent

- None
-

Staff Present

- Heather Norborg
-

2. Land Acknowledgment

Presented by Trustee Tracy Fulce.

3. Citizen Comment

No citizen comments were made.

4. New Business

The following items were discussed:

- A. Open Meetings Act (OMA) / Freedom of Information Act (FOIA) refresher
 - B. Governing document review
 - C. Announcements and upcoming events
-

5. Executive Session

A motion was made to enter Executive Session at 6:01 PM regarding personnel matters.

- **Motion made by:** Trustee Arikpo Dada
- **Seconded by:** Trustee Tracy Fulce
- **Vote:** 6–0 in favor
- **Result:** Motion carried

The Executive Session concluded at 6:26 PM.

- **Motion to adjourn Executive Session made by:** Trustee Michelle Mills
- **Seconded by:** Trustee Tracy Fulce
- **Vote:** 6–0 in favor



**EVANSTON
PUBLIC
LIBRARY**

- **Result:** Motion carried
-

6. Adjournment

A motion to adjourn the Management Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Jean Keleher.

- **Vote:** 6–0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 6:26 PM
-

Submitted By

Trustee Arikpo Dada
Evanston Public Library Board of Trustees



Draft

Evanston Public Library Board of Trustees

Regular Board Meeting Minutes

Date: April 15, 2026

Time: 6:30 PM

Location: Main Library, Community Meeting Room, and Remote

1. Call to Order

President Tracy Fulce called the meeting to order at 6:35 PM.

A quorum was established.

Roll Call

Board Members Present:

- Arikpo Dada
- Tracy Fulce
- Catie Huggins
- Jean Keleher
- Meghan Shea
- Michelle Mills
- Victoria Shire
- Esther Wallen

Board Members Absent:

- Samia Amamoo

Staff Present:

- Heather Norborg
- Sameer Notta
- Jennifer Shreve

- Ellen Riggsbee
-

2. Land Acknowledgment

The land acknowledgment was read by Trustee Catie Huggins.

3. Citizen Comment

- Aquila Bey
-

4. Consent Agenda

The following items were approved:

- A. Management Committee Meeting Minutes (March 18, 2026)
- B. Regular Board Meeting Minutes (March 18, 2026)
- C. Communication Sub-Committee Minutes (April 7, 2026)
- D. Finance Committee Meeting Minutes (April 9, 2026)
- E. Bills and Payroll

Motion: Approval with the amendment to add the Board President's comment to agenda item 4.B.

- Moved by: Michelle Mills
- Seconded by: Meghan Shea
- Vote: 8–0 (Aye)
- **Result:** Motion carried

Motion: Approve consent agenda

- Moved by: Meghan Shea
- Seconded by: Samia Amamoo
- Vote: 8–0 (Aye)
- **Result:** Motion carried

5. Staff and Financial Reports

The following reports were distributed in advance:

- A. Library Director's Report
 - B. Administrative Services Report
 - C. Facilities Report
 - D. Monthly Development Report
 - E. First Quarter Development Report
-

6. Board Committee Oral Reports

- A. Board President Oral Report

President Fulce delivered the following remarks:

This evening, I would like to reflect on what it means to be thoughtful stewards of this institution and of the resources entrusted to us.

Stewardship is not just about budgets or policies, it's about making decisions today that ensure the long-term health, stability, and integrity of the Evanston Public Library.

Over the past several years, this Board has taken that responsibility seriously.

Together, we have strengthened the foundation of this organization in ways that will serve this community for years to come. We've moved from temporary structures to permanent ones, embedding equity into our governance, professionalizing key functions like development, marketing and finance, and ensuring that our operations match the level of excellence our community deserves.

We addressed longstanding staffing challenges and rebuilt internal capacity. We modernized how the library engages with the community and how it manages its financial resources. And we made critical decisions to protect this institution from securing our fund balance to ensuring that essential infrastructure investments were not deferred.

We also made intentional choices about the future developing a strategic plan grounded in community voice and positioning the library for long-term sustainability and growth.

These are not small things. These are the kinds of decisions that often go unseen, but they are what allow a public institution like this to remain strong, responsive, and resilient.

I would be remiss if I didn't acknowledge that next week is National Library Week, a time to celebrate the role libraries play in our communities. While libraries are places of learning for sure, they are also community assets reflecting our shared values. It's not lost on me that 672 tax returns were filed for free this year or that 110 interactions were supported by The Mobile Crisis Response.

At the same time, libraries like ours are navigating increasingly complex challenges. Recent events involving library leadership in places like Tennessee are a reminder that this work requires both courage and clarity and that strong, thoughtful governance matters.

Here in Evanston, we remain committed to ensuring that our library continues to serve the full community with integrity, care, and intention. A plan that was supported by an anonymous donor who so believed in our approach that they invest in a meaningful way.

And that brings us to where we are today.

The work in front of us now is to continue that stewardship by ensuring a thoughtful and transparent process for selecting the library's next permanent leader. The interim period is about maintaining stability while we take the time to get that decision right.

Thoughtful stewardship also means knowing when to move with urgency and when to take the time required to make the right decision.



Draft

As my term as Board President comes to a close, we are also taking the next step in our governance process with the seating of the Nominating Committee.

This ensures a thoughtful transition in Board leadership, just as we are ensuring a thoughtful process for the library's next executive leader. That alignment reflects our commitment to continuity, stability, and strong governance at every level.

Our responsibility is not just to act but to act with care, clarity, and intention.

Because this library belongs to the community. And our role is to ensure that it continues to thrive not just for today, but for the future.

The following Board Committees provided verbal updates:

- B. Finance Committee
- C. Management Committee
- D. Facilities Committee
- F. DEIB Committee
- G. Communications Committee

7. Old Business

- A. Resourcing Interim/Executive Director Search

Motion: Establish an Ad Hoc Committee to develop recommendations for the May meeting. Members are: Meghan Shea, Tracy Fulce, and Catie Huggins.

- Moved by: Michelle Mills
- Seconded by: Esther Wallen
- Vote: 8–0 (Aye)
- **Result:** Motion carried

8. New Business

A. Appointment to Board Committees

Motion: Approve board committee appointments:

- Nominating Committee: Arikpo Dada, Esther Wallen, Victoria Shire (chair)
- Management Committee: Arikpo Dada (chair), Tracy Fulce, Michelle Mills, Megan Shea & Jean Keleher
- Finance Committee: Michelle Mills (chair), Tracy Fulce, Victoria Shire
- Facilities Committee: Catie Huggins (chair), Arikpo Dada, Meghan Shea
- DEIB Committee: (discussion tabled)
- Communications Committee: Jean Keleher (chair), Victoria Shire, Catie Huggins

- Moved by: Michelle Mills
- Seconded by: Catie Huggins
- Vote: 8–0 (Aye)
- **Result:** Motion carried

B. FY2026 Non-Union Merit Increase

Motion: Approve a 2.5% merit increase for non-union employees

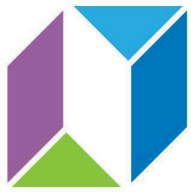
- Moved by: Michelle Mills
- Seconded by: Catie Huggins
- Vote: 8–0 (Aye)
- **Result:** Motion carried

C. Transfer of Endowment Funds

Motion: Adopt Option 3 to transfer funds from Vanguard to Evanston Community Foundation

- Moved by: Victoria Shire
- Seconded by: Michelle Mills
- Vote: 8–0 (Aye)
- **Result:** Motion carried

9. Executive Session



Motion: Enter Executive Session at 8:09 PM (personnel matters)

- Moved by: Tracy Fulce
- Seconded by: Esther Wallen
- Vote: 8–0 (Aye)
- **Result:** Motion carried

Motion: Exit Executive Session at 8:27 PM

- Moved by: Arikpo Dada
 - Seconded by: Catie Huggins
 - Vote: 8–0 (Aye)
 - **Result:** Motion carried
-

10. Adjournment

Motion: Adjourn the meeting

- Moved by: Arikpo Dada
- Seconded by: Catie Huggins
- Vote: 9–0 (Aye)
- **Result:** Motion carried

The meeting adjourned at 8:49 PM.

Submission

Submitted by:

Catie Huggins

Secretary, Evanston Public Library Board of Trustees



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

Date: Monday, April 27, 2026

Time: 5:30 PM

Location: Main Library, 4th floor Board Room, and Remote Access

1. Call to Order and Quorum

Trustee Arikpo Dada called the meeting to order at 5:32 PM. A quorum was established.

Members Present

- Arikpo Dada
- Victoria Shire
- Esther Wallen

Members Absent

- None

Staff Present

- Heather Norborg
-

2. Land Acknowledgment

Presented by Trustee Victoria Shire.

3. Citizen Comment

No citizen comments were made.

4. New Business

- A. Determination of Slate of Candidates for Board Officers (President, Vice-President, Secretary, and Treasurer) for the 2026-2027 Term.
-

5. Adjournment

A motion to adjourn the Nominating Committee meeting was made by Trustee Esther Wallen and seconded by Trustee Arikpo Dada.

- **Vote:** 3–0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 6:01 PM
-

Submitted By

Trustee Victoria Shire
Evanston Public Library Board of Trustees



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

Date: Friday, May 1, 2026

Time: 9:30 AM

Location: Main Library, 4th floor Board Room, and Remote Access

1. Call to Order and Quorum

Trustee Arikpo Dada called the meeting to order at 9:32 PM. A quorum was established.

Members Present

- Arikpo Dada
- Victoria Shire
- Esther Wallen (joined virtually)

Members Absent

- None
-

2. Land Acknowledgment

Presented by Trustee Arikpo Dada.

3. Citizen Comment

No citizen comments were made.

4. New Business

A. Approval of Virtual Participation of Trustee(s).

A motion was made by Trustee Arikpoo Dada and seconded by Trustee Victoria Shire to allow Trustee Esther Wallen to participate virtually due to work-related obligations.

- **Vote:** 2–0 in favor
- **Result:** Motion carried

Amended Agenda

A motion was made by Trustee Arikpoo Dada and seconded by Trustee Victoria Shire to amend the agenda item regarding the discussion of the recommended office election process.

- **Vote:** 3–0 in favor
- **Result:** Motion carried

5. Old Business

Determination of Slate of Candidates for Board Officers (President, Vice-President, Secretary, and Treasurer) for the 2026-2027 Term.

A motion was made by Trustee Arikpoo Dada and seconded by Trustee Esther Wallen to table any action related to the election process discussion until a later meeting to be determined.

- **Vote:** 3–0 in favor
- **Result:** Motion carried

A motion was made by Trustee Esther Wallen and seconded by Trustee Victoria Shire to establish a nominating committee meeting date. Trustee Wallen requested that this motion be withdrawn, and the request was granted by consent. (Withdrawn).



**EVANSTON
PUBLIC
LIBRARY**

- **Vote:** 3–0 in favor
 - **Result:** Motion carried
-

6. Adjournment

A motion to adjourn the Nominating Committee meeting was made by Trustee Esther Wallen and seconded by Trustee Arikpo Dada.

- **Vote:** 3–0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 10:49 AM
-

Submitted By

Trustee Victoria Shire
Evanston Public Library Board of Trustees



Draft

Evanston Public Library Board of Trustees **AdHoc Search Committee Meeting Minutes**

Date: Wednesday, April 29, 2026

Time: 4:30 PM

Location: Robert Crown Branch Library, Multipurpose Room and Remote Access

1. Call to Order and Quorum

Trustee Meghan Shea called the meeting to order at 4:32 PM. A quorum was established.

Members Present

- Tracy Fulce
- Catie Huggins
- Meghan Shea

Members Absent

- None
-

2. Land Acknowledgment

Presented by Trustee Meghan Shea.

3. Citizen Comment

No citizen comments were made.

4. New Business

The Committee discussed the following items:

- Interim Executive Director qualifications and job description (draft)
 - Timeline for Interim Executive Director search and interview structure
 - Proposed timeline for permanent Executive Director search
 - Draft Request for Proposals (RFP) for Executive Director search
 - Scheduling of additional meetings
-

5. Executive Session

Motion: Enter Executive Session at 6:47 PM (personnel matters)

- Moved by: Catie Huggins
- Seconded by: Tracy Fulce
- Vote: 3–0 (Aye)
- **Result:** Motion carried

Motion: Exit Executive Session at 7:42 PM

- Moved by: Catie Huggins
 - Seconded by: Meghan Shea
 - Vote: 3–0 (Aye)
 - **Result:** Motion carried
-

6. Adjournment

A motion to adjourn the AdHoc Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Catie Huggins.

- **Vote:** 3–0 in favor
- **Result:** Motion carried
- **Time of adjournment:** 6:01 PM



**EVANSTON
PUBLIC
LIBRARY**

Submitted By

Trustee Meghan Shea
Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees **AdHoc Search Committee Meeting Minutes**

Date: Wednesday, May 6, 2026

Time: 4:30 PM

Location: Main Library, 4th floor Board Room, and Remote Access

1. Call to Order and Quorum

Trustee Meghan Shea called the meeting to order at 4:41 PM. A quorum was established.

Members Present

- Tracy Fulce
- Catie Huggins
- Meghan Shea

Additional trustees in attendance included:

- Arikpo Dada
- Jean Keleher
- Victoria Shire

Members Absent

- None
-

2. Land Acknowledgment

Presented by Trustee Meghan Shea.

3. Citizen Comment

No citizen comments were made.

4. Old Business

The Committee discussed the following items:

- Interim Executive Director job description

Motion: Move to assign Meghan Shea to complete the job description and provide a draft to the full board

- Moved by: Tracy Fulce
 - Seconded by: Catie Huggins
 - Vote: 3–0 (Aye)
 - **Result:** Motion carried
- Timeline for the interim search and the interim search interview process.

Motion: Move to assign Meghan Shea to assemble an interim search timeline and provide a recommendation to the full board.

- Moved by: Tracy Fulce
 - Seconded by: Catie Huggins
 - Vote: 3–0 (Aye)
 - **Result:** Motion carried
-

5. New Business

- A. Interim Executive Director HR leveling.
- B. Interim Executive Director budget and recommendations for job posting.
- C. Suggested timeline for permanent Executive Director search.
- D. Executive Director RFP draft.



E. Overall recommendations to the board.

Motion: Move to strike items 5A to 5E.

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3-0 (Aye)
- **Result:** Motion carried

F. Potential additional meeting scheduling.

Motion: Move to schedule an additional meeting on May 13, 2026.

- Moved by: Tracy Fulce
 - Seconded by: Catie Huggins
 - Vote: 3–0 (Aye)
 - **Result:** Motion carried
-

6. Executive Session

Motion: Enter Executive Session at 6:43 PM (personnel matters)

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

Motion: Exit Executive Session at 7:09 PM

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

7. Adjournment

A motion to adjourn the AdHoc Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Catie Huggins.

- **Vote:** 3–0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 7:09 PM
-

10. Submitted By

Trustee Meghan Shea

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees **AdHoc Search Committee Meeting Minutes**

Date: Wednesday, May 13, 2026

Time: 4:30 PM

Location: Main Library, 4th floor Board Room, and Remote Access

1. Call to Order and Quorum

Trustee Meghan Shea called the meeting to order at 4:41 PM. A quorum was established.

Members Present

- Tracy Fulce
- Catie Huggins
- Meghan Shea

Additional trustees in attendance included:

- Jean Keleher

Members Absent

- None
-

2. Land Acknowledgment

Presented by Trustee Meghan Shea.

3. Citizen Comment

No citizen comments were made.

