



**EVANSTON
PUBLIC
LIBRARY**

BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, February 19, 2025 at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/89597905312>



BOARD OF TRUSTEES MEETING

Wednesday, February 19, 2025 at 6:30 PM
Main Library, Community Meeting Room, and Remote
Zoom Link: <https://us06web.zoom.us/j/89597905312>

Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

- 1. CALL TO ORDER / DECLARATION OF QUORUM**
- 2. LAND ACKNOWLEDGMENT**
- 3. CITIZEN COMMENT**
Not to exceed 45 minutes
- 4. CONSENT AGENDA**
 - A. Approval of Finance Committee Meeting Minutes January 14, 2025, and February 11, 2025.
 - B. Approval of Facilities Committee Meeting Minutes February 11, 2025
 - C. Approval of Management Committee Meeting Minutes January 15, 2025
 - D. Approval of Regular Board Meeting Minutes January 15, 2025
 - E. Approval of Bills and Payroll
- 5. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 6. STAFF REPORTS**
 - A. Administrative Services Report (Distributed in Advance)
 - B. Facilities Report
 - C. Report on Aurora Public Library Separation
 - D. Final 2024 Budget Close-Out Totals by Sameer Notta
 - E. Follow-Up to 2024 Year-End Presentation by Wynn Shawver
 - F. Weekend Hours Analysis by Heather Norborg
- 7. BOARD REPORTS (Board Oral Communications)**
 - A. President's Report
 - B. Finance Committee
 - C. Management Committee
 - D. Facilities Committee
 - E. DEIB Committee
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
 - A. Approval of Illinois Public Library Annual Report (IPLAR) application (Action).
 - B. Approval of Transfer from the Operating Reserve to the Capital Reserve (Action).
- 10. EXECUTIVE SESSION**
- 11. ADJOURNMENT**

Next Meeting: March 19, 2025, at 6:30 pm via Zoom and hybrid

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



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

Tuesday, January 14, 202,5 at 4:30 PM
Main Library, Board Room, and remote

Members Present

Michelle Mills and Tracy Fulce

Members Absent

None

Staff Present

Sameer Notta, Wynn Shawver and Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:30 p.m.

Land Acknowledgement

Read by Trustee Mills

Citizen Comment

None

New Business

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Update of Library MOU with City
- D. Endowment accounts
- E. Renewal of Siemens Building Automation Service

Adjournment

The motion to adjourn was made by Trustee Fulce, seconded by Trustee Mills, and approved by voice vote. The meeting adjourned at 5:39 p.m.

Submitted by

Michelle Mills
Evanston Public Library Board of Trustees



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

Wednesday, January 15, 2025 at 5:00 PM
Main Library, Board Room, and remote

Members Present

Arikpo Dada, Tracy Fulce, Catie Huggins, Michelle Mills, and Meghan Shea

Members Absent

Samia Amamoo, Terry Soto, and Esther Wallen

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:05 p.m.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

None

Old Business

- A. Board Policies

New Business

- A. Community Outreach
- B. All Staff meeting (board participation)
- C. Calendar of events

Adjournment

The motion to adjourn was made by Trustee Mills, seconded by Trustee Fulce, and approved by voice vote. The meeting adjourned at 5:58 p.m.

Submitted by

Tracy Fulce
Evanston Public Library Board of Trustees



**Evanston Public Library Board of Trustees
MEETING MINUTES**

Wednesday, January 15, 2025 at 6:30 PM
Main Library, Community Meeting Room, and remote

Members Present

Samia Amamoo, Arikpo Dada, Tracy Fulce, Cate Huggins, Michelle Mills, Meghan Shea, Terry Soto, and Esther Wallen. *** Amamoo joined virtually at 6:33 PM*

Members Absent

None

Staff Present

Ellen Riggsbee, Heather Norborg, Sameer Notta and Yolande Wilburn

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order when a quorum of Trustees was established at 6:31 p.m.

Land Acknowledgement

Read by Trustee Soto

Citizen Comment

None

Consent Agenda

- A. Approval of Management Committee Meeting Minutes December 18, 2024
- B. Approval of Regular Board Meeting Minutes December 18, 2024
- C. Approval of Bills and Payroll

Motion: Trustee Shea moved, seconded by Trustee Huggins, to approve the consent agenda.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays.
Motion carried.

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)
- B. Development 2024 Fundraising Presentation by Wynn Shawver

Board Reports

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

Unfinished Business

None

New Business

- A. Approval for Yearly Renewal of Siemens Building Automation Service (ACTION)
Motion: Moved by Trustee Huggins, seconded by Trustee Mills, to approve the yearly renewal of Siemens Building Automation Service for a 3-year contract.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Executive Session

Motion: Moved by Trustee Fulce, seconded by Trustee Mills, to go into executive session for personnel matters at 7:26 pm.

Roll call vote taken Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Mills, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Motion: Trustee Shea, seconded by Trustee Mills, moved to adjourn the executive meeting.

Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Adjournment

MOTION: Moved by Trustee Soto and seconded by Trustee Shea to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:03 p.m.

Roll call vote taken Trustee Amamoo, Trustee Arikpo, Trustee Dada, Trustee Fulce, Trustee Shea, Trustee Soto, and Trustee Wallen voted aye. No nays. Motion carried.

Submitted by

Esther Wallen, Secretary
Evanston Public Library Board of Trustees



Evanston Public Library Board Facilities Committee

MEETING MINUTES

Wednesday, February 11, 2025, at 9:00 AM
Main Library, Board Room, and remote

Members Present

Catie Huggins and Meghan Shea

Members Absent

None

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Huggins called the meeting to order when a quorum of Trustees was established at 9:08 a.m.

Land Acknowledgement

Read by Trustee Huggins

Citizen Comment

None

Old Business

None

New Business

Facilities Services Update

Adjournment

The motion to adjourn was made by Trustee Mills, seconded by Trustee Fulce, and approved by voice vote. The meeting adjourned at 9:35 a.m.

Submitted by

Catie Huggins
Evanston Public Library Board of Trustees



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

Tuesday, February 11, 2025, at 3:00 PM
Main Library, Board Room, and remote

Members Present

Michelle Mills and Tracy Fulce (virtual)

Members Absent

None

Staff Present

Sameer Notta, Wynn Shawver and Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 4:30 p.m.

Land Acknowledgement

Read by Trustee Mills

Citizen Comment

None

Amended Agenda Item

Moved by Trustee Mills, seconded by Trustee Fulce, to amend the agenda to add a review of finance policy items to item G.

New Business

- A. board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Final 2024 Budget Close-Out Totals by Sameer Notta
- D. Update on Library MOU with City
- E. Discussion with Aurora Public Library
- F. Development Update by Wynn Shawver
- G. Review of Finance Policy items

Adjournment

The motion to adjourn was made by Trustee Fulce, seconded by Trustee Mills, and approved by voice vote. The meeting adjourned at 4:45 p.m.

Submitted by

Michelle Mills
Evanston Public Library Board of Trustees



**EVANSTON
PUBLIC
LIBRARY**

Agenda Item 4.E

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: February 11, 2025

Recommended Action

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

Payroll

December 30, 2024, through January 12, 2025,	\$ 228,948.39
January 13, 2025, through January 26, 2025,	\$ 204,350.80

Library Fund Bills List

December 14, 2024	\$ 24,561.31
January 28, 2025,	\$ 99,850.67

Attachment: Bills List

Library Bills List

G/L Date Range 12/14/24 - 12/14/24

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 62506 - WORK- STUDY					
10407 - NORTHWESTERN UNIVERSITY - WORK STUDY OFFICE	WORKSTUDY SEPTEMBER 1 - DECEMBER 31, 2024	01/08/2025	12/14/2024	01/28/2025	273.75
Account 62506 - WORK- STUDY Totals Invoice Transactions 1					\$273.75
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 1					\$273.75
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
17642 - TEAM ONE REPAIR, INC.	BULK ORDER RECEIPT PAPER FOR CIRCULATION QUOTE 1603252	10/28/2024	12/14/2024	01/28/2025	1,592.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$1,592.00
Business Unit 4820 - ACCESS SERVICES Totals Invoice Transactions 1					\$1,592.00
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
206940 - ULINE	OFFICE SUPPLIES	12/31/2024	12/14/2024	01/28/2025	71.05
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$71.05
Business Unit 4825 - ENGAGEMENT SERVICES Totals Invoice Transactions 1					\$71.05
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65002 - STATE GRANT EXPENSE					
20931 - WORTHINGTON DIRECT	INNOVATION STATION TABLES QUOTE#OTE090062	01/06/2025	12/14/2024	01/28/2025	4,870.99
Account 65002 - STATE GRANT EXPENSE Totals Invoice Transactions 1					\$4,870.99
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals Invoice Transactions 1					\$4,870.99
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
102717 - JOHNSON CONTROLS	SPRINKLER INSPECTION REPAIR	12/09/2024	12/14/2024	01/28/2025	3,626.67
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 1					\$3,626.67
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 1					\$3,626.67
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	OUTSOURCED HR SERVICES	12/31/2024	12/14/2024	01/28/2025	937.50
20979 - MERISTEM ADVISORS LLC	BUDGET AND LEVY ANALYSIS AND PLANNING	09/06/2024	12/14/2024	01/28/2025	2,190.00
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 12/21/2024 A HSIAO	01/06/2024	12/14/2024	01/28/2025	2,862.75
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 12/21/2024 M EL METENNANI	01/06/2025	12/14/2024	01/28/2025	426.00
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES M EL METENNANI 12/7-12/14	01/06/2025	12/14/2024	01/28/2025	596.40
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 12/21-12/28/2024 T GARVEY	01/06/2025	12/14/2024	01/28/2025	5,394.00
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 6					\$12,406.65
Account 62295 - TRAINING & TRAVEL					
18549 - LIBRARY JOURNAL, LLC	REGISTRATION FEE WEBINAR H COLLIER	12/03/2024	12/14/2024	01/28/2025	522.00
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 1					\$522.00
Account 62360 - MEMBERSHIP DUES					
100254 - AMERICAN LIBRARY ASSOCIATION	ALA MEMBERSHIP ID#0022802	12/31/2024	12/14/2024	01/28/2025	811.00
Account 62360 - MEMBERSHIP DUES Totals Invoice Transactions 1					\$811.00
Account 62506 - WORK- STUDY					

Account **62506 - WORK- STUDY** Totals

Invoice Transactions **1**

\$387.20

Business Unit **4845 - LIBRARY ADMINISTRATION** Totals

Invoice Transactions **9**

\$14,126.85

Department **48 - LIBRARY** Totals

Invoice Transactions **14**

\$24,561.31

Fund **185 - LIBRARY FUND** Totals

Invoice Transactions **14**

\$24,561.31

* = Prior Fiscal Year Activity

Invoice Transactions **14**

\$24,561.31

Library Bills List

G/L Date Range 01/28/25 - 01/28/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	01/10/2025	01/28/2025	01/28/2025	78.40
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	01/13/2025	01/28/2025	01/28/2025	58.79
19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES	01/13/2025	01/28/2025	01/28/2025	125.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$262.19
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	MAIN AND CROWN JUV PRINT	01/09/2025	01/28/2025	01/28/2025	260.36
100474 - BAKER & TAYLOR	YA AND JUV PRINT	01/09/2025	01/28/2025	01/28/2025	80.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	01/13/2025	01/28/2025	01/28/2025	593.62
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 3					\$934.79
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 6					\$1,196.98
 Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65001 - FEDERAL GRANT EXPENSE					
20828 - HIVE CENTER FOR THE BOOK ARTS	NEA BIG READ GRANT 2024/2025	01/17/2025	01/28/2025	01/28/2025	2,500.00
Account 65001 - FEDERAL GRANT EXPENSE Totals Invoice Transactions 1					\$2,500.00
 Account 65100 - LIBRARY SUPPLIES					
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	LLL SUPPLIES	01/09/2025	01/28/2025	01/28/2025	1,092.00
19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES	01/13/2025	01/28/2025	01/28/2025	125.00
20855 - TERESA PANGAN PLLC	PROFESSIONAL SERVICES WELLNESS WEDNESDAY	01/17/2025	01/28/2025	01/28/2025	125.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 3					\$1,342.00
 Account 65628 - Library Electronic Resources					
101955 - CANDID	ONLINE RESOURCES	01/08/2025	01/28/2025	01/28/2025	2,995.00
16334 - KANOPY	ONLINE RESOURCES	01/01/2025	01/28/2025	01/28/2025	1,681.00
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	01/01/2025	01/28/2025	01/28/2025	705.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	01/03/2025	01/28/2025	01/28/2025	2,000.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 4					\$7,381.00
 Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	01/02/2025	01/28/2025	01/28/2025	307.82
100474 - BAKER & TAYLOR	ADULT PRINT	01/07/2025	01/28/2025	01/28/2025	25.41
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/08/2025	01/28/2025	01/28/2025	43.68
100474 - BAKER & TAYLOR	ADULT PRINT	01/08/2025	01/28/2025	01/28/2025	283.45
100474 - BAKER & TAYLOR	ADULT PRINT	01/08/2025	01/28/2025	01/28/2025	109.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/10/2025	01/28/2025	01/28/2025	1,092.45
100474 - BAKER & TAYLOR	ADULT PRINT	01/10/2025	01/28/2025	01/28/2025	259.31
100474 - BAKER & TAYLOR	ADULT PRINT	01/13/2025	01/28/2025	01/28/2025	67.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/13/2025	01/28/2025	01/28/2025	338.51
100474 - BAKER & TAYLOR	ADULT PRINT	01/14/2025	01/28/2025	01/28/2025	48.26
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/09/2025	01/28/2025	01/28/2025	327.64
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/08/2025	01/28/2025	01/28/2025	53.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/09/2025	01/28/2025	01/28/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/15/2025	01/28/2025	01/28/2025	25.49
122375 - LAW BULLETIN PUBLISHING COMPANY	ADULT PRINT	11/27/2024	01/28/2025	01/28/2025	144.22
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/01/2025	01/28/2025	01/28/2025	390.56
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/01/2025	01/28/2025	01/28/2025	33.60

276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/01/2025	01/28/2025	01/28/2025	348.87
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/08/2025	01/28/2025	01/28/2025	514.89
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/10/2025	01/28/2025	01/28/2025	1,481.32
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/10/2025	01/28/2025	01/28/2025	1,492.53
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/10/2025	01/28/2025	01/28/2025	734.45
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	01/10/2025	01/28/2025	01/28/2025	31.53
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	01/09/2025	01/28/2025	01/28/2025	35.90

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 24

 \$8,268.99

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	01/16/2025	01/28/2025	01/28/2025	18.43
103424 - MIDWEST TAPE LLC	ADULT AV	01/16/2025	01/28/2025	01/28/2025	91.29
103424 - MIDWEST TAPE LLC	ADULT AV	01/16/2025	01/28/2025	01/28/2025	27.47

