



**EVANSTON  
PUBLIC  
LIBRARY**

## **Board of Trustees Meeting**

### **Meeting Packet**

**June 17, 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, June 17, 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 (May 20, 2026)
  - b. Regular Board Meeting (May 20, 2026)
  - c. Special Board Meeting (May 29, 2026)
  - d. Communication Sub-Committee Meeting (June 2, 2026)
  - e. DEIB Advisory Committee Meeting (June 9, 2026)
  - f. Finance Committee Meeting (June 11, 2026)
  - g. Approval of Bills and Payroll
5. **Staff and Financial Reports**
  - a. **Director's Report:** Previously distributed.



# EVANSTON PUBLIC LIBRARY

- 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. Ad Hoc Search Committee

## 7. Old Business

- a. Election of Officers (Discussion & Action)
- b. Strategic Plan Update (Discussion)

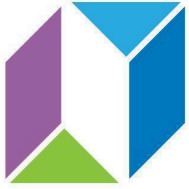
## 8. New Business

- a. Renewal of National Able Lease Agreement (Discussion & Action)
- b. Approval of 2026 staff computer replacements & additional technology purchase (Discussion & Action)
- c. Review of RFP Submissions and Selection of Finalists for Interview (Discussion & Action)
- d. Board Transitions (Discussion)

## 9. Executive Session

## 10. Adjournment

**Next Scheduled Meeting:** July 15, 2026, at 6:30 PM (Hybrid format)



# **Evanston Public Library Board of Trustees Management Committee Meeting Minutes**

**Date: Wednesday, May 20, 2026**

**Time: 5:00 PM**

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

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## **1. Call to Order and Quorum**

Trustee Arikpo Dada called the meeting to order at 5:00 PM. A quorum was established.

### **Members Present**

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

### **Additional Trustees in Attendance**

- Meghan Shea
- 

### **Staff Present**

- Heather Norborg
- 

## **2. Land Acknowledgment**

Presented by Trustee Tracy Fulce.

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### **3. Citizen Comment**

No citizen comments were made.

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### **4. New Business**

The following items were discussed:

- A. Review of Election Process
  - B. Review of Calendar
- 

### **6. Adjournment**

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

- **Vote:** 4–0 in favor
  - **Result:** Motion carried
  - **Time of adjournment:** 5:21 PM
- 

### **Submitted By**

Trustee Arikpo Dada  
Evanston Public Library Board of Trustees



**Draft**

# **Evanston Public Library Board of Trustees**

## **Regular Board Meeting Minutes**

**Date: May 20, 2026**

**Time: 6:30 PM**

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

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### **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:**

- Samia Amamoo (Virtual)
- Arikpo Dada
- Tracy Fulce
- Jean Keleher
- Meghan Shea
- Michelle Mills
- Victoria Shire
- Esther Wallen

#### **Board Members Absent:**

- Catie Huggns

#### **Staff Present:**

- Heather Norborg
- Sameer Notta
- Jennifer Shreve

- Ellen Riggsbee
- 

## 2. Land Acknowledgment

The land acknowledgment was read by Trustee Victoria Shire.

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## 3. Citizen Comment

- Aquila Bey
- 

## Amended Agenda

**Motion:** to allow virtual participation for Trustees.

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

## 4. Consent Agenda

The following items were approved:

- 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)



**Draft**

H. Approval of Bills and Payroll

**Motion:** Approve consent agenda

- Moved by: Meghan Shea
  - Seconded by: Esther Wallen
  - 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
- 

## **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)

President: Michelle Mills  
Vice President: Arikpo Dada, Tracy Fulce  
Secretary: Jean Keleher, Esther Wallen  
Treasurer: Victoria Shire

**Motion:** to approve the current slate with the following amendments.

President  
Vice President: Arikpo Dada  
Secretary  
Treasurer: Victoria Shire

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

## Amended Agenda

**Motion:** to move items 8B to 8A and 8A to 8B on the agenda

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

## 8. New Business

A. Values-based budgeting for Executive Director Search (Discussion & Action)

**Motion:** to remove the recommendation from the AdHoc Search Committee and create an RFP at the next noticed meeting.

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



**Draft**

B. AdHoc Search Committee Recommendation for Interim Executive Director Search & Executive Director Search (Discussion & Action)

**Motion:** to remove from the agenda item 8A.

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

C. Governance Leadership and Institutional Stewardship Summary

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## 9. Executive Session

**Motion:** Enter Executive Session at 8:30 PM (personnel matters)

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

**Motion:** Exit Executive Session at 9:35 PM

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

## Amended Agenda

**Motion:** A Special Board Meeting will be held on May 29 at 4:00 PM to discuss and possibly take action on the RFP.

- Moved by: Michelle Mills

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

## 10. Adjournment

**Motion:** Adjourn the meeting

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

The meeting adjourned at 9:47 PM.

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## Submission

Submitted by: Esther Wallen



**Draft**

# **Evanston Public Library Board of Trustees**

## **Special Board Meeting Minutes**

**Date: May 29, 2026**

**Time: 4:00 PM**

**Location: Main Library, Board Room, and Remote**

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### **1. Call to Order**

President Tracy Fulce called the meeting to order at 4:04 PM.  
A quorum was established.

### **Roll Call**

#### **Board Members Present:**

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

#### **Board Members Absent:**

- Samia Amamoo
- Jean Keleher

#### **Staff Present:**

- Heather Norborg
- Ellen Riggsbee

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## 2. Land Acknowledgment

The land acknowledgment was read by Trustee Esther Wallen.

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## 3. Citizen Comment

- None
- 

## Amended Agenda

**Motion:** to allow virtual participation for Trustees.

- Moved by: Michelle Mills
- Seconded by: Meghan Shea
- Vote: 6–0 (Aye)
- **Result:** Motion carried

**Motion:** to allow swap agenda items A & B.

- Moved by: Michelle Mills
  - Seconded by: Victoria Shire
  - Vote: 7–0 (Aye)
  - **Result:** Motion carried
- 

## 4. Old Business

None

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## 5. New Business

- A. RFP for permanent Executive Director search firm (discussion and action)

**Motion:** to approve the RFP with revisions as discussed and post on Monday, June 1, 2026, with submission deadline by 5 pm on June 12, 2026.

- Moved by: Michelle Mills
  - Seconded by: Victoria Shire
  - Vote: 7–0 (Aye)
  - **Result:** Motion carried
- 

## **6. Executive Session**

**Motion:** Enter Executive Session at 5:55 PM (personnel matters)

- Moved by: Tracy Fulce
- Seconded by: Esther Wallen
- Vote: 7–0 (Aye)
- **Result:** Motion carried

**Motion:** to table the motion to enter the executive session.

- Moved by: Tracy Fulce
- Seconded by: Victoria Shire
- Vote: 7–0 (Aye)
- **Result:** Motion carried

**Motion:** to move item B on the agenda to after the executive session.

- Moved by: Meghan Shea
- Seconded by: Catie Huggins
- Vote: 7–0 (Aye)
- **Result:** Motion carried

**Motion:** to take from the table entering into the executive session.

- Moved by: Esther Wallen
- Seconded by: Victoria Shire
- Vote: 7–0 (Aye)

- **Result:** Motion carried

**Motion:** Exit Executive Session at 6:58 PM

- Moved by: Tracy Fulce
  - Seconded by: Michelle Mills
  - Vote: 7–0 (Aye)
  - **Result:** Motion carried
- 

## 7. Adjournment

**Motion:** Adjourn the meeting

- Moved by: Michelle Mills
- Seconded by: Meghan Shea
- Vote: 7–0 (Aye)
- **Result:** Motion carried

The meeting adjourned at 7:00 PM.

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## Submission

Submitted by:  
Catie Huggins



# **Evanston Public Library Board of Trustees**

## **DEIB Committee Meeting Minutes**

- **Date: Tuesday, June 9, 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 6:32 pm. A quorum was established.

#### **Members Present**

- Blanca Lule attended virtually
- Sharif Al Nazar
- Melissa Raman Molitor
- Ron Sakai
- Esther Wallen

#### **Members Absent**

- Brenda Williams

#### **Staff Present**

- Jill Skwerski
- 

### **2. Approval of virtual participation**

**Motion:** to allow Lule to participate virtually.

- Moved by: Sharif al Nazar
- Seconded by: Ron Sakai
- **Result:** Motion carried by voice vote

### 3. Land Acknowledgment

Presented by Community Member, Ron Sakai.

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### 4. Citizen Comment

No citizen comments were made.

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### 5. Staff Reports

- A. **Library Updates:** General organizational briefing.
- 

### 6. 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.

**Motion:** to table discussion of DEIB Committee Bylaw Definition to the end of the agenda.

- Moved by: Melissa Raman Molitor
- Seconded by: Sharif al Nazar
- **Result:** Motion carried by voice vote

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

- C. **Policy Review - Safety/Facilities:** Review of updated safety and facility usage policies.

**Motion:** to table discussion of Policy Review - Safety/Facilities till July meeting.

- Moved by: Sharif al Nazar Ron
- Seconded by: Melissa Raman Molitor



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- **Result:** Motion carried by voice vote
- 

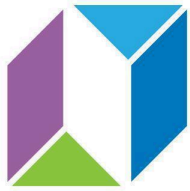
## **7. Adjournment**

**Motion:** to adjourn the DEIB Committee meeting

- Moved by: Sharif al Nazar
  - Seconded by: Ron Sakai
  - **Result:** Motion carried by voice vote
  - Time of adjournment: 7:36 pm
- 

## **Submitted By**

Trustee Esther Wallen  
Evanston Public Library Board of Trustees



# **Evanston Public Library Board of Trustees**

## **Finance Committee Meeting Minutes**

- Date: Thursday, June 11, 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 3:58 pm

#### **Members Absent**

- None

#### **Staff Present**

- Heather Norborg, Sameer Notta, and Jennifer Shreve
- 

### **2. Land Acknowledgment**

Presented by Trustee Tracy Fulce.

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### **3. Citizen Comment**

No citizen comments were made.

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### **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
  - C. Fall Fundraiser Discussion
- 

### **6. Executive Session**

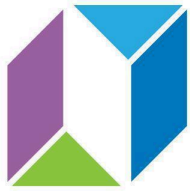
No Executive Session was convened.

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### **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:** 4:23 PM



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**Submitted By**

Trustee Michelle Mills  
Evanston Public Library Board of Trustees



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**Agenda Item 4.F**

**Memorandum**

**To:** Evanston Public Library Board of Trustees  
**From:** Sameer Notta, Finance Manager  
Lea Hernandez-Solis, Office Coordinator  
**Subject:** Library Fund Bills  
**Date:** June 17, 2026

**Recommended Action**

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

**Payroll**

May 4, 2026, through May 17, 2026,	\$ 220,087.11
May 18, 2026, through May 31, 2026,	\$ 223,396.95

**Library Fund Bills List**

May 12, 2026	\$ 37,306.53
May 27, 2026	\$ 44,268.91

**Purchasing Card**

March 31, 2026	\$ 13,251.92
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Attachment: Bills List, Purchasing Card

# Library Bills List

G/L Date Range 05/12/26 - 05/12/26

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
102576 - INGRAM LIBRARY SERVICES	CHILDREN SUPPLIES TEACHER BAGS	01/12/2026	05/12/2026	05/12/2026	10.49
15944 - JESSICA IVERSON WU	REIMBURSEMENT NOON YEAR'S EVE/STEM OUT OF SCHOOL	04/24/2026	05/12/2026	05/12/2026	55.10
15944 - JESSICA IVERSON WU	REIMBURSEMENT GAME ON/STEM TABLE	04/24/2026	05/12/2026	05/12/2026	10.92
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 3					\$76.51
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals Invoice Transactions 3					\$76.51
 Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
194681 - LIBRARIES FIRST	MUSEUM ADVENTURE PASS 2026	01/23/2026	05/12/2026	05/12/2026	675.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 1					\$675.00
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals Invoice Transactions 1					\$675.00
 Business Unit <b>4820 - ACCESS SERVICES</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
101406 - DEMCO, INC.	OFFICE SUPPLIES	04/20/2026	05/12/2026	05/12/2026	92.13
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 1					\$92.13
Business Unit <b>4820 - ACCESS SERVICES</b> Totals Invoice Transactions 1					\$92.13
 Business Unit <b>4825 - ENGAGEMENT SERVICES</b>					
Account <b>65001 - FEDERAL GRANT EXPENSE</b>					
21825 - GREAT BLUE LAKE INC.	AHA! FACILITATOR 4/9/2026	05/05/2026	05/12/2026	05/12/2026	100.00
151528 - Myrna Weinman	PROFESSIONAL SERVICES AHA!	05/04/2026	05/12/2026	05/12/2026	100.00
Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals Invoice Transactions 2					\$200.00

Account **65100 - LIBRARY SUPPLIES**

102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT SUPPLIES Summer Reading	04/06/2026	05/12/2026	05/12/2026	1,456.05
102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT SUPPLIES Summer Reading	04/16/2026	05/12/2026	05/12/2026	868.08
102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT SUPPLIES Summer Reading	04/17/2026	05/12/2026	05/12/2026	2,637.22
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND SUMMER READING SUPPLIES	04/22/2026	05/12/2026	05/12/2026	133.75
102576 - INGRAM LIBRARY SERVICES	MAIN AND SUMMER READING	04/23/2026	05/12/2026	05/12/2026	388.39
21381 - WELL FIT LLC	PROFESSIONAL SERVICES MELT METHOD PROGRAM	04/08/2026	05/12/2026	05/12/2026	350.00
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				Invoice Transactions 6	\$5,833.49

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice Transactions 8 \$6,033.49

Business Unit **4826 - ROBERT CROWN OPERATIONS**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	03/25/2026	05/12/2026	05/12/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/15/2026	05/12/2026	05/12/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/22/2026	05/12/2026	05/12/2026	56.14
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/29/2026	05/12/2026	05/12/2026	56.14
<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>				Invoice Transactions 4	\$224.56

Account **65630 - LIBRARY BOOKS**

102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/07/2026	05/12/2026	05/12/2026	18.97
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/14/2026	05/12/2026	05/12/2026	92.28
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/15/2026	05/12/2026	05/12/2026	25.74
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/17/2026	05/12/2026	05/12/2026	64.77
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/20/2026	05/12/2026	05/12/2026	21.80
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/22/2026	05/12/2026	05/12/2026	20.36
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/22/2026	05/12/2026	05/12/2026	20.10
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	04/22/2026	05/12/2026	05/12/2026	194.26
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/24/2026	05/12/2026	05/12/2026	106.71
<b>Account 65630 - LIBRARY BOOKS Totals</b>				Invoice Transactions 9	\$564.99

Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals Invoice Transactions 13 \$789.55

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	04/30/2026	05/12/2026	05/12/2026	376.35
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/16/2026	05/12/2026	05/12/2026	376.35

101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	04/16/2026	05/12/2026	05/12/2026	241.02
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE ENTRANCE DOOR REPAIR	05/05/2026	05/12/2026	05/12/2026	989.28
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	05/01/2026	05/12/2026	05/12/2026	227.14
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	04/04/2026	05/12/2026	05/12/2026	156.83
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals				Invoice Transactions 6	<hr/> \$2,366.97
Account <b>65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/21/2026	05/12/2026	05/12/2026	872.94
Account <b>65040 - JANITORIAL SUPPLIES</b> Totals				Invoice Transactions 1	<hr/> \$872.94
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals				Invoice Transactions 7	<hr/> \$3,239.91
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
20953 - HR SOURCE	RECRUITING SERVICES	02/28/2026	05/12/2026	05/12/2026	135.00
12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH TRANSLATION 2025 ANNUAL REPORT	04/27/2026	05/12/2026	05/12/2026	623.16
Account <b>62185 - CONSULTING SERVICES</b> Totals				Invoice Transactions 2	<hr/> \$758.16
Account <b>62210 - PRINTING</b>					
20988 - MADDEN CREATIVE SERVICES, LLC	2025 ANNUAL REPORT PRINTING	04/23/2026	05/12/2026	05/12/2026	3,000.00
20988 - MADDEN CREATIVE SERVICES, LLC	T-SHIRT CONCEPTS AND DESIGN BOOKMARK	04/23/2026	05/12/2026	05/12/2026	1,600.00
Account <b>62210 - PRINTING</b> Totals				Invoice Transactions 2	<hr/> \$4,600.00
Account <b>62340 - IT COMPUTER SOFTWARE</b>					
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	04/08/2026	05/12/2026	05/12/2026	15.26
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM 2026- JAN-MAR	04/30/2026	05/12/2026	05/12/2026	318.56
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals				Invoice Transactions 2	<hr/> \$333.82
Account <b>62360 - MEMBERSHIP DUES</b>					
102512 - ILLINOIS LIBRARY ASSOCIATION	2026-2027 ILA INSTITUTIONAL MEMBERSHIP	04/09/2026	05/12/2026	05/12/2026	500.00
Account <b>62360 - MEMBERSHIP DUES</b> Totals				Invoice Transactions 1	<hr/> \$500.00
Account <b>65095 - OFFICE SUPPLIES</b>					
206940 - ULINE	OFFICE SUPPLIES	04/29/2026	05/12/2026	05/12/2026	67.09
Account <b>65095 - OFFICE SUPPLIES</b> Totals				Invoice Transactions 1	<hr/> \$67.09