4. Old Business

5. New Business

A. Interim Executive Director budget and recommendations for job posting and travel (Discussion & Action)

Motion: Move to allocate \$5,000 to resource the Interim Executive Director Search

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

B. Interim Executive Director HR hiring process updates (Discussion)

C. Suggested timeline for permanent Executive Director search (Discussion & Action)

Motion: Move to recommend that the permanent Executive Director search starts November, 2026

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

D. Executive Director RFP draft (Discussion & Action)

6. Executive Session



**EVANSTON
PUBLIC
LIBRARY**

Motion: Remove Executive Session from agenda

- Moved by: Tracy Fulce
- Seconded by: Catie Huggins
- Vote: 3–0 (Aye)
- **Result:** Motion carried

7. Adjournment

A motion to adjourn the AdHoc Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Catie Huggins.

- Moved by: Tracy Fulce
 - Seconded by: Catie Huggins
 - **Vote:** 3–0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 6:22 PM
-

10. Submitted By

Trustee Meghan Shea
Evanston Public Library Board of Trustees



Draft

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

- Date: Tuesday, May 5, 2026
- Time: 6:30 PM
- Location: Main Library, Library Board Room, and Remote

1. Call to Order and Quorum

Trustee Jean Keleher called the meeting to order at 6:32 PM. A quorum was established.

Members Present

- Jean Keleher
- Victoria Shea

Additional trustees in attendance included:

- Michelle Mills (virtual)

Members Absent

- Catie Huggins

Staff Present

- Ellen Riggsbee

2. Land Acknowledgment

Presented by Trustee Victoria Shire.

3. Citizen Comment

No citizen comments were made.

4. Old Business

The Committee discussed the following items:

- A. E-book Pricing - Policy Communication

5. New Business

The Committee discussed the following items:

- A. FAQ Update

Motion: To add language to the FAQ as written in the packet.

- Moved by: Jean Keleher
- Seconded by: Victoria Shire
- Vote: 2–0 (Aye)
- **Result:** Motion carried

Motion: Add to the FAQ language on EPL.org regarding how the public can take action on the Digital Library Protection Act (HB 5236).

- Moved by: Victoria Shire
- Seconded by: Jean Keleher
- Vote: 2–0 (Aye)
- **Result:** Motion carried

- C. Topics for Upcoming Communications

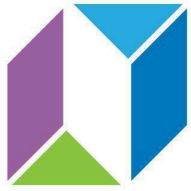
6. Executive Session

The committee did not enter into executive session.

7. Adjournment

A motion to adjourn the Communication Committee meeting was made by Victoria Shire and seconded by Jean Keleher.

- **Vote:** 2–0 in favor



**EVANSTON
PUBLIC
LIBRARY**

- **Result:** Motion carried
- **Time of adjournment:** 7:04 pm

Submitted By

Trustee Jean Keleher

Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

DEIB Committee Meeting Minutes

- Date: Tuesday, May 12, 2026
 - Time: 6:30 PM
 - Location: Main Library, Community Meeting Room, and Remote
-

1. Call to Order and Quorum

Trustee Wallen called the meeting to order at 6:36pm. A quorum was not established.

Members Present

- Sharif Al Nazar
- Esther Wallen
- Melissa Raman Molitor

Members Absent

- Samia Amamoo
- Blanca Lule
- Ron Sakai
- Brenda Williams

Staff Present

- Jill Skwerski
 - Sameer Notta
-

2. Land Acknowledgment

3. Citizen Comment

No citizen comments were made.

4. Staff Reports

The Committee discussed the following items:

- A. **Library Updates:** General organizational briefing.
 - B. **Finance and Budget Overview:** Review of current fiscal status.
-

5. New Business

The Committee discussed the following items:

- A. **Committee Membership:** Discussion regarding appointments and member status.
-

9. Old Business

The Committee discussed the following items:

- A. **DEIB Committee Bylaw Definition:** Review of language for the Diversity, Equity, Inclusion, and Belonging Committee bylaws. Discussion.
 - B. **Policy Review - Safety/Facilities:** Review of updated safety and facility usage policies. Hold for June discussion. Materials provided.
-

10. Adjournment



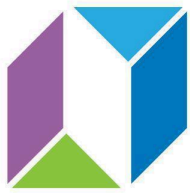
**EVANSTON
PUBLIC
LIBRARY**

A motion to adjourn the DEIB Committee meeting was made by member Raman Molitor and seconded by member al Nazar.

- **Vote:** 3 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 7:41pm
-

Submitted By

Trustee Esther Wallen
Evanston Public Library Board of Trustees



Evanston Public Library Board of Trustees

Finance Committee Meeting Minutes

- Date: Thursday, May 14, 2026
 - Time: 3:00 PM
 - Location: Main Library, Library Board Room, and Remote
-

1. Call to Order and Quorum

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:03 p.m.

Members Present

- Tracy Fulce
- Michille Mills
- Victoria Shire

Additional trustees in attendance included:

- Jean Keleher (virtual) joined at 3:12pm

Members Absent

- None

Staff Present

- Heather Norborg, Sameer Notta, and Jennifer Shreve
-

2. Land Acknowledgment

3. Citizen Comment

No citizen comments were made.

4. Old Business

The Committee discussed the following items:

- A. Intergovernmental Agreement and Lease update
-

5. New Business

The Committee discussed the following items:

- A. Review the upcoming board packet finance items
 - B. Monthly Development Report
-

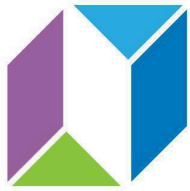
6. Executive Session

Motion: Enter Executive Session at 3:47 PM (personnel matters)

- Moved by: Michelle Mills
- Seconded by: Tracy Fulce
- Vote: 3–0 (Aye)
- **Result:** Motion carried

Motion: Exit Executive Session at 4:09 PM

- Moved by: Tracy Fulce
- Seconded by: Victoria Shire
- Vote: 3–0 (Aye)
- **Result:** Motion carried



**EVANSTON
PUBLIC
LIBRARY**

7. Adjournment

A motion to adjourn the Finance Committee meeting was made by Trustee Tracy Fulce and seconded by Trustee Victoria Shire.

- **Vote:** 3—0 in favor
 - **Result:** Motion carried
 - **Time of adjournment:** 4:09 PM
-

Submitted By

Trustee Michelle Mills
Evanston Public Library Board of Trustees



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 4.H

Memorandum

To: Evanston Public Library Board of Trustees
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: May 20, 2026

Recommended Action

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

Payroll

March 23, 2026, through April 5, 2026,	\$ 216,253.86
April 6, 2026, through April 19, 2026,	\$ 220,634.08
April 20, 2026, through May 3, 2026	\$ 220,375.65

Library Fund Bills List

April 14, 2026	\$ 48,970.38
April 28, 2026	\$ 59,571.26

Purchasing Card

January 31, 2026	\$ 10,343.84
February 28, 2026	\$ 10,199.35

Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 04/14/26 - 04/14/26

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
21719 - JASON J. NEBERGALL	PROFESSIONAL SERVICES	03/18/2026	04/14/2026	04/14/2026	250.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$250.00
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals Invoice Transactions 1					\$250.00
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	03/18/2026	04/14/2026	04/14/2026	348.57
206940 - ULINE	OFFICE SUPPLIES	03/20/2026	04/14/2026	04/14/2026	258.93
206940 - ULINE	OFFICE SUPPLIES	03/13/2026	04/14/2026	04/14/2026	117.89
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$725.39
Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 3					\$725.39
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
19821 - INTEGRAL FITNESS & MESSAGE, INC.	PROFESSIONAL SERVICES FACILITATOR AHA! HEALTHY AGING	03/30/2026	04/14/2026	04/14/2026	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$100.00
Account 65100 - LIBRARY SUPPLIES					
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL BULK ORDER FOR VARIOUS DEPARTMENT	03/13/2026	04/14/2026	04/14/2026	1,440.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$1,440.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 2					\$1,540.00
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/19/2026	04/14/2026	04/14/2026	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/26/2026	04/14/2026	04/14/2026	35.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	01/22/2026	04/14/2026	04/14/2026	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	03/19/2026	04/14/2026	04/14/2026	258.38
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE REPAIR	03/24/2026	04/14/2026	04/14/2026	1,152.78
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	04/01/2026	04/14/2026	04/14/2026	227.14
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 6					\$2,169.92
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/27/2026	04/14/2026	04/14/2026	1,235.82
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 1					\$1,235.82
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 7					\$3,405.74
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	OD PERFORMANCE MANAGEMENT	11/30/2025	04/14/2026	04/14/2026	1,100.00
11982 - STEPHEN YOUNG	PIANO TUNING	03/26/2026	04/14/2026	04/14/2026	350.00
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 2					\$1,450.00
Account 62205 - ADVERTISING					
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL BULK ORDER FOR VARIOUS DEPARTMENT	03/13/2026	04/14/2026	04/14/2026	7,187.50
Account 62205 - ADVERTISING Totals Invoice Transactions 1					\$7,187.50

Account 62210 - PRINTING						
14818 - FISHEYE GRAPHIC SERVICES, INC.	CCS BOOKMARK PRINTING	03/30/2026	04/14/2026	04/14/2026		165.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	SPRING CAMPAIGN BOOKMARKS	03/30/2026	04/14/2026	04/14/2026		325.00
Account 62210 - PRINTING Totals Invoice Transactions 2						\$490.00
Account 62340 - IT COMPUTER SOFTWARE						
19589 - MOBILE BEACON	MOBILE HOTSPOTS ORDER#MB-207229	03/11/2026	04/14/2026	04/14/2026		1,375.00
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1						\$1,375.00
Account 65095 - OFFICE SUPPLIES						
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL BULK ORDER FOR VARIOUS DEPARTMENT	03/13/2026	04/14/2026	04/14/2026		2,947.50
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL ITEM BULK ORDER NOTEBOOKS	03/30/2026	04/14/2026	04/14/2026		503.00
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	03/06/2026	04/14/2026	04/14/2026		22.09
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	03/11/2026	04/14/2026	04/14/2026		58.41
21748 - STEWPENDOUS PRODUCTIONS	PROFESSIONAL SERVICES TRIVIA NIGHT	03/13/2026	04/14/2026	04/14/2026		500.00
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 5						\$4,031.00
Account 65628 - Library Electronic Resources						
19371 - BACKSTAGE LIBRARY WORKS	PROJECT HISTORIC EVANSTON NEWSPAPER: THE ROUNDTABLE	10/22/2023	04/14/2026	04/14/2026		4,223.93
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	03/24/2026	04/14/2026	04/14/2026		1,000.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 2						\$5,223.93
Account 65630 - LIBRARY BOOKS						
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/02/2026	04/14/2026	04/14/2026		916.19
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/04/2026	04/14/2026	04/14/2026		26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/09/2026	04/14/2026	04/14/2026		26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/12/2026	04/14/2026	04/14/2026		48.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/13/2026	04/14/2026	04/14/2026		27.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/18/2026	04/14/2026	04/14/2026		30.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT BOOKS	03/23/2026	04/14/2026	04/14/2026		75.72
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/03/2026	04/14/2026	04/14/2026		107.31
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/05/2026	04/14/2026	04/14/2026		1,695.06
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/05/2026	04/14/2026	04/14/2026		779.00
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/10/2026	04/14/2026	04/14/2026		3,505.33
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/11/2026	04/14/2026	04/14/2026		1,951.61
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/14/2026	04/14/2026		266.52
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/14/2026	04/14/2026		445.02
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/14/2026	04/14/2026		188.29
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/14/2026	04/14/2026		35.53
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/14/2026	04/14/2026		30.28
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/03/2026	04/14/2026	04/14/2026		456.52
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/10/2026	04/14/2026	04/14/2026		405.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	03/05/2026	04/14/2026	04/14/2026		38.57
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/06/2026	04/14/2026	04/14/2026		253.58
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/10/2026	04/14/2026	04/14/2026		374.66
102576 - INGRAM LIBRARY SERVICES	MAIN BOOKS	03/10/2026	04/14/2026	04/14/2026		335.86
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/12/2026	04/14/2026	04/14/2026		351.74
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/12/2026	04/14/2026	04/14/2026		23.98
102576 - INGRAM LIBRARY SERVICES	MAIN BOOKS	03/12/2026	04/14/2026	04/14/2026		3,462.93
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/12/2026	04/14/2026	04/14/2026		2,049.05

102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/13/2026	04/14/2026	04/14/2026	261.60
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/13/2026	04/14/2026	04/14/2026	10.40
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/15/2026	04/14/2026	04/14/2026	381.27
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/15/2026	04/14/2026	04/14/2026	45.56
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/16/2026	04/14/2026	04/14/2026	57.60
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/16/2026	04/14/2026	04/14/2026	185.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/17/2026	04/14/2026	04/14/2026	422.76
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/17/2026	04/14/2026	04/14/2026	70.19
102576 - INGRAM LIBRARY SERVICES	MAIN BOOKS	03/17/2026	04/14/2026	04/14/2026	244.34
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/17/2026	04/14/2026	04/14/2026	319.52
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/18/2026	04/14/2026	04/14/2026	59.95
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/18/2026	04/14/2026	04/14/2026	32.37
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/14/2026	04/14/2026	239.36
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/14/2026	04/14/2026	44.74
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/14/2026	04/14/2026	28.76
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/14/2026	04/14/2026	52.73
102576 - INGRAM LIBRARY SERVICES	JUV MAIN	03/20/2026	04/14/2026	04/14/2026	23.98
102576 - INGRAM LIBRARY SERVICES	MAIN JUV	03/20/2026	04/14/2026	04/14/2026	150.47
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/20/2026	04/14/2026	04/14/2026	212.21
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	03/22/2026	04/14/2026	04/14/2026	28.76
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	03/22/2026	04/14/2026	04/14/2026	130.26
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/23/2026	04/14/2026	04/14/2026	93.58
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/26/2026	04/14/2026	04/14/2026	442.18
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	03/18/2026	04/14/2026	04/14/2026	75.65

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions **51** \$21,522.26

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	MAIN A/V	03/13/2026	04/14/2026	04/14/2026	73.26
103424 - MIDWEST TAPE LLC	MAIN AV	03/13/2026	04/14/2026	04/14/2026	83.04
103424 - MIDWEST TAPE LLC	MAIN A/V	03/13/2026	04/14/2026	04/14/2026	34.17
103424 - MIDWEST TAPE LLC	MAIN A/V	03/13/2026	04/14/2026	04/14/2026	22.92
103424 - MIDWEST TAPE LLC	MAIN A/V	03/13/2026	04/14/2026	04/14/2026	120.88
103424 - MIDWEST TAPE LLC	MAIN A/V	03/18/2026	04/14/2026	04/14/2026	25.92
103424 - MIDWEST TAPE LLC	MAIN A/V	03/18/2026	04/14/2026	04/14/2026	148.35
103424 - MIDWEST TAPE LLC	MAIN A/V	03/18/2026	04/14/2026	04/14/2026	42.42
103424 - MIDWEST TAPE LLC	MAIN A/V	03/18/2026	04/14/2026	04/14/2026	218.19
103424 - MIDWEST TAPE LLC	MAIN A/V	03/18/2026	04/14/2026	04/14/2026	54.84
103424 - MIDWEST TAPE LLC	MAIN A/V	03/25/2026	04/14/2026	04/14/2026	231.93
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2025	04/14/2026	04/14/2026	61.27
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2026	04/14/2026	04/14/2026	199.30
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2026	04/14/2026	04/14/2026	127.26
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2026	04/14/2026	04/14/2026	170.52
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2026	04/14/2026	04/14/2026	96.93
103424 - MIDWEST TAPE LLC	MAIN AV	03/25/2026	04/14/2026	04/14/2026	58.36