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals Invoice Transactions 3

 \$137.19

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals Invoice Transactions 35

 \$19,629.18

Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE AND OCLC JAN-MAR 2025	01/15/2025	01/28/2025	01/28/2025	21,658.65
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	01/14/2025	01/28/2025	01/28/2025	15.26
19060 - MK SOLUTIONS, INC.	ACCESS IT COMPUTER	01/03/2025	01/28/2025	01/28/2025	3,078.00
19060 - MK SOLUTIONS, INC.	ACCESS IT COMPUTER	01/03/2025	01/28/2025	01/28/2025	2,112.00

Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice Transactions 4

 \$26,863.91

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	OFFICE SUPPLIES	01/14/2025	01/28/2025	01/28/2025	41.40
101406 - DEMCO, INC.	OFFICE SUPPLIES	01/13/2025	01/28/2025	01/28/2025	148.24
206940 - ULINE	OFFICE SUPPLIES	01/13/2025	01/28/2025	01/28/2025	47.40
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	01/01/2025	01/28/2025	01/28/2025	98.50

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

 \$335.54

Business Unit **4820 - ACCESS SERVICES** Totals Invoice Transactions 8

 \$27,199.45

Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	OFFICE SUPPLIES	01/14/2025	01/28/2025	01/28/2025	131.40
----------------------	-----------------	------------	------------	------------	--------

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions 1

 \$131.40

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice Transactions 1

 \$131.40

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

19390 - CANVA US INC.	YEARLY SUBSCRIPTION 12/31/2024-1/31/2025	12/31/2024	01/28/2025	01/28/2025	3,000.00
103876 - OCLC, INC.	IT SOFTWARE	01/01/2025	01/28/2025	01/28/2025	379.74
308112 - SENSOURCE INC.	REAL-TIME OCCUPANCY MONITORING	01/02/2025	01/28/2025	01/28/2025	1,665.00

Account **62340 - IT COMPUTER SOFTWARE** Totals Invoice Transactions 3

 \$5,044.74

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA AND JUV PRINT	01/09/2025	01/28/2025	01/28/2025	173.22
-------------------------	------------------	------------	------------	------------	--------

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions 1

 \$173.22

Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals Invoice Transactions 4

 \$5,217.96

Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

100891 - CARRIER CORPORATION	AC CHILLER SERVICE	01/02/2025	01/28/2025	01/28/2025	754.44
151986 - CINTAS CORPORATION #769	CARPET CLEANING	01/14/2025	01/28/2025	01/28/2025	435.79

151986 - CINTAS CORPORATION #769	CARPET CLEANING	01/07/2025	01/28/2025	01/28/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	01/21/2025	01/28/2025	01/28/2025	435.79
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	01/02/2025	01/28/2025	01/28/2025	218.40
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	01/14/2025	01/28/2025	01/28/2025	150.80
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE	01/15/2025	01/28/2025	01/28/2025	1,995.00
104595 - SCHINDLER ELEVATOR CORP	WORK SERVICE CALL	01/10/2025	01/28/2025	01/28/2025	1,233.00
104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SEMI-YEARLY SERVICE	01/01/2025	01/28/2025	01/28/2025	12,539.88
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES JANUARY 2025	01/02/2025	01/28/2025	01/28/2025	10,520.00
13509 - VORIS MECHANICAL INC.	SNOWMELT SYSTEM REPAIR	01/17/2025	01/28/2025	01/28/2025	1,185.84
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 11	\$29,904.73
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	01/08/2025	01/28/2025	01/28/2025	1,376.51
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	01/09/2025	01/28/2025	01/28/2025	93.24
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice Transactions 2	\$1,469.75
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 13	\$31,374.48
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL SERVICES	01/13/2025	01/28/2025	01/28/2025	56.25
20980 - ORANGEBOY, INC.	SUBSCRIPTION BUNDLE DEE 1/6/2025-1/6/2026	01/06/2025	01/28/2025	01/28/2025	11,450.00
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 2	\$11,506.25
Account 62210 - PRINTING					
20988 - MADDEN CREATIVE SERVICES, LLC	2024 ANNUAL REPORT DESIGN DEPOSIT FEE	01/10/2025	01/28/2025	01/28/2025	3,525.00
Account 62210 - PRINTING Totals				Invoice Transactions 1	\$3,525.00
Account 65095 - OFFICE SUPPLIES					
206940 - ULINE	OFFICE SUPPLIES	01/13/2025	01/28/2025	01/28/2025	69.97
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 1	\$69.97
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 4	\$15,101.22
Department 48 - LIBRARY Totals				Invoice Transactions 71	\$99,850.67
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 71	\$99,850.67
* = Prior Fiscal Year Activity				Invoice Transactions 71	\$99,850.67



Agenda Item 5

Library Director's Report February 2025

Updates:

In January 2025, EPL hosted or participated in 121 events with 2021 attendees:

Location	Number of Programs	Percent of Programs
Main Library	67	55.4%
Robert Crown	21	17.4%
Offsite	12	9.9%
Virtual	21	17.4%
TOTAL	121	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	17	14.0%	899	44.5%
Babies & Toddlers	10	8.3%	114	5.6%
Preschoolers	7	5.8%	94	4.7%
Kids	8	6.6%	103	5.1%
Teens	5	4.1%	22	1.1%
Adults	53	43.8%	544	26.9%
Older Adults	21	17.4%	245	12.1%
TOTAL	121	100.0%	2021	100.0%

On January 23rd, Turning Point added staff from their Mobile Crisis Response (MCR) team to complement the work of the Mobile Living Room (MLR) team. On Thursdays, two staff from the MCR are "stationed" at the Main Library with a designated table on the 3rd floor, from 12pm to 7 pm, the same hours as the MLR. This new team will be on hand inside the library, walking around, engaging with interested patrons, and building relationships with patrons of all ages. They are trained mental health practitioners with expert de-escalation skills, per their manager at Turning



Agenda Item 5

Point. They wear branded Turning Point gear while in the building and will have on hand harm reduction items, such as spinners, fidget gadgets, etc., to give out. They can do the soft handoff to the MLR by walking willing and interested patrons out to the truck.

Upcoming Programs of Note:

In addition to the many storytimes, STEM & Maker programs, discussions, swaps, lectures, and workshops that EPL hosts every month, here are a few upcoming highlights or new initiatives:

[Black History Month](#) is in full swing at EPL, with recommended lists and special events, including panel discussions, film screenings, ice cream making, art programs, and more!

The annual [Code-It Challenge for 5th-8th graders](#) is going strong, with weekly workshops and virtual drop-in hours for participants to design and code an 8-bit style video game. The challenge began on Feb. 1 and runs until the beginning of April, after which the games will be showcased.

Sunday Gardening Workshops with Evanston Grows - once a month in March, April, May, and June at the Robert Crown Branch Library.

March 6, 6:00 pm **Joy, Justice, Creativity & Hope - A Panel Discussion** with local artists and educators exploring the intersection of creativity & social justice. Part of the NEA Big Read Series featuring Ross Gay's book *Catalog of Unabashed Gratitude*.

Patron Feedback of Note:

The Library received a Facebook message from Charleston Chew: *Hi! We just attended your puzzle swap, and it was absolutely amazing. It exceeded our expectations and we are so excited to have fresh puzzles this winter and we are excited our completed puzzles will have new homes. We will definitely be ready with more puzzles to bring in March. Thank you so much for putting this together!*

A Chicago Public Library patron (mother) came up to our staff member with tears in her eyes on MLK Day to tell her how grateful she was that we were open. All CPL locations were closed. She needed something free or cheap to do with her children, and we offered activities and crafts all day. She was overwhelmed by our hospitality.

Press Mentions:

[Council may bid farewell to Morton Civic Center](#)

[Things to do at NU: Feb. 12-18](#)

[Public Library's Art Making in the Time of Crisis](#)

[Black Commerce Sunday Scheduled for Feb. 16](#)

[Evanston Public Library paper making workshop fosters creativity](#)

[How to celebrate Black History Month in Evanston](#)

[Wilmette students prevail in Battle of the Books](#)



Agenda Item 5

Legislative Update - January 2025

1. The Illinois Library Association (ILA) released [Library Days and Dates 2025-26](#), detailing essential deadlines for trustee elections, budget filings, and annual reports.
2. Advocacy Action: Show Up #ForOurLibraries The American Library Association (ALA) launched the *Show Up for Our Libraries* campaign to combat book bans, funding cuts, and threats to library worker rights. The board is encouraged to contact elected officials in support of IMLS funding. Visit [ALA Advocacy](#) and [EveryLibrary](#) for more information.
3. Legal Victory for Intellectual Freedom A federal court permanently blocked Sections 1 and 5 of Arkansas' Act 732, reinforcing the right to read freely, with the Freedom to Read Foundation as a key plaintiff.



MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: February 19, 2025

This memo provides an update on significant administrative activities.

Human Resources

Access Services	PT Library Shelver	Reviewing Eligibility List
Access Services	FT Library Clerk	Reviewing Eligibility List
Early Learning & Literacy	FT Manager	Closes 02/26/2025
Innovation & Digital Learning	FT Librarian I	Job Description Under Review
Innovation & Digital Learning	FT Library Assistant	Pending HR
Maintenance/Safety	FT Facilities Manager	Interviewing
Lifelong Learning & Literacy	FT Librarian I	Pending HR
Lifelong Learning & Literacy	PT Library Assistant	Candidates Under Review

Robert Crown Library Branch has an internal candidate joining as a full-time library assistant on 02/24/2025.

Financial Resources

This Financial Report includes the closing accounts for FY 2024 and January 31, 2025.

For the Library Fund as of December 31, 2024, the Operating Fund shows revenue collections at 104% of the projected budget, while expenditures are at 88%. In the Capital Fund, expenditures amount to 66% of the budget.

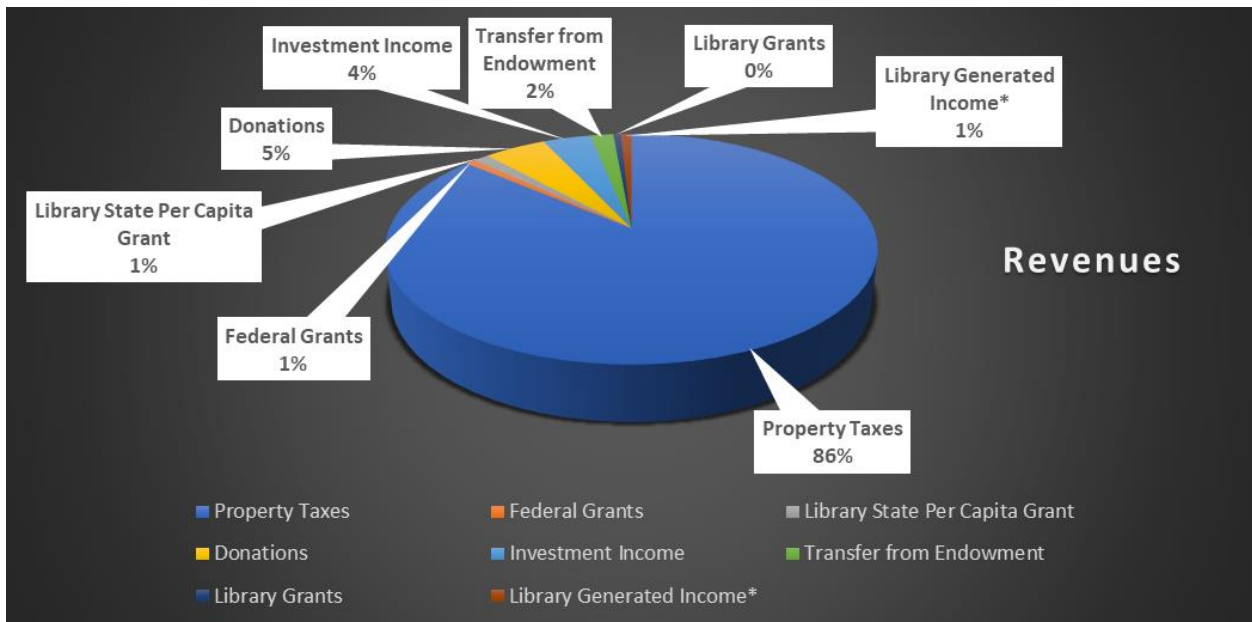
As of January 31, 2025, the Operating Fund's revenue collections are nearly 0% of the projected budget, while expenditures are at 6%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report December 2024

Revenues

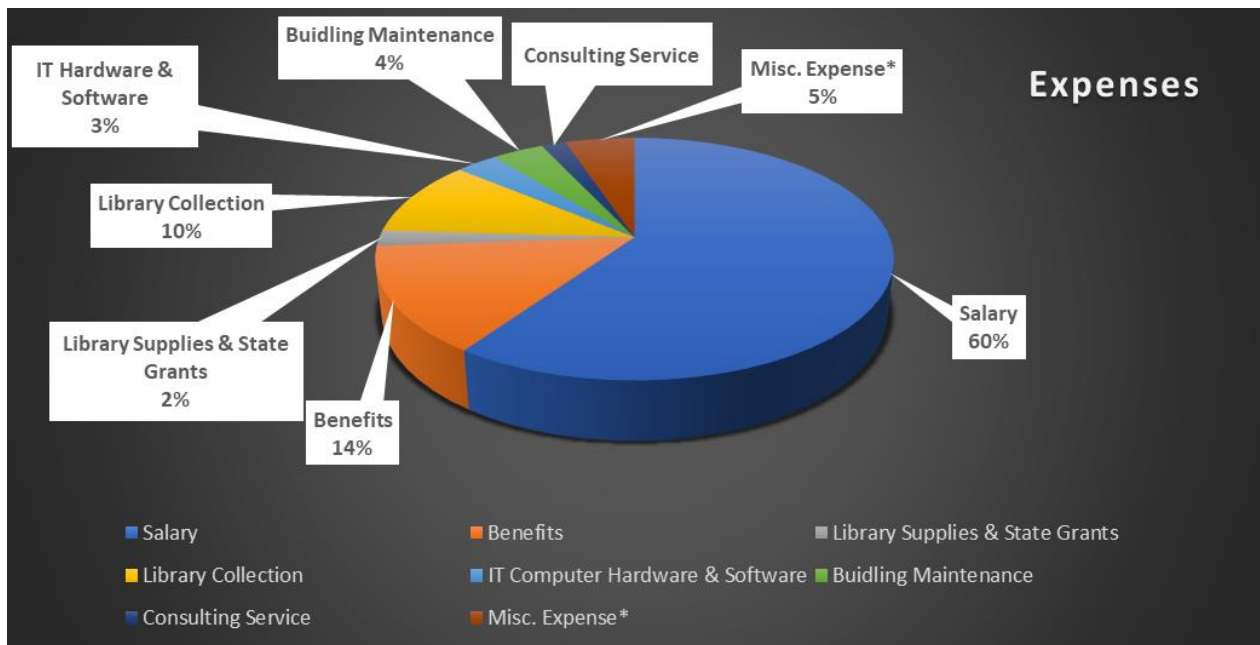
	YTD	2024 Budget	Deviation	Budget Utilized
Property Taxes	\$8,255,632	\$8,213,664	(41,968)	101%
Federal Grants	\$72,660	\$85,000	12,340	85%
Library State Per Capita Grant	\$115,993	\$115,213	(780)	101%
Donations	\$462,180	\$400,000	(62,180)	116%
Investment Income	\$355,131	\$25,000	(330,131)	1421%
Transfer from Endowment	\$173,570	\$216,999	43,429	80%
Library Grants	\$55,500	\$50,000	(5,500)	111%
Library Generated Income*	\$80,263	\$64,794	(15,469)	124%
Total	\$9,570,928	\$9,170,670	(400,258)	104%

