



## **Finance Committee Meeting**

### **Meeting Packet**

**June 11, 2026, at 3:00 pm**

**Main Library, 4th Floor Board Room, and via Zoom**

[Join the Finance Committee Zoom Meeting](#)



# Evanston Public Library Finance Committee

- **Date:** Thursday, June 11, 2026
- **Time:** 3:00 PM
- **Location:** Main Library, Library Board Room, and Remote
- **Zoom Link:** [Join the Finance Committee 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 Quorum**
2. **Land Acknowledgment**
3. **Citizen Comment**
  - Not to exceed 45 minutes.
4. **Old Business**
  - a. Intergovernmental Agreement and Lease update.
5. **New Business**
  - a. Review the upcoming board packet finance items
  - b. Monthly Development Report
  - c. Fall Fundraiser Discussion
6. **Executive Session**
7. **Adjournment**

**Next Meeting:** July 9, 2026, at 3:00 PM via Zoom and hybrid.



# EVANSTON PUBLIC LIBRARY

## **Memorandum**

**To:** Evanston Public Library Finance Committee

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

**Subject:** Library Fund Bills

**Date:** June 05, 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					<hr/> \$76.51
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals Invoice Transactions 3					<hr/> \$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					<hr/> \$675.00
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals Invoice Transactions 1					<hr/> \$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					<hr/> \$92.13
Business Unit <b>4820 - ACCESS SERVICES</b> Totals Invoice Transactions 1					<hr/> \$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					<hr/> \$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
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				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
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals				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
Account <b>65630 - LIBRARY BOOKS</b> Totals				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 **65040 - JANITORIAL SUPPLIES**

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 **4840 - LIBRARY MAINTENANCE** Totals Invoice Transactions 7 

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\$3,239.91

Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62185 - CONSULTING SERVICES**

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 **62210 - PRINTING**

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 **62340 - IT COMPUTER SOFTWARE**

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 **62360 - MEMBERSHIP DUES**

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 **65095 - OFFICE SUPPLIES**

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      

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 \$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 B92Y85AP0	WA	98109	\$ 41.09	3/2/2026	65100 LIBRARY SUPPLIES	ELL GENERAL USE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK BE19N6S12	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 GLUE 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

