



**EVANSTON
PUBLIC
LIBRARY**

BOARD OF TRUSTEES

FINANCE COMMITTEE PACKET

Wednesday, March 11, 2025, at 3:00 pm
Main Library, Library Board Room, and via Zoom

Zoom Link: <https://us06web.zoom.us/j/84358011372>



FINANCE COMMITTEE MEETING

Tuesday, March 11, 2025, at 3:00 PM
Main Library, Library Board Room, and remote
Zoom Link: <https://us06web.zoom.us/j/84358011372>

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. NEW BUSINESS

- A. Review upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Update on Library MOU with City

5. EXECUTIVE SESSION

6. ADJOURNMENT

Next Meeting: March 11, 2025, at 3:00 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 in advance of the meeting so that arrangements can be made for the accommodation if possible.



**EVANSTON
PUBLIC
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MEMORANDUM

To: Evanston Public Library Finance Committee
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: March 7, 2025

Recommended Action

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

Payroll

January 27, 2025, through February 9, 2025,	\$ 215,392.58
February 10, 2025, through February 23, 2025,	\$ 226,284.42

Library Fund Bills List

February 11, 2025,	\$ 45,237.73
February 25, 2025,	\$ 37,415.38

Purchasing

December 31, 2024	\$ 9,688.49
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 02/11/25 - 02/11/25

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	01/21/2025	02/11/2025	02/11/2025	13.75	
101406 - DEMCO, INC.	ACTIVITY SUPPLIES	01/27/2025	02/11/2025	02/11/2025	81.18	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 2	\$94.93
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	01/23/2025	02/11/2025	02/11/2025	1,090.91	
100474 - BAKER & TAYLOR	JUV PRINT	01/27/2025	02/11/2025	02/11/2025	1,686.45	
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	01/29/2025	02/11/2025	02/11/2025	28.99	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	01/29/2025	02/11/2025	02/11/2025	1,043.64	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	01/30/2025	02/11/2025	02/11/2025	146.97	
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV REF PRINT	01/17/2025	02/11/2025	02/11/2025	186.03	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 6	\$4,182.99
Account 65641 - AUDIO VISUAL COLLECTIONS						
103424 - MIDWEST TAPE LLC	JUV AV	01/23/2025	02/11/2025	02/11/2025	184.83	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions 1	\$184.83
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions 9	\$4,462.75
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 65100 - LIBRARY SUPPLIES						
19132 - Yeefah Thurman	PROFESSIONAL SERVICES RACIAL HEALING PROGRAM	01/21/2025	02/11/2025	02/11/2025	150.00	
Account 65100 - LIBRARY SUPPLIES Totals					Invoice Transactions 1	\$150.00
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	MAIN SO PRINT	01/15/2025	02/11/2025	02/11/2025	101.72	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/17/2025	02/11/2025	02/11/2025	803.81	
100474 - BAKER & TAYLOR	ADULT PRINT	01/17/2025	02/11/2025	02/11/2025	583.04	
100474 - BAKER & TAYLOR	MAIN BOOKS	01/18/2025	02/11/2025	02/11/2025	40.00	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/21/2025	02/11/2025	02/11/2025	650.25	
100474 - BAKER & TAYLOR	ADULT PRINT	01/21/2025	02/11/2025	02/11/2025	121.30	
100474 - BAKER & TAYLOR	ADULT SO PRINT	01/22/2025	02/11/2025	02/11/2025	134.61	
100474 - BAKER & TAYLOR	ADULT PRINT	01/22/2025	02/11/2025	02/11/2025	92.80	
100474 - BAKER & TAYLOR	ADULT PRINT	01/24/2025	02/11/2025	02/11/2025	1,962.70	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/28/2025	02/11/2025	02/11/2025	432.25	
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2025	02/11/2025	02/11/2025	2,102.60	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/28/2025	02/11/2025	02/11/2025	290.08	
100474 - BAKER & TAYLOR	ADULT PRINT	01/28/2025	02/11/2025	02/11/2025	161.80	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/29/2025	02/11/2025	02/11/2025	1,117.44	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/29/2025	02/11/2025	02/11/2025	1,142.41	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT SO	01/22/2025	02/11/2025	02/11/2025	102.71	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/22/2025	02/11/2025	02/11/2025	62.97	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	AUDLT PRINT	01/23/2025	02/11/2025	02/11/2025	34.48	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/23/2025	02/11/2025	02/11/2025	54.73	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/27/2025	02/11/2025	02/11/2025	163.48	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/21/2025	02/11/2025	02/11/2025	3,029.23	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/17/2025	02/11/2025	02/11/2025	947.23	
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/17/2025	02/11/2025	02/11/2025	990.86	