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



Expenses

	YTD	2024 Budget	Deviation	Budget Utilized
Salary	\$5,192,432	\$5,881,652	689,220	88%
Benefits	\$1,239,134	\$1,421,376	182,242	87%
Library Supplies & State Grants	\$182,169	\$220,142	37,973	83%
Library Collection	\$883,165	\$909,800	26,635	97%
IT Computer Hardware & Software	\$270,636	\$319,500	48,864	85%
Buidling Maintenance	\$334,716	\$507,077	172,361	66%
Consulting Service	\$157,885	\$153,000	(4,885)	103%
Misc. Expense*	\$447,939	\$525,100	77,161	85%
Total	\$8,708,077	\$9,937,647	1,229,571	88%
*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies				



Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,213,664.00	.00	8,213,664.00	10,332.66	.00	8,255,631.53	(41,967.53)	101
53200	BEV SNACK VENDING MACHINE	400.00	.00	400.00	52.47	.00	1,687.08	(1,287.08)	422
55201	Federal Grants	85,000.00	.00	85,000.00	(50,000.00)	.00	72,659.63	12,340.37	85
55245	LIBRARY STATE PER CAPITA GRANT	115,213.00	.00	115,213.00	.00	.00	115,993.35	(13,980.35)	112
56011	DONATIONS	400,000.00	.00	400,000.00	222,155.81	.00	462,180.15	(48,980.15)	112
56045	MISCELLANEOUS REVENUE	5,000.00	.00	5,000.00	32.39	.00	4,730.56	269.44	95
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	.00	.00	(139.00)	139.00	+++
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	28,099.32	.00	355,130.59	(330,130.59)	1421
57002	TRANSFER FROM ENDOWMENT	216,999.00	.00	216,999.00	.00	.00	173,570.00	43,429.00	80
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	22,000.00	.00	22,000.00	2,662.42	.00	26,869.79	(4,869.79)	122
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	5,206.17	(2,206.17)	174
57535	LIBRARY COPY MACH. CHG	10,000.00	.00	10,000.00	1,700.65	.00	12,243.57	(2,243.57)	122
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	420.00	.00	8,655.00	(4,655.00)	216
57545	RENTAL INCOME	20,394.00	.00	20,394.00	1,785.50	.00	21,010.00	(616.00)	103
57551	LIBRARY GRANTS	50,000.00	.00	50,000.00	.00	.00	55,499.50	(5,499.50)	111
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$217,241.22	\$0.00	\$9,570,927.92	(\$400,257.92)	104%
Department 48 - LIBRARY Totals		\$9,170,670.00	\$0.00	\$9,170,670.00	\$217,241.22	\$0.00	\$9,570,927.92	(\$400,257.92)	104%
REVENUE TOTALS		\$9,170,670.00	\$0.00	\$9,170,670.00	\$217,241.22	\$0.00	\$9,570,927.92	(\$400,257.92)	104%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	462,899.42	.00	462,899.42	58,766.86	.00	466,458.75	(3,559.33)	101
61050	PERMANENT PART-TIME	230,710.94	.00	230,710.94	26,664.43	.00	210,069.88	20,641.06	91
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	180.00	.00	3,930.00	1,070.00	79
61415	TERMINATION PAYOUTS	.00	.00	.00	20,520.12	.00	26,839.97	(26,839.97)	+++
61510	HEALTH INSURANCE	78,922.00	.00	78,922.00	13,797.53	.00	87,310.51	(8,388.51)	111
61513	VISION INSURANCE	.00	.00	.00	6.01	.00	36.68	(36.68)	+++
61615	LIFE INSURANCE	204.89	.00	204.89	15.90	.00	188.26	16.63	92
61710	IMRF	19,429.19	.00	19,429.19	2,664.03	.00	19,279.09	150.10	99
61725	SOCIAL SECURITY	43,004.10	.00	43,004.10	6,578.68	.00	42,979.32	24.78	100
61730	MEDICARE	10,058.31	.00	10,058.31	1,538.57	.00	10,051.65	6.66	100
62506	WORK- STUDY	900.00	.00	900.00	273.75	.00	273.75	626.25	30
65002	STATE GRANT EXPENSE	.00	.00	.00	.00	.00	16,622.09	(16,622.09)	+++
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	414.71	.00	13,357.57	14,642.43	48
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	6,928.00	1,372.00	83
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	17,718.67	.00	122,780.74	27,219.26	82
65635	PERIODICALS	.00	.00	.00	.00	.00	29.00	(29.00)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	717.54	.00	9,013.66	986.34	90
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,047,428.85	\$0.00	\$1,047,428.85	\$151,856.80	\$0.00	\$1,038,148.92	\$9,279.93	99%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	473,636.00	.00	473,636.00	51,714.55	.00	369,208.44	104,427.56	78
61050	PERMANENT PART-TIME	317,845.00	.00	317,845.00	26,563.34	.00	301,425.35	16,419.65	95
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	140.00	.00	390.00	4,610.00	8
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,664.48	(1,664.48)	+++
61510	HEALTH INSURANCE	78,330.00	.00	78,330.00	7,751.14	.00	58,428.49	19,901.51	75
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	9.48	(9.48)	+++
61615	LIFE INSURANCE	159.00	.00	159.00	9.92	.00	87.21	71.79	55
61710	IMRF	23,033.00	.00	23,033.00	2,523.15	.00	19,775.31	3,257.69	86
61725	SOCIAL SECURITY	49,073.00	.00	49,073.00	4,882.71	.00	40,799.52	8,273.48	83
61730	MEDICARE	11,477.00	.00	11,477.00	1,141.94	.00	9,541.82	1,935.18	83
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	100.00	.00	10,600.00	(10,600.00)	+++
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	57.00	.00	12,467.09	2,532.91	83

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65628	Library Electronic Resources	320,000.00	.00	320,000.00	30,304.90	.00	298,963.29	21,036.71	93
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	39,233.55	.00	359,861.18	(24,861.18)	107
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	8,014.56	(1,514.56)	123
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,346.80	.00	19,731.91	11,268.09	64
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,671,553.00	\$0.00	\$1,671,553.00	\$168,772.16	\$0.00	\$1,512,968.13	\$158,584.87	91%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	788,008.13	.00	788,008.13	104,894.23	.00	823,544.58	(35,536.45)	105
61050	PERMANENT PART-TIME	278,352.02	.00	278,352.02	31,483.11	.00	263,524.02	14,828.00	95
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,271.57	.00	6,908.02	(1,908.02)	138
61110	OVERTIME PAY	.00	.00	.00	.00	.00	253.98	(253.98)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	6,093.89	(6,093.89)	+++
61430	COMP / VACATION PAYOUTS	.00	.00	.00	.00	.00	2,943.13	(2,943.13)	+++
61510	HEALTH INSURANCE	177,406.00	.00	177,406.00	24,607.68	.00	184,431.38	(7,025.38)	104
61513	VISION INSURANCE	76.00	.00	76.00	9.48	.00	88.48	(12.48)	116
61615	LIFE INSURANCE	319.51	.00	319.51	29.18	.00	345.40	(25.89)	108
61710	IMRF	27,865.06	.00	27,865.06	4,190.80	.00	29,684.72	(1,819.66)	107
61725	SOCIAL SECURITY	66,114.30	.00	66,114.30	8,363.45	.00	65,943.89	170.41	100
61730	MEDICARE	15,463.03	.00	15,463.03	1,955.94	.00	15,422.33	40.70	100
62340	IT COMPUTER SOFTWARE	183,900.00	.00	183,900.00	16,734.60	.00	153,460.20	30,439.80	83
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	62.57	(62.57)	+++
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	3,176.81	2,305.00	15,583.09	(2,888.09)	119
65141	FITNESS INCENTIVE	.00	.00	.00	2,000.00	.00	2,000.00	(2,000.00)	+++
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	2,910.60	.00	(2,910.60)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,560,504.05	\$0.00	\$1,560,504.05	\$198,716.85	\$5,215.60	\$1,570,289.68	(\$15,001.23)	101%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	654,189.43	.00	654,189.43	49,620.29	.00	595,270.35	58,919.08	91
61050	PERMANENT PART-TIME	249,125.62	.00	249,125.62	8,746.50	.00	143,322.74	105,802.88	58
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,787.50	2,212.50	56
61110	OVERTIME PAY	.00	.00	.00	.00	.00	271.59	(271.59)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,096.68	(1,096.68)	+++
61510	HEALTH INSURANCE	150,948.44	.00	150,948.44	8,477.17	.00	109,671.01	41,277.43	73
61513	VISION INSURANCE	111.00	.00	111.00	3.16	.00	107.55	3.45	97
61615	LIFE INSURANCE	159.02	.00	159.02	11.03	.00	200.57	(41.55)	126
61710	IMRF	25,740.00	.00	25,740.00	1,816.91	.00	21,663.54	4,076.46	84
61725	SOCIAL SECURITY	56,005.70	.00	56,005.70	3,511.35	.00	44,289.51	11,716.19	79
61730	MEDICARE	13,098.64	.00	13,098.64	821.23	.00	10,358.02	2,740.62	79
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	760.34	(760.34)	+++
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65001	FEDERAL GRANT EXPENSE	43,500.00	.00	43,500.00	761.03	.00	27,738.10	15,761.90	64
65002	STATE GRANT EXPENSE	.00	.00	.00	(100.00)	.00	205.55	(205.55)	+++
65100	LIBRARY SUPPLIES	38,000.00	.00	38,000.00	1,092.51	245.79	29,141.20	8,613.01	77
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65503	FURNITURE / FIXTURES / EQUIPMENT	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	4,490.81	.00	42,402.37	(7,402.37)	121
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	111.98	.00	1,210.79	289.21	81
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	167.82	(167.82)	+++
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$1,278,477.85	\$0.00	\$1,278,477.85	\$79,863.97	\$245.79	\$1,031,165.23	\$247,066.83	81%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	.00	.00	.00	32,260.05	.00	32,260.05	(32,260.05)	+++
61050	PERMANENT PART-TIME	.00	.00	.00	6,413.92	.00	6,413.92	(6,413.92)	+++
61510	HEALTH INSURANCE	.00	.00	.00	6,657.94	.00	6,657.94	(6,657.94)	+++
61513	VISION INSURANCE	.00	.00	.00	6.33	.00	6.33	(6.33)	+++
61615	LIFE INSURANCE	.00	.00	.00	9.64	.00	9.64	(9.64)	+++
61710	IMRF	.00	.00	.00	1,306.75	.00	1,306.75	(1,306.75)	+++
61725	SOCIAL SECURITY	.00	.00	.00	2,426.88	.00	2,426.88	(2,426.88)	+++
61730	MEDICARE	.00	.00	.00	567.55	.00	567.55	(567.55)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	1,500.00	.00	1,500.00	(1,500.00)	+++
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$0.00	\$0.00	\$0.00	\$51,149.06	\$0.00	\$51,149.06	(\$51,149.06)	+++

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

Business Unit 4835 - INNOVATION & DIGITAL LEARNING

61010	REGULAR PAY	461,668.40	.00	461,668.40	60,486.52	.00	343,162.67	118,505.73	74
61050	PERMANENT PART-TIME	256,962.39	.00	256,962.39	14,029.75	.00	223,850.31	33,112.08	87
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	5,209.00	.00	23,871.00	(18,871.00)	477
61415	TERMINATION PAYOUTS	.00	.00	.00	2,168.42	.00	11,251.17	(11,251.17)	+++
61510	HEALTH INSURANCE	80,278.00	.00	80,278.00	11,200.96	.00	56,239.04	24,038.96	70
61513	VISION INSURANCE	114.00	.00	114.00	15.62	.00	62.84	51.16	55
61615	LIFE INSURANCE	59.38	.00	59.38	9.65	.00	112.94	(53.56)	190
61710	IMRF	20,913.04	.00	20,913.04	2,454.51	.00	16,786.70	4,126.34	80
61725	SOCIAL SECURITY	44,555.33	.00	44,555.33	4,959.78	.00	36,587.79	7,967.54	82
61730	MEDICARE	10,420.49	.00	10,420.49	1,159.96	.00	8,556.84	1,863.65	82
62340	IT COMPUTER SOFTWARE	55,000.00	.00	55,000.00	3,413.90	3,201.00	64,154.73	(12,355.73)	122
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	16,032.10	14,609.90	52
65002	STATE GRANT EXPENSE	31,500.00	.00	31,500.00	6,661.29	.00	18,009.77	13,490.23	57
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	1,228.29	.00	22,183.84	(9,183.84)	171
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	(5,125.00)	31,219.89	17,905.11	59
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	643.46	.00	18,934.46	1,065.54	95
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	63.74	.00	2,222.65	277.35	89

Business Unit 4835 - INNOVATION & DIGITAL LEARNING	Totals	\$1,076,613.03	\$0.00	\$1,076,613.03	\$114,204.85	(\$1,924.00)	\$893,738.74	\$184,798.29	83%
--	--------	----------------	--------	----------------	--------------	--------------	--------------	--------------	-----

Business Unit 4840 - LIBRARY MAINTENANCE

61010	REGULAR PAY	632,362.19	.00	632,362.19	51,488.40	.00	444,080.65	188,281.54	70
61050	PERMANENT PART-TIME	.00	.00	.00	.00	.00	3,125.04	(3,125.04)	+++
61060	SEASONAL EMPLOYEES	10,000.00	.00	10,000.00	.00	.00	844.15	9,155.85	8
61110	OVERTIME PAY	10,000.00	.00	10,000.00	.00	.00	1,565.54	8,434.46	16
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,234.92	(2,234.92)	+++
61510	HEALTH INSURANCE	119,281.00	.00	119,281.00	12,186.28	.00	105,184.86	14,096.14	88
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	140.04	(28.04)	125
61615	LIFE INSURANCE	113.92	.00	113.92	.20	.00	26.63	87.29	23
61630	SHOE ALLOWANCE	540.00	.00	540.00	.00	.00	690.00	(150.00)	128
61710	IMRF	18,402.44	.00	18,402.44	1,705.44	.00	13,356.17	5,046.27	73
61725	SOCIAL SECURITY	39,240.03	.00	39,240.03	3,099.19	.00	26,684.14	12,555.89	68
61730	MEDICARE	9,178.00	.00	9,178.00	724.81	.00	6,240.66	2,937.34	68
62225	BLDG MAINTENANCE SERVICES	305,060.00	.00	305,060.00	36,177.24	58,230.64	270,803.54	(23,974.18)	108
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	1,324.00	953.00	58
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	5,436.00	4.00	100
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,884.00	1.00	100
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	7,514.08	92,485.92	8
64015	NATURAL GAS	32,400.00	.00	32,400.00	4,196.31	.00	16,793.87	15,606.13	52
65040	JANITORIAL SUPPLIES	19,265.00	.00	19,265.00	1,109.05	.00	19,317.56	(52.56)	100
65050	BLDG MAINTENANCE MATERIAL	36,750.00	.00	36,750.00	422.00	.00	8,049.50	28,700.50	22
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66049	WORKERS COMP TTD PYMTS (NON SWORN)	.00	.00	.00	.00	.00	2,363.35	(2,363.35)	+++