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions **17** \$1,769.56

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions **81** \$43,049.25

Department **48 - LIBRARY** Totals Invoice Transactions **94** \$48,970.38

Fund **185 - LIBRARY FUND** Totals Invoice Transactions **94** \$48,970.38

* = Prior Fiscal Year Activity

Invoice Transactions **94** \$48,970.38

Library Bills List

G/L Date Range 04/28/26 - 04/28/26

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					
21806 - CAMARGO, ROSIE	BILINGUAL STORYTIME	02/11/2026	04/28/2026	04/28/2026	350.00
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/06/2026	04/28/2026	04/28/2026	257.37
19563 - ELIZABETH STEIMLE	REIMBURSEMENT ELL PROGRAM SUPPLIES	04/09/2026	04/28/2026	04/28/2026	32.75
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$640.12
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 3					\$640.12
 Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	03/27/2026	04/28/2026	04/28/2026	265.96
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/06/2026	04/28/2026	04/28/2026	96.67
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/10/2026	04/28/2026	04/28/2026	459.44
105289 - UNIQUE BOOKS, INC.	ACCESS SUPPLIES	04/01/2026	04/28/2026	04/28/2026	118.20
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 4					\$940.27
Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 4					\$940.27
 Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES POP UP WORKSHOP	03/30/2026	04/28/2026	04/28/2026	300.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$300.00
 Account 65100 - LIBRARY SUPPLIES					
21601 - BOLIVAR, GABRIEL DARIO	PROFESSIONAL SERVICES GED	04/17/2026	04/28/2026	04/28/2026	1,680.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$1,680.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 2					\$1,980.00
 Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65001 - FEDERAL GRANT EXPENSE					
103862 - OAKTON COLLEGE	EPL SPANISH IN THE WORKSPACE PROFESSIONAL DEVELOPMENT	04/08/2026	04/28/2026	04/28/2026	700.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$700.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals Invoice Transactions 1					\$700.00
 Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/08/2026	04/28/2026	04/28/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/02/2026	04/28/2026	04/28/2026	376.35
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/18/2026	04/28/2026	04/28/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/01/2026	04/28/2026	04/28/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/11/2026	04/28/2026	04/28/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/04/2026	04/28/2026	04/28/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/19/2026	04/28/2026	04/28/2026	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/12/2026	04/28/2026	04/28/2026	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	01/22/2026	04/28/2026	04/28/2026	171.60
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	04/02/2026	04/28/2026	04/28/2026	156.83
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	04/07/2026	04/28/2026	04/28/2026	10,835.60
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 11					\$12,317.70
 Account 64005 - ELECTRICITY					
15016 - DYNEGY	ACCT#4591156705, 3/4/26 TO 4/1/26	04/01/2026	04/28/2026	04/28/2026	7,037.23
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					\$7,037.23
 Account 65040 - JANITORIAL SUPPLIES					
206940 - ULINE	RECYCLER BIN	04/14/2026	04/28/2026	04/28/2026	272.50
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 1					\$272.50

Business Unit 4845 - LIBRARY ADMINISTRATION

Account 62185 - CONSULTING SERVICES

20953 - HR SOURCE	RECRUITING SERVICES 03-31-2026	03/31/2026	04/28/2026	04/28/2026	33.75
12151 - MULTILINGUAL CONNECTIONS LLC	EPL TRANSLATION SERVICE	04/09/2026	04/28/2026	04/28/2026	95.00

Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 2

\$128.75

Account 62210 - PRINTING

14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL ANNUAL REPORT 2025 PRINT & MAIL	04/13/2026	04/28/2026	04/28/2026	2,467.98
14818 - FISHEYE GRAPHIC SERVICES, INC.	GENERAL USE TRIFOLD BROCHURE SPANISH	04/13/2026	04/28/2026	04/28/2026	175.00

Account 62210 - PRINTING Totals Invoice Transactions 2

\$2,642.98

Account 62295 - TRAINING & TRAVEL

17296 - HEATHER ROSS	PLA CONFERENCE TRAVEL REIMBURSEMENT 2026	04/07/2026	04/28/2026	04/28/2026	707.04
208762 - Jill Skwerski	PLA CONFERENCE TRAVEL REIMBURSEMENT 2026	04/07/2026	04/28/2026	04/28/2026	1,187.08
19292 - KASANDRA TREJO	CCS TRAINING SERVICES GROUP MEETING	04/16/2026	04/28/2026	04/28/2026	30.13
14231 - LACONI, INC.	LACONI ANNUAL TRUSTEE BANQUET 2 TICKETS	04/15/2026	04/28/2026	04/28/2026	140.00
21804 - MAO, LAURA	PLA CONFERENCE TRAVEL REIMBURSEMENT 2026	04/07/2026	04/28/2026	04/28/2026	1,066.79
17619 - SUSAN MARKWELL	PLA CONFERENCE TRAVEL REIMBURSEMENT 2026	04/07/2026	04/28/2026	04/28/2026	970.64

Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 6

\$4,101.68

Account 62340 - IT COMPUTER SOFTWARE

20462 - BIBLIOCOMMONS CORP.	IT SOFTWARE	01/14/2026	04/28/2026	04/28/2026	486.71
21771 - GRACKLEDOCS INC.	LICENSE AND ONBOARDING PACKAGE	04/08/2026	04/28/2026	04/28/2026	1,200.00

Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 2

\$1,686.71

Account 62360 - MEMBERSHIP DUES

161055 - MARTHA MEYER	ALA REGISTRATION FEE	04/09/2026	04/28/2026	04/28/2026	108.00
-----------------------	----------------------	------------	------------	------------	--------

Account 62360 - MEMBERSHIP DUES Totals Invoice Transactions 1

\$108.00

Account 62506 - WORK- STUDY

10407 - NORTHWESTERN UNIVERSITY - WORK STUDY OFFICE	WORK STUDY FEBRUARY 16 - MARCH 14	04/08/2026	04/28/2026	04/28/2026	168.75
---	-----------------------------------	------------	------------	------------	--------

Account 62506 - WORK- STUDY Totals Invoice Transactions 1

\$168.75

Account 65095 - OFFICE SUPPLIES

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	04/02/2026	04/28/2026	04/28/2026	142.75
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	03/25/2026	04/28/2026	04/28/2026	24.10
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	03/23/2026	04/28/2026	04/28/2026	189.34
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	04/07/2026	04/28/2026	04/28/2026	81.86

Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 4

\$438.05

Account 65628 - Library Electronic Resources

16334 - KANOPI	ONLINE RESOURCES	03/31/2026	04/28/2026	04/28/2026	1,978.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	03/31/2026	04/28/2026	04/28/2026	8,999.81

Account 65628 - Library Electronic Resources Totals Invoice Transactions 2

\$10,977.81

Account 65630 - LIBRARY BOOKS

120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	04/06/2026	04/28/2026	04/28/2026	26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	03/30/2026	04/28/2026	04/28/2026	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	CREDIT	10/06/2020	04/28/2026	04/28/2026	(6.09)
120319 - CENGAGE LEARNING INC./GALE RESEARCH	CREDIT	02/25/2026	04/28/2026	04/28/2026	(30.74)

120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	03/30/2026	04/28/2026	04/28/2026	1,318.82
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	04/28/2026	04/28/2026	389.61
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/03/2026	04/28/2026	04/28/2026	149.48
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/30/2026	04/28/2026	04/28/2026	51.56
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/30/2026	04/28/2026	04/28/2026	294.27
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/30/2026	04/28/2026	04/28/2026	214.07
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/30/2026	04/28/2026	04/28/2026	91.20
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/26/2026	04/28/2026	04/28/2026	36.90
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/27/2026	04/28/2026	04/28/2026	123.59
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/31/2026	04/28/2026	04/28/2026	17.40
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/29/2026	04/28/2026	04/28/2026	53.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/24/2026	04/28/2026	04/28/2026	1,255.89
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/28/2026	04/28/2026	357.19
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/23/2026	04/28/2026	04/28/2026	334.67
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/20/2026	04/28/2026	04/28/2026	881.69
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/02/2026	04/28/2026	04/28/2026	21.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/19/2026	04/28/2026	04/28/2026	1,654.65
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/18/2026	04/28/2026	04/28/2026	318.90
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/18/2026	04/28/2026	04/28/2026	650.55
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/01/2026	04/28/2026	04/28/2026	52.17
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/03/2026	04/28/2026	04/28/2026	45.56
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/01/2026	04/28/2026	04/28/2026	438.84
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/01/2026	04/28/2026	04/28/2026	647.61
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/03/2026	04/28/2026	04/28/2026	332.62
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/09/2026	04/28/2026	04/28/2026	11.39
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/08/2026	04/28/2026	04/28/2026	52.17
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/07/2026	04/28/2026	04/28/2026	10.77
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/27/2026	04/28/2026	04/28/2026	150.48
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/31/2026	04/28/2026	04/28/2026	1,017.88
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/30/2026	04/28/2026	04/28/2026	274.69
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/06/2026	04/28/2026	04/28/2026	22.78
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/07/2026	04/28/2026	04/28/2026	33.59
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/26/2026	04/28/2026	04/28/2026	434.18
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/26/2026	04/28/2026	04/28/2026	418.73
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/27/2026	04/28/2026	04/28/2026	496.16
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/23/2026	04/28/2026	04/28/2026	239.41
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/25/2026	04/28/2026	04/28/2026	535.05
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/25/2026	04/28/2026	04/28/2026	323.64
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/23/2026	04/28/2026	04/28/2026	878.67
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	03/31/2026	04/28/2026	04/28/2026	81.98
21156 - MIDWEST LIBRARY SERVICE, INC.	MAIN PRINT	03/18/2026	04/28/2026	04/28/2026	113.94
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	MAIN PRINT	03/27/2026	04/28/2026	04/28/2026	11.75

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 46 \$14,850.64

Account 65641 - AUDIO VISUAL COLLECTIONS

103424 - MIDWEST TAPE LLC	ADULT AV	04/01/2026	04/28/2026	04/28/2026	31.17
103424 - MIDWEST TAPE LLC	MAIN AV	04/01/2026	04/28/2026	04/28/2026	130.22
103424 - MIDWEST TAPE LLC	MAIN AV	04/01/2026	04/28/2026	04/28/2026	30.42
103424 - MIDWEST TAPE LLC	MAIN AV	04/08/2026	04/28/2026	04/28/2026	90.88
103424 - MIDWEST TAPE LLC	MAIN AV	04/08/2026	04/28/2026	04/28/2026	85.26
103424 - MIDWEST TAPE LLC	MAIN A/V	04/08/2026	04/28/2026	04/28/2026	97.68
103424 - MIDWEST TAPE LLC	MAIN AV	04/08/2026	04/28/2026	04/28/2026	32.18
103424 - MIDWEST TAPE LLC	MAN AV	04/08/2026	04/28/2026	04/28/2026	82.26

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 8 \$580.07

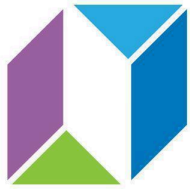
Business Unit **4845 - LIBRARY ADMINISTRATION** Totals Invoice Transactions 74 \$35,683.44

Department **48 - LIBRARY** Totals Invoice Transactions 97 \$59,571.26

Fund **185 - LIBRARY FUND** Totals Invoice Transactions 97 \$59,571.26

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	AMAZON MARK IX6949WG3	WA	98109	\$ 199.80	12/29/2025	65100 LIBRARY SUPPLIES	DAMAGE RETURN CREDIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	KAPLAN EARLY LEARNING	NC	27023	\$ 624.31	12/29/2025	65100 LIBRARY SUPPLIES	DEPARTMENT SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	WALMART.COM	AR	72716	\$ 114.53	12/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK AJ36WJ35H3	WA	98109	\$ (199.80)	12/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES CORK BOARD	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK E60DF0Y03	WA	98109	\$ 25.99	12/29/2025	65100 LIBRARY SUPPLIES	ELL TOYS FOR THE PUBLIC USE	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK JUSJ1DFM3	WA	98109	\$ 119.81	12/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 105.67	12/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 173.99	12/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CRICUT	UT	84095	\$ 571.08	12/29/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAM SUPPLIES	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SWEET TEMPTATIONS BAKE	IL	60202	\$ 150.00	12/31/2025	65100 LIBRARY SUPPLIES	LENS/LIBRARY COLLAB DONATION PICK UP EVENT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	FOOD4LESS #0568	IL	60202	\$ 171.14	12/31/2025	65100 LIBRARY SUPPLIES	ITEMS FOR COOKIE DECORATING PROGRAM AT CROWN BRANCH	185.48.4826	-	PERNELL	MARCHE
LIBRARY	APPLE.COM.US	CA	95014	\$ 109.15	12/31/2025	65100 LIBRARY SUPPLIES	APP DEVELOPER PROGRAM MEMBERSHIP FOR IDL IPADS FOR THE YEAR.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WFPENGINE.COM	TX	78701	\$ 290.00	1/2/2026	62340 IT COMPUTER SOFTWARE	EPL MONTHLY WEBSITE STORAGE	185.48.4835	-	MADISON	ELACSHA
LIBRARY	GAN USATODAYCIRC	IN	48038	\$ 39.00	1/5/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 60.00	1/5/2026	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET 00009274	IL	60202	\$ 9.99	1/6/2026	65100 LIBRARY SUPPLIES	CHARGING CORD FOR IPAD USED FOR THE NEW SAFETY ROUNDS AND IDL OPENING AND CLOSING PROCEDURES.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	D.J.W.S.J	NJ	08852	\$ 76.99	1/7/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO TRIBUNE SUBS	IL	60193	\$ 52.00	1/7/2026	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	EMPATHY STUDIOS, LLC	TN	37075	\$ 719.00	1/7/2026	62295 TRAINING & TRAVEL	YEARLY SUBSCRIPTION HOMELESS TRAINING WEBINAR	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET.COM	MN	55445	\$ 19.83	1/8/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES COZY CRAFTERNOON	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET.COM	MN	55445	\$ 22.72	1/8/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES COZY CRAFTERNOON	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK MASVIOED3	WA	98109	\$ 7.11	1/9/2026	65100 LIBRARY SUPPLIES	ELL GENERAL SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK QR3L42ET3	WA	98109	\$ 100.04	1/9/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DINOSAUR KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D.J.BARRONS	NJ	08852	\$ 29.99	1/9/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 215.00	1/9/2026	62295 TRAINING & TRAVEL	ALA	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	MARITZ AT&L ALA	MO	63099	\$ 364.00	1/9/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE 2026	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	AZTEC	NJ	07960	\$ 889.31	1/9/2026	65100 LIBRARY SUPPLIES	GED BOOKS (1ST ORDER)	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	ONEBOOKSHEL	NV	89074	\$ 8.99	1/9/2026	65100 LIBRARY SUPPLIES	STRATEGY GAME FOR ROLL OUT PROGRAM AT CROWN BRANCH	185.48.4826	-	PERNELL	MARCHE
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 194.08	1/9/2026	65040 JANITORIAL SUPPLIES	DOUBLE SIDED CARPET TAPE FOR THE TEEN LOFT AND 3RD FLOOR COMPUTER AREA.	185.48.4840	-	MADISON	ELACSHA
LIBRARY	MARITZ AT&L ALA	MO	63099	\$ 364.00	1/9/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION HROSS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MARITZ AT&L ALA	MO	63099	\$ 364.00	1/9/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION SMARKWELL	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MARITZ AT&L ALA	MO	63099	\$ 364.00	1/9/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE REGISTRATION LMAO	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MARITZ AT&L ALA	MO	63099	\$ 364.00	1/9/2026	62295 TRAINING & TRAVEL	PLA REGISTRATION JSKWERSKI	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 215.00	1/9/2026	62360 MEMBERSHIP DUES	ALA CONFERENCE MEMBERSHIP MLAG	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 215.00	1/9/2026	62360 MEMBERSHIP DUES	ALA MEMBERSHIP HROSS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 215.00	1/9/2026	62360 MEMBERSHIP DUES	ALA MEMBERSHIP JSKWERSKI	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 215.00	1/9/2026	62360 MEMBERSHIP DUES	ALA MEMBERSHIP SMARKWELL	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL G17WM0523	WA	98109	\$ 19.99	1/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES - DINOSAUR EXPLORERS KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET PLUS	MN	55445	\$ 13.22	1/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DINOSAUR KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET PLUS	MN	55445	\$ 44.09	1/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DINOSAUR KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET.COM	MN	55445	\$ 30.22	1/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DINOSAUR KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 14.45	1/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES DINOSAUR KIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK IX6949WG3	WA	98109	\$ (199.80)	1/12/2026	65100 LIBRARY SUPPLIES	ITEM RETURNED DAMAGED	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UNITED 01623630592732	TX	77002	\$ 339.97	1/12/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE 2026 FLIGHT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	UNITED 01623630592743	TX	77002	\$ 339.97	1/12/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE 2026 FLIGHT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	UNITED 01623630592754	TX	77002	\$ 339.97	1/12/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE 2026 FLIGHT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	UNITED 01623630592765	TX	77002	\$ 339.97	1/12/2026	62295 TRAINING & TRAVEL	PLA CONFERENCE 2026 FLIGHT	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	WALMART.COM	AR	72716	\$ 22.98	1/12/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS TVEEN MANGGA	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSClub.COM	AR	72712	\$ 82.20	1/12/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES - REBEL STEAMERS	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK JY0YX0F23	WA	98109	\$ 199.29	1/13/2026	65100 LIBRARY SUPPLIES	ELL OVERSIZE CORK BOARD	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE LIBRARY STORE	IL	61568-7502	\$ 281.22	1/15/2026	65100 LIBRARY SUPPLIES	TECH SERVICES OFFICE SUPPLIES	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 23.99	1/15/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 36.50	1/19/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 13.16	1/19/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WHOLEFOS EVN 10076	IL	60201	\$ 102.78	1/19/2026	65002 STATE GRANT EXPENSE	LUNCH FOR VOLUNTEERS ON MLK DAY FUNDING THROUGH THE EVANSTON COMMUNITY FOUNDATION GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	DOLLARTREE	IL	60202	\$ 67.05	1/19/2026	65002 STATE GRANT EXPENSE	MLK DAY SEWING SUPPLIES. FUNDING THROUGH THE ECF GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 145.69	1/19/2026	65002 STATE GRANT EXPENSE	MLK DAY SEWING SUPPLIES. FUNDING THROUGH THE ECF GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 250.96	1/19/2026	65002 STATE GRANT EXPENSE	SUPPLIES AND SNACKS FOR VOLUNTEERS ON MLK DAY FUNDING THROUGH THE ECF GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	USPS.COM CLICKNSHIP	DC	20260	\$ 32.20	1/19/2026	62315 POSTAGE	LLL MAILING PACKAGE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	INTLCAFE IO	IL	60622	\$ 198.00	1/21/2026	65100 LIBRARY SUPPLIES	INTERNATIONAL CAFE YEARLY FEE	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE LIBRARY STORE	IL	61568-7502	\$ (20.24)	1/22/2026	65100 LIBRARY SUPPLIES	CREDIT	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET.COM	MN	55445	\$ 46.23	1/23/2026	65100 LIBRARY SUPPLIES	HEATER BOUGHT FOR CROWN BRANCH TO COUNTER HEATING ISSUES DURING THE WINTER MONTHS.	185.48.4826	-	PERNELL	MARCHE
	LIBRARY JANUARY 2026 TOTAL			\$ 10,343.84							