## **Memorandum**

**To:** Evanston Public Library Finance Committee

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

**Subject:** Administrative Services Update

**Date:** June 08, 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**

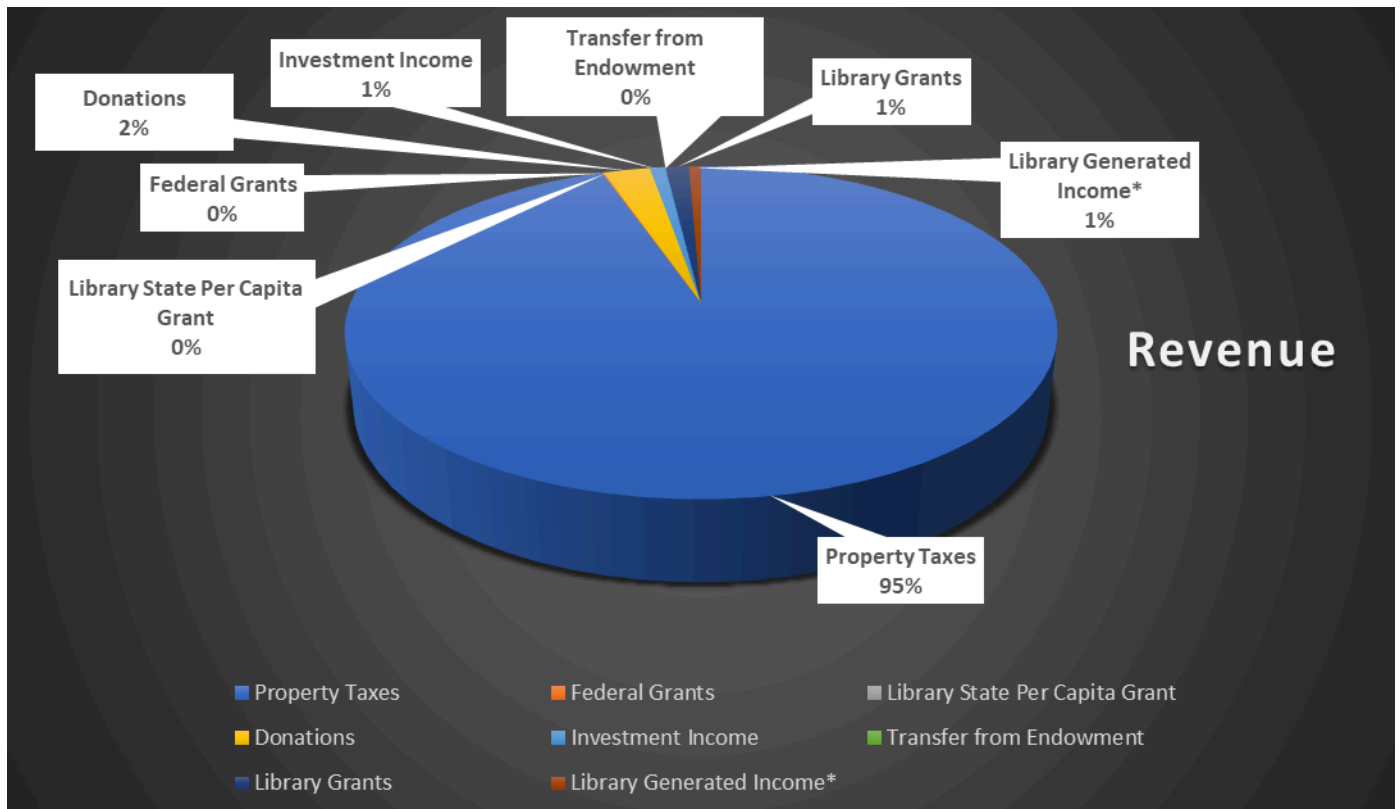
As of May 31, 2026, the Library has recognized \$4,632,790 in revenue from property taxes, donations, rental income, investments, and other sources, representing 44% of the FY2026 budget. Year-to-date expenditures total \$3,839,856 or 36% of the approved FY2026 operating expenditure budget. Capital expenditures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