Business Unit 4840 - LIBRARY MAINTENANCE	Totals	\$1,346,306.58	\$0.00	\$1,346,306.58	\$112,478.22	\$58,230.64	\$941,158.70	\$346,917.24	74%
--	--------	----------------	--------	----------------	--------------	-------------	--------------	--------------	-----

Business Unit 4845 - LIBRARY ADMINISTRATION

61010	REGULAR PAY	936,375.28	.00	936,375.28	115,480.84	.00	781,850.73	154,524.55	83
61050	PERMANENT PART-TIME	94,516.90	.00	94,516.90	14,630.14	.00	81,604.30	12,912.60	86
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,950.88	(7,950.88)	+++
61510	HEALTH INSURANCE	118,354.00	.00	118,354.00	12,037.06	.00	84,013.73	34,340.27	71
61513	VISION INSURANCE	38.00	.00	38.00	6.33	.00	69.59	(31.59)	183
61615	LIFE INSURANCE	221.84	.00	221.84	46.91	.00	475.94	(254.10)	215
61625	AUTO ALLOWANCE	.00	.00	.00	300.00	.00	3,600.00	(3,600.00)	+++
61626	CELL PHONE ALLOWANCE	1,008.00	.00	1,008.00	117.00	.00	1,740.00	(732.00)	173
61710	IMRF	29,999.59	.00	29,999.59	3,339.62	.00	23,548.09	6,451.50	78
61725	SOCIAL SECURITY	62,687.35	.00	62,687.35	7,104.85	.00	51,389.32	11,298.03	82
61730	MEDICARE	14,962.80	.00	14,962.80	1,661.61	.00	12,018.49	2,944.31	80
62185	CONSULTING SERVICES	153,000.00	.00	153,000.00	58,302.32	.00	157,885.31	(4,885.31)	103
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	255.31	1,744.69	13
62210	PRINTING	48,000.00	.00	48,000.00	9,683.46	241.54	22,286.86	25,471.60	47

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	95.00	(95.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	10,156.78	4,843.22	68
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	1,506.26	.00	22,082.51	7,917.49	74
62315	POSTAGE	3,000.00	.00	3,000.00	69.11	.00	1,278.22	1,721.78	43
62340	IT COMPUTER SOFTWARE	24,000.00	.00	24,000.00	.00	.00	14,113.15	9,886.85	59
62360	MEMBERSHIP DUES	2,000.00	.00	2,000.00	811.00	.00	3,218.99	(1,218.99)	161
62506	WORK- STUDY	3,600.00	.00	3,600.00	387.20	.00	1,172.95	2,427.05	33
62703	BANK FEES	.00	.00	.00	18.24	.00	214.68	(214.68)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	216.75	.00	3,309.55	1,690.45	66
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,630.86	.00	9,783.52	216.48	98
65025	FOOD	2,500.00	.00	2,500.00	.00	.00	4,825.72	(2,325.72)	193
65095	OFFICE SUPPLIES	54,000.00	.00	54,000.00	1,164.98	.00	19,267.19	34,732.81	36
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	165.98	(165.98)	+++
65141	FITNESS INCENTIVE	.00	.00	.00	500.00	.00	500.00	(500.00)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.00	.00	349,992.00	8.00	100
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,960,263.76	\$0.00	\$1,960,263.76	\$258,180.54	\$241.54	\$1,668,864.79	\$291,157.43	85%
Business Unit 4850 - LIBRARY GRANTS									
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	593.37	.00	593.37	(593.37)	+++
Business Unit 4850 - LIBRARY GRANTS Totals		\$0.00	\$0.00	\$0.00	\$593.37	\$0.00	\$593.37	(\$593.37)	+++
Department 48 - LIBRARY Totals		\$9,941,147.12	\$0.00	\$9,941,147.12	\$1,135,815.82	\$62,009.57	\$8,708,076.62	\$1,171,060.93	88%
EXPENSE TOTALS		\$9,941,147.12	\$0.00	\$9,941,147.12	\$1,135,815.82	\$62,009.57	\$8,708,076.62	\$1,171,060.93	88%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,170,670.00	.00	9,170,670.00	217,241.22	.00	9,570,927.92	(400,257.92)	104%
EXPENSE TOTALS		9,941,147.12	.00	9,941,147.12	1,135,815.82	62,009.57	8,708,076.62	1,171,060.93	88%
Fund 185 - LIBRARY FUND Totals		(\$770,477.12)	\$0.00	(\$770,477.12)	(\$918,574.60)	(\$62,009.57)	\$862,851.30	(\$1,571,318.85)	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
REVENUE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	353,392.00	.00	353,392.00	.00	.00	353,392.00	.00	100
68315	DEBT SERVICE- INTEREST	221,285.00	.00	221,285.00	.00	.00	221,284.00	1.00	100
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Department 48 - LIBRARY Totals		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
EXPENSE TOTALS		\$574,677.00	\$0.00	\$574,677.00	\$0.00	\$0.00	\$574,676.00	\$1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS		574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
EXPENSE TOTALS		574,677.00	.00	574,677.00	.00	.00	574,676.00	1.00	100%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
Department 48 - LIBRARY Totals		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
REVENUE TOTALS		\$550,000.00	\$0.00	\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	550,000.00	.00	550,000.00	37,800.00	155,430.97	205,050.03	189,519.00	66
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$550,000.00	\$0.00	\$550,000.00	\$37,800.00	\$155,430.97	\$205,050.03	\$189,519.00	66%

Budget Performance Report

Date Range 01/01/24 - 12/31/24

Include Rollup Account and Rollup to Object Account

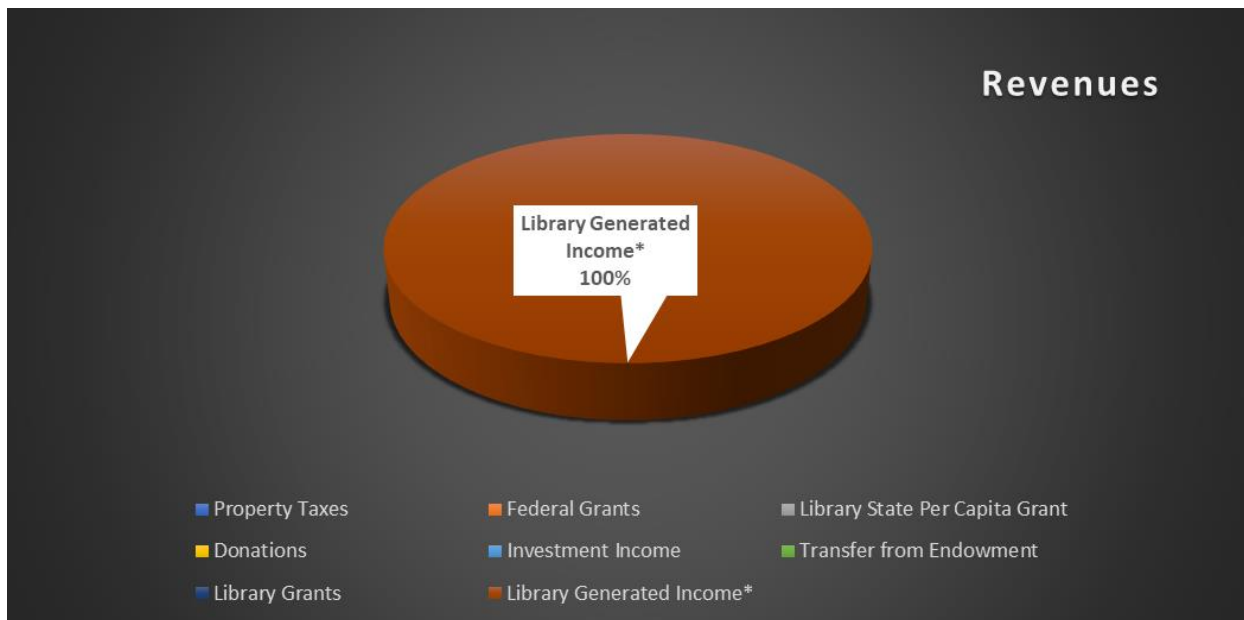
Department 48 - LIBRARY Totals	\$550,000.00	\$0.00	\$550,000.00	\$37,800.00	\$155,430.97	\$205,050.03	\$189,519.00	66%
EXPENSE TOTALS	\$550,000.00	\$0.00	\$550,000.00	\$37,800.00	\$155,430.97	\$205,050.03	\$189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals								
REVENUE TOTALS	550,000.00	.00	550,000.00	.00	.00	.00	550,000.00	0%
EXPENSE TOTALS	550,000.00	.00	550,000.00	37,800.00	155,430.97	205,050.03	189,519.00	66%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	(\$37,800.00)	(\$155,430.97)	(\$205,050.03)	\$360,481.00	
Grand Totals								
REVENUE TOTALS	10,295,347.00	.00	10,295,347.00	217,241.22	.00	10,145,603.92	149,743.08	99%
EXPENSE TOTALS	11,065,824.12	.00	11,065,824.12	1,173,615.82	217,440.54	9,487,802.65	1,360,580.93	88%
Grand Totals	(\$770,477.12)	\$0.00	(\$770,477.12)	(\$956,374.60)	(\$217,440.54)	\$657,801.27	(\$1,210,837.85)	

Financial Report January 2025

Revenues

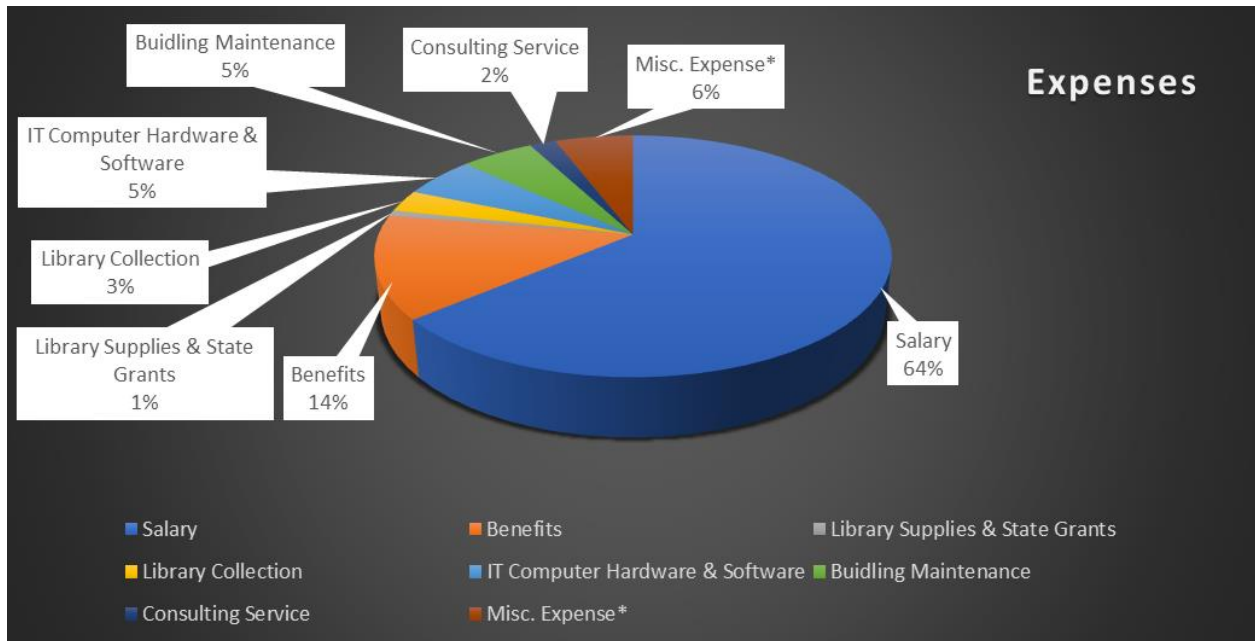
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$0	\$8,624,347	8,624,347	0%
Federal Grants	\$0	\$40,000	40,000	0%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$0	\$400,000	400,000	0%
Investment Income	\$0	\$25,000	25,000	0%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$0	\$40,000	40,000	0%
Library Generated Income*	\$99	\$45,000	44,901	0%
Total	\$99	\$9,463,097	9,462,998	0%

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



Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$376,474	\$6,127,893	5,751,420	6%
Benefits	\$81,410	\$1,628,212	1,546,803	5%
Library Supplies & State Grants	\$4,571	\$182,542	177,971	3%
Library Collection	\$17,245	\$911,500	894,255	2%
IT Computer Hardware & Software	\$31,909	\$317,800	285,891	10%
Buidling Maintenance	\$32,234	\$473,602	441,368	7%
Consulting Service	\$11,506	\$100,000	88,494	12%
Misc. Expense*	\$34,283	\$497,500	463,217	7%
Total	\$589,632	\$10,239,050	9,649,418	6%



Budget Performance Report

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

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	.00	.00	.00	8,624,347.00	0
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	26.69	.00	26.69	973.31	3
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	.00	400,000.00	0
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	72.00	.00	72.00	1,928.00	4
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0
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	.00	20,000.00	0
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$98.69	\$0.00	\$98.69	\$9,462,998.31	0%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$98.69	\$0.00	\$98.69	\$9,462,998.31	0%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$98.69	\$0.00	\$98.69	\$9,462,998.31	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	25,607.94	.00	25,607.94	499,301.96	5
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	15,875.73	.00	15,875.73	188,950.36	8
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
61510	HEALTH INSURANCE	96,024.78	.00	96,024.78	4,720.23	.00	4,720.23	91,304.55	5
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	6.01	66.11	8
61615	LIFE INSURANCE	193.32	.00	193.32	16.39	.00	16.39	176.93	8
61710	IMRF	31,287.22	.00	31,287.22	2,873.32	.00	2,873.32	28,413.90	9
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,558.08	.00	2,558.08	42,685.55	6
61730	MEDICARE	10,581.16	.00	10,581.16	598.26	.00	598.26	9,982.90	6
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	262.19	.00	262.19	27,737.81	1
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	934.79	.00	934.79	149,065.21	1
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$53,452.94	\$0.00	\$53,452.94	\$1,061,885.28	5%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	30,606.58	.00	30,606.58	409,668.42	7
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	14,498.69	.00	14,498.69	306,147.31	5
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	420.00	.00	420.00	4,580.00	8
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	2,651.72	.00	2,651.72	79,427.28	3
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	3.16	(3.16)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.27	.00	10.27	25.73	29
61710	IMRF	32,617.00	.00	32,617.00	2,209.64	.00	2,209.64	30,407.36	7
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	2,801.59	.00	2,801.59	44,376.41	6
61730	MEDICARE	11,031.00	.00	11,031.00	655.18	.00	655.18	10,375.82	6
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	2,500.00	.00	2,500.00	.00	100
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,342.00	.00	1,342.00	8,658.00	13
65628	Library Electronic Resources	320,000.00	.00	320,000.00	7,381.00	.00	7,381.00	312,619.00	2
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	8,268.99	.00	8,268.99	326,731.01	2
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	137.19	.00	137.19	30,862.81	0
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$73,486.01	\$0.00	\$73,486.01	\$1,570,375.99	4%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	63,407.41	.00	63,407.41	777,790.94	8