Account **65630 - LIBRARY BOOKS**

323474 - CAVENDISH SQUARE PUBLISHING, LLC	MAIN PRINT	03/27/2026	05/12/2026	05/12/2026	186.03
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	04/09/2026	05/12/2026	05/12/2026	24.00
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	04/09/2026	05/12/2026	05/12/2026	23.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN BOOKS	04/10/2026	05/12/2026	05/12/2026	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	04/15/2026	05/12/2026	05/12/2026	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN BOOKS	04/22/2026	05/12/2026	05/12/2026	110.97
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	05/12/2026	05/12/2026	507.99
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	05/12/2026	05/12/2026	413.93
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/24/2026	05/12/2026	05/12/2026	128.90
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/26/2026	05/12/2026	05/12/2026	31.89
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/03/2026	05/12/2026	05/12/2026	215.99
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/03/2026	05/12/2026	05/12/2026	352.30
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/03/2026	05/12/2026	05/12/2026	14.39
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/07/2026	05/12/2026	05/12/2026	233.47
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/07/2026	05/12/2026	05/12/2026	102.84
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/07/2026	05/12/2026	05/12/2026	188.70
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/07/2026	05/12/2026	05/12/2026	136.12
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/07/2026	05/12/2026	05/12/2026	36.28
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/09/2026	05/12/2026	05/12/2026	1,672.76
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/09/2026	05/12/2026	05/12/2026	42.09
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	04/09/2026	05/12/2026	05/12/2026	450.69
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/09/2026	05/12/2026	05/12/2026	12.89
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	04/10/2026	05/12/2026	05/12/2026	18.14
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/23/2026	05/12/2026	05/12/2026	191.29
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/02/2026	05/12/2026	05/12/2026	1,223.30
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/06/2026	05/12/2026	05/12/2026	637.07
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/06/2026	05/12/2026	05/12/2026	422.37

102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/07/2026	05/12/2026	05/12/2026	586.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/07/2026	05/12/2026	05/12/2026	250.19
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/09/2026	05/12/2026	05/12/2026	30.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/10/2026	05/12/2026	05/12/2026	1,103.25
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/10/2026	05/12/2026	05/12/2026	11.97
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/10/2026	05/12/2026	05/12/2026	26.40
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/10/2026	05/12/2026	05/12/2026	550.14
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/10/2026	05/12/2026	05/12/2026	453.30
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/10/2026	05/12/2026	05/12/2026	799.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/13/2026	05/12/2026	05/12/2026	16.80
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/13/2026	05/12/2026	05/12/2026	144.84
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/13/2026	05/12/2026	05/12/2026	13.20
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/15/2026	05/12/2026	05/12/2026	887.46
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/15/2026	05/12/2026	05/12/2026	471.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/17/2026	05/12/2026	05/12/2026	433.91
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/19/2026	05/12/2026	05/12/2026	1,107.44
102576 - INGRAM LIBRARY SERVICES	MAIN ADULT PRINT	04/20/2026	05/12/2026	05/12/2026	257.98
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/20/2026	05/12/2026	05/12/2026	1,829.70
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/20/2026	05/12/2026	05/12/2026	17.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/21/2026	05/12/2026	05/12/2026	377.21
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND SUMMER READING SUPPLIES	04/22/2026	05/12/2026	05/12/2026	115.97
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/22/2026	05/12/2026	05/12/2026	79.74
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/22/2026	05/12/2026	05/12/2026	45.00
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	04/22/2026	05/12/2026	05/12/2026	493.13
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/22/2026	05/12/2026	05/12/2026	770.89
102576 - INGRAM LIBRARY SERVICES	MAIN AND SUMMER READING	04/23/2026	05/12/2026	05/12/2026	106.30
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/23/2026	05/12/2026	05/12/2026	399.92
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/23/2026	05/12/2026	05/12/2026	94.32
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/24/2026	05/12/2026	05/12/2026	21.80
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/24/2026	05/12/2026	05/12/2026	82.19
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/27/2026	05/12/2026	05/12/2026	20.40
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/27/2026	05/12/2026	05/12/2026	18.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	04/28/2026	05/12/2026	05/12/2026	10.80

Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions 60

\$19,054.40

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	72.51
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103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	238.17
103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	62.76
103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	23.67
103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	105.84
103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	32.18
103424 - MIDWEST TAPE LLC	MAIN AV	04/16/2026	05/12/2026	05/12/2026	108.74
103424 - MIDWEST TAPE LLC	MAIN A/V	04/23/2025	05/12/2026	05/12/2026	95.69
103424 - MIDWEST TAPE LLC	MAIN A/V	04/23/2026	05/12/2026	05/12/2026	148.22
103424 - MIDWEST TAPE LLC	MAIN A/V	04/23/2026	05/12/2026	05/12/2026	175.77
103424 - MIDWEST TAPE LLC	MAIN A/V	04/23/2026	05/12/2026	05/12/2026	22.92

Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions 11	<hr/>	\$1,086.47
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Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals	Invoice Transactions 79	<hr/>	\$26,399.94
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Department <b>48 - LIBRARY</b> Totals	Invoice Transactions 112	<hr/>	\$37,306.53
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Fund <b>185 - LIBRARY FUND</b> Totals	Invoice Transactions 112	<hr/>	\$37,306.53
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\* = Prior Fiscal Year Activity

Invoice Transactions 112	<hr/> <hr/>	\$37,306.53
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# Library Bills List

G/L Date Range 05/27/26 - 05/27/26

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	KINGSLEY FIELD TRIP PAYMENT FROM THE LIBRARY	05/20/2026	05/27/2026	05/27/2026	191.34
102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT AND CHILDREN'S SUPPLIES	05/08/2025	05/27/2026	05/27/2026	1,097.75
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 2					\$1,289.09
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals Invoice Transactions 2					\$1,289.09
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
102512 - ILLINOIS LIBRARY ASSOCIATION	ILLINOIS LIBRARIES PRESENT SEASON 6 REGISTRATION	05/19/2026	05/27/2026	05/27/2026	1,900.00
20673 - PROMOTION INC. DBA BOOK PAGE	LIFELONG LEARNING LITERACY SUPPLIES	05/19/2026	05/27/2026	05/27/2026	438.00
20855 - TERESA PANGAN PLLC	WELLNESS WEDNESDAY FEB, MAR, APR 2026	05/09/2026	05/27/2026	05/27/2026	450.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 3					\$2,788.00
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals Invoice Transactions 3					\$2,788.00
Business Unit <b>4820 - ACCESS SERVICES</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
206940 - ULINE	OFFICE SUPPLIES - CIRCULATION	05/01/2026	05/27/2026	05/27/2026	121.25
21824 - VICKERY T&L, INC.,	OFFICE SUPPLIES	05/19/2026	05/27/2026	05/27/2026	280.53
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 2					\$401.78
Business Unit <b>4820 - ACCESS SERVICES</b> Totals Invoice Transactions 2					\$401.78
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
102576 - INGRAM LIBRARY SERVICES	SUMMER READING	05/01/2026	05/27/2026	05/27/2026	149.91
102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT SUPPLIES	05/05/2026	05/27/2026	05/27/2026	31.77

102576 - INGRAM LIBRARY SERVICES	ENGAGEMENT AND CHILDREN'S SUPPLIES	05/08/2025	05/27/2026	05/27/2026	64.94	
				Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 3	<u>\$246.62</u>
				Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals	Invoice Transactions 3	<u>\$246.62</u>
<b>Business Unit 4826 - ROBERT CROWN OPERATIONS</b>						
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>						
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/13/2026	05/27/2026	05/27/2026	56.14	
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/06/2026	05/27/2026	05/27/2026	56.14	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	05/04/2026	05/27/2026	05/27/2026	1,612.68	
				Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions 3	<u>\$1,724.96</u>
<b>Account 65100 - LIBRARY SUPPLIES</b>						
21863 - DRAG STORY HOUR CHICAGO NFP	PROFESSIONAL SERVICES DRAG STORY HOUR	05/11/2026	05/27/2026	05/27/2026	200.00	
				Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 1	<u>\$200.00</u>
<b>Account 65630 - LIBRARY BOOKS</b>						
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/24/2026	05/27/2026	05/27/2026	188.74	
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/27/2026	05/27/2026	05/27/2026	23.40	
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/28/2026	05/27/2026	05/27/2026	39.72	
102576 - INGRAM LIBRARY SERVICES	CROWN PRINT	04/30/2026	05/27/2026	05/27/2026	99.51	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND CROWN PRINT	05/01/2026	05/27/2026	05/27/2026	32.75	
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	05/04/2026	05/27/2026	05/27/2026	38.56	
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	05/07/2026	05/27/2026	05/27/2026	11.97	
				Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 7	<u>\$434.65</u>
				Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b> Totals	Invoice Transactions 11	<u>\$2,359.61</u>
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>						
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>						
100162 - ALARM DETECTION SYSTEMS, INC.	QUARTERLY CHARGES JUN-AUG 2026	05/10/2026	05/27/2026	05/27/2026	689.73	
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/15/2026	05/27/2026	05/27/2026	275.09	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	05/04/2026	05/27/2026	05/27/2026	10,835.60	
				Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals	Invoice Transactions 3	<u>\$11,800.42</u>
				Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals	Invoice Transactions 3	<u>\$11,800.42</u>

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62210 - PRINTING**

18494 - ANCHORFISH PRINTING & EMBROIDERY	STAFF SUMMER T-SHIRT	05/19/2026	05/27/2026	05/27/2026	862.50
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING PLEDGE CARDS	05/01/2026	05/27/2026	05/27/2026	135.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	LIBRARY BOOKMARK HOURS AND APPS	05/01/2026	05/27/2026	05/27/2026	225.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARDS PRINTING S VINANCZACA, M LEVY	05/01/2026	05/27/2026	05/27/2026	84.00
Account <b>62210 - PRINTING</b> Totals Invoice Transactions 4					\$1,306.50

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	05/14/2026	05/27/2026	05/27/2026	376.35
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals Invoice Transactions 1					\$376.35

Account **62290 - TUITION**

18611 - KENNEDY JOSEPH	TUITION REIMBURSEMENT WINTER SEMESTER 2026	05/19/2026	05/27/2026	05/27/2026	2,242.00
Account <b>62290 - TUITION</b> Totals Invoice Transactions 1					\$2,242.00

Account **65095 - OFFICE SUPPLIES**

103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	05/07/2026	05/27/2026	05/27/2026	46.72
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	05/07/2026	05/27/2026	05/27/2026	448.50
Account <b>65095 - OFFICE SUPPLIES</b> Totals Invoice Transactions 2					\$495.22

Account **65628 - Library Electronic Resources**

16334 - KANOPY	ONLINE RESOURCES	04/30/2026	05/27/2026	05/27/2026	1,940.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	04/30/2026	05/27/2026	05/27/2026	8,999.68
Account <b>65628 - Library Electronic Resources</b> Totals Invoice Transactions 2					\$10,939.68

Account **65630 - LIBRARY BOOKS**

120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	05/02/2026	05/27/2026	05/27/2026	530.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	05/01/2026	05/27/2026	05/27/2026	25.50
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	04/10/2026	05/27/2026	05/27/2026	78.66
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	04/10/2026	05/27/2026	05/27/2026	264.81
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	04/10/2026	05/27/2026	05/27/2026	235.98
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN JUV PRINT	04/28/2026	05/27/2026	05/27/2026	298.63

10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	04/09/2026	05/27/2026	05/27/2026	2,795.16
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN PRINT	04/25/2026	05/27/2026	05/27/2026	285.69
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/24/2026	05/27/2026	05/27/2026	523.17
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/28/2026	05/27/2026	05/27/2026	336.40
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	04/28/2026	05/27/2026	05/27/2026	630.51
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	04/30/2026	05/27/2026	05/27/2026	526.44
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND CROWN PRINT	05/01/2026	05/27/2026	05/27/2026	587.71
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	05/04/2026	05/27/2026	05/27/2026	91.20
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	05/04/2026	05/27/2026	05/27/2026	278.23
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	05/05/2026	05/27/2026	05/27/2026	374.67
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	05/05/2026	05/27/2026	05/27/2026	25.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	05/06/2026	05/27/2026	05/27/2026	604.97
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	05/07/2026	05/27/2026	05/27/2026	18.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	05/07/2026	05/27/2026	05/27/2026	33.60
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	05/07/2026	05/27/2026	05/27/2026	317.65
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	05/07/2026	05/27/2026	05/27/2026	210.81
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	05/08/2026	05/27/2026	05/27/2026	54.00
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	05/05/2026	05/27/2026	05/27/2026	37.98
21156 - MIDWEST LIBRARY SERVICE, INC.	MAIN PRINT	05/05/2026	05/27/2026	05/27/2026	27.28

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 25

\$9,192.49

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	05/07/2026	05/27/2026	05/27/2026	53.34
103424 - MIDWEST TAPE LLC	ADULT AV	05/07/2026	05/27/2026	05/27/2026	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	05/07/2026	05/27/2026	05/27/2026	29.67
103424 - MIDWEST TAPE LLC	JUV AV	05/07/2026	05/27/2026	05/27/2026	176.52
103424 - MIDWEST TAPE LLC	ADULT AV	05/07/2026	05/27/2026	05/27/2026	230.21
103424 - MIDWEST TAPE LLC	MAIN AV	05/07/2026	05/27/2026	05/27/2026	22.92
103424 - MIDWEST TAPE LLC	MAIN A/V	05/01/2026	05/27/2026	05/27/2026	54.84
103424 - MIDWEST TAPE LLC	MAIN AV	05/01/2026	05/27/2026	05/27/2026	89.38
103424 - MIDWEST TAPE LLC	MAIN AV	05/01/2026	05/27/2026	05/27/2026	124.68
103424 - MIDWEST TAPE LLC	MAIN AV	05/01/2026	05/27/2026	05/27/2026	22.92

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 10

\$831.15

Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals	Invoice Transactions <b>45</b>	<u>\$25,383.39</u>
Department <b>48 - LIBRARY</b> Totals	Invoice Transactions <b>69</b>	<u>\$44,268.91</u>
Fund <b>185 - LIBRARY FUND</b> Totals	Invoice Transactions <b>69</b>	<u>\$44,268.91</u>
	Invoice Transactions <b>69</b>	<u><u>\$44,268.91</u></u>