# Financial Report May 2026

## Revenues

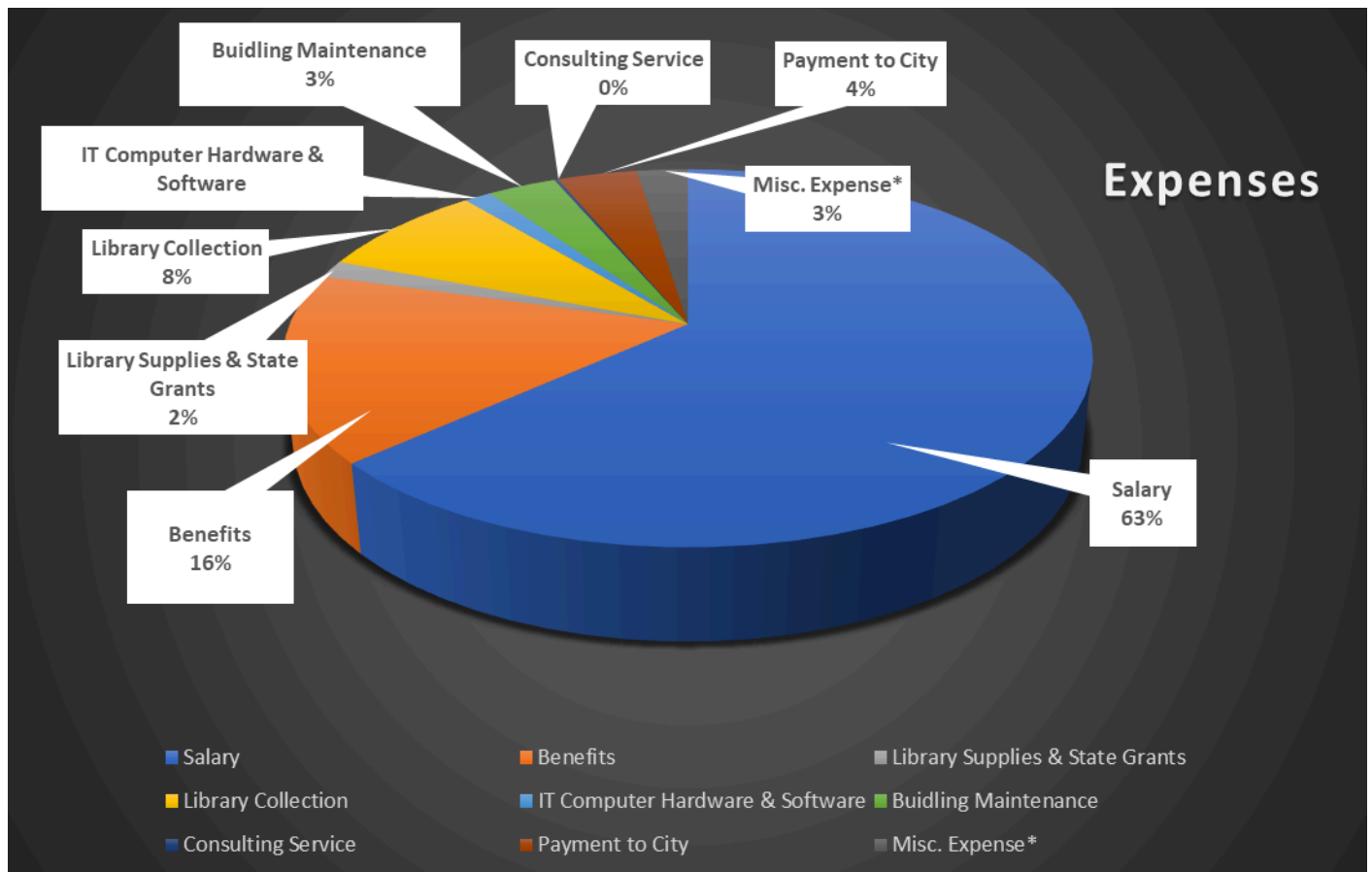
	YTD	2026 Budget	Deviation	Budget Utilized
Property Taxes	\$4,384,588	\$9,486,782	5,102,194	46%
Federal Grants	\$4,358	\$40,000	35,642	11%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$116,255	\$600,000	483,745	19%
Investment Income	\$38,549	\$25,000	(13,549)	154%
Transfer from Endowment	\$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>

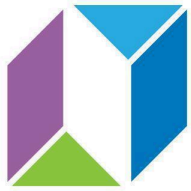
Brokerage assets are held by Vanguard Brokerage (VBS), a division of Vanguard Marketing Corporation (VMC). Any bank sweep balances are held by program banks and are not cash balances held by VBS. Vanguard funds not held through your VBS Account are held by The Vanguard Group, Inc. (VGI). 529 assets are 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**

## **Memorandum**

To: Evanston Public Library Finance Committee

From: Heather Norborg, Interim Executive Director

Subject: Approval of lease renewal with National Able 2026-2027

Date: June 11, 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 proposed 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

## Memorandum

To: Evanston Public Library Finance Committee

From: Jennifer Shreve, EPL Development

Subject: June 2026 Development Report

Date: June 11, 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.



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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.



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- 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



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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	\$1,200			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.

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  
PUBLIC  
LIBRARY**

## **Memorandum**

To: Evanston Public Library Finance Committee

From: Jennifer Shreve, EPL Development

Subject: Fall 2026 Fundraiser Idea Discussion with Finance Committee

Date: June 11, 2026

### **Recommended Action:**

That the Finance Committee discuss the concept and date of a fall 2026 fundraising event, as outlined in this memorandum.

### **Background:**

The goals of the Strategic Development Advance Plan (SDAP) are an ambitious plan to grow library fundraising dollars, as well as the number of total donors, from 2025 - 2027. Fundraising events have the ability to play a role in achieving these goals. Events have the potential to attract new donors, build stronger ties with current donors, and entice corporate sponsorship.