Budget Performance Report

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

Include Rollup Account and Rollup to Object Account

61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	19,799.82	.00	19,799.82	319,529.52	6
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	735.00	.00	735.00	4,265.00	15
61510	HEALTH INSURANCE	200,266.56	.00	200,266.56	8,547.21	.00	8,547.21	191,719.35	4
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	9.17	66.67	12
61615	LIFE INSURANCE	345.41	.00	345.41	30.02	.00	30.02	315.39	9
61710	IMRF	45,924.92	.00	45,924.92	3,770.19	.00	3,770.19	42,154.73	8
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	5,185.83	.00	5,185.83	68,006.85	7
61730	MEDICARE	17,117.64	.00	17,117.64	1,212.80	.00	1,212.80	15,904.84	7
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	26,863.91	.00	26,863.91	113,136.09	19
62506	WORK- STUDY	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
65100	LIBRARY SUPPLIES	15,000.00	.00	15,000.00	335.54	.00	335.54	14,664.46	2
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$129,896.90	\$0.00	\$129,896.90	\$1,550,553.84	8%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	20,074.33	.00	20,074.33	349,971.67	5
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,972.97	.00	3,972.97	44,350.03	8
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
61110	OVERTIME PAY	.00	.00	.00	44.30	.00	44.30	(44.30)	+++
61510	HEALTH INSURANCE	68,803.00	.00	68,803.00	1,776.94	.00	1,776.94	67,026.06	3
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	3.16	35.84	8
61615	LIFE INSURANCE	131.00	.00	131.00	11.38	.00	11.38	119.62	9
61710	IMRF	18,433.00	.00	18,433.00	1,155.88	.00	1,155.88	17,277.12	6
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,473.90	.00	1,473.90	24,466.10	6
61730	MEDICARE	6,063.00	.00	6,063.00	344.70	.00	344.70	5,718.30	6
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0
65100	LIBRARY SUPPLIES	24,000.00	.00	24,000.00	131.40	.00	131.40	23,868.60	1
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$28,988.96	\$0.00	\$28,988.96	\$548,289.04	5%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	27,413.72	.00	27,413.72	273,579.28	9
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	6,072.51	.00	6,072.51	157,783.49	4
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	3,394.31	.00	3,394.31	68,163.69	5
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	6.33	69.67	8
61615	LIFE INSURANCE	117.00	.00	117.00	9.92	.00	9.92	107.08	8
61710	IMRF	19,948.00	.00	19,948.00	1,630.85	.00	1,630.85	18,317.15	8
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,065.70	.00	2,065.70	26,755.30	7
61730	MEDICARE	6,737.00	.00	6,737.00	483.15	.00	483.15	6,253.85	7
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65100	LIBRARY SUPPLIES	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	0
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	349.41	.00	349.41	34,650.59	1
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$41,425.90	\$0.00	\$41,425.90	\$605,780.10	6%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	31,629.42	.00	31,629.42	412,166.58	7
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	10,344.94	.00	10,344.94	273,016.06	4
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,380.00	.00	1,380.00	3,620.00	28
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	3,888.83	.00	3,888.83	97,021.17	4
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	12.46	25.54	33
61615	LIFE INSURANCE	114.00	.00	114.00	9.93	.00	9.93	104.07	9
61710	IMRF	31,618.00	.00	31,618.00	2,064.02	.00	2,064.02	29,553.98	7
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,677.87	.00	2,677.87	42,406.13	6
61730	MEDICARE	10,540.00	.00	10,540.00	626.29	.00	626.29	9,913.71	6
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	5,044.74	.00	5,044.74	34,955.26	13
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	.00	30,642.00	0
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	.00	29,000.00	0
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	.00	13,000.00	0
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	.00	.00	44,000.00	0
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	173.22	.00	173.22	19,826.78	1
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,099,603.00	\$0.00	\$1,099,603.00	\$57,851.72	\$0.00	\$57,851.72	\$1,041,751.28	5%

Budget Performance Report

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

Include Rollup Account and Rollup to Object Account

Business Unit **4840 - LIBRARY MAINTENANCE**

61010	REGULAR PAY	748,596.80	.00	748,596.80	37,383.98	.00	37,383.98	711,212.82	5
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	27.15	.00	27.15	4,972.85	1
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	4,633.26	.00	4,633.26	158,243.54	3
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	15.62	134.38	10
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	7.24	(3.84)	213
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	.00	690.00	0
61710	IMRF	33,086.91	.00	33,086.91	1,815.75	.00	1,815.75	31,271.16	5
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,318.25	.00	2,318.25	44,138.35	5
61730	MEDICARE	10,865.38	.00	10,865.38	542.19	.00	542.19	10,323.19	5
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	29,904.73	.00	29,904.73	265,095.27	10
62235	OFFICE EQUIPMENT MAINT	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
62245	OTHER EQMT MAINTENANCE	2,277.00	.00	2,277.00	.00	.00	.00	2,277.00	0
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.00	.00	453.00	4,987.00	8
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	407.00	4,478.00	8
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	.00	100,000.00	0
64015	NATURAL GAS	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,469.75	.00	1,469.75	13,530.25	10
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$78,977.92	\$0.00	\$78,977.92	\$1,404,349.97	5%

Business Unit **4845 - LIBRARY ADMINISTRATION**

61010	REGULAR PAY	957,928.00	.00	957,928.00	59,854.59	.00	59,854.59	898,073.41	6
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	7,324.56	.00	7,324.56	100,484.44	7
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	3,630.07	.00	3,630.07	116,363.93	3
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	9.30	104.70	8
61615	LIFE INSURANCE	579.00	.00	579.00	48.31	.00	48.31	530.69	8
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	300.00	3,300.00	8
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	117.00	1,791.00	6
61710	IMRF	38,105.00	.00	38,105.00	3,312.84	.00	3,312.84	34,792.16	9
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	4,186.29	.00	4,186.29	61,826.71	6
61730	MEDICARE	15,534.00	.00	15,534.00	979.06	.00	979.06	14,554.94	6
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	11,506.25	7,050.00	11,506.25	81,443.75	19
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
62210	PRINTING	40,000.00	.00	40,000.00	3,525.00	.00	3,525.00	36,475.00	9
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	.00	.00	82,900.00	0
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,521.14	.00	1,521.14	8,478.86	15
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	69.97	7,500.00	69.97	22,430.03	25
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	29,167.00	320,833.00	8
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$125,551.38	\$14,550.00	\$125,551.38	\$1,851,882.62	7%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$589,631.73	\$14,550.00	\$589,631.73	\$9,634,868.12	6%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$589,631.73	\$14,550.00	\$589,631.73	\$9,634,868.12	6%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	98.69	.00	98.69	9,462,998.31	0%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	589,631.73	14,550.00	589,631.73	9,634,868.12	6%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$589,533.04)	(\$14,550.00)	(\$589,533.04)	(\$171,869.81)	

Fund **186 - LIBRARY DEBT SERVICE FUND**

REVENUE

Department **48 - LIBRARY**

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

51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	.00	576,946.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$0.00	\$576,946.00	0%

Budget Performance Report

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

Include Rollup Account and Rollup to Object Account

Department 48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$0.00	\$576,946.00	0%
REVENUE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$0.00	\$576,946.00	0%

EXPENSE

Department 48 - LIBRARY

Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN

68305	DEBT SERVICE- PRINCIPAL	370,083.00	.00	370,083.00	.00	.00	370,083.00	0
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	.00	.00	206,863.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$576,946.00	0%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$576,946.00	0%
EXPENSE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$576,946.00	0%

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

REVENUE TOTALS	576,946.00	.00	576,946.00	.00	.00	.00	576,946.00	0%
EXPENSE TOTALS	576,946.00	.00	576,946.00	.00	.00	.00	576,946.00	0%

Fund 186 - LIBRARY DEBT SERVICE FUND Totals

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
--	--------	--------	--------	--------	--------	--------	--------	--

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD

REVENUE

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

56060	BOND PROCEEDS	1,900,000.00	.00	1,900,000.00	.00	.00	1,900,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%
REVENUE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%

EXPENSE

Department 48 - LIBRARY

Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT

65515	OTHER IMPROVEMENTS	1,900,000.00	.00	1,900,000.00	.00	.00	1,900,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%
EXPENSE TOTALS		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$1,900,000.00	0%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

REVENUE TOTALS	1,900,000.00	.00	1,900,000.00	.00	.00	.00	1,900,000.00	0%
EXPENSE TOTALS	1,900,000.00	.00	1,900,000.00	.00	.00	.00	1,900,000.00	0%

Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
--	--------	--------	--------	--------	--------	--------	--------	--

Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	98.69	.00	98.69	11,939,944.31	0%
EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	589,631.73	14,550.00	589,631.73	12,111,814.12	5%
Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$589,533.04)	(\$14,550.00)	(\$589,533.04)	(\$171,869.81)	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund Statement of Activity

December 01, 2024 through December 31, 2024

	Beginning Balance	\$4,591,509.08
Revenue		
Investment results		-162,247.14
	Total Revenues:	\$-162,247.14
Distributions/Grants and Expenses		
Foundation support charge		-2,484.26
	Total Distributions:	\$-2,484.26
	Ending Balance	\$4,426,777.68

Questions about your statement?

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

Endowment for the Evanston Public Library
 Holdings as of January 2025

	Symbol	Shares/Quantity	Price	Value as of January 31, 2025	% of portfolio	% of portfolio by asset class
Vanguard Federal Money Market Fund	VMFXX	1.000	\$325,546.36	\$325,546.36	100.00%	100.0%
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$0.000	\$0.00	0.00%	
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$0.000	\$0.00	0.00%	0.0%
				\$325,546.36		100.0%
					Cash Equivalents	100.0%
					US Treasury Inflation Protected Securities	0.0%
						100.0%



Do Not Use For Account Transactions
PO BOX 3009
MONROE, WI 53566-8309

EVANSTON PUBLIC LIBRARY
310 S MICHIGAN AVE UNIT 705
CHICAGO IL 60604-4225

January 31, 2025, month-to-date statement
View your statements online at vanguard.com.

Vanguard Personal Investor

877-662-7447

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

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

Statement overview

\$325,546.36

Total value of all accounts as of January 31, 2025

Accounts	Value on 12/31/2024	Value on 01/31/2025
Evanston Public Library		
Organization account	\$308,195.71	\$309,316.88
Organization brokerage account	\$16,169.63	\$16,229.48
Total	\$324,365.34	\$325,546.36

Asset mix



	Value on 01/31/2025
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	325,546.36
0.0% Other	0.00
Total	\$325,546.36

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

Organization account
Evanston Public Library

Vanguard Personal Investor
877-662-7447

Account overview

\$309,316.88

Total account value as of January 31, 2025

Year-to-date income

Taxable income	\$1,121.17
Nontaxable income	0.00
Total	\$1,121.17

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 12/31/2024	Balance on 01/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$308,195.71	\$309,316.88
			\$308,195.71	\$309,316.88

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,121.17
7-day SEC yield as of 01/31/2025*		4.29%

*Average annualized income dividend over the past 7 days. For updated information, visit vanguard.com.

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 12/31/2024		\$1.00		308,195.710	\$308,195.71

Organization account
Evanston Public Library

Vanguard Personal Investor
877-662-7447

Account activity for Vanguard funds continued

Federal Money Mkt Fund 0033-XXXXXX9620 continued

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
01/31	Income dividend	\$1,121.17	1.00	1,121.170	309,316.880	
Ending balance on 1/31/2025			\$1.00		309,316.880	\$309,316.88

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

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

Organization brokerage account—XXXX0437
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$16,229.48

Total account value as of January 31, 2025

Year-to-date income

Taxable income	\$58.74
Nontaxable income	0.00
Total	\$58.74

Balances and holdings for Vanguard Brokerage Account—XXXX0437

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

Sweep program

Name	Quantity	Price on 01/31/2025	Balance on 12/31/2024	Balance on 01/31/2025
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 4.29%	16,229.4800	\$1.00	\$15,788.75	\$16,229.48
Total Sweep Balance			\$15,788.75	\$16,229.48

Organization brokerage account—XXXX0437

Evanston Public Library

Vanguard Personal Investor

877-662-7447

Account activity for Vanguard Brokerage Account – XXXX0437

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

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
January	\$58.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	58.74	0.00	0.00	0.00	0.00	0.00

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
01/03	01/02	GOOG	ALPHABET INC CL C	Sell	Cash	-2.0000	\$191.0000	\$0.01	\$381.99
01/03	01/03	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep in	-	-	-	-	-381.99
01/31	01/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	58.74
01/31	01/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-58.74

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

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

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

Disclosures

For our brokerage clients

Your brokerage cash and/or securities are held in custody by Vanguard Brokerage Services, a division of Vanguard Marketing Corporation, member FINRA and SIPC. Vanguard funds not held through your Vanguard Brokerage Services (VBS) account are held by The Vanguard Group, Inc., and are not protected by SIPC.

I. General information and key terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

II. Portfolio holdings

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

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

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

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

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



MEMORANDUM

To: Evanston Public Library Facilities Committee
From: Yolande Wilburn, Executive Director
Subject: Facilities Update
Date: 02/19/2025

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

Staffing & Personnel Updates

- **Facilities Manager Position:** Recruitment for a permanent Facilities Manager is ongoing, with Tim Garvey serving in the interim. The recruitment closed on 01/30/2025, and interviews are still in progress.
- **Succession Planning:** Library administration continues to look for pathways to train maintenance staff on higher-level tasks for succession planning.

Repairs & Maintenance Overview

- **Main Library:**
 - **Camera Repair:** The camera at the second-floor reference desk was repaired.
 - **Plumbing:** Multiple incidents of clogged toilets were resolved with assistance from the City plumber.
 - **Rekeying Project:** The project to rekey the doors is a priority but has not yet been completed. Efforts are being made to ensure this is addressed promptly.
 - **Signage:** "Staff Only" and "No Smoking" signs were installed in January. Fire Pump room signage is anticipated to be installed in February.
 - **Roof Replacement:** Approved for this year but not yet started. The project will be assessed in conjunction with the larger renovation project before proceeding with vendor selection.
- **Robert Crown:**
 - **Carpet Replacement:** Replacement of worn carpet squares is underway. Tim is reaching out to the vendor and City to determine the number of squares needed and working with the city to determine if the vendor or City staff can do the swap out once the carpet squares arrive.
 - **Study Rooms:** Patching and painting of study rooms are nearing completion, and new chairs are being installed.