\* = Prior Fiscal Year Activity

BMO Credit Card Statement for the Period ending March 25, 2026

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME	BUSINESS UNIT	PROJECT NUMBER
CMO/FINANCE	SAMS CLUB RENEWAL	IL	60202	\$ 45.00	3/2/2026	62360 MEMBERSHIP DUES	2026 SAM'S CLUB MEMBERSHIP FEES	NUNEZ	TAMMI R	185.48.4845	-
LIBRARY	AMAZON RETA C65JG7783	WA	98109	\$ 47.49	2/26/2026	65100 LIBRARY SUPPLIES	ELL GENERAL USE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK B90HP6EQ1	WA	98109	\$ 21.01	2/26/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES LE TRANSPORTATION	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 15.00	2/26/2026	65100 LIBRARY SUPPLIES	SUMMER READING GRAPHICS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	USPS.COM POSTAL STORE	MO	64161	\$ 80.75	2/26/2026	65100 LIBRARY SUPPLIES	ACCESS SERVICES STAMPS	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	EINSTEINBROS_MOBILE	CO	80228	\$ 72.71	2/26/2026	65025 FOOD	PAVE TRAINING DRINKS AND SNACKS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 16.53	2/26/2026	65025 FOOD	PAVE TRAINING FRUITS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 22.47	2/26/2026	65025 FOOD	PAVE TRAINING FRUITS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON MARK BE8EY3DQ2	WA	98109	\$ 51.99	3/2/2026	65100 LIBRARY SUPPLIES	ELL GENERAL AREA TOYS FOR KIDS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK B92Y85APO	WA	98109	\$ 41.09	3/2/2026	65100 LIBRARY SUPPLIES	ELL GENERAL USE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK BE19N6SI2	WA	98109	\$ 62.49	3/2/2026	65100 LIBRARY SUPPLIES	ELL GENERAL USE TOYS FOR KIDS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 143.43	3/2/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	SP STEMFINITY	ID	83702	\$ 172.98	3/2/2026	65100 LIBRARY SUPPLIES	IDL GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	AMAZON MARK B908F35X0	WA	98109	\$ 99.95	3/2/2026	65100 LIBRARY SUPPLIES	IDL OFFICE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	SP LULZBOT-1AE90-97	ND	58102	\$ 51.53	3/2/2026	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	WPENGINE.COM	TX	78701	\$ 290.00	3/2/2026	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE MAINTENANCE AND STORAGE FEE.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	GOOGLE WORKSPACE_EPLO_C	CA	94043	\$ 105.60	3/2/2026	62340 IT COMPUTER SOFTWARE	GOOGLE MONTHLY SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	SAMSLUB.COM	AR	72712	\$ 61.22	3/2/2026	65025 FOOD	FOOD FOR PAVE TRAINING	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	EINSTEIN BROS BAGELS C	CO	80222	\$ 94.43	3/2/2026	65025 FOOD	PAVE TRAINING DRINKS AND SNACKS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	MICHAELS.COM	TX	75063	\$ 8.08	3/3/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	USAT USATODAYCIRC	IN	46038	\$ 38.76	3/3/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	FIVEBELOW.COM 18444523	PA	19106	\$ 64.99	3/3/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES TEEN MYSTERY	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	SP ARC SOLUTIONS LL	OH	43526	\$ 253.59	3/3/2026	65100 LIBRARY SUPPLIES	IDL LIBRARY SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	VISTAPRINT	MA	02451	\$ 430.37	3/3/2026	62210 PRINTING	EPL BANNER PRINTING	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 307.55	3/4/2026	65100 LIBRARY SUPPLIES	TOYS FOR PUBLIC USE	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	BESTBUYCOM807151910957	MN	55423	\$ 349.00	3/4/2026	65555 IT COMPUTER HARDWARE	ELL IPAD COVER	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	BESTBUYCOM807151907462	MN	55423	\$ 1,299.00	3/4/2026	65555 IT COMPUTER HARDWARE	ELL IPAD FOR GENERAL USE	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	D J WSJ	NJ	08852	\$ 76.99	3/5/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	AMAZON MARK BP5I29HY2	WA	98109	\$ 53.42	3/6/2026	65630 LIBRARY BOOKS	LLL BOOKS	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	3/6/2026	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	CALLTEAMONE.COM	GA	30024	\$ 1,212.00	3/6/2026	65100 LIBRARY SUPPLIES	ACCESS BULK ORDER RECEIPT TAPE	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	PENS.COM	TN	37160	\$ 996.28	3/6/2026	65095 OFFICE SUPPLIES	PROMOTIONAL NOTEBOOK BULK ORDER FOR VOLUNTEERS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 69.60	3/9/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES LEAP CONSTRUCTION	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK BP9MK7LQ1	WA	98109	\$ 39.95	3/9/2026	65001 FEDERAL GRANT EXPENSE	LLL BOOK	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 476.76	3/9/2026	65001 FEDERAL GRANT EXPENSE	CARDBOARD CARNIVAL_GLUER STICKS, TAPE, WOODEN PECKS, FELT	MADISON	ELACSHA	185.48.4835	-
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 110.98	3/9/2026	65002 STATE GRANT EXPENSE	CARDBOARD CARNIVAL NSBE JR. SATURDAY MENTOR SESSION/WOR	MADISON	ELACSHA	185.48.4835	-
LIBRARY	DOLLARTREE	IL	60202	\$ 89.25	3/9/2026	65002 STATE GRANT EXPENSE	NSBE JR. PROGRAM SUPPLIES FOR CARDBOARD CARNIVAL.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 385.00	3/10/2026	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION BBIRD	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	ADOBE	CA	95110	\$ 264.47	3/10/2026	62340 IT COMPUTER SOFTWARE	ADOBE LICENSE FOR DEVELOPMENT TEAM	NOTTA	SAMEER	185.48.4845	-
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 125.00	3/11/2026	62295 TRAINING & TRAVEL	ALA MEMBERSHIP REGISTRATION BOHMS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 20.94	3/12/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES BLUEBERRY AWARDS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 36.50	3/12/2026	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	TECHSOUP	CA	94107	\$ 198.00	3/12/2026	62340 IT COMPUTER SOFTWARE	HOTSPOT FOR MOBILE BEACON	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	GOTPRINT.COM	CA	91505	\$ 194.06	3/13/2026	65100 LIBRARY SUPPLIES	BULK ORDER STICKERS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 124.57	3/16/2026	65002 STATE GRANT EXPENSE	NSBE JR. CARDBOARD CARNIVAL SATURDAY LUNCH. FUNDING THROU	MADISON	ELACSHA	185.48.4835	-
LIBRARY	AMAZON MARK BP7C28VD0	WA	98109	\$ 98.44	3/16/2026	65100 LIBRARY SUPPLIES	IDL PROGRAM GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	THE HOME DEPOT #1987	IL	600260000	\$ 14.87	3/16/2026	65050 BUILDING MAINTENANCE MATERIAL	BATTERIES FOR CROWN BELL	NOTTA	SAMEER	185.48.4840	-
LIBRARY	SP CHOMPSHOP	PA	19072	\$ 10.00	3/17/2026	65001 FEDERAL GRANT EXPENSE	CHOMPSHOP REPLACEMENT CORD CARDBOARD CARNIVAL. FUNDING	MADISON	ELACSHA	185.48.4835	-
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 125.00	3/17/2026	62295 TRAINING & TRAVEL	ALA MEMBERSHIP REGISTRATION K DAUFELD	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	SAMSLUB.COM	AR	72712	\$ 89.88	3/17/2026	65095 OFFICE SUPPLIES	STAFF ROOM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 58.74	3/18/2026	65100 LIBRARY SUPPLIES	SUPPORT GROUP CROSS STITCH SUPPLIES	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	AMAZON MARK BD7N901E1	WA	98109	\$ 473.78	3/18/2026	65100 LIBRARY SUPPLIES	IDL INNOVATION STATION SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 17.27	3/19/2026	65100 LIBRARY SUPPLIES	SUPPORT GROUP CROSS STICH CRAFT SUPPLIES	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 33.33	3/19/2026	65100 LIBRARY SUPPLIES	SUPPORT GROUP CROSS STICH CRAFT SUPPLIES	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	MICHAELS.COM	TX	75063	\$ 42.12	3/19/2026	65100 LIBRARY SUPPLIES	SUPPORT GROUP CROSS STITCH SUPPLIES	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	AMAZON MARK B52SV99L2	WA	98109	\$ 30.86	3/20/2026	65100 LIBRARY SUPPLIES	ACCESS LIBRARY SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	SP ELM USA	IL	60089	\$ 88.95	3/20/2026	65100 LIBRARY SUPPLIES	ACCESS LIBRARY SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 30.96	3/20/2026	65100 LIBRARY SUPPLIES	CELEBRACION DE DIA DE LAS MADRES EVENT	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	AMAZON MARK BD2L06K11	WA	98109	\$ 19.98	3/23/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES LEGO COOKING	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK BD4C051G0	WA	98109	\$ 29.97	3/23/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES LEGO COOKING EVENT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	MICHAELS.COM	TX	75063	\$ 32.90	3/23/2026	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES STEM FEST	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 41.29	3/23/2026	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	SAMSLUB.COM	AR	72712	\$ 107.84	3/23/2026	65100 LIBRARY SUPPLIES	ENGAGEMENT OLDER ADULT PROGRAM SNACKS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 5.12	3/23/2026	65100 LIBRARY SUPPLIES	RC GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 133.51	3/23/2026	65100 LIBRARY SUPPLIES	RC GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 38.91	3/23/2026	65100 LIBRARY SUPPLIES	RC GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	SAMSLUB.COM	AR	72712	\$ 26.48	3/23/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS VIDEO GAMES SHOWDOWN	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	TARGET.COM	MN	55445	\$ 40.77	3/23/2026	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES INDOOR CAMP	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 50.00	3/23/2026	65002 STATE GRANT EXPENSE	NSBE JR. CARDBOARD CARNIVAL SATURDAY LUNCH. FUNDING THROU	MADISON	ELACSHA	185.48.4835	-
LIBRARY	FEDCO SEEDS INC.	ME	04927	\$ 185.33	3/23/2026	65100 LIBRARY SUPPLIES	PLANT SEEDS FOR SEED LIBRARY AND HYDROPONIC CLASSES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	BAKER CREEK HEIRLOOM S	MO	65704	\$ 144.51	3/23/2026	65100 LIBRARY SUPPLIES	PLANT SEEDS FOR THE SEED LIBRARY AND HYDROPONIC CLASSES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	FEDCO SEEDS INC.	ME	04927	\$ (17.23)	3/24/2026	65100 LIBRARY SUPPLIES	TAX REFUND ON PLANT SEED ORDER.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	DOLLARTREE	IL	60202	\$ 2.50	3/25/2026	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	POTBELLY #5	IL	60201	\$ 400.92	3/25/2026	65100 LIBRARY SUPPLIES	SUPPORT GROUP MARCH FOOD	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	TARGET 00009274	IL	60202	\$ 1,266.84	3/25/2026	65001 FEDERAL GRANT EXPENSE	LEGO ROBOTICS FOR TEEN LOFT. FUNDING THROUGH PNG GRANT.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	TARGET 00009274	IL	60202	\$ 897.31	3/25/2026	65002 STATE GRANT EXPENSE	LEGO KITS AND PRIZES FOR NSBE JR. PARTICIPANTS IN CARDBOARD	MADISON	ELACSHA	185.48.4835	-
	LIBRARY MARCH 2026 TOTAL			\$ 13,251.92							



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 5.A**

**Library Director's Report**

**June 2026**

**Updates:**

**Upcoming Holiday closures:**

Both EPL locations will be closed on Friday June 19 and Saturday July 4 for the Juneteenth and July 4th holidays respectively. Additionally, the Robert Crown Branch Library will be closed on Friday July 3 because the Robert Crown Community Center building will be closed.

**Kindergarten Visits Update:**

At the beginning of the '25-'26 school year, the Early Learning & Literacy (ELL) Department invited all D65 Kindergarten classes for visits to the library. The ELL Department provides this service to D65 as a way to build positive relationships with students and teachers, support early learning and literacy, introduce the concept of a public library to students, and increase awareness of EPL and our services. In total, 10 schools participated in this service: Dawes, Dewey, King Arts, Kingsley, Lincolnwood, Oakton, Orrington, Bessie Rhodes, Walker and Willard. EPL funded the cost of the buses for all schools that participated, ensuring there were no financial barriers for participation.

Youth Engagement Librarian Laura Florian coordinated the scheduling of the visits, created library cards for students, developed take-home information promoting the library, and managed communication with school staff. Members of the ELL Department supported the visit by leading tours, presenting storytimes, facilitating craft activities, and answering student questions. In total, 433 D65 students visited the library and toured the ELL Department, with 75 teachers and paraprofessionals as well as additional parent volunteers. A total of 199 new EPL cards were created, expanding access to students and families in the district.

The following is a quote from Angelo Spicuzza, Kindergarten Teacher from Dewey Elementary School: "Thank you so much for the wonderful field trip. The students loved it and were talking about going back with their parents. Exciting! Also thank you for being so accommodating."

## Programs:

In May we hosted or attended 109 programs with 2629 attendees.

Location	Number of Programs	Percent of Programs
Main Library	60	55.0%
Robert Crown	18	16.5%
Offsite	16	14.7%
Virtual	15	13.8%
<b>TOTAL</b>	<b>109</b>	<b>100.0%</b>

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	14	12.8%	787	29.9%
Babies & Toddlers	4	3.7%	146	5.6%
Preschoolers	8	7.3%	288	11.0%
Kids	5	4.6%	87	3.3%
Teens	4	3.7%	23	0.9%
Adults	54	49.5%	843	32.1%
Older Adults	20	18.3%	455	17.3%
<b>TOTAL</b>	<b>109</b>	<b>100.0%</b>	<b>2629</b>	<b>100.0%</b>

## Upcoming Programs of Note:

Thursday, June 18, 5:00pm–7:00pm **Walk-in Legal Clinic** Robert Crown Branch Library in partnership with **the Moran Center**.

Saturday, June 20, 10:00am–12:00pm **Byte-Size Tech Learning for Older Adults** Main Library This session's topic is: Telehealth - Navigating the world of online medical care doesn't have to be daunting.

Tuesday, June 23, 6:00pm–8:00pm **Foro Comunitario para la Equidad Digital** Offsite Location: Dr. Jorge and Luz Maria Prieto Community Center. La Biblioteca Pública de Evanston y el Condado de Cook se han asociado para organizar un foro comunitario centrado en la equidad digital.

Thursday, June 25, 6:00pm–7:30pm **Mental Health is Essential Series: Mental Health in the LGBTQIA+ Community A virtual RoundTABLE Discussion** Online event. Guided by the experiences of those living with mental health conditions and rooted in equity, **NAMI Chicago**

educates to fight stigma and discrimination, fiercely advocates for our community, and shares hope, connection and expertise with people on their mental health journey.

Saturday, June 27, 4:00pm–5:30pm **Drag Queen Bingo** Main Library Teens and Adults: Join us for the ultimate inclusive event—Drag Queen Bingo with the fabulous, fierce, and talented Miss Coco Sho-Nell!

Sunday, June 28, 3:30pm–5:30pm **Celebrate the National CROWN Act with EPL!** Robert Crown Branch Library Join Evanston Public Library for an afternoon celebrating Black hair, culture, creativity, and community at our Celebrate the National CROWN Act event!

Tuesday, June 30, 2:00pm–4:00pm and every other Tuesday **SCORE Small Business Mentoring** Main Library SCORE mentors will provide mentoring. Mentoring will be drop-in, no appointment required.

Wednesday, July 01, 1:00pm–2:30pm **Accessorize Your Summer: Stitched Earrings & Pins** Main Library For children Grades 3-5.

Wednesday, July 01, 4:00pm–5:30pm **The Art of Video Editing** Main Library Part of the Filmlt! Challenge. Teens grades 6-12.

Every Tuesday in July, 10:30am–11:15am **Sing and Learn Spanish with Ms. Maria!** Robert Crown Branch Library

Tuesday, July 07, 6:00pm–7:30pm **Poetry Playspace** Main Library An adult all-comers event that introduces and encourages experimenting with poetry.

Thursday, July 16, 3:30pm–5:00pm **Neurodivergent Nerdout** Main Library An inclusive neurodivergent-friendly social hour event to celebrate kids and the things they love; with structured stations, communication support, fidgets, and a welcoming and inclusive environment for all who want to participate. Grades 1-5.

### **Patron Feedback of Note:**

A staff member shared, with permission, this comment after speaking to a parent visiting the Main Library: “This parent shared with me that she’s so grateful how welcoming and inclusive the staff and the space at Evanston Public Library and the ELL Department is. She said that she has other family members who have to travel a long way out of their conservative area to find a welcoming public library, and she’s particularly grateful to be in Evanston with EPL in her hometown. She said she loves that her kids get to celebrate Pride Month with rainbow coloring sheets, and appreciates all the diverse representation on our displays and collections. She’s always felt welcome here and appreciates knowing her family is always welcome here, too. She thanked me profusely for the work we do and said she values knowing that EPL is the place where they can feel at home.”

A family who has been staying in Evanston and are now returning to their home country came to say goodbye to the staff in the ELL department and shared the following message in a handwritten letter:

“Dear Evanston Library Team, The day has come for my family and me to return to our home country. It is time to say goodbye to the friends and places that made this year so special and we did not want to leave without first thanking you. Thank you for opening your doors to us and welcoming us almost every day during the winter - and more than once - Thank you for always greeting us with kindness, patience and a smile. Thank you for every storytime, every song and every activity you shared with us. Those moments not only brightened our days but also sparked our children’s curiosity and imagination, inspiring us to continue nurturing a love of reading and to always keep books at the center of our lives. We leave with wonderful memories and deep gratitude for everything you did. We will remember you always. ¡Muchisimas gracias!”

### **Press Mentions:**

[Summer food and reading programs available across Evanston and Skokie](#)

[Partners of Evanston Public Library open mic night yields moving poetry performances](#)

[Evanston Public Library seeks search firm to find next executive director](#)

[EPL’s Black Family Game Night postponed to June 26](#)

[Raising Evanston Mention](#)

### **Communications Update:**

The Communications team continues to explore new ways to connect with the community, increase awareness of library services, and support staff communication across the organization.

This quarter, we launched a collaborative video team dedicated to creating short-form videos that showcase the people, programs, collections, and services that make the Library such a vibrant community resource. These social media reels have already generated strong viewership and engagement, helping us reach audiences who may not regularly interact with the Library through traditional channels. Building on this early success, we plan to continue producing one to two videos each month to expand our reach and strengthen connections with new and existing community members.

We are also making progress toward launching a Spanish-language email newsletter to better serve Evanston’s Spanish-speaking community. The first step is creating a dedicated audience segment within our new email platform, BiblioEmail. To grow this audience, we have added opportunities for community members to sign up for future Spanish-language communications and are partnering with staff who lead Spanish-language programs to invite participants to opt in. This effort reflects our ongoing commitment to making Library information accessible and welcoming to all members of our community.

Internally, the Communications team continues to support staff engagement and knowledge sharing through recurring features in the weekly staff newsletter. Popular series include Digital Compliance Toolkits, which provide practical accessibility and digital best-practice guidance; Staff Shout-outs, celebrating the accomplishments and contributions of colleagues across the Library; and Emergency Guide Procedures, which reinforce safety awareness and preparedness throughout the organization.



**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:** June 17, 2026

This memo provides an update on significant administrative activities.

**Human Resources**

<b>Business Unit:</b>	<b>Title:</b>	<b>Vacant as of:</b>	<b>Notes:</b>
Administration	FT Executive Director	02/19/2026	Board using external recruiting firm
Innovation & Digital Learning	PT Library Assistant	09/23/2025	Reposting with new job description
Robert Crown Library Branch	PT Library Clerk	06/03/2026	Position Vacates: 06/03/2026

PT Library Assistant in Innovation & Digital Learning vacancy filled 06/15/2026.