The SDAP calls for one fundraising event in 2026, and the Trivia Night fundraising event was held in April 2026. The event was a successful starting point. This event had a relatively low ticket price, \$50 per person, to encourage participation. To correspondingly keep costs low, the event was held at the library on a Sunday evening, and food trays were sourced from Valli Produce. We were close to our maximum capacity at 65 people for the set-up of the room (the largest single space in the library).

Although it is not required in the SDAP, a second event, in the fall, may be beneficial, to test the potential and appetite for a larger, higher dollar fundraising event for more participants. A higher ticket price will require a higher quality event to be delivered, which will increase staff and volunteer resources for the planning, more upfront costs, and potentially less net revenue overall. However, the upside is that we will potentially attract new donors, gain corporate sponsors, and build a base for future events.



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The event under consideration is a Murder Mystery Night on **Saturday, November 7, 2026** from 7:00-10:00pm at the Levy Center for 100-150 people, ticket price at \$85/person. The rationale for this recommendation is:

- First and foremost, a murder mystery is a fun, entertaining and interactive evening for participants. It's unique and not a traditional gala.
- A murder mystery fits into the library's personality and we can emphasize mystery books, curling up with a good book, and other library-based connections.
- A Saturday night is a traditional gala/fundraising night out, but the timing allows for hors d'oeuvres rather than a meal, reducing cost while not sacrificing expectations for ticket price.
- The Levy Center is free for the library to rent, and can accommodate 100-150 guests.
- The Levy Center is available on Saturday, November 7, but is not available for any Saturdays in October.
- As of now, there aren't other major fundraising events in Evanston on that date (as far as we can determine). There is a Northwestern football game at home against Iowa that day, but the time hasn't been released yet.
- Ticket price needs to cover costs and set expectations for prices for future events.

Option for consideration: Holding the event during daylight hours 1:00-4:00pm. This would decrease ticket prices slightly, and costs, but might increase attendance if it encourages people who prefer not to drive after dark to attend. Also, it might help mitigate any potential weather issues, as it might be easier to travel during daylight if there is snow, etc.

## **What Is a Murder Mystery Party?**

A murder mystery party is a live, interactive event where your guests become characters in a thrilling story. As the mystery unfolds, participants gather clues, question suspects, and work together to solve the crime, all guided by professional actors who keep the experience engaging and organized. Unlike DIY kits or scripted games, this is a fully hosted experience, meaning we handle the entertainment, structure, and flow of the event.

(From Murdermysteryco.com)



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## **Fiscal Impact:**

In the 2026 budget, there is \$7,000 set aside for special events. The Trivia Night event cost about \$2,000, and net \$1,500.

The anticipated total expense for 125 guests is \$8,800, based on preliminary inquiries.

- Murder mystery company: \$3,400
- Catered hors d'oeuvres and drinks: \$4,400 (\$35/per person)
- Supplies, materials, printing, etc: \$1,000

Anticipated ticket revenue: \$10,625

- 125 tickets at \$85/ticket

At a minimum, with this cost and revenue, EPL would cover costs. It is possible to raise additional funds through other avenues, but these are not guaranteed.

- Sponsorship
- Table sales/ticket levels (1 table for \$X; premium seats, etc)
- Donations at the event - including raffle sales, auction, etc.

## **Analysis:**

Any event is an investment in money, as well as staff and volunteer time, and large fundraisers are particularly time intensive and costly. The recommended event of a murder mystery straddles the line between the expense and effort of a full gala, and a more manageable, smaller event like the Trivia Night, helping to move the needle forward on larger events in the future. It would also be a commitment at a time when the Development Department is preparing the year-end campaign.

Ultimately, it's a financial risk to invest time and money, and may only, at best, break even. The benefits include the potential to: raise additional funds for the year-end campaign; gain new donors; and, test the viability of future events for pricing, number of attendees.

## **Request to the board**

- Discussion and input on the plan, particularly in regards to return on investment.
- Support with spreading the word, selling tickets, finding sponsors, etc.