MEMORANDUM

Contracts & Vendor Management

- **Janitorial Services:** The new janitorial contract began on February 1, following a successful RFP. The Director and interim facilities manager met with TBS to walk through the buildings and highlight key deficiencies/concerns. The new contract now provides daily janitorial services at the Robert Crown Branch Library. TBS and the facilities manager set the quarterly deep cleaning schedule to take place in February, May, August, and November for both locations in 2025.
- **MOU with the City:** Discussions on a revised administrative services MOU continue. It includes requests that the City pay for major repairs over the amount of \$10,000 per occurrence or \$50,000 cumulative per year. The MOU was sent to the City of Evanston City Manager, Assistant City Manager, and Legal on January 28, 2025.

Strategic Projects

- **Shared Space Feasibility:** Representatives from the Library, City, and Moody Nolan met on January 24, 2025, to refine criteria for the rough estimates for cost per square foot City space sharing within the library. Moody Nolan needs additional time to engage with the IMEG engineers before a final draft can be done. They estimate completion by February 24th. Numbers will be shared with the City Council at the March 10th meeting. If numbers are available by the 19th, they will be shared with the board. If the project is unfeasible, independent renovations requiring bond issuance will be pursued.
- **Master Facilities Plan:** Work on the Master Facilities Plan, including the development of a Sustainability Plan aligned with the City's Climate Action and Resilience Plan (CARP), will begin this year, with completion expected by Q4 2025.

Safety & Security Update

- In January, there were nine reported incidents and one one-year suspension due to repeated violations of library policies.
- Turning Point's Mobile Living Room staff now have a designated table inside the building and will be available outside on Thursdays at the Main Library. This increased presence aims to provide support to patrons experiencing mental health challenges and housing insecurity.



MEMORANDUM

Year-End Safety Summary

2024 MONTHLY INCIDENT SUMMARY		
MONTH	INCIDENTS	SUSPENSIONS
January	8	4
February	6	3
March	16	6
April	14	6
May	10	1
June	5	2
July	5	1
August	2	0
September	7	0
October	20	2
November	51	7
December	18	4
Total	162	36

2024 INCIDENT TYPE SUMMARY		
INCIDENT TYPE	TOTAL INCIDENTS	SUSPENSIONS
Disruptive Behavior	30	14
Other	100	13
Physical Altercations	12	3
Property Damage	2	0
Property Damage	2	3

MEMORANDUM

Refusal to Leave	8	0
Safety Concern	1	0
Theft	9	3
Total	162	36

Upcoming Approvals & Budget Considerations

- **Contracts:** There are no contracts this month for board approval.
- **Budget:** All ongoing projects are within the approved budget. However, over the past two years, the Library's capital projects have been running a deficit due to not receiving the anticipated bond revenues, despite the projects proceeding as originally budgeted. As of December 31, 2024, the Library reserves stand as follows:
 - **Operating Reserve:** \$5,689,623
 - **Capital Reserve:** (\$693,564)

To address this, the Library is requesting the Board to transfer \$693,564 from the Operating Reserve (Account 185) to the Capital Reserve (Account 187) to eliminate the deficit in the Capital Reserve. Following this transfer, the overall Library reserve will total **\$4,996,059**. This amount will be sufficient to cover six months of the Library's operating expenses for FY2025.



MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Yolande Wilburn – Executive Director
Subject: Summary Discussion with Aurora Public Library
Date: February 19, 2025

Summary of Discussion

Director Wilburn and Finance Manager Notta spoke with the Director of the Aurora Public Library, Michaela Haberkern, on February 6, 2025, about their transition from a city-run library to an independent library district.

On July 1, 2020, the Aurora Public Library separated from the City of Aurora and became a Library District. The process began years earlier and involved some heavy lifting with regard to finance and systems but did not impact services to the community. In 2016, Aurora had a \$10 million budget, and currently, it is \$17 million.

The library separated because the city kept cutting its funding. When the library bought land to build a new library due to aging infrastructure and a lack of support from the city to renovate their facilities. The village thought the library had been squirreling away too much money and reduced the levy. They did not want the library to accumulate reserves.

The Illinois library law allows you to separate by referendum or mutual consent, and in the end, the library and village mutually consented to separate. The process took one and a half years to complete. They utilized the services of:

James Rachlin, President
Meristem Advisors
773.677.3653 | www.MeristemAdvisors.com

As you may recall, James is the one we hired to do Board budget training.

James analyzed the costs of getting services on their own versus the cost of getting services from the City. They launched informational campaigns about the need for the separation and how the library would be improved through the move. Communication with the alderpeople and mayor was critical to make clear services would not be cut. Lessons learned: They underestimated what was needed, so they recommend that we overestimate. They recommend we do a lot of public education. They also outsourced an attorney to handle the paperwork and setup. It cost them about \$20,000 at that time.

They asked for a base levy to be set by the City at 18%, which was very high but would allow them the funds needed to separate and continue operations. After that, the library board has not

MEMORANDUM

increased the levy by more than the requisite 5% allowed by law. The county will reduce the amount if it does not meet Illinois law criteria. The 18% still resulted in being less than 3% of the average property owner's tax bill. They made clear how the average homeowner's bill would be affected. Example: this will result in an additional \$30 per year on your bill.

The one-time costs for the move were approximately \$500,000; however, the ongoing costs now equate to about \$120,000 per year.

Aurora Public Library has 161 staff members and already had a Human Resources Specialist (City Employed) embedded in the library. They hired the specialist outright as a half-time Library employee.

They planned the split to coincide with the new union contract. Lessons Learned: You need someone highly qualified as they do the AFSCME contract negotiations along with an outsourced attorney. You must budget higher costs in contract negotiation years to cover attorney fees.

Their finance manager has already managed all the insurance and risk policies. They had to get bank accounts set up, tax ID number, etc.

They had and continue to have their own IT department. It consists of a manager, an assistant manager, three full-time union staff, and a part-time union staff member.

They continued to use Tyler Technologies New World for ease of transition for accounting and timekeeping/payroll, but they would like to change that now that they have more experience under their belt.

They had to work with IMRF to separate employees from the City. They became their own IMRF agent. All employees became library employees, although those already retired remained with the city. There may be some unfunded pension liability you will need to cover.

They had to get the city to go out for a bond to build the new library on the land they owned, and they made an agreement to pay the debt service for that facility. Two board members were appointed to oversee the construction project. They received a \$10 million grant from the state and issued debt for \$20 million. The other three facilities belong to the City. The Library had to go out for their bonds for renovation. They are preparing to renovate one at a time.

Finance Committee Recommendation

The Finance Committee recommended that the Executive Director contact James Rachlin at Meristem Advisors to inquire about the cost of an initial analysis regarding the library's potential separation from the city. However, the committee did not recommend pursuing the separation at this time. The Executive Director will report to the Finance Committee with the cost details at the next meeting.



EVANSTON
PUBLIC
LIBRARY

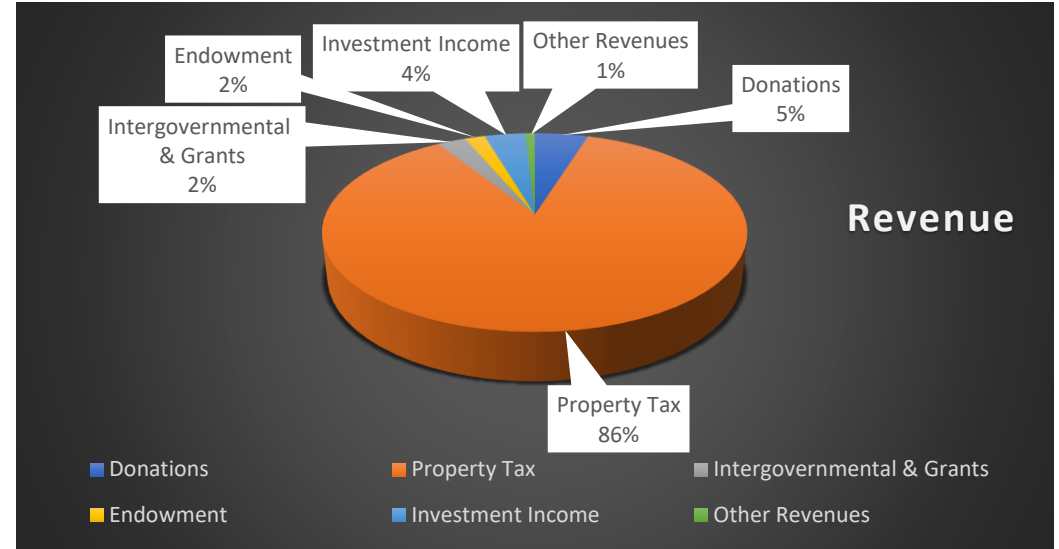
Financial Report FY 2024

Library have 3 Accounts:

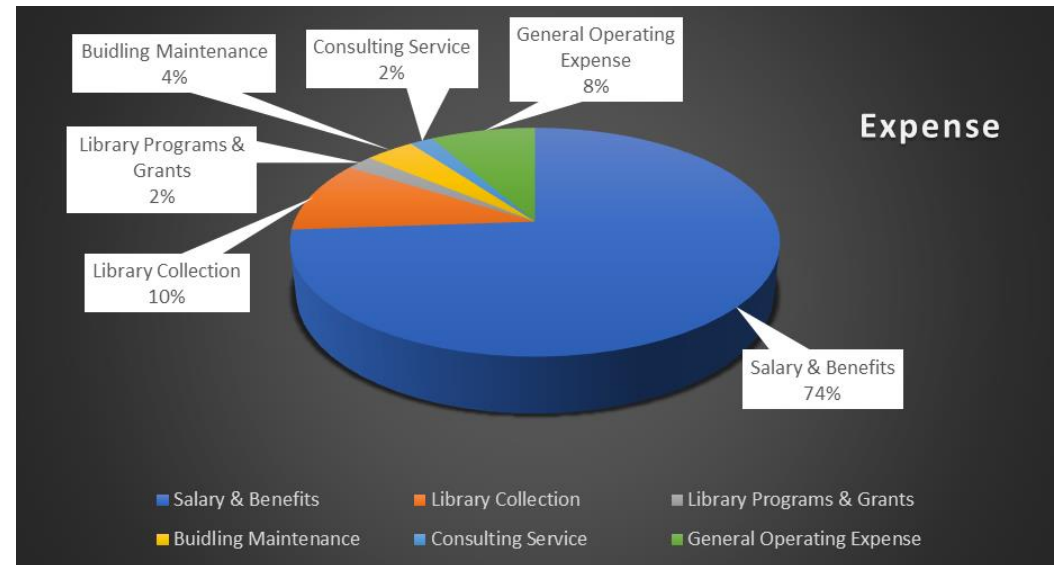
- ❖ **185 - Library Operations / Library Fund**
- ❖ **186 – Library Debt Service**
- ❖ **187 – Capital Improvement Service**

185 - Library Operations / Library Fund

Revenue Particular	YTD	2024 Budget	% Budget Utilized
Donations	\$462,180	\$400,000	116%
Property Tax	\$8,255,632	\$8,213,664	101%
Intergovernmental & Grants	\$244,152	\$250,213	98%
Endowment	\$173,570	\$216,999	80%
Investment Income	\$355,131	\$25,000	1421%
Other Revenues	\$80,263	\$64,794	124%
Total	\$9,570,927	\$9,170,670	104%



Expense Particular	YTD	2024 Budget	% Budget Utilized
Salary & Benefits	\$6,431,566	\$7,303,028	88%
Library Collection	\$883,165	\$911,500	97%
Library Programs & Grants	\$182,169	\$220,142	83%
Buidling Maintenance	\$334,716	\$507,077	66%
Consulting Service	\$157,885	\$153,000	103%
General Operating Expense	\$718,576	\$846,400	85%
Total	\$8,708,077	\$9,941,147	88%



Total Surplus of \$862,850

185 - Operating Reserve As of December 31, 2024

Particular	Amount
Opening Balance	\$4,826,771
Add Revenue	\$9,570,927
Less: Expense	(\$8,708,077)
Total	\$5,689,621

186 - Library Debt Service

	YTD	2024 Budget	Deviation	Budget Utilized
<u>Revenue</u>				
Property Tax	\$574,676	\$574,677	1	100%
<u>Expense</u>				
Debt Service Principal	\$353,392	\$353,392	0	100%
Debt Service Interest	\$221,284	\$221,285	1	100%
	\$574,676	\$574,677	1	100%

186 - Library Debt Maturity Schedule

Year		2013	2016	2017	2017	2018	2019	Total	
2025	Principal	29,202	30,000	65,000	75,361	99,474	71,046	370,083	576,949
	Interest	853	11,706	32,975	7,774	77,129	76,428	206,866	
2026	Principal		35,000	65,000	77,376	104,386	74,634	356,396	547,823
	Interest		10,506	30,375	5,514	72,155	72,876	191,427	
2027	Principal		35,000	70,000	79,794	109,912	78,223	372,929	549,082
	Interest		9,106	27,775	3,192	66,936	69,144	176,154	
2028	Principal		35,000	70,000		115,439	81,811	302,249	462,304
	Interest		8,406	24,975		61,440	65,233	160,055	
2029	Principal		35,000	75,000		120,965	86,117	317,081	464,474
	Interest		7,706	22,875		55,668	61,143	147,392	
2030	Principal		35,000	75,000		127,105	90,422	327,528	461,572
	Interest		6,963	20,625		49,620	56,837	134,045	
2031	Principal		35,000	75,000		133,246	94,728	337,974	458,061
	Interest		6,131	18,375		43,265	52,316	120,087	
2032	Principal		40,000	80,000		140,000	99,752	359,752	465,359
	Interest		5,300	16,125		36,603	47,579	105,607	
2033	Principal		40,000	80,000		144,298	104,775	369,073	461,918
	Interest		4,300	13,725		32,228	42,592	92,844	
2034	Principal		40,000	85,000		149,211	109,799	384,009	463,475
	Interest		3,250	11,325		27,538	37,353	79,466	
2035	Principal		40,000	85,000		154,123	115,540	394,663	459,896
	Interest		2,200	8,669		22,502	31,863	65,234	
2036	Principal		40,000	90,000		159,035	121,281	410,316	460,815
	Interest		1,100	6,013		17,300	26,086	50,499	
2037	Principal			95,000		164,561	127,022	386,583	421,427
	Interest			3,088		11,734	20,022	34,844	
2038	Principal					170,702	133,481	304,182	323,828
	Interest					5,975	13,671	19,646	
2039	Principal						139,939	139,939	146,936
	Interest						6,997	6,997	
Total		30,055	516,675	1,246,919	249,011	2,472,550	2,208,710	6,723,920	

Total Principal Payment	5,132,758
Total Interest Payment	1,591,162
Total Payment	\$ 6,723,920

187 – Capital Improvement Service

	YTD	2024 Budget	Deviation	Budget
Revenue				
Bond Proceeds	\$0	\$550,000	550,000	0%
Expense				
Capital Improvemet	\$360,481	\$550,000	189,519	66%

Payment For FY2024 Project	\$155,431
Payment For FY2025 Project	\$205,050
Total Payment	\$360,481

187 – Capital Improvement Reserve As of December 31, 2024

Particular	Amount
Opening Balance	(\$488,514)
Add: Revenue	\$0
Less: Expense	(\$205,050)
Total	(\$693,564)

Total Library Reserve

Operating Reserve	\$5,689,623
Capital Reserve	(\$693,564)
Total Reserve as of December 2024	\$4,996,059

The Library is requesting the Board to transfer \$693,564 from the Operating Reserve (Account 185) to the Capital Reserve (Account 187) to eliminate the deficit in the Capital Reserve. Following this transfer, the overall Library reserve will total \$4,996,059. This amount will be sufficient to cover six months of the Library's operating expenses for FY2025.