**Financial Resources**

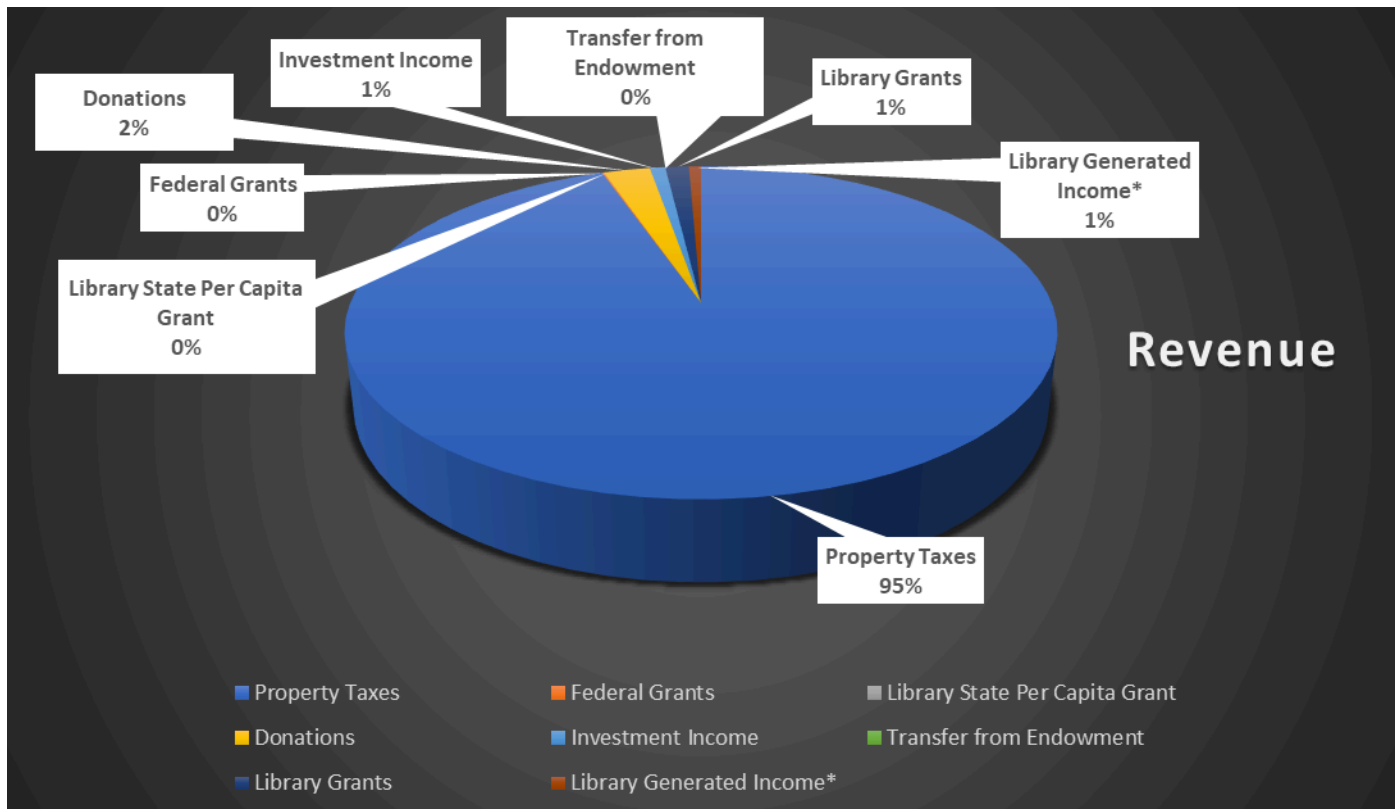
As of May 31, 2026, the Library has recognized \$4,632,790 in revenue from property taxes, donations, rental income, investments, and other sources, representing 44% of the FY2026 budget. Year-to-date expenditures total \$3,839,856 or 36% of the approved FY2026 operating expenditure budget. Capital expenditures total \$1,023,604, or 89% of the approved FY2026 capital budget for the roof project.

# Financial Report May 2026

## Revenues

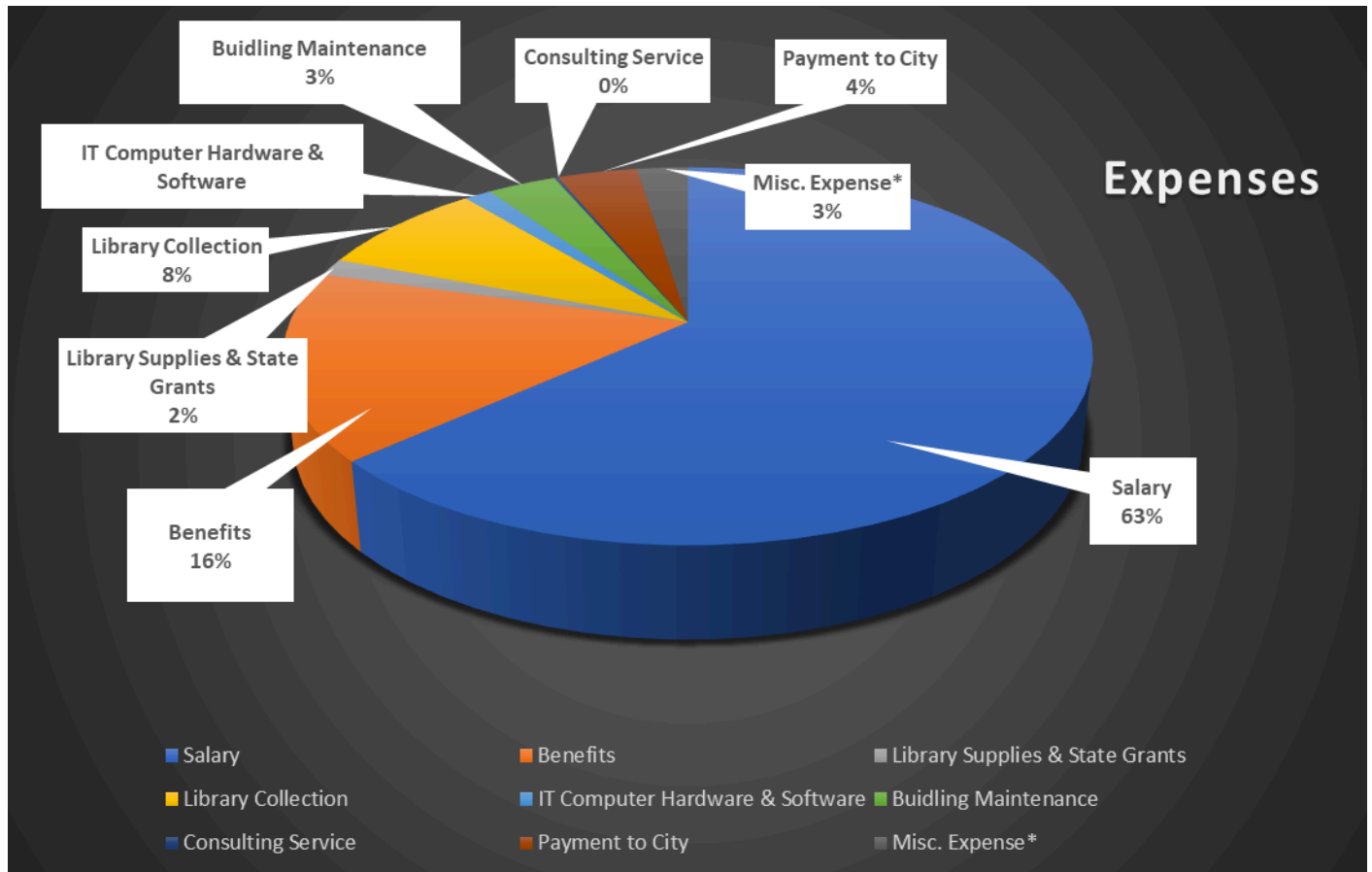
	YTD	2026 Budget	Deviation	Budget Utilized
Property Taxes	\$4,384,588	\$9,486,782	5,102,194	46%
Federal Grants	\$4,358	\$40,000	35,642	11%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$116,255	\$600,000	483,745	19%
Investment Income	\$38,549	\$25,000	(13,549)	154%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$58,804	\$6,000	(52,804)	980%
Library Generated Income*	\$30,237	\$55,000	24,763	55%
<b>Total</b>	<b>\$4,632,790</b>	<b>\$10,501,532</b>	<b>5,868,742</b>	<b>44%</b>

*\*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	\$2,431,120	\$6,437,396	4,006,276	38%
Benefits	\$618,376	\$1,760,942	1,142,566	35%
Library Supplies & State Grants	\$56,974	\$143,500	86,526	40%
Library Collection	\$312,067	\$978,600	666,533	32%
IT Computer Hardware & Software	\$49,409	\$313,600	264,191	16%
Buidling Maintenance	\$125,944	\$488,325	362,381	26%
Consulting Service	\$7,096	\$120,000	112,904	6%
Payment to City	\$145,833	\$350,000	204,167	42%
Misc. Expense*	\$93,037	\$198,700	105,663	47%
<b>Total</b>	<b>\$3,839,856</b>	<b>\$10,791,063</b>	<b>6,951,207</b>	<b>36%</b>
Less: 3% Salary Adjustment		(\$241,043)		
<b>Total</b>	<b>\$3,839,856</b>	<b>\$10,550,020</b>	<b>6,710,164</b>	<b>36%</b>





# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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 <b>185 - LIBRARY FUND</b>									
REVENUE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>									
51015	PROPERTY TAXES	9,486,782.00	.00	9,486,782.00	.00	.00	4,384,587.77	5,102,194.23	46
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	34.29	.00	154.33	845.67	15
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	(122.01)	.00	116,254.54	483,745.46	19
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	.00	.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	6,499.03	13,500.97	32
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	(142.00)	3,142.00	-5
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	5,306.88	(306.88)	106
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	2,580.00	1,420.00	64
57545	RENTAL INCOME	20,000.00	.00	20,000.00	.00	.00	11,514.00	8,486.00	58
57551	LIBRARY GRANTS	6,000.00	.00	6,000.00	2,100.00	.00	58,804.00	(52,804.00)	980
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		<b>\$10,501,532.00</b>	<b>\$0.00</b>	<b>\$10,501,532.00</b>	<b>\$2,012.28</b>	<b>\$0.00</b>	<b>\$4,632,789.57</b>	<b>\$5,868,742.43</b>	<b>44%</b>
Department <b>48 - LIBRARY Totals</b>		<b>\$10,501,532.00</b>	<b>\$0.00</b>	<b>\$10,501,532.00</b>	<b>\$2,012.28</b>	<b>\$0.00</b>	<b>\$4,632,789.57</b>	<b>\$5,868,742.43</b>	<b>44%</b>
<b>REVENUE TOTALS</b>		<b>\$10,501,532.00</b>	<b>\$0.00</b>	<b>\$10,501,532.00</b>	<b>\$2,012.28</b>	<b>\$0.00</b>	<b>\$4,632,789.57</b>	<b>\$5,868,742.43</b>	<b>44%</b>
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	483,462.00	.00	483,462.00	37,174.78	.00	179,679.49	303,782.51	37
61050	PERMANENT PART-TIME	252,712.00	.00	252,712.00	18,293.79	.00	93,717.47	158,994.53	37
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	255.00	.00	690.00	4,310.00	14
61510	HEALTH INSURANCE	112,744.00	.00	112,744.00	8,698.28	.00	39,142.26	73,601.74	35
61513	VISION INSURANCE	73.00	.00	73.00	6.01	.00	30.05	42.95	41
61615	LIFE INSURANCE	91.00	.00	91.00	14.57	.00	72.85	18.15	80
61710	IMRF	36,434.00	.00	36,434.00	2,742.08	.00	13,856.74	22,577.26	38
61725	SOCIAL SECURITY	43,862.00	.00	43,862.00	3,343.77	.00	16,534.99	27,327.01	38
61730	MEDICARE	10,262.00	.00	10,262.00	782.02	.00	3,867.06	6,394.94	38
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	1,365.60	.00	5,451.35	36,548.65	13
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 <b>4805 - EARLY LEARNING &amp; LITERACY Totals</b>		<b>\$987,840.00</b>	<b>\$0.00</b>	<b>\$987,840.00</b>	<b>\$72,675.90</b>	<b>\$0.00</b>	<b>\$353,681.79</b>	<b>\$634,158.21</b>	<b>36%</b>



# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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 <b>185 - LIBRARY FUND</b>									
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	529,591.00	.00	529,591.00	40,656.39	.00	199,013.08	330,577.92	38
61050	PERMANENT PART-TIME	233,877.00	.00	233,877.00	19,585.26	.00	97,026.25	136,850.75	41
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	1,100.00	3,900.00	22
61510	HEALTH INSURANCE	97,615.00	.00	97,615.00	7,272.60	.00	32,726.70	64,888.30	34
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	15.80	22.20	42
61615	LIFE INSURANCE	135.00	.00	135.00	10.76	.00	53.80	81.20	40
61710	IMRF	36,749.00	.00	36,749.00	3,096.42	.00	15,640.31	21,108.69	43
61725	SOCIAL SECURITY	47,340.00	.00	47,340.00	3,608.73	.00	17,923.39	29,416.61	38
61730	MEDICARE	11,077.00	.00	11,077.00	843.97	.00	4,191.78	6,885.22	38
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	39.95	2,460.05	2
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	3,463.00	.00	7,340.63	2,659.37	73
65141	FITNESS INCENTIVE	.00	.00	.00	.00	.00	500.00	(500.00)	+++
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	196.93	(196.93)	+++
65635	PERIODICALS	.00	.00	.00	.00	.00	1,266.88	(1,266.88)	+++
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals		\$973,922.00	\$0.00	\$973,922.00	\$78,540.29	\$0.00	\$377,035.50	\$596,886.50	39%
Business Unit <b>4820 - ACCESS SERVICES</b>									
61010	REGULAR PAY	825,257.00	.00	825,257.00	63,353.12	.00	308,184.88	517,072.12	37
61050	PERMANENT PART-TIME	279,931.00	.00	279,931.00	22,326.06	.00	113,865.18	166,065.82	41
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	75,268.26	118,816.74	39
61513	VISION INSURANCE	111.00	.00	111.00	12.33	.00	61.65	49.35	56
61615	LIFE INSURANCE	290.00	.00	290.00	30.09	.00	150.31	139.69	52
61710	IMRF	52,985.00	.00	52,985.00	4,114.87	.00	20,703.99	32,281.01	39
61725	SOCIAL SECURITY	64,804.00	.00	64,804.00	5,074.50	.00	25,220.28	39,583.72	39
61730	MEDICARE	15,167.00	.00	15,167.00	1,186.81	.00	5,898.34	9,268.66	39
65100	LIBRARY SUPPLIES	17,000.00	.00	17,000.00	493.91	.00	8,325.36	8,674.64	49
Business Unit <b>4820 - ACCESS SERVICES</b> Totals		\$1,454,630.00	\$0.00	\$1,454,630.00	\$113,317.97	\$0.00	\$558,015.75	\$896,614.25	38%
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>									
61010	REGULAR PAY	307,040.00	.00	307,040.00	23,890.48	.00	116,403.94	190,636.06	38
61050	PERMANENT PART-TIME	51,912.00	.00	51,912.00	5,321.15	.00	25,132.50	26,779.50	48
61510	HEALTH INSURANCE	46,233.00	.00	46,233.00	3,852.60	.00	17,336.70	28,896.30	37
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	15.80	22.20	42
61615	LIFE INSURANCE	142.00	.00	142.00	12.08	.00	60.40	81.60	43
61710	IMRF	18,453.00	.00	18,453.00	1,501.46	.00	7,489.63	10,963.37	41
61725	SOCIAL SECURITY	22,257.00	.00	22,257.00	1,746.01	.00	8,500.64	13,756.36	38
61730	MEDICARE	5,206.00	.00	5,206.00	408.35	.00	1,988.05	3,217.95	38



# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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 <b>185 - LIBRARY FUND</b>									
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>									
65001	FEDERAL GRANT EXPENSE	3,500.00	.00	3,500.00	200.00	.00	600.00	2,900.00	17
65100	LIBRARY SUPPLIES	27,000.00	.00	27,000.00	10,371.88	.00	19,060.25	7,939.75	71
Business Unit <b>4825 - ENGAGEMENT SERVICES Totals</b>		<b>\$481,781.00</b>	<b>\$0.00</b>	<b>\$481,781.00</b>	<b>\$47,307.17</b>	<b>\$0.00</b>	<b>\$196,587.91</b>	<b>\$285,193.09</b>	<b>41%</b>
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b>									
61010	REGULAR PAY	475,952.00	.00	475,952.00	36,284.02	.00	177,014.63	298,937.37	37
61050	PERMANENT PART-TIME	86,020.00	.00	86,020.00	5,648.76	.00	27,877.27	58,142.73	32
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	35,696.07	52,858.93	40
61513	VISION INSURANCE	76.00	.00	76.00	9.49	.00	47.45	28.55	62
61615	LIFE INSURANCE	130.00	.00	130.00	17.06	.00	85.30	44.70	66
61710	IMRF	28,890.00	.00	28,890.00	2,125.34	.00	10,667.20	18,222.80	37
61725	SOCIAL SECURITY	34,847.00	.00	34,847.00	2,482.72	.00	12,235.40	22,611.60	35
61730	MEDICARE	8,153.00	.00	8,153.00	580.64	.00	2,861.51	5,291.49	35
62225	BLDG MAINTENANCE SERVICES	20,000.00	.00	20,000.00	1,949.52	.00	5,736.28	14,263.72	29
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	200.00	.00	2,299.82	9,200.18	20
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	999.64	.00	3,008.00	31,992.00	9
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
Business Unit <b>4826 - ROBERT CROWN OPERATIONS Totals</b>		<b>\$803,223.00</b>	<b>\$0.00</b>	<b>\$803,223.00</b>	<b>\$58,229.65</b>	<b>\$0.00</b>	<b>\$277,848.93</b>	<b>\$525,374.07</b>	<b>35%</b>
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>									
61010	REGULAR PAY	514,788.00	.00	514,788.00	39,598.60	.00	198,782.20	316,005.80	39
61050	PERMANENT PART-TIME	206,397.00	.00	206,397.00	9,837.71	.00	55,589.13	150,807.87	27
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,090.00	.00	4,975.00	25.00	100
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.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	37,830.60	71,875.40	34
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	78.10	71.90	52
61615	LIFE INSURANCE	128.00	.00	128.00	10.42	.00	52.10	75.90	41
61710	IMRF	37,074.00	.00	37,074.00	2,541.06	.00	13,535.89	23,538.11	37
61725	SOCIAL SECURITY	44,720.00	.00	44,720.00	2,997.93	.00	15,661.59	29,058.41	35
61730	MEDICARE	10,465.00	.00	10,465.00	701.13	.00	3,662.83	6,802.17	35
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	5,690.84	(5,690.84)	+++
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	2,802.57	(2,802.57)	+++
65100	LIBRARY SUPPLIES	25,000.00	.00	25,000.00	368.69	3,999.00	5,363.27	15,637.73	37



# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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 <b>185 - LIBRARY FUND</b>									
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>		\$953,428.00	\$0.00	\$953,428.00	\$65,567.96	\$3,999.00	\$346,163.43	\$603,265.57	37%
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>									
61010	REGULAR PAY	746,195.00	.00	746,195.00	48,389.76	.00	203,466.31	542,728.69	27
61050	PERMANENT PART-TIME	.00	.00	.00	182.76	.00	182.76	(182.76)	+++
61060	SEASONAL EMPLOYEES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
61110	OVERTIME PAY	5,000.00	.00	5,000.00	.00	.00	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	33,551.69	97,155.31	26
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	74.94	75.06	50
61615	LIFE INSURANCE	92.00	.00	92.00	5.98	.00	24.16	67.84	26
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	1,610.00	.00	1,610.00	(230.00)	117
61710	IMRF	34,904.00	.00	34,904.00	2,496.64	.00	10,919.42	23,984.58	31
61725	SOCIAL SECURITY	42,229.00	.00	42,229.00	3,026.25	.00	12,644.27	29,584.73	30
61730	MEDICARE	9,879.00	.00	9,879.00	707.74	.00	2,957.09	6,921.91	30
62225	BLDG MAINTENANCE SERVICES	275,000.00	.00	275,000.00	14,167.39	45,276.50	74,636.99	155,086.51	44
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	2,266.65	3,173.35	42
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	2,035.40	2,849.60	42
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	14,003.70	85,996.30	14
64009	UTILITIES - COE WATER	13,000.00	.00	13,000.00	1,862.96	.00	6,293.78	6,706.22	48
64015	NATURAL GAS	30,000.00	.00	30,000.00	2,483.80	.00	11,999.39	18,000.61	40
65040	JANITORIAL SUPPLIES	20,000.00	.00	20,000.00	872.94	.00	6,766.42	13,233.58	34
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	.00	1,828.82	18,171.18	9
Business Unit <b>4840 - LIBRARY MAINTENANCE Totals</b>		\$1,441,533.00	\$0.00	\$1,441,533.00	\$84,199.65	\$45,276.50	\$389,439.59	\$1,006,816.91	30%
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>									
61010	REGULAR PAY	1,356,883.00	.00	1,356,883.00	64,312.98	.00	330,076.39	1,026,806.61	24
61050	PERMANENT PART-TIME	55,379.00	.00	55,379.00	5,407.84	.00	34,910.56	20,468.44	63
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	53,605.89	125,636.11	30
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	46.50	65.50	42
61615	LIFE INSURANCE	706.00	.00	706.00	36.66	.00	209.26	496.74	30
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	21,056.74	48,223.26	30
61725	SOCIAL SECURITY	86,942.00	.00	86,942.00	4,108.76	.00	32,414.40	54,527.60	37
61730	MEDICARE	20,558.00	.00	20,558.00	960.92	.00	8,847.76	11,710.24	43
62185	CONSULTING SERVICES	120,000.00	.00	120,000.00	758.16	49,797.00	7,096.14	63,106.86	47



# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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 <b>185 - LIBRARY FUND</b>									
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>									
62205	ADVERTISING	5,000.00	.00	5,000.00	.00	.00	7,187.50	(2,187.50)	144
62210	PRINTING	39,000.00	.00	39,000.00	5,906.50	11,575.00	9,817.85	17,607.15	55
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	376.35	.00	376.35	(376.35)	+++
62290	TUITION	15,000.00	.00	15,000.00	2,242.00	.00	2,242.00	12,758.00	15
62295	TRAINING & TRAVEL	99,000.00	.00	99,000.00	.00	.00	61,511.56	37,488.44	62
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	333.82	2,644.00	47,761.10	224,594.90	18
62360	MEMBERSHIP DUES	3,500.00	.00	3,500.00	500.00	.00	1,513.00	1,987.00	43
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	168.75	2,331.25	7
62703	BANK FEES	.00	.00	.00	.00	.00	89.45	(89.45)	+++
62705	CREDIT CARD FEES	4,500.00	.00	4,500.00	173.33	.00	825.61	3,674.39	18
65025	FOOD	5,000.00	.00	5,000.00	.00	.00	766.04	4,233.96	15
65095	OFFICE SUPPLIES	21,000.00	.00	21,000.00	562.31	5,965.56	8,724.35	6,310.09	70
65555	IT COMPUTER HARDWARE	36,000.00	.00	36,000.00	.00	.00	1,648.00	34,352.00	5
65628	Library Electronic Resources	307,600.00	.00	307,600.00	10,939.68	.00	116,543.02	191,056.98	38
65630	LIBRARY BOOKS	384,500.00	.00	384,500.00	28,246.89	.00	102,250.67	282,249.33	27
65631	LIBRARY ELECTRONIC BOOKS	200,000.00	.00	200,000.00	18,363.17	.00	76,214.22	123,785.78	38
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	3,584.25	2,915.75	55
65641	AUDIO VISUAL COLLECTIONS	43,500.00	.00	43,500.00	1,917.62	.00	8,363.02	35,136.98	19
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.67	.00	145,833.35	204,166.65	42
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$3,694,706.00	\$0.00	\$3,694,706.00	\$190,321.64	\$69,981.56	\$1,341,083.08	\$2,283,641.36	38%
Department <b>48 - LIBRARY</b> Totals		\$10,791,063.00	\$0.00	\$10,791,063.00	\$710,160.23	\$119,257.06	\$3,839,855.98	\$6,831,949.96	37%
Department <b>99 - NON-DEPARTMENTAL</b>									
Business Unit <b>9988 - OTHER WAGES</b>									
61001	SALARY ADJUSTMENTS	(241,043.00)	.00	(241,043.00)	.00	.00	.00	(241,043.00)	0
Business Unit <b>9988 - OTHER WAGES</b> Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
Department <b>99 - NON-DEPARTMENTAL</b> Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
<b>EXPENSE TOTALS</b>		\$10,550,020.00	\$0.00	\$10,550,020.00	\$710,160.23	\$119,257.06	\$3,839,855.98	\$6,590,906.96	38%
Fund <b>185 - LIBRARY FUND</b> Totals									
<b>REVENUE TOTALS</b>		10,501,532.00	.00	10,501,532.00	2,012.28	.00	4,632,789.57	5,868,742.43	44%
<b>EXPENSE TOTALS</b>		10,550,020.00	.00	10,550,020.00	710,160.23	119,257.06	3,839,855.98	6,590,906.96	38%
Fund <b>185 - LIBRARY FUND</b> Totals		(\$48,488.00)	\$0.00	(\$48,488.00)	(\$708,147.95)	(\$119,257.06)	\$792,933.59	(\$722,164.53)	



# Budget Performance Report

Date Range 01/01/26 - 05/31/26

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
<b>Fund 186 - LIBRARY DEBT SERVICE FUND</b>									
<b>REVENUE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>									
51015	PROPERTY TAXES	547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>	\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
	Totals								
	Department <b>48 - LIBRARY</b> Totals	\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
	<b>REVENUE TOTALS</b>	\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
<b>EXPENSE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>									
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 <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>	\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
	Totals								
	Department <b>48 - LIBRARY</b> Totals	\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
	<b>EXPENSE TOTALS</b>	\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals									
	<b>REVENUE TOTALS</b>	547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0%
	<b>EXPENSE TOTALS</b>	547,823.00	.00	547,823.00	.00	.00	.00	547,823.00	0%
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals	(\$1.00)	\$0.00	(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)	
<b>Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD</b>									
<b>REVENUE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>									
56060	BOND PROCEEDS	1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
	Totals								
	Department <b>48 - LIBRARY</b> Totals	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
	<b>REVENUE TOTALS</b>	\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
<b>EXPENSE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>									
65515	OTHER IMPROVEMENTS	1,155,000.00	.00	1,155,000.00	486,924.07	536,680.36	486,924.07	131,395.57	89
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>	\$1,155,000.00	\$0.00	\$1,155,000.00	\$486,924.07	\$536,680.36	\$486,924.07	\$131,395.57	89%
	Totals								
	Department <b>48 - LIBRARY</b> Totals	\$1,155,000.00	\$0.00	\$1,155,000.00	\$486,924.07	\$536,680.36	\$486,924.07	\$131,395.57	89%
	<b>EXPENSE TOTALS</b>	\$1,155,000.00	\$0.00	\$1,155,000.00	\$486,924.07	\$536,680.36	\$486,924.07	\$131,395.57	89%
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals									
	<b>REVENUE TOTALS</b>	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 - 05/31/26

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
	<b>EXPENSE TOTALS</b>	1,155,000.00	.00	1,155,000.00	486,924.07	536,680.36	486,924.07	131,395.57	89%
Fund	<b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b> Totals	\$0.00	\$0.00	\$0.00	(\$486,924.07)	(\$536,680.36)	(\$486,924.07)	\$1,023,604.43	
	Grand Totals								
	<b>REVENUE TOTALS</b>	12,204,354.00	.00	12,204,354.00	2,012.28	.00	4,632,789.57	7,571,564.43	38%
	<b>EXPENSE TOTALS</b>	12,252,843.00	.00	12,252,843.00	1,197,084.30	655,937.42	4,326,780.05	7,270,125.53	41%
	Grand Totals	(\$48,489.00)	\$0.00	(\$48,489.00)	(\$1,195,072.02)	(\$655,937.42)	\$306,009.52	\$301,438.90	

# EVANSTON COMMUNITY FOUNDATION

## Evanston Public Library Consolidated Endowment Fund Statement of Activity

April 01, 2026 through April 30, 2026

**Beginning Balance    \$4,709,506.88**

### Revenue

3 month Treasury Bill Interest	21.53
Contributions	900,000.00
Investment results	236,500.26
<b>Total Revenues:</b>	<b>\$1,136,521.79</b>

### Distributions/Grants and Expenses

Foundation support charge	-2,649.13
<b>Total Distributions:</b>	<b>\$-2,649.13</b>

**Ending Balance    \$5,843,379.54**

*Questions about your statement?*

Please contact Cynthia Dominguez [dominguez@evanstonforever.org](mailto:dominguez@evanstonforever.org) or Andrea Schroering [schroering@evanstonforever.org](mailto:schroering@evanstonforever.org)

Statement overview

**\$381.64**

Total value of all accounts as of May 31, 2026

Accounts	Value on 04/30/2026	Value on 05/31/2026
Evanston Public Library		
<b>Organization brokerage account</b>	<b>\$0.51</b>	<b>\$0.51</b>
<b>Organization brokerage account</b>	<b>\$325,018.00</b>	<b>\$381.13</b>
<b>Total</b>	<b>\$325,018.51</b>	<b>\$381.64</b>

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 05/31/2026
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	381.64
0.0% Other	0.00
	<b>\$381.64</b>

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



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 5.C**

**Memorandum**

To: Evanston Public Library Board of Trustees  
From: Heather Norborg, Interim Executive Director  
Marcos Levy, Facilities Manager  
Subject: Facilities Update  
Date: June 17, 2026

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

**Repairs & Maintenance Overview**

Fire System Inspection

- Johnson Controls has conducted our bi-annual fire system inspection. This evaluation is split into two phases: the basement through the 2nd floor in June, and the 3rd and 4th floors in December. The facility successfully passed the inspection, with the exception of a single strobe device on the 2nd floor, which has already been replaced.

Capital Roof Project

- The capital roof project is nearly finished, featuring exceptional workmanship that should protect the library from water penetration for many years. To maintain the warranty and prevent future issues, Facilities Manager Levy recommends establishing an annual preventative maintenance inspection, as this is a formal requirement for warranty coverage.

**Monthly Door Count Visits**

Month 2026	EPL Main Library	EPL Robert Crown Branch
January	26,533	10,408
February	26,774	10,478



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 5.C**

March	30,261	11,116
April	29,230	9,374
May	27,188	9,424
<b>Total Door Count YTD</b>	<b>139,986</b>	<b>50,800</b>

**Monthly Safety Summary**

- **Incidents and Suspensions:** In May 2026, 12 incidents, resulting in 6 suspensions, were logged due to violations of library policies at the Main Library, and 0 incidents were logged at the Robert Crown Branch Library.
- **Turning Point:** In May 2026, the Mobile Living Room (MLR) team had 10 interactions at the Main Library and at 0 Crown. The Mobile Crisis Response (MCR) team gave out 5 care kits this month.



**Memorandum**

To: Evanston Public Library Board of Trustees

From: Jennifer Shreve, EPL Development

Subject: June 2026 Development Report

Date: June 17, 2026

This memo provides an update on Development Activity.

**Overview of May Donations**

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

Fund	May	YTD Cash	May Pledges	YTD Pledges	YTD Cash & Pledges	2026 Goal	% to Goal
Library Donations	\$124,179	\$257,899	\$13,000	\$13,000	\$270,899	\$600,000	45%
Federal Grants	\$0	\$44,352	\$0	\$0	\$44,352	\$40,000	100%
Non-Federal Grants		\$16,710	\$12,100	\$0	\$28,810	\$6,000	100%
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$115,000	0%
<b>Total Revenue</b>	\$124,179	\$318,961	\$25,100	\$13,000	\$344,061	\$761,000	45%
<b>Endowment</b>	\$850,000	\$850,000	\$0	\$0	\$850,000	\$0	0%

In May, we received \$124,179 in gifts from 87 donors, and pledges of \$18,000. To date, including pledges, we are 45% to our overall individual donation goal for 2026. In comparison, in May 2025, we were at 21% of the goal. This percentage to goal reflects the work to move more income into the first and second quarter and decrease reliance on the 4th quarter and year-end campaign.



**Agenda Item 5.D**

The following table summarizes this month’s individual giving by campaigns.

Campaigns	May	YTD	2026 Goal	% to Goal
Monthly Donations	\$1,393	\$8,749	\$25,000	35%
Non-Campaign Related Donations	\$103,270	\$152,575	\$125,000	122%
Spring Campaign	\$14,517	\$24,117	\$20,000	121%
Summer Campaign	\$18,000	\$18,000	\$75,000	24%
Year End Campaign	\$0	\$62,480	\$355,000	18%
Misc.	\$0	\$4,978		
<b>Total:</b>	<b>\$137,180</b>	<b>\$270,899</b>	<b>\$600,000</b>	<b>45%</b>

**Individual Donor Activity**

Activity in May focused on outreach to leadership donors, year-end campaign members, former trustees, and potential new donors, in preparation for both the upcoming summer campaign and year-end giving campaign.

- For the summer campaign, we reached out to donors to create a match challenge. The challenge will run from July 15 - July 30, to raise funds for the Robert Crown library collection. We have commitments of \$18,000 from three donors to create this challenge. Two of the donors each increased their giving this year by 60% in order to support this effort (from \$5,000 to \$8,000, and from \$3,000 to \$5,000, respectively).
- For the year-end campaign, we have reached out to the 2025 committee members (16 people), in email and in person, to touch base and talk about plans for this year’s campaign. This outreach has resulted, to date, in a commitment from four 2025 members to serve again this year, and two who have stepped down. After confirming past members, we will look at potential new members.