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	FTP FINANCIAL TIMES	10013	NY	\$ 72.73	1/26/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSCULB.COM	72712	AR	\$ 194.23	1/26/2026	65025 FOOD	PAVE TRAINING DRINKS AND SNACKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CRICUT	84095	UT	\$ 95.88	1/27/2026	65100 LIBRARY SUPPLIES	YEARLY CRICUT SUBSCRIPTION FOR THE INNOVATION	195.48.4835	-	MADISON	ELACSHA
LIBRARY	SAMSCULB.COM	72712	AR	\$ 107.84	1/28/2026	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SNACK	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JIMMY JOHNS - 562 - IL	60202	IL	\$ 191.14	1/28/2026	65100 LIBRARY SUPPLIES	SPANISH SUPPORT GROUP	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	DEP BUCK ART MATERIAL	61401	IL	\$ 55.15	1/28/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE WEBSTRAUNT STORE	17602	PA	\$ 93.66	1/28/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MKTPL JX1155QU3	98109	WA	\$ 19.99	1/29/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	VALLI PRODUCE	60202	IL	\$ 22.97	1/29/2026	65100 LIBRARY SUPPLIES	SPANISH SUPPORT GROUP	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	LAKESHORE LEARNING MAT	90895	CA	\$ 33.05	1/30/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DR LOGAN PUBLISHING	94158	CA	\$ 98.09	2/2/2026	65630 LIBRARY BOOKS	ELL BOOK	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SOUTH OF SUNRISE CREAT	94158	CA	\$ 22.44	2/2/2026	65630 LIBRARY BOOKS	ELL BOOK	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	IN SOUTHPORT MUSIC BO	60613-3718	IL	\$ 160.00	2/2/2026	65100 LIBRARY SUPPLIES	MOVIE SHOWING LICENSE	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LS INTERNATIONAL CENT	10002	NY	\$ 83.86	2/2/2026	65630 LIBRARY BOOKS	LLL BOOK	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE LIBRARY STORE	61568-7502	IL	\$ 202.24	2/2/2026	65100 LIBRARY SUPPLIES	TECH SERV OFFICE SUPPLIES	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	72716	AR	\$ 331.95	2/2/2026	65100 LIBRARY SUPPLIES	RC VARIOUS PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	OFFICEMAX/DEPOT 6152	60077	IL	\$ 62.56	2/2/2026	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL SUPPLIES	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS STORES 3949	60077	IL	\$ 245.06	2/2/2026	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL SUPPLIES	185.48.4835	-	MADISON	ELACSHA
LIBRARY	DNH SODADYV74400715243	85281	AZ	\$ 23.19	2/2/2026	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL WEBSITE DOMAIN	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WPENGINE.COM	78701	TX	\$ 290.00	2/2/2026	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE STORAGE AND MAINTENA	185.48.4835	-	MADISON	ELACSHA
LIBRARY	GOOGLE WORKSPACE EPL0	94043	CA	\$ 105.60	2/2/2026	62340 IT COMPUTER SOFTWARE	GOOGLE WORKSPACE MONTHLY SUBSCRIPTION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSCULB.COM	72712	AR	\$ 63.65	2/2/2026	65025 FOOD	ADMIN FOOD SUPPLIES FOR A PROGRAM	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GAN USATODAYCIRC	46038	IN	\$ 39.00	2/3/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAYFLOW/PAYPAL	68128	NE	\$ 30.00	2/3/2026	62340 IT COMPUTER SOFTWARE	MONTHLY FEE ACCOUNT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BUICK ART 800 447 1892	60201	IL	\$ 29.49	2/4/2026	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	AMAZON MARK WE7E49X3	98109	WA	\$ 59.65	2/5/2026	65630 LIBRARY BOOKS	LLL BOOKS	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J WSJ	08852	NJ	\$ 76.99	2/5/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK NS39N2Y3	98109	WA	\$ 8.69	2/5/2026	65100 LIBRARY SUPPLIES	ENGAGEMENT SUPPLIES	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK O70ZL2693	98109	WA	\$ 90.20	2/5/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J BARONS	08852	NJ	\$ 29.99	2/6/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK Q29XMS953	98109	WA	\$ 37.58	2/6/2026	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	602020000	IL	\$ 180.91	2/6/2026	65100 LIBRARY SUPPLIES	IDL GENERAL OFFICE SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	602020000	IL	\$ 300.85	2/6/2026	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK 356ZQ6W03	98109	WA	\$ 66.48	2/6/2026	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK 519RK9793	98109	WA	\$ 99.72	2/6/2026	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSCULB.COM	72712	AR	\$ 149.62	2/6/2026	65025 FOOD	TRAINING DRINKS AND FOOD	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LAKESHORE LEARNING MAT	90895	CA	\$ 33.05	2/9/2026	65100 LIBRARY SUPPLIES	ELL GENERAL TOYS FOR PUBLIC USE	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	NVTIME5	10018	NY	\$ 669.44	2/9/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HOBBY-LOBBY #849	60714	IL	\$ 88.65	2/9/2026	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR THE INNOVATION STATION G	185.48.4835	-	MADISON	ELACSHA
LIBRARY	THE LIBRARY STORE	61568-7502	IL	\$ (14.56)	2/10/2026	65100 LIBRARY SUPPLIES	CREDIT	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK Y57YQ9VR3	98109	WA	\$ 53.58	2/12/2026	65100 LIBRARY SUPPLIES	ELL GENERAL USE PUBLIC TYOYS	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK C3438D33	98109	WA	\$ 35.57	2/12/2026	65095 OFFICE SUPPLIES	ADMIN GENERAL SUPPLIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUN-TIMES CIRC	60654	IL	\$ 36.50	2/16/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE UPS STORE 0511	60201	IL	\$ 121.41	2/16/2026	65100 LIBRARY SUPPLIES	RETURN SHIPPING FOR GED BOOKS (RECEIVED BOOKS	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	WHOLEFDS EVN 10076	60201	IL	\$ 74.00	2/16/2026	65002 STATE GRANT EXPENSE	CARDBOARD CARNIVAL NSBE JR. SATURDAY MENTOR	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS #9490	75063	TX	\$ 38.89	2/17/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ADAFRUIT ELECTRONICS	11232	NY	\$ 1,497.90	2/17/2026	65001 FEDERAL GRANT EXPENSE	CARDBOARD CARNIVAL CIRCUIT PLAYGROUNDS AND M	185.48.4835	-	MADISON	ELACSHA
LIBRARY	USPS.COM POSTAL STORE	64161	MO	\$ 158.75	2/17/2026	62315 POSTAGE	STAMPS FOR DEVELOPMENT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET.COM	55445	MN	\$ 12.86	2/17/2026	65025 FOOD	PAVE TRAINING SNACKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMERICAN LIBRARY ASSOC	60601-7616	IL	\$ 340.00	2/18/2026	65635 PERIODICALS	ALA BOOKLIST SUBSCRIPTION	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LIBRARYJOURNALS.LLC	43017	OH	\$ 159.99	2/18/2026	65635 PERIODICALS	MAGAZINE MONTHLY SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JEWEL OSCO 3487	60202	IL	\$ 24.05	2/18/2026	65100 LIBRARY SUPPLIES	TEEN PROGRAM SUPPLIES ICE CREAM MAKING FOR BL	185.48.4835	-	MADISON	ELACSHA
LIBRARY	KIRKUS MEDIA-SUBS	78746	TX	\$ 179.00	2/19/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BAH PHOTO 800-606-6969	10001	NY	\$ 89.95	2/19/2026	65100 LIBRARY SUPPLIES	LLL DOUBLE MONITOR STAND	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CURTIS CAFE EVANSTON	60201	IL	\$ 276.00	2/19/2026	65100 LIBRARY SUPPLIES	PROGRAM EXHIBIT OPEN HOUSE FOOD	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TECHS0UP	94107	CA	\$ 199.00	2/20/2026	65095 OFFICE SUPPLIES	GRANT STATION LICENSE RENEWAL DATABASE FOR D	185.48.4845	-	MADISON	ELACSHA
LIBRARY	ZEFFY EVANSTON ASPA	19709	DE	\$ 225.00	2/23/2026	65100 LIBRARY SUPPLIES	REGISTRATION TO ASPA FESTIVAL	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP CHOMPSHOP	19104	PA	\$ 1,495.00	2/23/2026	65001 FEDERAL GRANT EXPENSE	CARDBOARD CARNIVAL CHOMPSHOP/CARDBOARD C	185.48.4835	-	MADISON	ELACSHA
LIBRARY	TARGET 00009274	60202	IL	\$ 144.84	2/23/2026	65001 FEDERAL GRANT EXPENSE	MAKERS ON THE MOVE PROGRAM SUPPLIES_FUNDING	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WHOLEFDS EVN 10076	60201	IL	\$ 109.98	2/23/2026	65002 STATE GRANT EXPENSE	CARDBOARD CARNIVAL NSBE JR. SATURDAY MENTOR	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SAMSCULB.COM	72712	AR	\$ 78.32	2/23/2026	65025 FOOD	PAVE TRAINING DRINKS AND SNACKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TST DENGEOS - SKOKIE 2	60076	IL	\$ 240.00	2/24/2026	65100 LIBRARY SUPPLIES	SPANISH SUPPORT GROUP 2ND TUESDAY	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	DOLLARTREE	60202	IL	\$ 17.75	2/25/2026	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	AMAZON MARK BE53Q13W2	98109	WA	\$ 38.98	2/25/2026	65095 OFFICE SUPPLIES	ADMIN GENERAL SUPPLIES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
	LIBRARY FEBRUARY 2026 TOTAL			\$ 10,199.35							



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 5.A

Library Director's Report

May 2026

Updates:

Between February 5th and April 8th, 2026 **AARP Tax Aides** at Evanston Public Library submitted 675 returns. The average Adjusted Gross Income of these tax preparation clients was \$41,128. 575 of the taxpayers utilizing the service were eligible for refunds totaling an accumulated \$660,176. The average refund amount was \$1,257.

The April 16, 2026 EPL **All Staff Day** started with a relationship-building team activity and a training session on tornado and fire preparedness, in collaboration with the City's Safety Coordinators and the Evanston Fire Department. Other topics covered during the day included instructions for staff who encounter federal immigration officials while working, team meetings and digital accessibility readiness training.

The third week of April is **Volunteer Appreciation Week** and this year we celebrated our EPL volunteers with an afternoon tea on April 22 in the community meeting room at the Main Library. Close to 50 volunteers attended the tea and enjoyed refreshments from Cupitol and Backlot. Heather Norborg and Cherie Asante thanked the volunteers for their support over the past year and shared volunteer updates and stats from 2025. Bridget Petrites spoke about the Books on Wheels program and Anne Opila shared stories about Repair Cafe volunteers. A small volunteer appreciation gift was purchased for all volunteers and shared at the tea. Attendees also viewed a slideshow of volunteer engagements throughout the past year.

In May, the Main Library is hosting a resource table twice per week for the City of Evanston **Guaranteed Income Program**, which will provide 102 eligible households with \$500 monthly cash grants for six months. Visitors to the table can get information, ask questions and register for the lottery to choose the program recipients.

In June 2026 the annual American Library Association conference will be held in Chicago. EPL was excited to receive an invitation from Red Comet Press Publishing to host **Yuko Ohnari and Koshiro Hata** – the husband/wife creative team behind the picture book [Downpour](#). They will both be flying in from Japan for the conference, and their publisher offered us a chance to host

them at our library for free. *Downpour* was chosen as both an EPL 101 Great Book For Kids and a Blueberry Honor Award winner for 2025, including as the winner of the inaugural [Preschool Blueberry Votes program](#), in which Illinois preschool students voted for their favorite readaloud book from a preselected list. We are excited to host these authors next month!

Summer Reading begins June 1st at the Library!

The 2026 EPL Summer Reading Program theme for **children** is “Plant a Seed: READ!” This annual summer program helps promote a love of books & reading, combats the “summer slide” and builds a special rapport between families and the library. Kids ages birth to rising 5th graders can register to participate for prizes including free books, weekly raffles for gift cards to Blick Art Materials or Zora’s Place, and more!