Thank You!



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Wynn Shawver, Development Manager

Subject: Development Report

Date: February 19, 2025

Current updates from Development at EPL:

We received \$15,594 in Library donations, primarily attributed to the 2024 year end campaign and anniversary donations such as recurring monthly giving or other donations that typically come in this month. As is typical in January, no grants have been received at this time.

2024 - 2025 Year-to-Date Comparison		
	Revenue Received 1/1/24 - 1/31/24	Revenue Received 1/1/25 - 1/31/2025
Library Donations (56011)	\$33,663	\$15,594
Federal Grants (55201)	0	0
IL State Library Per Capita Grant (55245)	0	0
Local Library Grants (57551)	\$224	0
Misc Revenue (57551)	0	\$942
Totals	\$33,887	\$16,536
<i>Percent to Budget</i>	8%	4%

Month	Donations	Federal Grants	Library Grants	Per Capita Grant	Misc Revenue
January	\$16,236.00	\$0.00	\$0.00	\$0.00	\$942.00
Goal	\$400,000.00	\$40,000.00	\$40,000.00	\$115,000.00	\$2,000.00
% Goal	4%	0%	0%	0%	47%



Agenda Item 6.E

Grant submitted, awarded and declined in January 2025:

Status	Funder	Amount	Date Submitted	Date Response Anticipated
Submitted	National Science Foundation submitted by partner WNYC	\$100,000	1/8/2025	10/1/2025
Submitted	National Endowment for the Arts - Big Read	\$10,712	1/30/2025	5/1/2025
Submitted	McGraw Foundation	\$5,000	1/30/2025	7/1/2025
Submitted	Better World Books	\$3,000	1/31/2025	6/1/2025

Federal Grant Update:

With the recent uncertainty in Federal funding, we evaluated our exposure for the FY25 budget, and potential future impact. Federal funding is less than 1% of EPL's total planned revenue in 2025.

Background and current status:

- On 1/27/25, the Office of Management and Budget (OMB) released a memo freezing all Federal funding, directing federal agencies to identify and review all federal financial assistance programs to ensure alignment with the President's policy priorities.
- On 1/28/25, a Temporary Restraining Order (TRO) halted the freeze until 2/3/2025.
- On 1/29/25, the OMB rescinded their memo, but the order to freeze funding remained.
- On 1/31/25, a Rhode Island court issued a temporary restraining order (TRO) saying that even if the memo it was based on didn't exist, the intent was still there and the TRO was still needed. This will last until there is a hearing on a preliminary injunction.
- On 2/3/25, a DC court issued another TRO until a conference on Feb 7, keeping the Executive Order halted at least until then.

EPL exposure on FY25 budget as of 1/31/2025:

- We have \$40,000 in federal funds budgeted for FY25.
- We were anticipating \$39,283 in reimbursements at the beginning of 2025.



Agenda Item 6.E

- Of this \$39,283, \$2,500 is obligated by contract for the Big Read program.
- The remaining funds are for future programming and not yet spent.

Future planning:

In addition to current funds being frozen, there is also uncertainty around pending and future grant applications. Many federal websites are being scrubbed or taken down, and Notices of Funding Opportunities (NOFAs) are not being released. But other agencies are trying to be prepared as if funding will be available. For example, as directed by the funder, we still submitted our 2025-2026 request for the National Endowment of the Art's Big Read for \$10,712 on 1/30/25.

We are monitoring what happens in the courts, and working to move applications forward in spite of the current situation.



EVANSTON
PUBLIC
LIBRARY

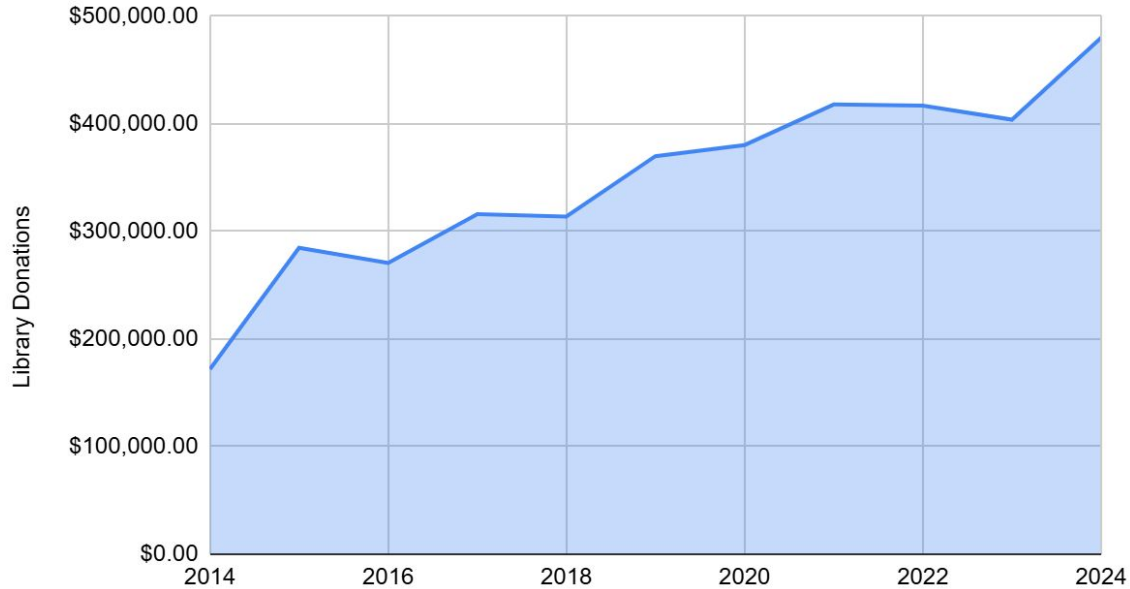
Development Report

February 19, 2025

Individual Giving to the Library 2014 - 2024



Individual Gifts Received 2014 - 2024



2024 Campaign and Appeal Performance



Quarter 1 -	Bequest Donations:	\$3,000
	Grateful Patron Donations:	\$120
	Reimagine Campaign 2023:	\$32,625
	Recurring Donations:	\$6,179
	Grateful Volunteer:	\$500
Quarter 2 -	2023 Annual Report Donations:	\$17,086
	Grateful Patron Donations:	\$47
	Recurring Donations:	\$6,054
	Anniversary Donations:	\$12,500
	Tribute Donations:	\$1,422

2024 Campaign and Appeal Performance



Quarter 3 -	Major Gift Solicitation:	\$10,000
	June Donor Events	\$5,000
	Recurring Donations:	\$6,054
	Anniversary Donations:	\$24,920
	Summer Campaign 2024 Donations:	\$30,425
	Tribute Donations:	\$295
Quarter 4 -	Grateful Volunteer:	\$500
	Anniversary Donations:	\$1,000
	IDL Event & Campaign Kickoff:	\$12,120
	Major Gift Solicitation:	\$50,000
	Reimagine Campaign 2024:	\$170,829
	Giving Tuesday:	\$75,513
	Read-A-Thon Donations:	\$1,988
	Recurring Donations:	\$6,676
	Tribute Donations:	\$1,655
	Summer Campaign 2024 Donations:	\$1,800
	Total:	\$480,397

Individual Giving to the Library 2014 - 2024

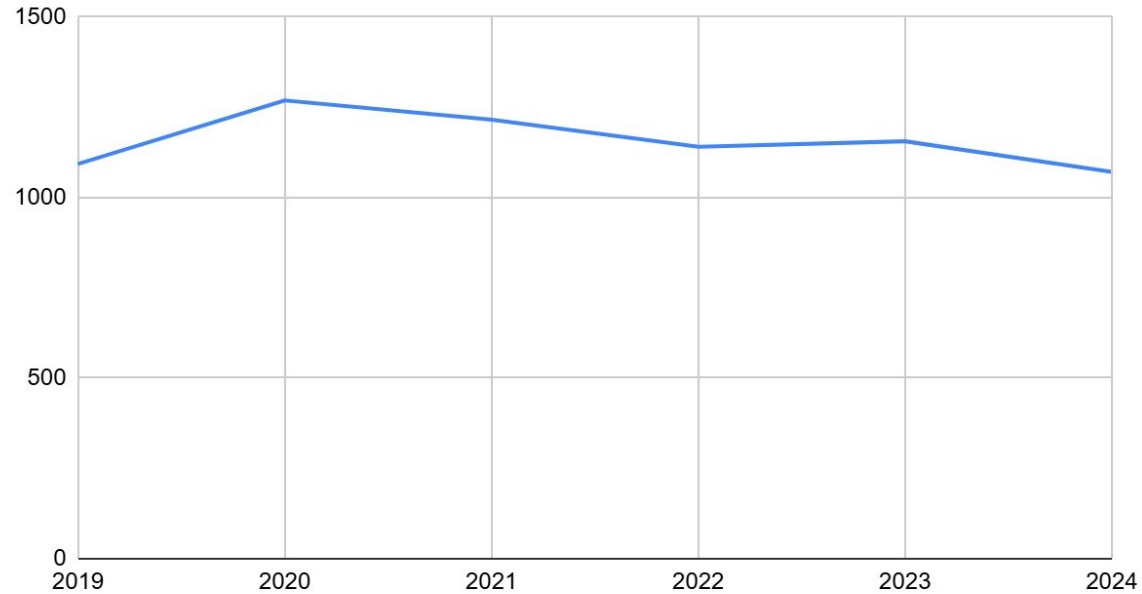


External - Donor Experience	Internal - Gift Management Procedures
<p>All donors receive acknowledgment as follows:</p> <ul style="list-style-type: none">• All online contributions receive auto-electronic acknowledgement• Online gifts of \$250 or more receive a printed acknowledgment• All other gifts receive printed acknowledgement• Development manages personalized notes on printed acknowledgement• Development calls to speak with noteworthy gifts	<p>All gifts received by Development are processed as follows:</p> <ul style="list-style-type: none">• Online gifts and checks are entered into Raiser's Edge by Development• Development generates deposit report for Finance and provides checks and cash to Finance for deposit• Development creates acknowledgments and manages stewardship of the donor

Individual Donor Count 2019 - 2024



Donor Count Year over Year

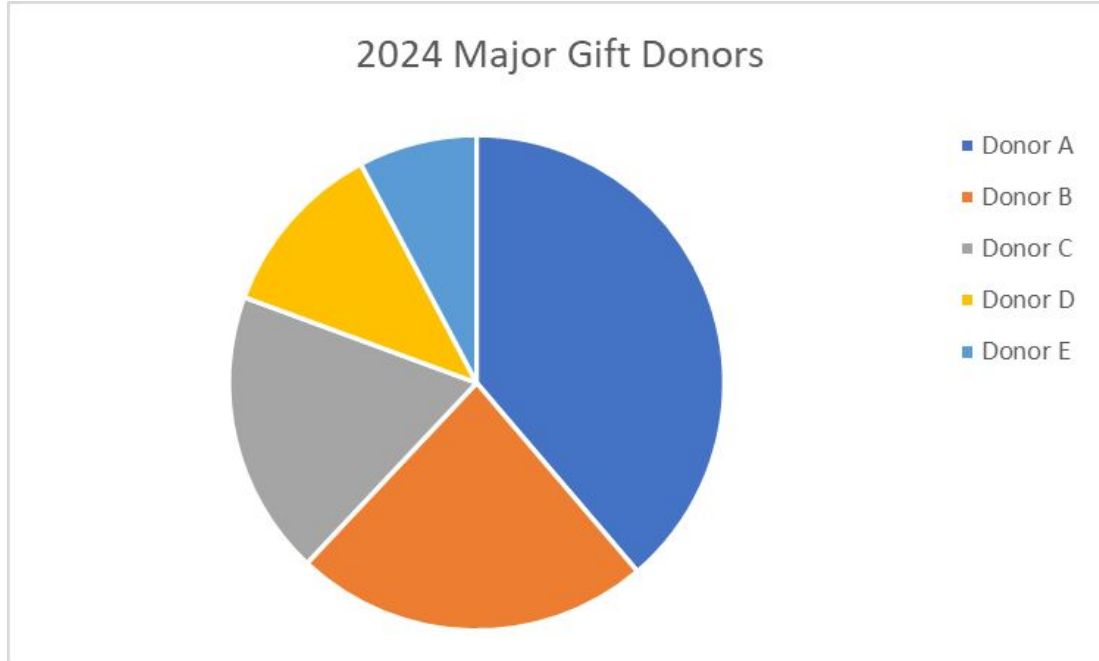


2024 Individual Leadership Donors (\$1,000+)



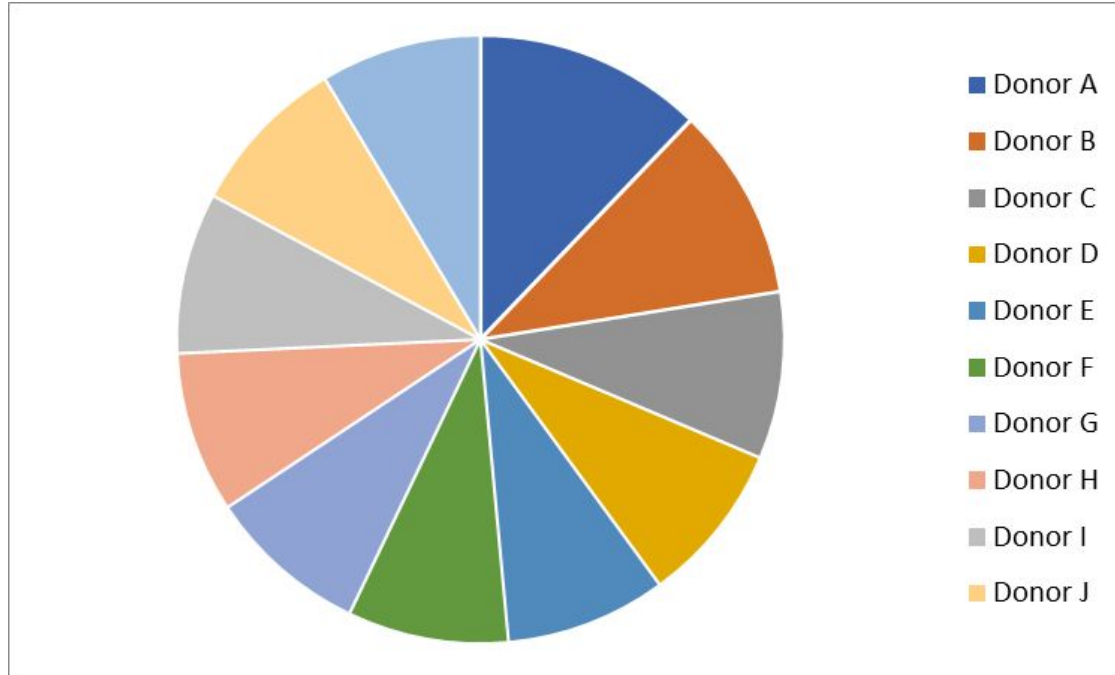
5 Major Gift Donors (\$10,000+)