### **Agenda Item 5.D**

- Additionally, we met with prospective donors and current donors, building these relationships. These meetings were good for gathering information about donors' interests, in general, and in the library specifically.

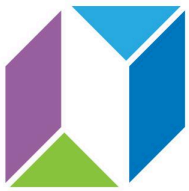
In total, we made personal contact with over 40 donors and prospects. Additionally, we sent invitations to several upcoming events:

- For leadership donors, a special afternoon tea in the reading garden at the Robert Crown branch on Thursday, June 25, from 4:00pm-6:00pm.
- For all former trustees, an event co-hosted by Tracy Fulce and Rachel Hayman on Thursday, July 9, from 6:30pm -7:30pm in the Innovation Station at Main library.
- For all donors and volunteers, to join us at a happy hour with EPL at the Downtown Summer Sounds concert, organized by Downtown Evanston, on Thursday, July 23 from 5:30pm-8:30pm. The Partners of the Evanston Public Library (PEPL) are the designated nonprofit partner for this event.

June and July will focus on the summer campaign. The goal is to raise \$75,000 by August 31, as well as to increase our current donor pool. Current plans include the match challenge mentioned above, and a Dedicate a Book campaign. For a \$20 donation, people can dedicate a book in the collection. A bookplate with the donor's name will be placed in a book in the collection of their choice: Art, Children's, History, Teen/YA Fiction, or Spanish language. This campaign will be mainly shared on postcards distributed at events throughout the city and EPL programs, as well as the welcome desk at Main. The goal is to entice new donors, with a simple, low-barrier-to-entry opportunity.

### **Grant Activity**

In May, we submitted a Letter of Intent to the Gladys Brooks Foundation, requesting \$100,000 to establish an endowment fund to support relevant resources in the Lifelong Department. The goal of this request is to ensure long-term access support for a range of resources and programs that help adults pursue personal interests, develop digital and information literacy skills, access reliable information, and engage with issues that shape their lives and community. Current examples include historical and contemporary digital news archives — particularly resources documenting Evanston's Black community and history — educational speaker and lecture initiatives, such as the



**Agenda Item 5.D**

Law at the Library workshops, and public programs that connect residents with practical knowledge and expert perspectives, such as EPL’s participation in the Illinois Presents series.

If accepted, we will be asked to submit a full proposal over the next few months. If funded, this endowment would yield approximately \$5,000 per year for these relevant resources. It is not as common for grants to encourage endowment requests, and we took advantage of this opportunity to try and build reliable income into the Lifelong learning budget.

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Gladys Brooks Fdt - LOI	\$100,000	5/30/26	8/1/2026 for full application	endowment gift for lifelong learning
Awarded	Revada Foundation	\$10,000			general operating
Awarded	City of Evanston	\$2,100			Spanish GED classes
Declined	Evanston Community Foundation	\$25,000			general operating

**Strategic Development Advancement Plan (SDAP)/Progress Toward Goal**

One of the goals of the SDAP is to increase new donors by 10% over the previous year.

Last year, we had 141 new donors. A 10% growth over last year would therefore require 14 new donors, for a total of 155 new donors. To date in 2026 – a little less than halfway through the year – we have acquired 134 new donors.

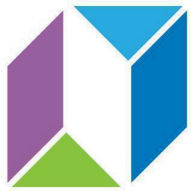
- 5% are volunteers who donated for the first time
- 10% can be attributed to the Trivia Event
- 30% were tribute gifts made in honor or in memory of someone
- 45% were gifts made for the 2025 year-end campaign but received/posted in 2026
- The remaining 10% were either new gifts during the spring campaign or miscellaneous data clean-up at the beginning of the year.



**EVANSTON  
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**Agenda Item 5.D**

One of the goals of the summer campaign is to continue this growth in new donors, and to grow the donor list prior to the year-end campaign.



**EVANSTON  
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**Agenda Item 7.B**

**Memorandum**

**To:** Board of Trustees  
**From:** Heather Norborg, Interim Executive Director  
**Subject:** EPL Strategic Plan Progress Update, June 2026  
**Date:** June 17, 2026

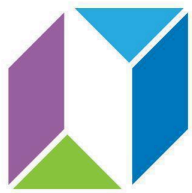
**Recommended Action:**

No action needed.

**Background:**

The Evanston Public Library Board of Trustees adopted the current strategic plan in 2025. It identifies the Library's Strategic Priorities using the B.E.L.O.N.G. acronym: Building Inclusive Spaces; Empowering Community Engagement; Lifelong Learning for All; Optimizing Resources Responsibly; Nurturing Relationships & Partnerships; and Growing Together Sustainably. A Strategic Work Plan was created, aligned with the B.E.L.O.N.G. values from the strategic plan and organized by quarter to help the public and stakeholders follow our progress on itemized tasks. A number of these tasks are currently delayed or paused because of the resignation of the permanent executive director, the current search for a new permanent executive director and/or the negotiations for an intergovernmental agreement between the Library and City of Evanston, which influences factors involved in a number of the plan's priorities and objectives, especially those that related to the physical spaces. This memo provides an overview of the current status of the Strategic Work Plan's progress.

**Analysis:**



# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

Year 2025

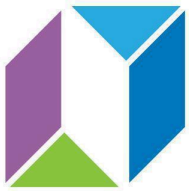
Quarter	Task	Strategic Priority	Performance Indicator	Responsible Party	Status
Q1	Complete website and app upgrades	Empowering Community Engagement	80% user satisfaction survey post-launch	Marketing and Communications Manager	COMPLETE
Q1	Develop a comprehensive marketing plan	Empowering Community Engagement	25% increase in program participation by Q4	Marketing and Communications Manager	COMPLETE
Q1	Reclassify Community Engagement Manager to Equity and Engagement Manager	Nurturing Relationships and Partnerships	Role reclassified and integrated with DEIB efforts	Executive Director	COMPLETE
Q2	Complete Strategic Development and Advancement Plan	Nurturing Relationships and Partnerships	Plan finalized with donor benchmarks	Development Manager	COMPLETE
Q2	Complete staffing resource allocation review	Optimizing Resources Responsibility	Staffing aligned with service demands	Executive Director & Assistant Director	NOT STARTED - Reliant on new ED hiring and IGA negotiations
Q3	Upgrade staff tech and implement new software	Optimizing Resources Responsibility	All staff trained by Q4	Admin Lead, IT	IN PROGRESS



# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

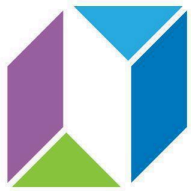
<b>Q3</b>	Finalize City and partner space assessment	Building Inclusive Spaces	Findings integrated into Facilities Master Plan	Executive Director + City+ Partners	PAUSED - Reliant on new ED hiring and IGA negotiations
<b>Q4</b>	Complete Facilities Master Plan	Building Inclusive Spaces	Plan reflects inclusive and sustainable design	Facilities Manager & Executive Director	NOT STARTED - Reliant on IGA negotiations
<b>Q4</b>	Complete collection diversity audit	Lifelong Learning for All	Written plan to address gaps	Betsy Bird	IN PROGRESS
<b>Q4</b>	Launch 8 new inclusive programs	Lifelong Learning for All	Quarterly reviews established	Assistant Director & Librarians	IN PROGRESS Reliant on Community Learning Needs Assessment findings
<b>Q4</b>	Complete DEIB staff training	Lifelong Learning for All	Survey indicates increased confidence	Assistant Director, Equity and Engagement Manager	IN PROGRESS PAVE training completed in Q1 2026; other training being planned for Fall 2026
<b>Q4</b>	Establish data tracking systems	Optimizing Resources Responsibility	Quarterly reports in use	Assistant Director	IN PROGRESS Working with CCS consortium on their development of a data



# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

					tracking system
<b>Q4</b>	Complete Sustainability Plan	Growing Together Sustainably	Milestones identified for 2026–27	Executive Director, Assistant Director, Facilities Manager	NOT STARTED Reliant on IGA negotiations and new ED hiring
<b>Q4</b>	Launch 4 sustainability-themed programs	Growing Together Sustainably	Positive feedback from participants	Assistant Director, Library Staff.	COMPLETE Blueberry Awards; Swap programs; Repair Cafes; Gardening programs; etc. Reliant on Community Learning Needs Assessment findings
<b>Q4</b>	Launch internal training for staff advancement	Nurturing Relationships and Partnerships	Staff readiness benchmarks established	Executive Director & Assistant Director	IN PROGRESS Sending managers & assistant managers to Manager Bootcamp; Working with City HR on other training offerings

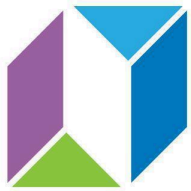


# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

Year 2026

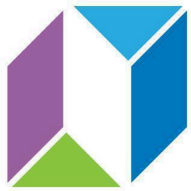
Quarter	Task	Strategic Priority	Performance Indicator	Responsible Party	Status
Q2	Begin construction or relocation preparation	Building Inclusive Spaces	Quarterly progress updates provided	Facilities Manager	NOT STARTED Reliant on IGA negotiations and new ED hiring
Q2	Develop community learning needs assessment and integrate into programming	Lifelong Learning for All	Recommendations gleaned should be implemented by Q4	Equity & Engagement Manager	IN PROGRESS Assessment tool to be launched in July 2026; Focus Groups to follow
Q2	Complete service desk reconfiguration	Optimizing Resources Responsibly	Feedback indicates improved service	Assistant Director	NOT STARTED Reliant on IGA and Facilities Master Plan
Q2	Formalize 3 environmental programming partnerships	Growing Together Sustainably	Increased access to outdoor wellness activities	Library Staff	NOT STARTED Reliant on Community Learning Needs Assessment findings
Q3	Secure 3 new corporate/philanthropic partners	Nurturing Relationships and Partnerships	Initiatives aligned with Strategic Development Plan	Development Manager	IN PROGRESS



# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

<b>Q3</b>	Launch 5 community-led programs	Empowering Community Engagement	75% satisfaction, diverse representation	Library Staff	NOT STARTED Reliant on Community Learning Needs Assessment findings
<b>Q3</b>	Finalize strategic budget realignment	Optimizing Resources Responsibly	Budget supports plan priorities	Finance Manager	NOT STARTED Reliant on IGA negotiations and new ED hiring
<b>Q4</b>	Launch 5 technology workshops	Empowering Community Engagement	Programs well-attended, positive feedback	Library Staff	NOT STARTED Reliant on Community Learning Needs Assessment findings
<b>Q4</b>	Achieve 25% sustainable building integration	Growing Together Sustainably	Quarterly reviews confirm progress	Facilities Manager	NOT STARTED
<b>Q4</b>	Increase fundraising revenue via new campaigns	Nurturing Relationships and Partnerships	Benchmarks from strategic development and advancement plan met	Development Manager	IN PROGRESS
<b>Q4</b>	Increase volunteer participation by 20%	Nurturing Relationships and Partnerships	New volunteer programs launched	Development Manager	IN PROGRESS

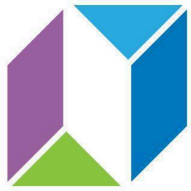


# EVANSTON PUBLIC LIBRARY

## Agenda Item 7.B

### Year 2027

Quarter	Task	Strategic Priority	Performance Indicator	Responsible Party	Status
Q2	Evaluate DEIB efforts	Lifelong Learning for All	Recommendations developed	Equity & Engagement Manager + DEIB Committee	Not Started
Q2	Evaluate outreach & engagement initiatives	Empowering Community Engagement	Updated strategies implemented by Q4	Equity & Engagement Manager	Not Started
Q3	Complete sustainability evaluation	Growing Together Sustainably	New goals set for future cycle	Library Staff	Not Started
Q3	Establish succession planning framework	Nurturing Relationships and Partnerships	At least two staff in leadership pipeline	Executive Director & Assistant Director	Not Started
Q4	Complete facility improvements	Building Inclusive Spaces	Projects meet inclusion & sustainability standards	Executive Director & Facility Manager	Not Started
Q4	Complete first service model review	Optimizing Resources Responsibly	Results shape next planning cycle	Assistant Director	Not Started
Q4	Secure dedicated sustainability funding	Nurturing Relationships and Partnerships	Funding supports green initiatives	Development Manager	Not Started
Q4	Publish annual impact report	Nurturing Relationships and Partnerships	Improved donor retention and transparency	Development Manager	Not Started



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 8.A**

**Memorandum**

To: Evanston Public Library Board of Trustees  
From: Heather Norborg, Interim Executive Director  
Subject: Approval of lease renewal with National Able 2026-2027  
Date: June 17, 2026

**Recommended Action:**

Staff recommends approval of the annual lease renewal with National Able Network, Inc. (567 West Lake St., Suite 1150, Chicago, Illinois 60661) for room 303 in the Main Library to be used as a workforce development and career services training site.

The monthly lease is in the amount of \$22,500 for the one-year period beginning July 1, 2026, and ending June 30, 2027. This represents a 2% increase in the monthly rent.

A copy of the lease is attached.

## LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is made and entered into as of this 1st day of July, 2026, by and between the Evanston Public Library Board of Trustees (the "Landlord"), and National Able Network, Inc. (the "Tenant"), an Illinois not-for-profit corporation for a certain commercial office space located at 1703 Orrington Avenue, Room 303, Evanston, Illinois 60201 (the "Premises"). The Landlord and Tenant shall be collectively referred to as the "Parties".

### RECITALS

**WHEREAS**, the Main Library is located at 1703 Orrington Avenue, Evanston, Illinois and, within the facility there is a 12 – station computer lab training room (the "Training Room");

**WHEREAS**, Tenant seeks to lease the Training Room from Landlord for purposes of operating a workforce development and career services training site;

**WHEREAS**, the Landlord desires to be a site location for the services that the Tenant provides to the community; and

**WHEREAS**, the services provided by Tenant at the Training Room include provisions of services regarding career assistance, including access to technology, serve as a recruitment venue, provide access to job training to community members, and many other purposes and services not fully described in this Lease.

In consideration of the rents, covenants and conditions hereafter set forth and the conditions and understandings, the Landlord and Tenant hereby agree as follows:

**1. BASIC LEASE PROVISIONS.** In addition to the other terms which are elsewhere defined in this Lease, the following words and phrases, whenever used in this Lease, shall have the meanings set forth in this Section 1.

- (a) Landlord: Evanston Public Library Board of Trustees  
1703 Orrington Avenue  
Evanston, Illinois 60201
- (b) Tenant: National Able Network, Inc.  
567 West Lake St., Suite 1150  
Chicago, Illinois 60661
- (c) Premises: 1703 Orrington Avenue  
Room # 303  
Evanston, Illinois 60201  
(+/- 870 sq/ft)
- (d) Commencement Date: July 1, 2026
- (e) Lease Term: July 1, 2026 – June 30, 2027

- (f) Base Rent: \$22,500 for the One-Year Term; (\$1,875/per month)
- (g) Delivery of Premises: Tenant will lease Space in AS-IS condition. The Premises will be furnished by Landlord, if any additional office equipment or furnishing is needed, it will be at the expense of the Tenant.
- (h) Utilities: Landlord will be responsible for the payment of ALL utilities and other related expenses, EXCEPT FOR: cell phone charges and cable television usage (if applicable). The Tenant is permitted to use the Landlord's copy machine and will reimburse the Landlord for said use per month at the rate of \$.10/per page.
- (i) Permitted Use: Operation of a workforce development resource center within the Premises and use as a computer lab for computer classes for library patrons. The anticipated services to be provided by Tenant in the Training Room include, but are not limited to the following: resume writing and critiquing, career assessment, job identification, interviewing tips and tools, developing users use of technology in a job search, enhancing job seekers soft skills for the workplace, host job search workshops, help develop and provide referrals to additional services and partners on job assistance issues.
- (j) Security Deposit: No Deposit Required.
- (k) Hazard Insurance: Landlord to procure fire and hazard insurance on the Premises.
- (l) Tenant Insurance: Tenant to carry commercial liability insurance and insure all improvements, fixtures, equipment, and personal property belonging to the Tenant.
- (m) Signage: Tenant may install its signage outside of the Premises, at its own expense, to be agreed upon by the Parties following the execution of this Lease and approved by Landlord.
- (n) Landlord's Personal Property: The Parties agree and acknowledge that all equipment and personal property items of Landlord within the Premises, shall remain at the Premises upon termination of this Lease.

**2. PREMISES.** Landlord does hereby lease and rent to Tenant, and Tenant does hereby lease, take and rent from Landlord the leased space located at 1703 Orrington Avenue, Room #303, Evanston, Illinois 60201. Landlord will cause the halls, corridors, and other parts of the

building adjacent to the Premises to be lighted, cleaned, and generally cared for, accidents and unavoidable delays excepted. Landlord will air-condition the Premises when required by outside temperature. Tenant shall comply with such rules and regulations of the Library Facility at 1703 Orrington Avenue, Evanston, Illinois 60201, for the necessary, proper, and orderly care of the Library building in which the Premises are located. No modifications, alterations, additions, installations, or renovations, including decorating, shall be undertaken by the Tenant without first obtaining the written permission from the Landlord. The cost of all alterations and additions, if applicable, shall be borne by the Tenant and shall remain for the benefit of Landlord. The Premises will be accessible to Tenant employees when the Main Library facility is open to Evanston Library employees. The Landlord will provide entrance keys to the Premises, Patrons of the Training Facility will be able to access the Premises for use during the hours of operation set by the Tenant. The tenant will assign at least 2 full-time staff members to work in the Training Room. The initial two staff members will be a Training Room Coordinator and a Career Advisor. The Training Room will be staffed and open at a minimum of five days a week. The hours of operation are as follows: Monday-Friday from 10 a.m. to 6 p.m. (the "NAN Hours of Operation"). The Landlord reserves the right to lease the Premises to another entity to provide similar community services for the hours that the Main Library is open for business and outside of NAN Hours of Operation specified in this Lease. Tenant hereby acknowledges and consents to Landlord leasing the Premises during hours outside of the NAN Hours of Operation.