During May, visitors to Taste of the Loft programs at middle schools received a free book, helping to kick off summer reading for these teens with stories of their own to enjoy. This summer at EPL, **teens** can also pick up a Summer Reading punchcard. Each book they read or library program they attend earns a punch. Complete punchcards are entered into raffles for a gift card.

Adults can participate in their own summer reading program by picking up a BINGO style reading sheet at the Main Library 2nd floor or Robert Crown desks and completing reading activities to win prizes and entries for a chance to win a gift card for a local bookstore.

New! Join us for our [Summer Writing Challenge](#) (for adults) from June 1 - August 31, a fun and inspiring way to help writers stay consistent, inspired, and connected as they build their writing practice.

Programs:

In April 2026, EPL staff hosted or attended 149 programs with a total of 3426 attendees.

Location	Number of Programs	Percent of Programs
Main Library	75	50.3%
Robert Crown	32	21.5%
Offsite	25	16.8%
Virtual	17	11.4%
TOTAL	149	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	15	10.1%	1233	36.0%
Babies &	7	4.7%	225	6.6%

Toddlers				
Preschoolers	17	11.4%	354	10.3%
Kids	7	4.7%	78	2.3%
Teens	15	10.1%	181	5.3%
Adults	70	47.0%	1052	30.7%
Older Adults	18	12.1%	303	8.8%
TOTAL	149	100.0%	3426	100.0%

Upcoming Programs of Note:

May 21, 6pm, Main Library. **The Happiness Workshop.** Join an engaging workshop on the Science of Happiness. You'll explore the many dimensions of well-being and together discover simple, meaningful ways to cultivate more of it in your daily lives.

May 26, 4pm, Robert Crown. **Tween Manga Club Extravaganza.** Calling all anime fans! Join us for an exciting afternoon of anime-themed fun before school ends! For ages 9-11 only.

May 27, 1:30pm, Main Library. **Late Spring Stories.** Join us for an afternoon of storytelling to celebrate Northlight Theatre's HighLights, a signature writing workshop, where groups of writers meet to develop memoirs, poetry, essays, and fiction.

May 28, 6:30pm, Main Library. **In Conversation with the Cast of Gee's Bend.** The cast of Fleetwood-Jourdain Theatre's production of *Gee's Bend* will be in conversation with Northwestern University Professor of Black Studies Dr. Tracy Vaughn-Manley. Together they will discuss character development work, the history of African Americans in Gee's Bend, and the importance of artistic expression in communities. The panel will also include Fleetwood-Jourdain Theatre's Artistic Director Tim Rhoze, Muralist Sarah Kaiser, and Artist & Quilting Instructor Melissa Blount.

May 29, 2-5pm, & May 30, 2-5pm, Main Library. **First Nations Film and Video Festival.** Join us for a screening of selected films from the First Nations Film and Video Festival. Friday will be selected short films. Saturday's showing will be *The Damnation Total Run Time: 1:20:17*.

June 4, 10:30am, Main Library. **Preschool Explorers: Sea Life.** In this fun STEAM program for young children, learn about the ocean, identify some seashells, and make our own crab from a real shell. For children Ages 3-5 with parents and caregivers.

June 6, 3:00pm, Main Library. **Kid Book Critics.** Be a kid book critic and get the chance to read brand new books before their release date! Kids pre-K to 2nd grade and their caregivers are invited to this fun drop-in shared reading experience to explore advanced copies of books for young readers.

Get creative with the library this summer! Visit the **EPL MakerKids** table outdoors at Fleetwood Jourdain, Mason Park and Twiggs Park [at various times throughout the summer](#) for a fun and free STEAM activity. Sign up for the Summer Reading Program and pick out a free book to take home. For children Grades PreK - Grade 5 with parents and caregivers. Weather permitting!

Patron Feedback of Note:

ELL Youth Engagement Librarian Laura Florian represented EPL on Saturday, April 18 at the Ridgeville Park District 2026 Earth Day Celebration and received the following feedback email from the organizers: "Hi, Laura - Thank you SO much for coming out to celebrate Earth Day with Ridgeville on Saturday. It's so great to see people interacting with the ephemeral art, taking home gorgeous books and learning about all of the things the library offers. I also just really appreciate you....In gratitude"

Press Mentions:

[Your kid's personal book sommelier is at the library](#)

[Evanston Public Library gifted \\$1Million from anonymous donor](#)

[EPL board continues search for director](#)

[EPL gets \\$1 million anonymous gift](#)

[Evanston Public Library to host food and mood event on April 22](#)

[Library's roof repair project](#)

[Partners of Evanston Public Library hosts poetry open mic night](#)

Communications Update:

From April 15 through May 15, Communications and Marketing at Evanston Public Library focused on:

- seasonal programming promotion
- digital outreach improvements
- community engagement initiatives
- digital accessibility-focused staff communications

Major promotional efforts for programs, booklists and library resources related to:

- Asian American, Native Hawaiian, and Pacific Islander Heritage Month
- Jewish American Heritage Month
- Mental Health Awareness Month

A significant initiative during this period was the implementation of the new email marketing platform, BiblioEmail, which has already shown strong audience engagement and positive response rates.



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 5.B

Memorandum

To: Evanston Public Library Board of Trustees

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

Subject: Administrative Services Update

Date: May 20, 2026

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Title:	Notes:
Innovation & Digital Learning	PT Library Assistant	Reposting with new job description
Innovation & Digital Learning	PT Library Assistant	Candidates Under Review

Financial Resources

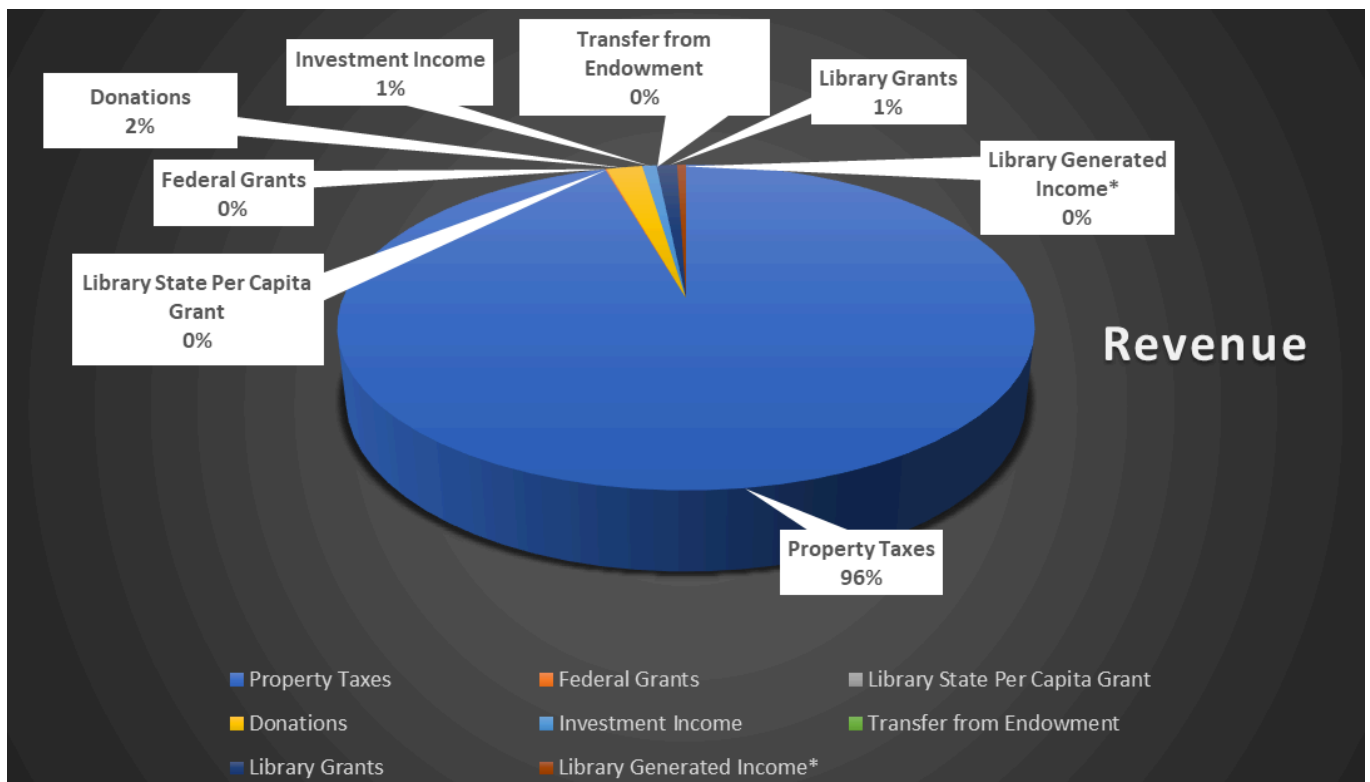


Financial Report April 2026

Revenues

	YTD	2026 Budget	Deviation	Budget Utilized
Property Taxes	\$4,749,245	\$9,486,782	4,737,537	50%
Federal Grants	\$4,358	\$40,000	35,642	11%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$98,292	\$600,000	501,708	16%
Investment Income	\$38,549	\$25,000	(13,549)	154%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$56,704	\$6,000	(50,704)	945%
Library Generated Income*	\$24,454	\$55,000	30,546	44%
Total	\$4,971,602	\$10,501,532	5,529,930	47%

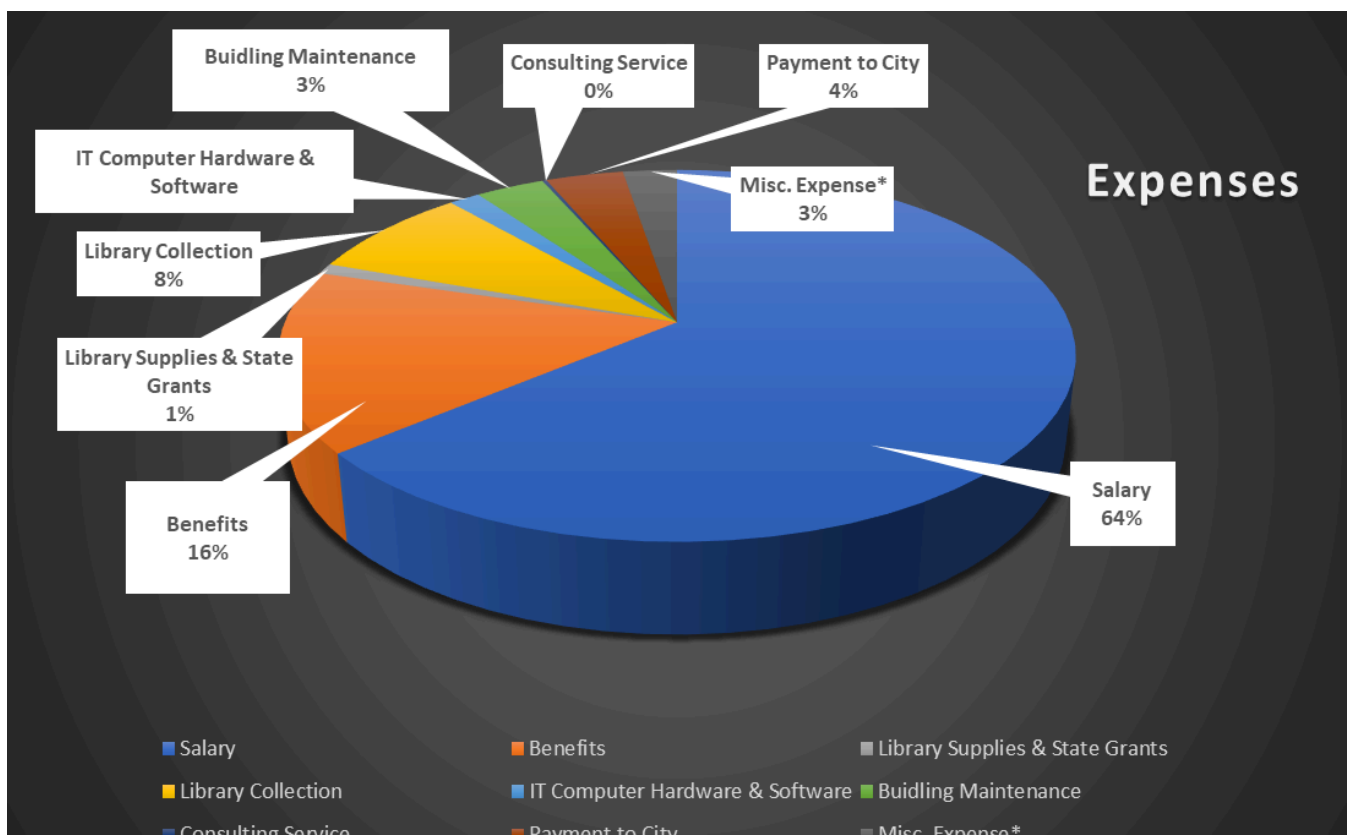
**Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges, Reimbursement & Rental Income*





Expenses

	YTD	2026 Budget	Deviation	Budget Utilized
Salary	\$1,989,512	\$6,437,396	4,447,884	31%
Benefits	\$492,212	\$1,760,942	1,268,730	28%
Library Supplies & State Grants	\$28,948	\$143,500	114,552	20%
Library Collection	\$251,364	\$978,600	727,236	26%
IT Computer Hardware & Software	\$46,859	\$313,600	266,741	15%
Buidling Maintenance	\$103,356	\$488,325	384,969	21%
Consulting Service	\$6,338	\$120,000	113,662	5%
Payment to City	\$116,667	\$350,000	233,333	33%
Misc. Expense *	\$81,189	\$198,700	117,511	41%
Total	\$3,116,444	\$10,791,063	7,674,619	29%
Less: 3% Salary Adjustment		(\$241,043)		
Total	\$3,116,444	\$10,550,020	7,433,576	30%





Budget Performance Report

Date Range 01/01/26 - 04/30/26

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	3,303,036.83	.00	4,749,245.11	4,737,536.89	50
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	35.04	.00	120.04	879.96	12
53632	REIMBURSEMENTS	.00	.00	.00	.00	.00	1,839.00	(1,839.00)	+++
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	(2,937.72)	.00	98,292.14	501,707.86	16
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	2,485.43	(485.43)	124
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	15,510.29	.00	38,548.59	(13,548.59)	154
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	4,816.74	15,183.26	24
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	(33.00)	.00	(142.00)	3,142.00	-5
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	4,010.27	989.73	80
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	1,650.00	2,350.00	41
57545	RENTAL INCOME	20,000.00	.00	20,000.00	.00	.00	9,675.00	10,325.00	48
57551	LIBRARY GRANTS	6,000.00	.00	6,000.00	.00	.00	56,704.00	(50,704.00)	945
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$3,315,611.44	\$0.00	\$4,971,602.32	\$5,529,929.68	47%
Department 48 - LIBRARY Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$3,315,611.44	\$0.00	\$4,971,602.32	\$5,529,929.68	47%
REVENUE TOTALS		\$10,501,532.00	\$0.00	\$10,501,532.00	\$3,315,611.44	\$0.00	\$4,971,602.32	\$5,529,929.68	47%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	483,462.00	.00	483,462.00	37,040.47	.00	142,504.71	340,957.29	29
61050	PERMANENT PART-TIME	252,712.00	.00	252,712.00	19,892.77	.00	75,423.68	177,288.32	30
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	85.00	.00	435.00	4,565.00	9
61510	HEALTH INSURANCE	112,744.00	.00	112,744.00	8,698.28	.00	30,443.98	82,300.02	27
61513	VISION INSURANCE	73.00	.00	73.00	6.01	.00	24.04	48.96	33
61615	LIFE INSURANCE	91.00	.00	91.00	14.57	.00	58.28	32.72	64
61710	IMRF	36,434.00	.00	36,434.00	2,803.86	.00	11,114.66	25,319.34	31
61725	SOCIAL SECURITY	43,862.00	.00	43,862.00	3,424.03	.00	13,191.22	30,670.78	30
61730	MEDICARE	10,262.00	.00	10,262.00	800.76	.00	3,085.04	7,176.96	30
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	640.12	.00	3,313.87	38,686.13	8
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	120.53	(120.53)	+++
65635	PERIODICALS	.00	.00	.00	.00	.00	519.00	(519.00)	+++
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$987,840.00	\$0.00	\$987,840.00	\$73,405.87	\$0.00	\$280,234.01	\$707,605.99	28%