\$129,000 total combined giving in 2024



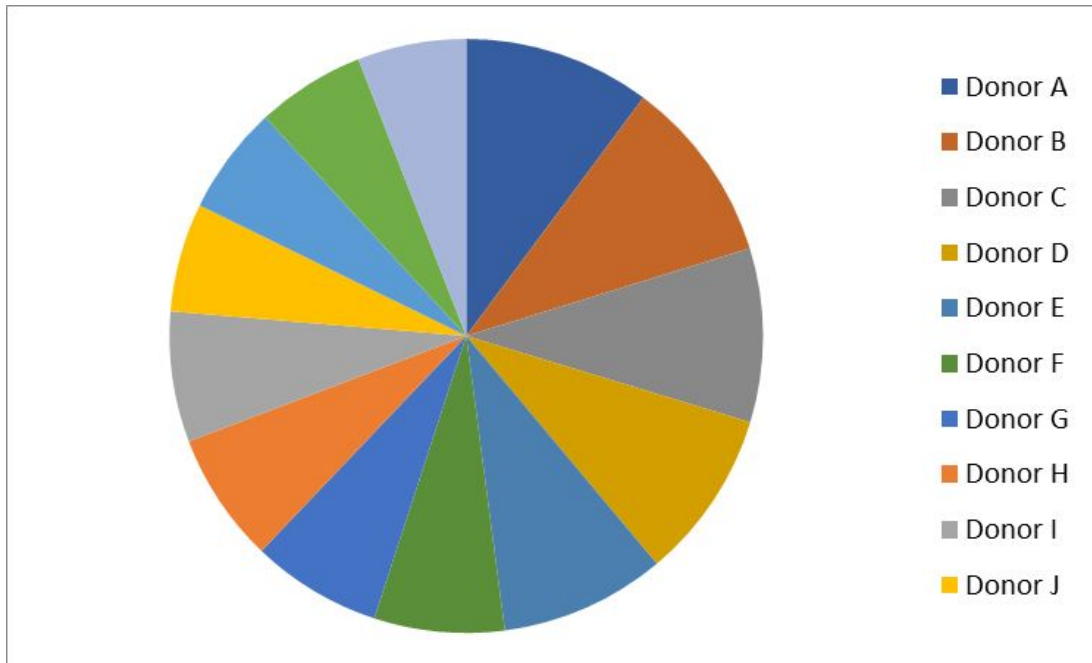
\$5,000 - \$9,999 Leadership Donors

\$58,000 total combined giving in 2024



\$2,500 - \$4,999 Leadership Donors

\$42,240 total combined giving in 2024





Agenda Item 4.F

MEMORANDUM

To: Evanston Public Library Board of Trustees
From: Heather Norborg - Assistant Director
Subject: Approval of Illinois Public Library Annual Report (IPLAR) application
Date: 2/19/2025

Recommended Action

Staff recommends the approval of the attached Illinois Public Library Annual Report submission.

Summary

The Illinois Public Library Annual Report (IPLAR) is an annual report required by the Illinois Secretary of State. Non-compliance/non-submission of a web-based IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include but are not limited to: Public Library Per Capita and Equalization Grant, Public Library Construction Program grants, and Library Services and Technology Act (LSTA) grants. The report is due before March 1, 2025 and requires the signature of the Executive Director, the Library Board President and the Library Board Secretary.

Library staff have compiled the data in the attached report for FY2024.

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30265
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0172
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Evanston Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	1703 Orrington Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Evanston
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60201
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1703 Orrington Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Evanston
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60201
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8474488600
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8478660313
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://epl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Yolande Wilburn
1.15 Title	Executive Director
1.16 Library Director's E-mail	ywilburn@cityofevanston.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	City
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
----------------------------------	--

Legal name of library you contract with:

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	78,110
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ROBERT CROWN BRANCH LIBRARY EVANSTON P.L.			

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
ROBERT CROWN BRANCH LIBRARY		

EVANSTON P.L.		
---------------	--	--

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ROBERT CROWN BRANCH LIBRARY			
EVANSTON P.L.			

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY				
EVANSTON P.L.				

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ROBERT CROWN BRANCH LIBRARY				
EVANSTON P.L.				

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ROBERT CROWN BRANCH LIBRARY	6,000		
EVANSTON P.L.	112,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
ROBERT CROWN BRANCH LIBRARY	3,201	52	137,905
EVANSTON P.L.	3,224	52	302,112

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Heather Norborg
3.5 Telephone Number of Person Preparing Report	847-448-8641
3.6 FAX Number	847-866-0313
3.7 E-Mail Address	hnorborg@cityofevanston.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	9
5.2 Total number of vacant board seats	1
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Michelle Mills
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	6/30/2026
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Second member

5.5 Name	Meghan Shea
----------	-------------

5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/30/2024
5.8 Telephone Number	646-337-0810
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Third member

5.5 Name	Tracy Fulce
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	06/30/2026
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Fourth member

5.5 Name	
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	Evanston
5.12 State	IL
5.13 Zip Code	

Fifth member

5.5 Name	Arikpo Dada
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	06/30/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Sixth member

5.5 Name	Catie Huggins
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/30/2026
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	

5.13 Zip Code 60201

Seventh member

5.5 Name	Samia Amamoo
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	6/30/2025
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	Esther Wallen
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	06/30/2024
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	Terry Soto
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	5
6.2 Total number of times meeting room(s) used by the public during the fiscal year	253
6.3 Total Number of Study Rooms	12
6.3b Total number of times study room(s) used by the public during the fiscal year	3,723

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
--	-----------------	------------	-------------	-------------	--------------	------------

Number of Facilities	1			1	
----------------------	---	--	--	---	--

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$23,000,000	1	\$10,000
Structural repairs (walls, foundations, etc.)	1	\$0	1	\$0
Roof repair/replacement	1	\$1,900,000	1	\$0
Heating/ventilation/air conditioning	1	\$0	1	\$0
Electrical systems other than alarms	1	\$0	1	\$0
Plumbing systems	1	\$0	1	\$0
Egress systems (doors, stairs, etc.)	1	\$0	1	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	1	\$0
Asbestos abatement	1	\$0	1	\$0
Security measures	1	\$0	1	\$0
Energy conservation	1	\$0	1	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	1	\$0
Accessibility measures	1	\$0	1	\$0
Technology upgrading	1	\$20,000	1	\$0
New building construction (construction of a new facility)	1	\$0	1	\$0
Building additions (adding square feet to existing facility)	1	\$0	1	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	1	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	1	\$0
Roof repair/replacement	1	\$0	1	\$0
Heating/ventilation/air conditioning	1	\$0	1	\$0
Electrical systems other than alarms	1	\$0	1	\$0
Plumbing systems	1	\$0	1	\$0
Egress systems (doors, stairs, etc.)	1	\$0	1	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	1	\$0
Asbestos abatement	1	\$0	1	\$0
Security measures	1	\$0	1	\$0
Energy conservation	1	\$0	1	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	1	\$0
Accessibility measures	1	\$0	1	\$0
Technology upgrading	1	\$0	1	\$0
New building construction (construction of a new facility)	1	\$0	1	\$0
Building additions (adding square feet to existing facility)	1	\$0	1	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase,

gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$20,000,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Fund Balance as of 12/31/2024 = \$4,996,058.72 The Evanston Public Library Fund Balance Policy, adopted in November of 2022, states: Library Fund The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 6 months (50%) of anticipated operating expenses for the budget year in the Library Fund. In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 6 months (50%) recommended maximum, the budget may be structured in a deficit, at the board's discretion. Capital Improvement Fund The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$6,723,920
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	The library holds a balance on general obligation bonds used to finance past year's capital projects. The balance as of 12/31/2024 for each outstanding liability is: 2013B: \$30,055; 2016A: \$516,675; 2017A: \$1,246,919; 2017B: \$249,011; 2018B: \$2,472,550; \$2019B: \$2,208,710

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example,

include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ¹	\$8,255,632
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$115,993
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$115,993

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$35,760
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$36,900
8.11 If Other, please specify	NEA, Age Options
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$72,660

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$462,180
8.14 Other receipts intended to be used for operating expenditures	\$664,463
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$1,126,643
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$9,570,928
--	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	Evanston-Public-Lib_City-of-Evansto_25-26-GL-AL,-UM_12-23-2024_1657095370_1.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$5,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	\$5,192,432
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,239,134
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$6,431,566

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$552,022
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$298,963
10.3a Other Physical Materials Expenditures [PLS 355]	\$32,179
10.3b Please list the types of materials purchased in 10.3a	CDs, DVDs, Playaways
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$883,164

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,393,347
--	-------------

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$8,708,077
--	--------------------

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$360,481
---	------------------

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	23	23	87.6800077.79000	37.5000037.50000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$87.68	37.50
	Assistant Director	Assistant Library Director	\$77.79	37.50
	Engagement Services Manager	Other Type of Librarian	\$59.12	37.50

Innovation & Digital Learning Manager	Other Type of Librarian	\$51.77	37.50
Lifelong Learning & Literacy Manager	Adult Services	\$51.77	37.50
Early Learning & Literacy Manager	Children\'s Services	\$64.08	37.50
Branch Manager	Other Type of Librarian	\$48.71	37.50
Access Services Manager	Automation/Technology/Systems	\$53.44	37.50
Collection Development Manager	Collection Development Acquisitions	\$52.45	37.50
Assistant Branch Manager	Other Type of Librarian	\$43.01	37.50
Data & Technology Librarian	Automation/Technology/Systems	\$45.92	37.50
Teen Librarian	Young Adult Services	\$36.60	37.50
Librarian I	Adult Services	\$45.92	37.50
Librarian I	Adult Services	\$40.47	37.50
Librarian I	Adult Services	\$40.47	37.50
Librarian I	Adult Services	\$35.85	37.50
Librarian I	Adult Services	\$45.92	20.00
Librarian I	Adult Services	\$44.05	20.00
Librarian II	Children\'s Services	\$52.02	37.50
Librarian I	Children\'s Services	\$45.92	37.50
Librarian I	Children\'s Services	\$45.92	37.50
Librarian I	Children\'s Services	\$45.92	20.00
Latino Engagement Librarian	Other Type of Librarian	\$42.17	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	20.25
--	--------------

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary					
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	20.25

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,715.00
13.14 Minimum hourly rate actually paid	\$17.93
13.15 Maximum hourly rate actually paid	\$64.62
13.16 Total FTE Group C employees (13.13 / 40)	42.88

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	95.00
13.18 Minimum hourly rate actually paid	\$15.25
13.19 Maximum hourly rate actually paid	\$17.94

13.20 Total FTE Group D employees (13.17 / 40)	2.38
---	-------------

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	347.50
13.22 Minimum hourly rate actually paid	\$24.52
13.23 Maximum hourly rate actually paid	\$49.74
13.24 Total FTE Group E employees (13.21 / 40)	8.69
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	53.94
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	74.19

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	37.50000	8.00000	69925.00000	89547.00000
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Librarian I	Adult Services	Master's Degree (ALA accredited)	37.50	8	\$69,925.00	\$89,547.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	37.50000	37.50000	2	1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	
	Librarian I	Adult Services	Master's Degree (ALA accredited)	37.50	Unfilled		
	Assistant Branch Manager	Other Type of Librarian	Master's Degree (ALA accredited)	37.50	Filled	10/2024	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	18.75000	20.00000	2	2
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
	Librarian I	Adult Services	Master's Degree (ALA accredited)	18.75	11/2024		combined with another vacancy to make a full-time position
	Librarian I	Adult Services	Master's Degree (ALA accredited)	20.00	11/2024		combined with another vacancy to make a full-time position

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	440,017
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	238	4,622	48	1,660
Children (6-11)	119	2,311	96	3,320
Young Adults (12-18)	241	3,829	1	16
Adults (19 and older)	1,074	9,822	33	458
General Interest	429	15,330	0	0
Total	2,101	35,914	178	5,454

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	1,407	20,631
Synchronous In-Person Offsite Program Sessions	424	12,900
Synchronous Virtual Program Sessions	270	2,383
Total	2,101	35,914

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	17
--	----

15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	5,650
---	-------

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	29,420
16.2a Total Number of Unexpired Non-resident Cards	8
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$891.24
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	29,428
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	267,470
17.2 Current Print Serial Subscriptions	49
17.3 Total Print Materials (17.1+17.2)	267,519
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	13,086
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	23,683
17.6 Other Circulating Physical Items [PLS 462]	1,604
17.7 Total Physical Items in Collection [PLS 461]	305,843

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]	No

17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material	342,249
18.2 Circulation of Young Adult Physical Material	25,047
18.3 Circulation of Children's Physical Material [PLS 549]	318,894
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	686,190

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	572,534
18.6 Videos/DVDs- Physical	81,481
18.7 Audios (include music)- Physical	21,143
18.8 Magazines/Periodicals- Physical	37
18.9 Other Items- Physical [PLS 561]	10,995
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	686,190
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	169,874
18.13 e-Serial Circulation [PLS 546]	-1 Unknown
18.14 e-Audio Circulation [PLS 547]	139,718
18.15 e-Video Circulation [PLS 548]	23,164
18.16 Use of Electronic Materials [PLS 552]	332,756
18.17 Total Circulation of Materials [PLS 550]	1,018,946
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	40,564
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	56,566

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	43,732
--	--------

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Estimate Based on Typical Week(s)
--	--

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	546
--	-----

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	202
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	53
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	100
21.3 What is the monthly cost of the library's internet access?	-1 Unknown
21.4 Number of Internet Computers Available for Public Use [PLS 650]	53
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	43,442
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	195,000
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Estimate Based on Typical Week(s)
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Our internet access is provided by the City of Evanston.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$22,320
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	-1 Unknown

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 8.1 Evanston is a home rule community, so the property tax increase is allowable with City Council approval. (0-2025-02-05)



MEMORANDUM

Agenda Item 9.B

To: Evanston Public Library Board of Trustees
From: Sameer Notta, Finance Manager
Subject: Transfer of Reserve from Account 185 to Account 187
Date: 02/19/2025

This memo requests the Board's approval to transfer \$693,564 from the Operating Reserve (Account 185) to the Capital Reserve (Account 187).

While all ongoing projects are within the approved budget, the Library's capital projects have incurred a deficit over the past two years. This is due to not receiving the anticipated bond revenues, despite the projects continuing as initially budgeted. As of December 31, 2024, the Library's reserves stand as follows:

- Operating Reserve: \$5,689,623
- Capital Reserve: (\$693,564)

To address this shortfall, the staff requested the Board to approve the transfer of \$693,564 from the Operating Reserve (Account 185) to the Capital Reserve (Account 187). This transfer will eliminate the deficit in the Capital Reserve, and the Library's overall reserve will total **\$4,996,059**. This amount will be sufficient to cover six months of the Library's operating expenses for FY2025.