**3. TERM and RENEWAL.** The term of this lease agreement (the "Term") shall be for a period of one year, commencing on July 1, 2025 (the "Commencement Date") and ending on June 30, 2026 (the "Expiration Date"). There are no automatic renewal provisions provided in this Lease.

**4. RENT.** Tenant agrees to pay Landlord or Landlord's agent as rental for the Premises, the monthly installments of Rent due under the terms of this Lease. All monthly installments of Rent shall be payable in advance on or before the first (1st) day of each successive calendar month during the Term at the office of the Landlord set forth in Paragraph 1(a). A penalty of \$50/per day will be assessed against the Tenant for the payments not received by Landlord within five (5) days of the payment due date until such payment is received by Landlord. No delay or failure by Landlord to exercise this or any other right or remedy under this Lease shall be deemed a waiver of that right or any other term of the Lease.

**5. NO LIENS.** Tenant shall not permit to be created nor to remain undischarged any lien, encumbrance or charge to become, a lien or encumbrance or charge upon the Premises. If any lien or notice of lien on account of an alleged debt of Tenant or any notice of contract by a party engaged by Tenant or Tenant's contractor to work in the Premises shall be filed against the Premises, Tenant shall, within sixty (60) days after notice of the filing thereof, cause the same to be discharged of record by payment, deposit or bond. If Tenant shall fail to cause such lien or notice of lien to be discharged by either paying the amounts claimed to be due or by procuring the discharge of such lien by deposit or by bonding proceedings, Landlord shall be entitled, if Landlord so elects, to defend any prosecution of an action for foreclosure of such lien and any money reasonably paid by Landlord and all reasonable costs and expenses, including attorneys' fees, reasonably incurred by Landlord in connection therewith, together with interest thereon at shall be paid by Tenant to Landlord within thirty (30) days following Tenant's receipt of Landlord's written demand. In the event Tenant diligently contests any such claim of lien,

Tenant agrees to indemnify, defend, and hold harmless Landlord from any and all reasonable out of pocket costs, liability and damages, including attorneys' fees resulting therefrom, and, if requested, upon demand, Tenant agrees to immediately deposit with Landlord cash or surety bond in form and with a company reasonably satisfactory to Landlord in an amount equal to the amount of such contested claim.

**6. TENANT INSURANCE OBLIGATIONS.** Tenant shall, during the entire term hereof, keep in full force and effect a Comprehensive General Liability policy in the amount of One Million and no/100 Dollars (\$1,000,000.00) with respect to the Premises, with provisions acceptable to Landlord, and the activities of Tenant in the Premises. The Tenant shall furnish copies of a Certificate of Insurance with the Landlord and the Evanston Public Library named as an additional insured with an insurance company acceptable to the Landlord. The Tenant shall furnish, when requested, a certified copy of the policy to the Landlord. The policy shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until thirty (30) days after the Landlord has received written notice from the insurance company. An insurance company having less than an A- Policyholder's Rating by the Alfred M. Best Company will not be considered acceptable. Tenant shall at its own expense, cost, and risk shall defend and pay all costs, including attorney's fees, of any and all suits or other legal proceedings that may be brought or instituted against the Landlord and/or the Evanston Public Library, or any claim or demand, and pay and satisfy any judgment that may be rendered against them in any such suit or legal proceeding or the amount of any compromise or settlement that may result therefrom.

**7. WAIVER OF SUBROGATION.** The Landlord and Tenant shall not be liable to the other for any loss or damage caused by water damage or any of the risks that are or could be covered by a standard all risk hazard insurance policy with an extended coverage endorsement, or for any business interruption, and there shall be no subrogated claim by one party's insurance carrier against the other party's carrier arising out of any such loss.

**8. QUIET ENJOYMENT and USE OF PREMISES.** Landlord hereby covenants and agrees that if Tenant shall perform all the covenants and agreements on Tenant's part to be performed, Tenant shall at all times during the Term have the quiet enjoyment and possession of the Premises. All filing cabinets within the Premises have working locks. Files will be secured each evening before Tenant staff leaves pursuant to standard protocol. The computers used for public instruction are the property of and responsibility of the Landlord. Therefore, the Landlord is responsible for maintaining the equipment and promptly responding to any calls for service from the Tenant within a reasonable time. If any malfunction of the computers or other technology equipment within the Premises occurs, Tenant shall notify David Jordan, of the Evanston Public Library, who will facilitate repairs. Any computers provided by Tenant and used by Tenant's staff or others at Tenant's option, are the property of and responsibility of Tenant to secure, maintain, and provide clear identification as property of Tenant.

**9. CERTAIN RIGHTS RESERVED TO LANDLORD.** In addition to those rights identified above, Landlord reserves the following rights:

- (a) to decorate, remodel, repair, alter or otherwise prepare the Premises for re-occupancy if Tenant should vacate the Premises during or prior to the last ninety (90) days of the Term or any part thereof;

- (b) to retain pass keys to the Premises;
- (c) to take any and all measures, including, without limitation, inspections, repairs, and alterations to all or any part of the Premises, as may be necessary or desirable for the safety, protection or preservation of the Premises or Landlord's Interests or as may be necessary or desirable in the operation of the commercial portions of the Premises; and

Landlord may enter upon the Premises with reasonable notice to Tenant and may exercise any or all of the foregoing rights hereby reserved without being deemed guilty of an eviction or disturbance of Tenant's use or possession and without being liable in any manner to Tenant. Landlord agrees that it shall not interfere with the Tenant's use and occupancy unless Landlord determines in its reasonable discretion that such interference is necessary.

#### **10. DEFAULT REMEDIES.**

(a) Any one of the following events shall be deemed to be an event of default hereunder by Tenant subject to Tenant's right to cure:

- (1) Tenant shall fail to pay within five (5) days, any item of Base Rent at the time and place when and where due;
- (2) Tenant shall fail to maintain the insurance coverage as set forth herein;
- (3) Tenant shall fail to comply with any term, provision, condition or covenant of this Lease, other than the payment of Rent, and shall not cure, or commence the good faith cure of any such failure, within fifteen (15) days after written notice to the Tenant of such failure; and
- (4) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its inability to pay its debts as they become due or shall file a petition in bankruptcy;

(b) Upon the occurrence of any event of default, Landlord shall have the option to pursue any one or more of the following remedies subject to the laws of the State of Illinois and the Tenant's right to cure:

- (1) Terminate this Lease, in which event Tenant shall immediately surrender the Premises to Landlord, but if Tenant fails to do so, Landlord may, without further notice and without prejudice to any other remedy Landlord may have for possession or arrearages in Rent or damages for breach of contract, enter upon the Premises and expel or remove Tenant and its effects, without being liable to prosecution or any claim for damages therefor;
- (2) Landlord may recover from Tenant upon demand all of Landlord's costs, charges and expenses, including the fees and costs of counsel, agents and others retained by Landlord which have been incurred by Landlord in enforcing Tenant's obligations hereunder, subject to Landlord prevailing on its claims.

(c) Pursuit of any of the foregoing remedies shall not preclude pursuit of any other remedy herein provided or available to Landlord at law or in equity, or constitute a forfeiture or waiver of any Rent due hereunder or of any damages suffered by Landlord.

**11. INDEMNITY.** Tenant agrees that Landlord, elected officials, Evanston Public Library officials, officers, agents, attorneys, and employees shall not be liable for any claim of any kind or in any amount for any injury to or death of persons or damage to property of Tenant or any other person except as set forth herein. Tenant shall indemnify and hold Landlord, mayor, Evanston Public Library officials, officers, agents, attorneys, and employees harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury related to Tenant's use and occupancy of the Premises. In the event that Tenant is named as a defendant in any legal proceeding arising from any act or omission of Landlord for any injury or any claimed damage occurring at the Premises, then Landlord shall indemnify and hold Tenant harmless from all liability whatsoever, and from all losses, costs and expenses (including without limitation attorneys' fees and expenses) incurred or suffered as a result of or related to any real or claimed damage or injury provided that a) Landlord is named as a defendant in the legal proceeding; b) the claim arises from a negligent or gross negligent act or omission of Landlord; and c) Tenant's own negligent act or omission is not a cause of the claim.

**12. LIABILITY FOR ACTS OR NEGLECT.** If any damage to the Premises, or any part thereof, results from any act or neglect of Tenant or its invitees or other guests, agents, customers, invitees or other guests of its customers, or employees, independent contractors, or the like, Tenant shall immediately repair the same; provided, however, that Landlord may, at its option, repair such damage and Tenant shall, upon demand by the Landlord, reimburse the Landlord forthwith for the total cost of such repairs. All personal property belonging to Tenant shall be at the sole risk of the Tenant and such other person only and the Landlord shall not be liable for damage, theft or misappropriation thereof.

**13. DESTRUCTION OR DAMAGE.** In the event of destruction of or damage to, the Premises by fire or other casualty, Landlord shall use the proceeds of its insurance to promptly rebuild and restore the Premises to their condition immediately prior to such destruction or damage. Landlord shall rebuild and restore the Premises to the condition of the Premises that existed on the Possession Date. In the event that the proceeds have been applied to indebtedness secured by any mortgage on the Premises, or are otherwise unavailable or the proceeds of insurance are not sufficient to pay for the cost of rebuilding or restoration, and Landlord elects not to make an equivalent amount of funds available to rebuild and restore the Premises, then Landlord may terminate this Lease and Tenant's rights hereunder and Tenant shall be released of its obligations and this Lease shall cease and terminate as of the date Tenant receives Landlord's written notice of such election.

**14. CONDEMNATION.** If the whole, or any part of the demised Premises shall be taken by any public authority under the power of eminent domain, the Lease term shall cease as of the day of possession shall be taken by such authority if such is of the entire demised Premises and any rents shall be prorated as of said date. If the entire premises are not taken, but such taking is more than 20% of the Premises the Tenant shall have the option to terminate this Lease. If the

taking is less than 20% and such taking would cost the Tenant monies to reconfigure/restructure the business premises or make it not practical to continue said business, tenant shall have the option to terminate the lease upon 30 days written notice to Landlord. All compensation awarded for any taking under the power of eminent domain, whether in whole or in part of the demised premises shall be the property of the Landlord, however, the Landlord shall not be entitled to any award made expressly to the Tenant for the taking of the Tenant's business value, furniture, fixtures or leasehold improvements (exclusive of the Landlord's contributions).

**15. ENTIRE AGREEMENT AND TIME IS OF THE ESSENCE.** This Lease contains the entire agreement of the parties with respect to the Premises and no representations or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. Time is of the essence of this Lease, and of each term, condition and provision hereof.

**16. HOLDING OVER.** Upon termination of this Lease, by lapse of time or otherwise, Tenant shall surrender the Premises (and all keys thereto) in the same condition as at commencement of the Term, excepting only reasonable wear and tear and loss by insured casualty. If Tenant remains in possession after expiration of the Term, Tenant agrees to yield up immediate and peaceable possession to Landlord, and if failing to do so, the Tenant shall pay the sum of two hundred and no/100 Dollars (\$200.00) per day, for the time such possession is withheld. The Landlord or its legal representative at any time after the expiration of the Term, without notice, to re-enter the Premises, and to expel, remove and put the Tenant or any person(s) occupying the said Premises, and to repossess and enjoy the Premises against as before this Lease, without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenants. The Tenant expressly agrees that the Landlord does NOT have to bring a forcible entry and detainer action in the Circuit Court of Cook County for possession rights, if the Tenant is a holdover tenant or defaults on its obligations to pay rent, Paragraph

**17. ASSIGNMENT AND SUBLETTING.** This Lease shall not be assignable, unless the Landlord has issued prior written consent which consent shall not be unreasonably withheld. The Parties agree that the agreements herein contained in this Lease shall be binding upon, apply, and inure to their respective successors and assigns.

**18. SEVERABILITY.** If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall be determined to be invalid or unenforceable to any extent, neither the remainder of this Lease nor the application of such term, covenant or condition to any other person or circumstance shall be affected thereby, and each term, covenant or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

**19. GOVERNING LAW AND TIME LIMITATION.** This Lease shall be construed and enforced in accordance with the laws of the State of Illinois. All disputes relating to the interpretation of the provisions of this Lease shall be resolved exclusively by the federal or state court located in Cook County, Illinois, and the parties hereto hereby submit to the jurisdiction and venue of the court for such purpose. The parties hereby waive trial by jury.

**20. NOTICES.** Notices sent to the Landlord, should be mailed to the address set forth in Paragraph 1(a) of this Lease and notice to the Tenant should be mailed to the address set forth in

Paragraph 1(b) of this Lease. A mailed notice must be sent via certified mail, return receipt requested and effective three (3) business days after deposit in the U.S. Mail. Notice given by personal delivery is effective upon delivery.

If to the Landlord:  
Evanston Public Library  
Attn: Heather Norborg, Interim Executive Director  
1703 Orrington Avenue  
Evanston, IL 60201  
Fax: 847-866-0313

If to Tenant:  
National Able Network, Inc.  
Attn: Matt Weis, President & CEO  
567 West Lake Street, Suite 1150  
Chicago, Illinois 60661  
Fax: 312-994-4201

**IN WITNESS WHEREOF**, both of said Landlord and Tenant have caused this Lease to be executed as of the date and year first above written by a duly authorized officer or manager of each of the respective parties.

**BOARD OF TRUSTEES OF THE  
EVANSTON PUBLIC LIBRARY**

**NATIONAL ABLE NETWORK, INC.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

Its: President

Its: President and CEO

Print Name: Tracy Fulce

Print Name: Matthew Weis



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 8.B**

**Memorandum**

To: Evanston Public Library Board of Trustees

From: Heather Norborg, Interim Executive Director  
Sameer Notta, Finance Manager

Subject: 2026 staff computer replacements & additional technology purchase approval

Date: June 17, 2026

**Recommended Action:**

Staff recommends approval of the technology annual replacement and upgrades purchase for \$36,529.12, which will be charged to the following accounts:

Dell items: 185.48.4845.6555

Apple items: 185.48.4835.65100 & 185.48.4835.65001

**Summary:**

Over the past year, Evanston Public Library (EPL) has continued its commitment to providing accessible, reliable, and up-to-date technology for both patrons and staff. Recent technology upgrades included replacing public computer workstations with new monitors and installing Microsoft Office on all public computers to ensure accessibility compliance and better meet patron needs.

As part of its ongoing accessibility initiatives, EPL also purchased larger keyboards and trackpad mice for its accessibility workstation. Available upon request at the service desk, these devices help ensure that patrons of varying abilities can effectively access library technology and services.

As a best practice, EPL follows a technology replacement cycle of approximately four to five years to maintain reliable, secure, and efficient equipment for both staff and patrons. The approval requested today is for the purchase of \$36,529.12 in equipment. Of this amount, \$30,682.69 will be allocated toward Dell devices, including staff laptops, staff desktop



**EVANSTON  
PUBLIC  
LIBRARY**

**Agenda Item 8.B**

computers, and public-use computers scheduled to be replaced this year. This is funded through the approved Administration IT Computer Hardware budget (185.48.4845.6555).

Additionally, we will purchase \$5,846.43 in Apple products, primarily iPads, including several models with larger screens to support accessibility needs. These devices will also support EPL's Citywide Challenges program and other digital learning initiatives. The Project Next Generation Grant (185.48.4835.65001) will contribute \$4,050 toward this purchase, with the remaining \$1,796.43 funded through the approved Innovation Digital Library (IDL) supply budget (185.48.4835.65100).

These investments will enable EPL to maintain modern technology resources, advance accessibility goals, enhance patron experiences, and ensure staff have the tools necessary to deliver high-quality library services.



A quote for your consideration.

To retrieve this eQuote online, log in to your [Dell Premier Page](#) and search for your eQuote number under “Quotes” in the top menu bar.