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	529,591.00	.00	529,591.00	40,647.67	.00	158,356.69	371,234.31	30
61050	PERMANENT PART-TIME	233,877.00	.00	233,877.00	20,444.18	.00	77,440.99	156,436.01	33
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	585.00	.00	1,100.00	3,900.00	22
61510	HEALTH INSURANCE	97,615.00	.00	97,615.00	7,272.60	.00	25,454.10	72,160.90	26
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	12.64	25.36	33
61615	LIFE INSURANCE	135.00	.00	135.00	10.76	.00	43.04	91.96	32
61710	IMRF	36,749.00	.00	36,749.00	3,140.12	.00	12,543.89	24,205.11	34
61725	SOCIAL SECURITY	47,340.00	.00	47,340.00	3,697.72	.00	14,314.66	33,025.34	30
61730	MEDICARE	11,077.00	.00	11,077.00	864.79	.00	3,347.81	7,729.19	30
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	250.00	.00	3,877.63	6,122.37	39
65141	FITNESS INCENTIVE	.00	.00	.00	.00	.00	500.00	(500.00)	+++
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	143.51	(143.51)	+++
65635	PERIODICALS	.00	.00	.00	(234.48)	.00	1,084.64	(1,084.64)	+++
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$973,922.00	\$0.00	\$973,922.00	\$76,681.52	\$0.00	\$298,219.60	\$675,702.40	31%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	825,257.00	.00	825,257.00	63,353.11	.00	244,831.76	580,425.24	30
61050	PERMANENT PART-TIME	279,931.00	.00	279,931.00	23,398.50	.00	91,539.12	188,391.88	33
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	58,541.98	135,543.02	30
61513	VISION INSURANCE	111.00	.00	111.00	12.33	.00	49.32	61.68	44
61615	LIFE INSURANCE	290.00	.00	290.00	30.09	.00	120.22	169.78	41
61710	IMRF	52,985.00	.00	52,985.00	4,151.67	.00	16,589.12	36,395.88	31
61725	SOCIAL SECURITY	64,804.00	.00	64,804.00	5,141.01	.00	20,145.78	44,658.22	31
61730	MEDICARE	15,167.00	.00	15,167.00	1,202.30	.00	4,711.53	10,455.47	31
65100	LIBRARY SUPPLIES	17,000.00	.00	17,000.00	1,665.66	.00	6,418.89	10,581.11	38
Business Unit 4820 - ACCESS SERVICES Totals		\$1,454,630.00	\$0.00	\$1,454,630.00	\$115,680.95	\$0.00	\$443,285.22	\$1,011,344.78	30%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	307,040.00	.00	307,040.00	23,988.57	.00	92,513.46	214,526.54	30
61050	PERMANENT PART-TIME	51,912.00	.00	51,912.00	5,311.76	.00	19,811.35	32,100.65	38
61510	HEALTH INSURANCE	46,233.00	.00	46,233.00	3,852.60	.00	13,484.10	32,748.90	29
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	12.64	25.36	33
61615	LIFE INSURANCE	142.00	.00	142.00	12.08	.00	48.32	93.68	34
61710	IMRF	18,453.00	.00	18,453.00	1,506.03	.00	5,988.17	12,464.83	32
61725	SOCIAL SECURITY	22,257.00	.00	22,257.00	1,751.50	.00	6,754.63	15,502.37	30
61730	MEDICARE	5,206.00	.00	5,206.00	409.64	.00	1,579.70	3,626.30	30



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4825 - ENGAGEMENT SERVICES									
62295	TRAINING & TRAVEL	.00	.00	.00	(1,938.88)	.00	.00	.00	+++
65001	FEDERAL GRANT EXPENSE	3,500.00	.00	3,500.00	(73.62)	.00	400.00	3,100.00	11
65100	LIBRARY SUPPLIES	27,000.00	.00	27,000.00	3,593.62	.00	7,664.50	19,335.50	28
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$481,781.00	\$0.00	\$481,781.00	\$38,416.46	\$0.00	\$148,256.87	\$333,524.13	31%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	475,952.00	.00	475,952.00	36,335.60	.00	140,730.61	335,221.39	30
61050	PERMANENT PART-TIME	86,020.00	.00	86,020.00	5,868.43	.00	22,228.51	63,791.49	26
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	320.00	4,680.00	6
61510	HEALTH INSURANCE	88,555.00	.00	88,555.00	7,932.46	.00	27,763.61	60,791.39	31
61513	VISION INSURANCE	76.00	.00	76.00	9.49	.00	37.96	38.04	50
61615	LIFE INSURANCE	130.00	.00	130.00	17.06	.00	68.24	61.76	52
61710	IMRF	28,890.00	.00	28,890.00	2,135.17	.00	8,541.86	20,348.14	30
61725	SOCIAL SECURITY	34,847.00	.00	34,847.00	2,499.55	.00	9,752.68	25,094.32	28
61730	MEDICARE	8,153.00	.00	8,153.00	584.57	.00	2,280.87	5,872.13	28
62225	BLDG MAINTENANCE SERVICES	20,000.00	.00	20,000.00	1,612.68	.00	3,786.76	16,213.24	19
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	400.00	.00	1,785.24	9,714.76	16
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	487.50	.00	2,008.36	32,991.64	6
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	\$57,882.51	\$0.00	\$219,304.70	\$583,918.30	27%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	514,788.00	.00	514,788.00	41,642.49	.00	159,183.60	355,604.40	31
61050	PERMANENT PART-TIME	206,397.00	.00	206,397.00	10,195.51	.00	45,751.42	160,645.58	22
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	840.00	.00	3,885.00	1,115.00	78
61415	TERMINATION PAYOUTS	.00	.00	.00	598.87	.00	598.87	(598.87)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,540.44	(1,540.44)	+++
61510	HEALTH INSURANCE	109,706.00	.00	109,706.00	8,406.80	.00	29,423.80	80,282.20	27
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	62.48	87.52	42
61615	LIFE INSURANCE	128.00	.00	128.00	10.42	.00	41.68	86.32	33
61710	IMRF	37,074.00	.00	37,074.00	2,695.25	.00	10,994.83	26,079.17	30
61725	SOCIAL SECURITY	44,720.00	.00	44,720.00	3,168.45	.00	12,663.66	32,056.34	28
61730	MEDICARE	10,465.00	.00	10,465.00	740.99	.00	2,961.70	7,503.30	28
62340	IT COMPUTER SOFTWARE	.00	.00	.00	(350.00)	.00	.00	.00	+++
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	700.00	.00	3,937.24	(3,937.24)	+++
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	1,550.46	(1,550.46)	+++



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
65100	LIBRARY SUPPLIES	25,000.00	.00	25,000.00	.00	.00	3,241.70	21,758.30	13
	Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	\$953,428.00	\$0.00	\$953,428.00	\$68,664.40	\$0.00	\$275,836.88	\$677,591.12	29%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	746,195.00	.00	746,195.00	39,745.22	.00	155,076.55	591,118.45	21
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	679.82	.00	1,535.57	3,464.43	31
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	26,034.29	104,672.71	20
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	59.32	90.68	40
61615	LIFE INSURANCE	92.00	.00	92.00	5.98	.00	18.18	73.82	20
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	2,077.86	.00	8,422.78	26,481.22	24
61725	SOCIAL SECURITY	42,229.00	.00	42,229.00	2,421.27	.00	9,618.02	32,610.98	23
61730	MEDICARE	9,879.00	.00	9,879.00	566.27	.00	2,249.35	7,629.65	23
62225	BLDG MAINTENANCE SERVICES	275,000.00	.00	275,000.00	14,487.62	45,276.50	60,469.60	169,253.90	38
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,813.32	3,626.68	33
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,628.32	3,256.68	33
64005	ELECTRICITY	100,000.00	.00	100,000.00	7,037.23	.00	14,003.70	85,996.30	14
64009	UTILITIES - COE WATER	13,000.00	.00	13,000.00	2,165.81	.00	4,430.82	8,569.18	34
64015	NATURAL GAS	30,000.00	.00	30,000.00	2,055.73	.00	9,515.59	20,484.41	32
65040	JANITORIAL SUPPLIES	20,000.00	.00	20,000.00	1,508.32	.00	5,893.48	14,106.52	29
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	.00	1,813.95	18,186.05	9
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$1,441,533.00	\$0.00	\$1,441,533.00	\$81,144.56	\$45,276.50	\$305,225.07	\$1,091,031.43	24%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	1,356,883.00	.00	1,356,883.00	57,276.50	.00	265,763.41	1,091,119.59	20
61050	PERMANENT PART-TIME	55,379.00	.00	55,379.00	12,444.34	.00	29,502.72	25,876.28	53
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	256,458.40	(256,458.40)	+++
61510	HEALTH INSURANCE	179,242.00	.00	179,242.00	12,415.00	.00	41,190.89	138,051.11	23
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	37.20	74.80	33
61615	LIFE INSURANCE	706.00	.00	706.00	36.66	.00	172.60	533.40	24
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	.00	.00	600.00	3,000.00	17
61626	CELL PHONE ALLOWANCE	1,404.00	.00	1,404.00	.00	.00	150.00	1,254.00	11
61710	IMRF	69,280.00	.00	69,280.00	3,583.68	.00	17,473.06	51,806.94	25
61725	SOCIAL SECURITY	86,942.00	.00	86,942.00	4,108.75	.00	28,305.64	58,636.36	33
61730	MEDICARE	20,558.00	.00	20,558.00	960.92	.00	7,886.84	12,671.16	38



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
62185	CONSULTING SERVICES	120,000.00	.00	120,000.00	(56.25)	49,797.00	6,337.98	63,865.02	47
62205	ADVERTISING	5,000.00	.00	5,000.00	7,187.50	.00	7,187.50	(2,187.50)	144
62210	PRINTING	39,000.00	.00	39,000.00	3,132.98	11,575.00	3,480.98	23,944.02	39
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	6,040.56	.00	60,876.56	38,123.44	61
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	190.95	2,809.05	6
62340	IT COMPUTER SOFTWARE	275,000.00	.00	275,000.00	3,411.71	2,644.00	46,859.21	225,496.79	18
62360	MEMBERSHIP DUES	3,500.00	.00	3,500.00	108.00	.00	968.00	2,532.00	28
62506	WORK- STUDY	2,500.00	.00	2,500.00	168.75	.00	168.75	2,331.25	7
62703	BANK FEES	.00	.00	.00	17.37	.00	89.45	(89.45)	+++
62705	CREDIT CARD FEES	4,500.00	.00	4,500.00	117.90	.00	652.28	3,847.72	14
64009	UTILITIES - COE WATER	.00	.00	.00	(2,165.81)	.00	.00	.00	+++
65025	FOOD	5,000.00	.00	5,000.00	.00	.00	498.68	4,501.32	10
65095	OFFICE SUPPLIES	21,000.00	.00	21,000.00	4,469.05	6,460.78	7,075.88	7,463.34	64
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	16,201.74	.00	105,603.34	201,996.66	34
65630	LIBRARY BOOKS	384,500.00	.00	384,500.00	36,372.90	.00	74,003.78	310,496.22	19
65631	LIBRARY ELECTRONIC BOOKS	200,000.00	.00	200,000.00	15,722.54	.00	57,851.05	142,148.95	29
65635	PERIODICALS	6,500.00	.00	6,500.00	234.48	.00	3,584.25	2,915.75	55
65641	AUDIO VISUAL COLLECTIONS	43,500.00	.00	43,500.00	2,349.63	.00	6,445.40	37,054.60	15
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.67	.00	116,666.68	233,333.32	33
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$3,694,706.00	\$0.00	\$3,694,706.00	\$213,314.87	\$70,476.78	\$1,146,081.48	\$2,478,147.74	33%
Department 48 - LIBRARY Totals		\$10,791,063.00	\$0.00	\$10,791,063.00	\$725,191.14	\$115,753.28	\$3,116,443.83	\$7,558,865.89	30%
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	\$725,191.14	\$115,753.28	\$3,116,443.83	\$7,317,822.89	31%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		10,501,532.00	.00	10,501,532.00	3,315,611.44	.00	4,971,602.32	5,529,929.68	47%
EXPENSE TOTALS		10,550,020.00	.00	10,550,020.00	725,191.14	115,753.28	3,116,443.83	7,317,822.89	31%
Fund 185 - LIBRARY FUND Totals		(\$48,488.00)	\$0.00	(\$48,488.00)	\$2,590,420.30	(\$115,753.28)	\$1,855,158.49	(\$1,787,893.21)	



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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 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	\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
	Totals								
	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	\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
	Totals								
	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	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
	Totals								
	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	1,023,604.43	.00	131,395.57	89
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$1,023,604.43	\$0.00	\$131,395.57	89%
	Totals								
	Department 48 - LIBRARY Totals	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$1,023,604.43	\$0.00	\$131,395.57	89%
	EXPENSE TOTALS	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$1,023,604.43	\$0.00	\$131,395.57	89%
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%



Budget Performance Report

Date Range 01/01/26 - 04/30/26

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
	EXPENSE TOTALS	1,155,000.00	.00	1,155,000.00	.00	1,023,604.43	.00	131,395.57	89%
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,023,604.43)	\$0.00	\$1,023,604.43	
	Grand Totals								
	REVENUE TOTALS	12,204,354.00	.00	12,204,354.00	3,315,611.44	.00	4,971,602.32	7,232,751.68	41%
	EXPENSE TOTALS	12,252,843.00	.00	12,252,843.00	725,191.14	1,139,357.71	3,116,443.83	7,997,041.46	35%
	Grand Totals	(\$48,489.00)	\$0.00	(\$48,489.00)	\$2,590,420.30	(\$1,139,357.71)	\$1,855,158.49	(\$764,289.78)	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund Statement of Activity

March 01, 2026 through March 31, 2026

Beginning Balance **\$4,964,764.04**

Revenue

Investment results	-252,478.36
Total Revenues:	\$-252,478.36

Distributions/Grants and Expenses

Foundation support charge	-2,778.79
Total Distributions:	\$-2,778.79

Ending Balance **\$4,709,506.89**

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

April 30, 2026, month-to-date statement
View your statements online at vanguard.com.

Vanguard Personal Investor

877-662-7447

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

\$325,018.51

Total value of all accounts as of April 30, 2026

Accounts	Value on 03/31/2026	Value on 04/30/2026
Evanston Public Library		
Organization brokerage account	\$0.06	\$0.51
Organization brokerage account	\$324,065.81	\$325,018.00
Total	\$324,065.87	\$325,018.51

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 04/30/2026
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	325,018.51
0.0% Other	0.00
	\$325,018.51

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

Organization brokerage account—XXXX0437
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$0.51

Total account value as of April 30, 2026

Year-to-date income

Taxable income	\$0.51
Nontaxable income	0.00
Total	\$0.51

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 04/30/2026	Balance on 03/31/2026	Balance on 04/30/2026
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.58%	0.5100	\$1.00	\$0.06	\$0.51
Total Sweep Balance			\$0.06	\$0.51

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 April 30, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
April	\$0.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	0.51	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
04/09	04/09	FSMAX	FIDELITY EXTENDED MARKET INDEX FR: NATIONAL FINANCIAL S	Transfer (in)	Cash	5.0000	-	-	\$0.00
04/13	04/10	FSMAX	FIDELITY EXTENDED MARKET INDEX	Sell	Cash	-5.0000	103.3300	0.00	516.65
04/13	04/13	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-516.65
04/23	04/23	-	ACH DIRECT DEPOSIT BYLINE BANK ***7238	Withdrawal	-	-	-	-	-516.71
04/23	04/23	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	516.20
04/24	04/24	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	0.51
04/24	04/24	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	0.51

Organization brokerage account—XXXX0437
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account activity for Vanguard Brokerage Account – XXXX0437 continued

Completed transactions continued

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
04/27	04/27	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-0.51

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

\$325,018.00

Total account value as of April 30, 2026

Year-to-date income	Mutual fund account(s)***	Brokerage Account
Taxable income	\$897.88	\$2,919.12
Nontaxable income	0.00	0.00
Total	\$897.88	\$2,919.12

***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 04/30/2026	Balance on 03/31/2026	Balance on 04/30/2026
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.58%	325,018.0000	\$1.00	-	\$325,018.00
Total Sweep Balance			\$0.00	\$325,018.00

Organization brokerage account—XXXX2609
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account activity for Vanguard Brokerage Account – XXXX2609

This section shows transactions that have settled by April 30, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
April	\$952.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	2,919.12	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
04/24	04/23	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Sell	Cash	-324,065.8100	\$1.0000	0.00	\$324,065.81
04/24	04/24	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Dividend	-	-	-	-	729.08
04/24	04/24	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-324,794.89
04/30	04/30	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	223.11
04/30	04/30	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-223.11

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.

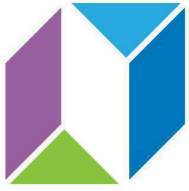
Please logon to your account at Vanguard.com to review your account balances. Accrued interest represents interest earned but not yet received. Fund data on vanguard.com is generally updated mid-month. Depending on when you log on, there may be a difference between the asset mix shown on your statement 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.

S&P Rating. Copyright 2021, S&P Global Market Intelligence. Reproduction of S&P Credit Ratings ("Ratings") in any form is prohibited except with the prior written permission of S&P Global Market Intelligence (together with its affiliates, "S&P Global"). S&P Global does not guarantee the accuracy, completeness, timeliness or availability of any information, including Ratings, and is not responsible for any errors or omissions (negligent or otherwise), regardless of the cause, or for the results obtained from the use of Ratings. S&P Global shall not be liable for any damages, costs, expenses, legal fees, or losses (including lost income or lost profit and opportunity costs) in connection with any use of Ratings. Ratings are statements of opinions and are not statements of fact or recommendations to purchase, hold or sell securities. They do not address the market value of securities or the suitability of securities for investment purposes, and should not be relied on as investment advice.

This page left blank intentionally.



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 5.C

Memorandum

To: Evanston Public Library Board of Trustees
From: Heather Norborg, Interim Executive Director
Subject: Facilities Update
Date: May 20, 2026

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

Repairs & Maintenance Overview

- **Main Library Roof Project:** In April the work of the Main Library roof replacement began in earnest. It is anticipated that the project will be completed by the end of May or first week of June.

Monthly Visits

Month 2026	EPL Main Library	EPL Robert Crown Branch
January	26,533	10,408
February	26,774	10,478
March	30,261	11,116
April	29,230	9,374
Total Door Count YTD	112,798	41,376

Monthly Safety Summary

- **Incidents and Suspensions:** In April 2026, 16 incidents, resulting in 7 suspensions, were logged due to violations of library policies at the Main Library, and 1 incident was logged at the Robert Crown Branch Library.



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 5.C

- **Turning Point:** In April 2026, the Mobile Living Room (MLR) team had 9 interactions at the Main Library and at O Crown. The Mobile Crisis Response (MCR) team had 40 interactions at the Main Library, including giving out 5 care kits.



Memorandum

To: Evanston Public Library Finance Committee

From: Jennifer Shreve, EPL Development

Subject: May 2026 Development Report

Date: May 14, 2026

This memo provides an update on Development Activity.

Overview of April Donations

This chart reflects donations to all funds for April and Year-To-Date.

Fund	April	YTD Cash	April Pledges	YTD Pledges	YTD Cash & Pledges	2026 Goal	% to Goal
Library Donations	\$21,023	\$133,720	\$100,000	\$100,000	\$233,720	\$600,000	39%
Federal Grants	\$39,994	\$44,352	\$0	\$0	\$44,352	\$40,000	111%
Non-Federal Grants	\$0	\$16,710	\$0	\$0	\$16,710	\$6,000	279%
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$115,000	0%
Total Revenue	\$61,017	\$194,782	\$100,000	\$100,000	\$294,782	\$761,000	39%
Endowment	\$850,000	\$850,000	\$0	\$0	\$850,000	\$0	0%

In April, we received \$21,023 in gifts from 158 donors, and one pledge for \$100,000, as part of a larger gift (see below). To date, including the pledge, we are 38% to our overall goal for 2026. In comparison, in April 2025, we received \$13,053 from 113 donors.

The following table summarizes income by campaigns.

Campaigns	April	YTD	2026 Goal	% to Goal
Monthly Donations	\$1,897	\$7,356	\$25,000	29%
Non-Campaign Related Donations	\$11,183	\$49,305	\$125,000	39%
Spring Campaign	\$7,943	\$9,600	\$20,000	48%
Summer Campaign	\$0	\$0	\$75,000	\$0
Year End Campaign	\$0	\$62,480	\$355,000	18%
Misc.	\$0	\$4,979		
Total:	\$21,023	\$133,720	\$600,000	22%

Individual Donor Activity

In April, we continued the spring appeal with outreach to current donors and encouraging new donors. Activities for this purpose included:

- Sending spring appeal emails to our donor list;
- Marketing in the library, including new banners on each floor and bookmarks given away at circulation;
- Mailing the annual report to 300 lapsed donors, leadership donors, and former trustees;
- Hosting our first Trivia Night fundraiser.

The main goals of the event were to test the appetite for a paid event, have a net positive and raise some funds, create an event that could be built upon, and encourage new donors. Nearly 40% of all attendees were not previous donors. In total, 65 tickets were purchased and we raised \$3,500. Feedback from the event has been overwhelmingly positive. In a post-event survey, all of the respondents gave the event a 4 or 5 star rating, and all indicated that they would attend a similar event in the future - 85.7% "very likely" and 14.3% "likely".

Staff and volunteer support for the event was amazing. Sincere thanks to all the volunteers, and staff members Cherie Asante, Sameer Notta, Ray Wade, Wannetta Bruce, Harold Edwards, Jr., and Heather Norborg for all their hard work ensuring a successful event.

In April, we also received a \$1 million gift from an anonymous donor. The largest portion, \$850,000, will be placed in EPL's endowment fund. This ensures ongoing, stable funding that can support library services for years to come. An additional \$100,000 helps us meet our 2026 annual fundraising goal of \$600,000, while the remaining \$50,000 will support programs and services in 2027. To engage transparently with our supporters, we shared information about this donation, as well as the need for continued support from the community, in an email with donors, and the information is available on our website at epl.org/news.

In May, we will be planning the summer appeal. One of the main goals is to continue outreach to new donors through partnering with the Community Engagement team and their summer outreach programming. We are also putting together a leadership match challenge, consisting of donations from leadership donors.

Grant Activity

Grant activity was slower in April, with fewer grant application deadlines during the month, and a focus on the fundraising event and other donor outreach activities. We submitted one small grant request in April (\$3,500 to the George M. Eisenberg Foundation) and have continued to research, qualify, and plan grants for the coming months.



Agenda Item 7a

Memorandum

To: Evanston Public Library Board of Trustees
From: Tracy Fulce, President
Date: May 20 2026
Subject: Meeting Practices & Parliamentary Procedure Guide

As we prepare for upcoming Board meetings and officer elections, I wanted to share the attached "Board Meeting Practices & Parliamentary Procedure Guide."

This document is intended to serve as a practical resource to support shared understanding around how our Board meetings generally function, including meeting flow, discussion practices, voting methods, officer elections, and the role parliamentary procedure plays in supporting orderly and effective governance.

While Robert's Rules of Order provides an important framework for Board operations, effective governance also relies on consistency, preparation, respectful participation, and clear expectations. My hope is that this guide helps provide additional clarity and supports our continued work together as a Board.

I encourage trustees to review the election process cheat sheet previously shared by Vice President Dada in preparation for the May meeting.

Thank you all for your continued service and commitment to the work of the Board!



**EVANSTON
PUBLIC
LIBRARY**

Board of Trustees Meeting Practices & Parliamentary Procedure Guide

Purpose of This Guide

This guide is intended to support trustees in understanding how the Board conducts business and makes decisions. The Board relies on its bylaws, established governance practices, and Robert's Rules of Order to promote fairness, clarity, participation, efficiency, and orderly discussion.

Parliamentary procedure is designed to support the work of the Board, not complicate it. Effective meetings often proceed smoothly because procedure is being followed proactively throughout the meeting.

How Board Meetings Generally Flow



While every meeting is unique, most meetings follow a consistent structure:

1. Call to Order
2. Land Acknowledgement
3. Public Comment
4. Approval of Minutes
5. Committee and Officer Reports
6. Unfinished Business (which may include items

for discussion and action)

7. New Business (which may include items for discussion and action)

Some agenda items may appear automatically based on the Board's bylaws, annual calendar, or recurring governance responsibilities.

Roles During Meetings

The Chair/President

The Chair is responsible for:

- Setting and Guiding the meeting agenda
- Maintaining orderly discussion
- Recognizing speakers
- Applying the Board's adopted procedures
- Facilitating voting and decision-making
- Ensuring all trustees have the opportunity to participate



The Chair may seek clarification from legal counsel or staff regarding procedural matters when appropriate.

Trustees



Trustees are responsible for:

- Preparing for meetings in advance
- Participating respectfully in discussion
- Directing comments through the Chair
- Staying focused on the motion or topic under discussion
- Supporting orderly and efficient meetings

Trustees may raise procedural questions respectfully if clarification is needed.

Committees

Committees are responsible for:

- Reviewing issues in greater depth
- Making recommendations to the Board
- Reporting committee work to the full Board

Committees generally make recommendations; final authority remains with the full Board unless otherwise specified.

Staff and Administration



Staff support the operational work of the organization and provide information, recommendations, and administrative support to the Board.

The Executive Director (or Acting Executive Director) supports implementation of Board-approved policy and organizational operations.

Participation During Meetings

Speaking During Discussion

Trustees should wait to be recognized before speaking.

Discussion generally occurs before a vote is taken.

Not every discussion requires a formal motion, particularly during reports, updates, or preliminary conversations.



Points of Order and Procedural Questions

A trustee may raise a Point of Order if they believe procedure is not being followed appropriately.

Procedural questions are a normal part of governance and should be addressed respectfully and efficiently.

The absence of frequent procedural interruptions does not indicate that parliamentary procedure is not being followed. Well-facilitated meetings often proceed smoothly because procedures are being applied consistently throughout the meeting.

Common Meeting Actions

Main Motion

Introduces new business or proposes an action.

Example:

“I move that...”

Typically requires:

- A second
- Discussion
- A vote



Amend a Motion

Changes the wording or details of a motion before the final vote.

Example:

“I move to amend the motion by...”

Refer to Committee

Sends a topic or motion to a committee for additional review or recommendation.

Postpone (Table) to a Future Time

Delays discussion or action until a later meeting or specified time.

End Debate and Move to a Vote

In most cases, discussion continues until trustees have had a reasonable opportunity to speak and the Chair determines the Board is ready to proceed.

There are generally two ways discussion may conclude:

1. General Consensus to Conclude Discussion

Often, discussion naturally winds down and the Chair moves the Board toward a vote without a formal procedural motion.

The Chair may say:

“Is there any further discussion?”

If there are no additional comments, the Chair proceeds to the vote.

This is the most common and informal way discussion concludes during routine Board business.

2. Motion to End Debate (“Call the Question”)

If discussion is continuing and a trustee believes the Board is ready to vote, the trustee may make a motion to end debate and move directly to a vote.

This is commonly referred to as:

- “Calling the question”
- “Moving the previous question”
- “Moving to end debate”

Example:

“I move to end the debate and proceed to a vote.”

Because this motion limits further discussion, it:

- Requires a second
- Is not itself debatable
- Generally requires a two-thirds vote to pass (6 votes)

If the motion passes, the Board immediately proceeds to vote on the pending motion.

The Chair may determine whether sufficient discussion has occurred before recognizing such a motion.



Voting

The Board may use several voting methods depending on the situation, including:

- **Voice Vote:** The Chair asks trustees to verbally indicate their vote, typically by saying “aye” or “no.” Voice votes are commonly used for routine or non-controversial matters when the outcome appears clear.
- **Show of Hands:** Trustees indicate their vote by raising a hand or voting card. This method may be used when a more visible or precise count is needed than a voice vote provides.
- **Roll Call Vote:** Each trustee’s name is called individually, and each member verbally states their vote. Roll call votes create a formal record of how each trustee voted and are often used for significant decisions or when required by policy or law.
- **Ballot Vote:** Trustees cast votes anonymously using written ballots. Ballot votes are commonly used for officer elections or other situations where confidential voting may encourage impartiality and independence.



Most motions require a simple majority vote unless otherwise specified by the bylaws or parliamentary procedure.

Some actions that limit participation or debate may require a two-thirds vote.

Officer Elections

Officer elections are conducted in accordance with the Board’s bylaws and Robert’s Rules of Order.

The general process is:

1. The nominating committee presents a recommended slate
2. The Chair opens the floor for additional nominations (unless otherwise restricted by the bylaws)

3. Nominations are closed
4. Voting occurs
5. Results are announced

Trustees are encouraged to review election materials and procedural guidance shared in advance of the meeting.

Guiding Principles for Board Meetings

The Board strives to conduct meetings in a manner that is:

- Fair
- Respectful
- Transparent
- Efficient
- Inclusive
- Consistent
- Focused on governance responsibilities

Parliamentary procedure exists to support collaboration and orderly decision-making

while ensuring all trustees have the opportunity to participate meaningfully in the work of the Board.





Memorandum

To: Evanston Public Library Board of Trustees

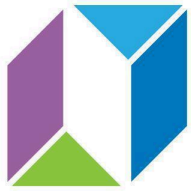
From: Meghan Shea, Trustee Committee Lead for AdHoc Search Committee

Subject: AdHoc Search Committee Recommendation- Interim Executive Director Search/Executive Director Search

Date: May 20, 2026

The purpose of this memorandum is to share a recommendation on the short-term interim search process and next steps towards the longer-term Executive search process. As we have worked through this process we have been focused on the balance of seeking a high-quality candidate and ensuring our fiduciary responsibility as a board.

1. Creation of a Search Committee: This committee, which would comprise of 3 board members, at a monthly meeting cadence to gather updates and discuss any adjustments needed to the search process and recommend adjustments to the search strategy to the full board, when needed.
2. Search would be both internal and external. We want to ensure that all interested candidates that meet the minimum qualifications for the role are considered. Doing this search allows for confidence in the selected individual, knowing that the chosen candidate rose to the top in terms of the skills and qualifications for the role.
3. Profile, salary, and job description: We would be seeking the skills and experiences described **below** in the DRAFT job description. We are seeking the current salary information from the city for the grade assigned to this position, to be able to share the range on the job description. We would have the option of hiring this person full-time with benefits (up to 18 months), or as a consultant, on an hourly basis. We would consider an hourly range respective of the salary range, with a bit of an increase, as the hourly person would not receive benefits. We would assess the competencies that are a part of the job description in the interview process through behavioral interviewing.