**Quote No.:** 3000203096325.1  
**Total (USD):** \$30,682.69  
**eQuote Name:** 75855  
**eQuote Creator:** tedtabaka@cityofevanston.org  
**Quoted On:** May. 27, 2026  
**Expires By:** Jun. 26, 2026

**Company Name:** -  
**Customer Number:** -  
**Premier Page Name:** City of Evanston, IL

**Contract Name:** Dell Midwestern Higher Education Compact (MHEC) Master Agreement  
**Contract Code:** C000000979569  
**Customer Agreement Number:** MHEC-04152022

**Billing Address:**  
-  
,

### Pricing Summary

	Qty	Unit Price	Discounted Unit Price	Subtotal
<b>1. Standard User</b> Premier discount	7	\$4,893.84 - \$3,276.85	\$1,616.99	\$11,318.93
<b>2. Standard User Fixed (Ultra 5)</b> Premier discount	16	\$2,434.82 - \$1,310.21	\$1,124.61	\$17,993.76
<b>3. Dell Pro P 24 Monitor - P2426H</b> Premier discount	10	\$262.49 - \$125.49	\$137.00	\$1,370.00
			<b>Subtotal:</b>	\$30,682.69
			<b>Shipping:</b>	\$0.00
			<b>Estimated Tax:</b>	\$0.00
			<b>Total (USD):</b>	\$30,682.69

### Product Details

Qty Unit Price Subtotal



**Standard User  
(210-BPCL)**

Order Code: rcrc959500-9061461

1.

7

**\$1,616.99**

**\$11,318.93**

Module	Description	Product Code	SKU	Qty
Base	Dell Pro 16 Plus (PB16250) BTX Base	G7VK92B	210-BPCL	1
Processor	Intel® Core™ Ultra 7 268V, vPro® (48 TOPS NPU, 8 cores, up to 5.0 GHz)	GIHXWM4	379-BFXL	1
Operating System	Windows 11 Pro, Copilot+ PC	G4G6QA3	619-BBGJ	1
Memory	32 GB LPDDR5x, 8533 MT/s, dual-channel (onboard)	GHOA3ES	370-BCNR	1
Base Options	Integrated Intel® Arc™ graphics for Intel® Core™ Ultra 7 268V vPro® processor, 32 GB LPDDR5x memory	GKP792C	338-CRJJ	1
Storage	1 TB, TLC, SSD	G5HTMBA	400-BSLG	1
Operating System Language Pack	English, French, Spanish, Brazilian Portuguese	GALH68M	619-BBPD	1
Systems Management	Intel® vPro® Enterprise Technology Enabled	G2NHVS4	631-BCBJ	1
Display	16", Non-Touch, FHD+, IPS, Anti-Glare, 300 nits, 45% NTSC, FHD IR Cam	GOFD8CL	391-BJPT	1
PalmRest	No Fingerprint Reader, No Smart Card Reader, No RJ-45	G5KSW0U	346-BLJG	1
Camera	FHD RGB HDR + IR Camera, 1080p at 30 fps, Presence Detection, TNR, Camera Shutter, Microphone	GVATBU9	319-BBKH	1
Keyboard	English US backlit Copilot key keyboard with numeric keypad	GG30EK	583-BMQF	1
Mouse	No Mouse	G8043UZ	570-AADK	1
Driver	Intel® BE201 WLAN Driver	GN39LM8	555-BLRT	1
Wireless	Intel® Wi-Fi 7 BE201, 2x2, 802.11be, Bluetooth® 5.4 wireless card	G9SOTDX	555-BLMQ	1
Mobile Broadband	No Mobile Broadband Card	GR957IY	556-BBCD	1
Primary Battery	3-cell, 55 Wh, ExpressCharge™ Capable, ExpressCharge™ Boost Capable	GN0UXD5	451-BDKX	1
Power Supply	65W USB-C AC adapter	GA2KE8W	492-BDTG	1
Cable	E4 Power Cord 1M for US	GC90V4B	537-BBDO	1
Placemat	Quick Start Guide	GKP8ZQ9	340-DTVS	1
Documentation	Documentation	GUX97AW	340-DNBV	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
FGA Module	PB16250_LNL_207/US/BTS	FG0008	998-HKBS	1
Packaging	Dell Pro 16 Plus Min Packaging	G8YCW5F	340-DSMY	1
Transportation from ODM to region	Smart Selection Shipment (S)	G7V9AUK	800-BBQI	1
EAN/UPC Labels	POD Label	GAX83SM	389-EDJB	1
EPEAT	EPEAT Gold with Climate+	GBU8CHM	379-BDZB	1
Processor Branding	Intel® Core™ Ultra 7 vPro Processor Label	GVJQP69	389-FJMJ	1
Intel Responsiveness Technologies	iRST not selected	GHL21F0	409-BCWL	1
Chassis Options	No WWAN (WLAN only) Tray	GEI6ZLN	321-BLQD	1
ICPS	Intel® Connectivity Performance Suite	GJ9CG51	640-BBTF	1
Standard Hardware Support Service	3Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support	GI4OMKT	714-0464,714-6663,714-6670,714-6686,975-3461,989-3449	1

Windows AutoPilot	No AutoPilot	GYEQ2AP	340-CKSZ	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GHKU96A	630-ABBT	1
Non-Microsoft Application Software	Dell Additional Software - Dell Pro Laptop	G3PHAG2	658-BFVB	1
Home and Small Business Security solutions	None	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1

2.



**Standard User Fixed (Ultra 5)  
(210-BPPW)**  
Order Code: rcrc959500-9061460

Qty	Unit Price	Subtotal
16	\$1,124.61	\$17,993.76

Module	Description	Product Code	SKU	Qty
Processor	Intel® Core™ Ultra 5 245T (13 TOPS NPU, 14 cores, up to 5.1GHz)	GT2Q9FL	338-CRZG	1
Operating System	Windows 11 Pro	G0VA5W2	619-BBQD	1
Memory	16 GB: 1 x 16 GB, DDR5, up to 6400 MT/s, non-ECC	G8V9FJ0	370-BCWG	1
Storage	256 GB SSD, TLC	G0K346Q	400-BSWT	1
Additional Storage	No Additional Hard Drive	G780XKR	401-AANH	1
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, internal antenna	GDZFP5E	555-BLWT,555-BLWW	1
Wireless Driver	Wireless Driver, Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card	GJ71O4S	555-BLZP	1
Chassis Options	Dell Pro Micro with 35W Processor	GH8RCXI	329-BKRP	1
Keyboard	Dell Wired Keyboard - KB216 - US English - Black	G3JLXPF	580-BCCR	1
Mouse	Dell Wired Mouse - MS116 Black	G1YKOP6	570-BBKP	1
Adapter	No Additional Cable	GIX0L8M	379-BBCY	1
Stands and Mounts	No Stand or Mount	GJO5ZSE	575-BBBI	1
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	387-BBLW	1
Power Cord	Power Cord (US) for 180W Adapter	G1S6LHJ	450-AAZN	1
Documentation	Documentation	GUX97AW	340-DNBV	1
System Monitoring Options	Watch Dog SRV	G5UVY8E	379-BFYR	1
Placemat	Quick Start Guide	GCBX7EI	340-DTWQ,389-FKHG	1
EAN/UPC Labels	No UPC/EAN Label	G8WGTYN	389-BCGW	1
TPM Security	Trusted Platform Module (Discrete TPM Enabled)	GJMDKT6	329-BBJL	1
Shipping Material	Shipping Material, MPP Cushion	G6AS8OF	340-DTXM,389-BBUU	1
Label	Regulatory Label for 90W Adapter	G9MGZEJ	389-FKNR	1
Intel Responsiveness Technologies	Driver/APP for IRST	G915M7G	658-BFTS	1
Processor Label	Intel® Core™ Ultra 5 vPro Processor Label	G1NJUCD	389-FJVV	1

Transportation from ODM to region	Desktop Standard shipment	G12DH3B	800-BBIO	1
Dell Pro Micro QCM1250	Dell Pro Micro QCM1250	G98S3RB	210-BPPW	1
Systems Management	Intel vPro® Enterprise	G7A5WDF	631-BCFL	1
Hard Drive		GABNY7H		1
Cables and Brackets	1st M.2 2230 SSD Extend Bracket & Screw		575-BCRQ	
Speakers	Internal Speaker	GY5CFD6	520-BBGY	1
Serial Port Adapter	No PCIe add-in-card	GVEYOQ7	492-BBFF	1
EPEAT	EPEAT Gold with Climate+	GBU8CHM	379-BDZB	1
Optional Port Modules	Optional USB Type-C with DisplayPort Alt mode and Power-In Support	GHFP3YU	382-BBQK	1
Power Supply	90 Watt A/C Adapter	GAQ9RF8	450-ALFO	1
Micro Mounting Option	No Stand or Mount	GJO5ZSE	575-BBBI	1
TAA	No Federal Order	GUSA19Y	340-ACQQ	1
Operating System	English, French, Spanish, Brazilian Portuguese	GALH68M	619-BBPD	1
Language Pack				
FGA Module	No FGA	NOFGA	817-BBBB	1
Standard Hardware Support Service	3Y ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support	G08HOVI	716-4275,716-4280,989-3449,716-3403	1
Windows AutoPilot	No AutoPilot	GYEO2AP	340-CKSZ	1
Microsoft Office	Activate Your Microsoft 365 For A 30 Day Trial	GHKU96A	630-ABBT	1
Non-Microsoft Application Software	Dell Pro Micro QCM1250	GCGJ47F	658-BFVZ	1
Home and Small Business Security solutions	None	GD4K19S	650-AAAM	1
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	620-AALW	1
External Speakers	No External Speaker	GTNM7E2	817-BBBC	1

**Qty                      Unit Price                      Subtotal**

<b>3.</b>		<b>Dell Pro P 24 Monitor - P2426H (210-BVST)</b> Order Code: rccr959500-9103412	<b>10</b>	<b>\$137.00</b>	<b>\$1,370.00</b>
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Module	Description	Product Code	SKU	Qty
Dell Pro P 24 Monitor - P2426H	Dell Pro P 24 Monitor - P2426H	G6UQKMH	210-BVST	1
Standard Hardware Support Service	3Y Basic Hardware Service with Advanced Exchange after remote diagnosis	G2V0K68	814-5380,814-5381	1

# Need Help?



We're here to answer any of your Order Support questions. [Contact Us.](#)

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# Quote Number: 0229483737

**Quote Name:** 75855-Apple  
**Date Entered:** 26-May-2026

**Account Number:** 10249726  
**PO Number:**

## Shipping Address:

IT  
 CITY OF EVANSTON  
 909 DAVIS ST.  
 EVANSTON, IL 60201-3683  
 US

MFR Part #	Insight Part#	Description	Stock	Qty	Quoted Unit Price	Quoted Price
Contract: OPEN MARKET						
MH5N4LL/A	MH5N4LL/A	13-inch iPad Air Wi-Fi 128GB - Space Gra	2348	3	USD \$788.25	USD \$2,364.75
MH304LL/A	MH304LL/A	11-inch iPad Air Wi-Fi 128GB - Space Gra	2818	3	USD \$590.92	USD \$1,772.76
Contract: OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)						
MU9E3LL/A	MU9E3LL/A	Apple Mac mini: Apple M4 chip, 16GB RAM,	0	1	USD \$795.00	USD \$795.00
List Price: 799.00 Discount: 0.501%						
MGYY4LL/A	MGYY4LL/A	Apple Magic Keyboard - keyboard and foli	179	3	USD \$304.64	USD \$913.92
List Price: 319.00 Discount: 4.502%						
					<b>Subtotal:</b>	<b>USD \$5,846.43</b>
					<b>Shipping:</b>	<b>USD \$21.21</b>
					<b>Tax:</b>	<b>USD \$0.00</b>
					<b>Total:</b>	<b>USD \$5,867.64</b>



**EVANSTON  
PUBLIC  
LIBRARY**

## **Agenda Item 8.D**

### **Memorandum**

**To:** Evanston Public Library Board of Trustees  
**From:** Tracy Fulce, Board President  
**Date:** June 15, 2026  
**Re:** Active Governance Matters Requiring Continued Board Attention

### **Purpose**

As my service on the Evanston Public Library Board of Trustees concludes, I am providing this memo to support board continuity and preserve institutional knowledge during a period of leadership transition.

The attached document, EPL Active Governance Matters Requiring Continued Board Attention, identifies several governance matters that remain active and may benefit from continued focus by future trustees and officers.

### **Background**

Leadership transitions are a normal and healthy part of institutional governance. At the same time, transitions can create gaps in institutional memory, especially when multiple complex matters remain in progress.

This memo is intended to help ensure that important governance matters do not lose momentum as board leadership changes. It is not intended to prescribe specific outcomes or decisions, but to highlight areas where continued board focus, attention and follow-through will support the Library's long-term stability and effectiveness.

### **Matters Requiring Continued Attention**

The attached document identifies the following areas for continued board consideration:



## Agenda Item 8.D

### 1. **Intergovernmental Agreement with the City**

Continued work toward a formal agreement that clarifies governance authority, financial responsibilities, facilities responsibilities, operational expectations, and long-term institutional stability.

### 2. **Lease Agreement**

Ongoing attention to the Library's occupancy and use of facilities, including long-term occupancy arrangements, facility responsibilities, capital planning obligations, and alignment between lease terms and operational realities.

### 3. **Service Level Agreements**

Continued development of written expectations for City-provided services such as information technology, finance, facilities support, human resources support, legal services, and risk management.

### 4. **Executive Leadership Recruitment and Retention**

Continued board focus on stable executive leadership, succession planning, leadership support, organizational stability, and alignment between board expectations and executive responsibilities.

### 5. **Staff Morale and Organizational Culture**

Continued monitoring of employee engagement, workplace culture, retention, leadership development, and communication systems.

### 6. **Space, Place, and Community Care**

Continued advocacy for community-wide responses to patrons with complex needs, while ensuring appropriate support for staff, patrons, and library facilities.

### 7. **Long-Term Facilities Stewardship**

Continued attention to deferred maintenance, capital planning, building ownership structures, funding mechanisms, modernization, and long-term sustainability.

### 8. **Financial Sustainability**

Continued oversight of fund balance protection, levy adequacy, capital reserves, philanthropic development, endowment growth, and long-term financial resilience.



## **Agenda Item 8.D**

### **Governance Considerations**

The issues identified in the attached document are interconnected. Clarity around the Library's relationship with the City, facility responsibilities, executive leadership, staff culture, and long-term financial planning will directly affect the Library's ability to implement its Strategic Plan and serve our community effectively.

### **Recommended Board Action**

No formal action is requested at this time.

This memo and the attached document are provided for information, continuity, and future planning purposes. The Board may choose to refer specific items to the appropriate committee, officer, or future board discussion as needed.

### **Attachment**

EPL Active Governance Matters Requiring Continued Board Attention



## Agenda Item 8.D

# EPL Active Governance Matters Requiring Continued Board Attention

## Purpose

The following items are governance matters active at the conclusion of my board service term and require continued attention from future trustees and officers. This list is intended to support continuity and preserve institutional knowledge during leadership transition.

### 1. Intergovernmental Agreement (IGA)

The Board, through its legal council and City are engaged in discussions regarding a formal Intergovernmental agreement that more clearly defines the relationship between the Library and the City.

A completed agreement has the potential to provide greater clarity regarding:

- governance authority
- financial responsibilities
- facilities responsibilities
- operational expectations
- long-term institutional stability

Given that the existing MOU does not meaningfully address any of the outline issues, future trustees may wish to prioritize completion of this work.

### 2. Lease Agreement

The relationship between the Library and City regarding occupancy and use of library facilities remains an important governance matter.



## Agenda Item 8.D

Continued attention should be given to:

- long-term occupancy arrangements
- facility responsibilities
- capital planning obligations
- alignment between lease terms and operational realities

Given the significance of library facilities to service delivery and the deep interconnection between our resources and ability to deliver library services, a stable and clearly articulated lease structure remains important.

### **3. Service Level Agreements**

Several operational functions rely upon services provided through the City.

Future boards may wish to continue efforts to establish written service-level expectations regarding:

- information technology
- finance
- facilities support
- human resources support
- legal services
- risk management

Clearly defined agreements can reduce ambiguity, improve accountability, and support effective planning.

### **4. Executive Leadership Recruitment and Retention**

Ensuring stable executive leadership remains among the Board's most important responsibilities.



## Agenda Item 8.D

Continued attention should be given to:

- leadership support
- succession planning
- organizational stability
- retention strategies
  
- alignment between board expectations and executive responsibilities

### **5. Staff Morale and Organizational Culture**

The library has experienced significant organizational change in recent years.

Future boards should continue monitoring:

- employee engagement
- workplace culture
- retention
- leadership development
- communication systems

A healthy organizational culture is essential to successful implementation of the Strategic Plan.

### **6. Space, Place, and Community Care**

The library continues to serve patrons with increasingly complex needs, including unhoused and vulnerable community members.

While many of these challenges originate beyond the library itself, their impact is frequently experienced within library spaces.



## Agenda Item 8.D

Future boards may wish to continue advocating for community-wide solutions while ensuring appropriate support for staff, patrons, and library facilities.

### **7. Long-Term Facilities Stewardship**

The library's facilities represent one of its most significant public assets.

Areas requiring continued attention include:

- deferred maintenance
- capital planning
- building ownership structures
- funding mechanisms
- facility modernization
- long-term sustainability

### **8. Financial Sustainability**

Continued attention should be given to:

- fund balance protection
- levy adequacy
- capital reserves
- philanthropic development
- endowment growth
- long-term financial resilience

Closing Reflection



**EVANSTON  
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**Agenda Item 8.D**

Leadership transitions are a normal and healthy part of institutional governance. The purpose of this document is not to prescribe future decisions, but to identify matters that may benefit from continued attention as the Board works to advance the Library's mission and Strategic Plan.