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 8a

Job Title: Interim Executive Director

Organization: Evanston Public Library (EPL)

Location: Full-time onsite at the Evanston Public Library, Main Branch

Expected Duration: up to 18 months

Compensation: TBD

About Evanston and the Evanston Public Library (EPL): Evanston, IL, a city of about 77,000, sits on the shores of Lake Michigan directly north of Chicago and is home to an incredibly diverse and engaged community. Evanston Public Library's mission is to connect our diverse community through learning, discovery, and shared experiences, providing equitable access to resources, fostering personal growth, and creating inclusive spaces where everyone can belong, learn, and connect. Our vision is to ignite limitless possibilities, inspire bold ideas, and empower every person to build a connected, inclusive community. EPL currently serves the community in two permanent physical locations: the Main Branch in downtown Evanston and the Robert Crown branch on the city's west side. The Library operates with an approximate budget of \$9 million, relying on the support of over 100 employees and more than 200 volunteers.

The Evanston Public Library endorses and embraces the [American Library Association's Equity of Access Statement](#) and [Freedom to Read Statement](#).

Role Overview The Board of Trustees is seeking an Interim Executive Director to provide stability, continuity of service, and steady operations ideally for a period of up to 18 months while a comprehensive search for a permanent Executive Director is conducted. The Interim Executive Director will serve as a stabilizing change agent and an authentic, disciplined communicator to navigate this leadership transition. This leader will collaborate with the community, staff, and the City of Evanston, engage with the Board of Trustees, and ensure that daily operations continue to support the library's mission and core values of inclusivity, lifelong learning, equitable access, community wellbeing, and sustainability.



Key Responsibilities ("The What")

- **Implementing the EPL Strategic Plan & BELONG Framework:** Foster a culture of continuous improvement by evaluating organizational effectiveness and directing long-range planning to deliver services to the community. Oversee the implementation of the strategic plan, providing quarterly progress reviews and necessary adjustments to the Library Board and its committees. Engage regularly with community members to refine the plan in alignment with public needs.
- **Building strong relationships with transparency:** Develop and maintain effective working relationships with the Board of Trustees, the City of Evanston, staff, and diverse community stakeholders, nurturing partnerships to empower community engagement.
- **Managing a strong team:** Coach and support members of the senior leadership team, and promote equitable and inclusive recruiting and retention practices.
- **Ensuring accessibility, high-quality programming & relevant patron experiences:** Champion an inclusive collection that meets the needs and voices of Evanston's diverse community, and leverage proactive systems to garner feedback from stakeholders.
- **Operational effectiveness, safety, and financial management:** Oversee the annual operating budget, maximize efficiency of key functions, and ensure the safety and security of all branches, staff, and patrons. Protect organizational capacity by confidently saying "no" to initiatives that fall outside the strategic priorities or budget constraints.
- **Change Management:** Preparation and support for the Executive Director transition if necessary.

Key Competencies ("The How")

- **Champion for diversity, equity, access, and inclusion:** Advance equity and engage meaningfully with diverse stakeholders in challenging dialogue around implicit bias, systemic racism, and structural inequities.



EVANSTON PUBLIC LIBRARY

Agenda Item 8a

- **Clear, Decisive Leadership & Conflict Engagement:** Act as a highly decisive leader who is unafraid of conflict. Address interpersonal and operational frictions swiftly and effectively, utilizing conflict resolution skills to uncover root causes and drive meaningful progress.
- **Proactive & Solutions-Oriented:** Anticipate roadblocks and actively seek out operational inefficiencies before they escalate. Pivot team energy away from challenges and toward actionable, innovative, and systems-level solutions.
- **Authentic and honest communicator and listener:** Communicate clearly, authentically, and transparently; navigate difficult conversations with a commitment to understanding others' perspectives to lead to progress.
- **Relationship builder and influencer:** Maintain visibility and a presence in the branches and ensure buy-in for projects, programs, and initiatives.
- **Strategic leadership, change management, and operational execution:** Managing the current strategic plan, solving problems with a systems-level and equity lens; guiding the organization smoothly through periods of transition; and maintaining a strong focus on stability and accountability.

Minimum Qualifications

- Master's degree in Library Science.
- Three (3) or more years of Library administration and supervisory experience.
- Previous experience working in a public library.
- Demonstrated experience working effectively with an economically and ethnically diverse staff and community.
- Experience in organizations with collaborative management concepts and strong customer service.
- Demonstrated skills and experience in problem-solving, people management, fundraising, and financial management.
- Ability to work in conjunction with the Board to identify priorities, monitor progress, and produce outcomes.

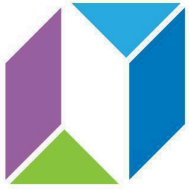


Preferred Qualifications

- **Talent Development & Upskilling:** A proven track record of developing and empowering employees and leadership teams to build organizational capacity.
- **Labor Relations & Contract Negotiation:** Demonstrated previous experience working collaboratively with unionized employees, including direct experience navigating collective bargaining and negotiating union contracts.
- **Resilient Change Management & Influencing:** Strong ability to support strategic projects and initiatives, adeptly navigating and overcoming resistance and unexpected obstacles. Proven capability to logically and empathetically influence stakeholders when facing initial pushback.

4. Timeline:

Date	Action
5/20/2026	Board approves the AdHoc Search Committee Recommendation
5/21/2026	Job is posted on multiple job boards, EPL Website, and press release shared
5/21/2026 until 6/4/2026	Period of time the job is posted
EOD 6/5/2026	Deadline for board members to score candidate applicants
6/6/2026 to 6/7/2026	Catie shares list of qualified candidates with Meghan
6/8/2026	Qualified Candidate Applicants contacted for interviews- Meghan



EVANSTON PUBLIC LIBRARY

Agenda Item 8a

6/8/2026 to 6/15/2026	Candidate Screening Interviews- Meghan
6/17/2026	Candidate Recommendations to 2nd round shared in Executive Session of monthly board meeting, determination on which trustees will do the video interviews
6/18/2026 to 6/24/2026	Candidate 1st round video interviews scheduled
6/25/2026	Trustee scores due by EOD
6/26/2026	Debrief meeting in Executive Session to discuss scores, final decision on candidates to the next round.
6/27/2026 to 7/8/2026	In Person Interviews Scheduled
EOD 7/10/2026	Scores from Trustees due
7/15/2026	Debrief in executive Session of monthly board meeting to determine finalist candidate, offer terms, and ideal start date. Public vote afterwards.
7/16/2026	Notify candidate and pre-employment verification begins
August-September 2026	Interim ED start
* All dates have potential for adjustment due to unforeseen circumstances	



Agenda Item 8a

5. Interview Process- We would use behavioral interview guides, like last search and a scorecard process to determine which candidates move from one round to another, and to guide our final decisions. All scorecard information, interview guides, and applicant documents would be housed in the Search 2026 folder.

Event	Process
Resume Review	Mirror the RFP review process. Catie to receive the resumes and share with trustees to review
Candidate Screen	Meghan to contact candidates, discuss their backgrounds, motivations, their preferences, and ensure they meet the minimum qualifications
Debrief on candidate screens	Meghan to share recommendations in Executive Session
Video Interview round	Meghan to create behavioral interview questions that will be consistently followed by panel. Two trustees will be a part of the interview. Recorded so that the other trustees can view and score the candidates based on the scorecard created.



Agenda Item 8a

Debrief on video interviews	Each trustee with 2 minutes to share feedback on each candidate, determination on top candidates for final interview
In Person Interview Round	Quorum of trustees would meet the candidates in person, asking several behavioral questions and a Q&A
Debrief on In Person Interviews, determination of finalist candidate, vote	Each trustee with 2 minutes to share feedback on each candidate, determine offer

6. Funding -We would request \$5K to fund the interim search. This would be used for job posting to ensure the word gets out, as well as travel, should we need a travel budget to fly candidates in for a final interview round.
7. Executive Director Search Planning- This search would begin at the latest in November of 2026. The search committee would refine this process as the search committee continues to meet monthly. Utilizing the process from the most recent RFP process would be ideal in not reinventing the wheel.

I also wanted to remind our Trustees about OMA Compliance.

We want to ensure that the following occur in **publicly noticed meetings**:



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 8a

- The decision to conduct a search and hire an interim ED
- The job description and candidate profile
- Compensation range transparency
- The final hiring vote

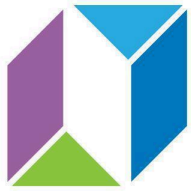
The areas that can be discussed in **Executive Session:**

- Candidate deliberations and finalist evaluation, when talking about specific candidates
- Candidate salary negotiation for a specific individual
- The current interim or departing ED (if applicable)

Looking forward to discussing this on May 20th.

Thank you,

Meghan Shea on behalf of the AdHoc Search Committee



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 8c

Memorandum

To: Evanston Public Library Board of Trustees
From: Tracy Fulce, Board President
Subject: Governance Leadership and Institutional Stewardship Summary
Date: May 20, 2026

As part of the upcoming leadership transition, I am providing the attached Governance Leadership and Institutional Stewardship Summary documenting major areas of board work, governance development, fiduciary stewardship, and institutional activity during my service as Trustee and Board President.

The purpose of this document is to support continuity, preserve institutional memory, and provide incoming trustees and officers with additional context regarding key governance actions and organizational developments that occurred during a period of significant transition and change for the library.

The summary reflects collaborative work undertaken by trustees, library leadership, and staff over multiple years in support of the library's mission, long-term sustainability, and service to the Evanston community. It is not intended as a comprehensive historical record, but rather as a transitional reference highlighting major governance priorities, structural developments, and institutional initiatives advanced during this period.

Public institutions benefit when leadership transitions are accompanied by clarity, documentation, and knowledge transfer. It is my hope that this summary serves as a useful resource for future trustees as they continue the work of supporting the library's role as an accessible, equitable, community-centered institution.

It has been an honor to serve the Evanston community through this role.

Tracy Fulce
President, Board of Trustees
Evanston Public Library

EPL Governance Leadership and Institutional Stewardship Summary

Trustee: October 2020 – June 2026

Board President: July 2021 – June 2026

Purpose of This Summary

This summary reflects major areas of board leadership, governance development, fiduciary stewardship, and institutional strengthening during my service as a Trustee and Board President of the Evanston Public Library Board of Trustees.

It is intended to support leadership transition, preserve institutional memory, and document key governance actions during a period of significant organizational change. The work described here reflects a commitment to public accountability, library independence, financial responsibility, equity, transparency, and long-term institutional health.

I. Executive Leadership and Governance Development

Strategic Priorities and Institutional Continuity

During a period of significant transition, I helped establish core governing priorities to support continuity, clarify board focus, and strengthen the library's ability to move forward with purpose. This work helped create a more stable foundation for decision-making, leadership transition, and long-term planning.

Executive Search and Leadership Transition

From 2021 to 2023, I helped lead a comprehensive executive search process designed to reflect the needs of the library, the board, staff, and the Evanston community. The process incorporated input from past and current trustees, library staff, and community stakeholders in order to identify leadership aligned with the institution's values and future direction.

In 2025, I also helped navigate a complex executive transition with a focus on protecting institutional interests, maintaining continuity, and prioritizing the long-term health of the organization.

Board Committee Development

Under my board leadership, the library strengthened its committee structure to better align board work with institutional priorities.

The Racial Equity Task Force was transitioned into a permanent DEIB Committee, moving equity work from an ad hoc structure into an ongoing governance function. This change helped ensure that diversity, equity, inclusion, and belonging remained embedded in board oversight and institutional planning.

A Communications Committee was also established to support greater attention to institutional messaging, public transparency, outreach, and community engagement.

II. Operational Modernization and Staff Capacity

Restoring Organizational Capacity

During this period, the library addressed a significant number of staff vacancies and worked to restore service capacity across the organization. Filling key roles strengthened the library's ability to serve patrons, support staff, and maintain consistent operations.

Strengthening Professional Infrastructure

The board supported the creation and hiring of specialized roles designed to strengthen internal capacity and improve institutional effectiveness, including:

- A marketing and communications role to support community engagement, public messaging, and institutional visibility
- A finance role to support oversight of the library's budget, revenue tracking, and financial operations
- A credentialed Assistant Director role to ensure that senior leadership included professional library expertise and a strong understanding of library service

These additions helped modernize the organization's internal structure and align staffing with the complexity of the library's work.

Community-Centered Safety

The library also shifted its safety model toward a more community-centered and trauma-informed approach. This included moving away from outsourced, part-time security and toward full-time internal staff who could be integrated into the culture and mission of the library.

The board supported training in de-escalation and trauma-informed care, helping to frame library safety as part of community care rather than simply enforcement.

III. Fiduciary Stewardship and Financial Stability

Endowment Stewardship

The board transitioned the library's endowment to the Evanston Community Foundation to support professional investment management, long-term growth, and protection of philanthropic assets. This move helped strengthen the library's approach to financial stewardship and donor confidence.

Fund Balance Protection

A key governance action during this period was the adoption of a bylaw amendment to protect and maintain a healthy fund balance. This action strengthened the library's financial resilience and helped ensure continuity of service during periods of uncertainty.

This proved especially important in 2026, when delayed levy distribution created financial pressure for local public entities. Because of prior planning and fund balance protections, the library remained operational and positioned to continue serving the community.

Revenue Oversight and Public Funding

The board strengthened its attention to revenue oversight and public funding streams. This included identifying a significant Personal Property Replacement Tax revenue issue involving funds held by the City and advocating for appropriate financial accountability.

The board also secured a unanimous recommendation for a 10% FY2025 tax levy increase to help protect the library from municipal budget instability and support continued service delivery.

Facilities and Long-Term Asset Protection

During this period, the board asserted the library's interests related to major facility needs, including the Main Library roof. By relying on the 2014 Memorandum of Understanding, the board helped ensure that the \$2.3 million repair was included in the City's 2026 bond request.

The board also initiated a formal study of structural options, including independent taxing district status, to better understand how the library might protect its assets, funding, and autonomy in the future.

IV. Strategic Planning, Equity, and Philanthropic Readiness

Strategic Plan

The library developed a community-informed strategic plan for 2025–2027, focused on inclusive spaces, community engagement, and the future of library service in Evanston. The plan created a shared roadmap for institutional priorities and helped align board, staff, and community expectations.

DEIB Action Plan

The board supported the development of a DEIB Action Plan for 2024–2026, including attention to “Space and Place” audits. This work helped move equity from a values statement into a more concrete framework for policy, practice, facilities, and service delivery.

Geographic Equity

The board prioritized geographic equity, with particular attention to the 5th and 8th Wards. This included continued support for the Robert Crown Branch and equity-informed service audits designed to better understand and respond to community needs.

Development and Philanthropic Growth

The library also strengthened its approach to fundraising and donor engagement through a strategic development plan. This helped move the institution from a more reactive fundraising posture toward a proactive and relationship-centered approach.

During this period, the library secured a \$1 million legacy gift, reflecting donor confidence in the institution's direction, readiness, and long-term stability.

V. Leadership Transition and Final Handover

As my board service concludes, the Evanston Public Library is positioned with a stronger governance structure, a protected fund balance, a more professionalized staff infrastructure, a community-informed strategic plan, and a clearer framework for equity, financial stewardship, and institutional independence.

Key transition actions include seating the Nominating Committee and supporting a leadership handoff that allows the next board officers to begin with greater clarity, continuity, and access to institutional knowledge.

My hope is that the next phase of board leadership continues to protect the library's independence, strengthen public trust, support staff, and advance library service rooted in access, equity, intellectual freedom, and community care.

Closing Reflection

Public stewardship requires more than agreement. It requires asking careful questions, protecting public resources, clarifying roles, and holding institutions accountable to the communities they serve.

Asking questions is not disloyalty. It is one of the responsibilities of stewardship.