276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/17/2025	02/11/2025	02/11/2025	614.42
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/20/2025	02/11/2025	02/11/2025	119.99
276974 - OVER DRIVE, INC.	EBOOKS	01/24/2025	02/11/2025	02/11/2025	56.00
276974 - OVER DRIVE, INC.	MAIN EBOOKS	01/24/2025	02/11/2025	02/11/2025	186.46
276974 - OVER DRIVE, INC.	EBOOKS	01/28/2025	02/11/2025	02/11/2025	161.99
276974 - OVER DRIVE, INC.	EBOOKS	01/29/2025	02/11/2025	02/11/2025	517.94
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	01/22/2025	02/11/2025	02/11/2025	144.89
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	01/17/2025	02/11/2025	02/11/2025	10.75
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	01/28/2025	02/11/2025	02/11/2025	54.58
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 32		\$16,989.52
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	01/23/2025	02/11/2025	02/11/2025	53.36
103424 - MIDWEST TAPE LLC	ADULT AV	01/23/2025	02/11/2025	02/11/2025	114.22
103424 - MIDWEST TAPE LLC	ADULT AV	01/23/2025	02/11/2025	02/11/2025	38.36
103424 - MIDWEST TAPE LLC	ADULT AV	01/23/2025	02/11/2025	02/11/2025	131.90
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	257.00
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	249.44
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	85.72
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	15.43
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	249.44
103424 - MIDWEST TAPE LLC	ADULT AV	01/29/2025	02/11/2025	02/11/2025	26.68
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice Transactions 10		\$1,221.55
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice Transactions 43		\$18,361.07
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
206940 - ULINE	OFFICE SUPPLIES	01/17/2025	02/11/2025	02/11/2025	65.85
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		\$65.85
Business Unit 4820 - ACCESS SERVICES Totals			Invoice Transactions 1		\$65.85
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
206940 - ULINE	SIGN HOLDER FOR TURNING POINT	01/20/2025	02/11/2025	02/11/2025	131.54
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		\$131.54
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice Transactions 1		\$131.54
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	COST PER FAX PROGRAM 4TH QTR	01/23/2025	02/11/2025	02/11/2025	308.96
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice Transactions 1		\$308.96
Account 65100 - LIBRARY SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/11/2025	02/11/2025	02/11/2025	134.89
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		\$134.89
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	01/29/2025	02/11/2025	02/11/2025	84.68
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions 1		\$84.68
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals			Invoice Transactions 3		\$528.53
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	01/28/2025	02/11/2025	02/11/2025	435.79
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	02/01/2025	02/11/2025	02/11/2025	218.40

13509 - VORIS MECHANICAL INC.	SNOWMELT SYSTEM PUMP SEAL REPLACEMENT	01/27/2025	02/11/2025	02/11/2025	1,444.16
	Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 3		<u>\$2,098.35</u>
	Business Unit 4840 - LIBRARY MAINTENANCE Totals		Invoice Transactions 3		<u>\$2,098.35</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 1/4/2025-1/25/2025	01/30/2025	02/11/2025	02/11/2025	13,050.00
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 1/11/2025-1/25/2025	01/30/2025	02/11/2025	02/11/2025	3,280.20
	Account 62185 - CONSULTING SERVICES Totals		Invoice Transactions 2		<u>\$16,330.20</u>
Account 62210 - PRINTING					
18494 - ANCHORFISH PRINTING & EMBROIDERY	NEW LOGO TABLE COVER FOR ENGAGEMENT STAFF	01/27/2025	02/11/2025	02/11/2025	1,200.00
	Account 62210 - PRINTING Totals		Invoice Transactions 1		<u>\$1,200.00</u>
Account 62360 - MEMBERSHIP DUES					
20953 - HR SOURCE	MEMBERSHIP DUES	12/02/2024	02/11/2025	02/11/2025	875.00
	Account 62360 - MEMBERSHIP DUES Totals		Invoice Transactions 1		<u>\$875.00</u>
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/23/2025	02/11/2025	02/11/2025	197.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/23/2025	02/11/2025	02/11/2025	987.25
	Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions 2		<u>\$1,184.44</u>
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions 6		<u>\$19,589.64</u>
	Department 48 - LIBRARY Totals		Invoice Transactions 66		<u>\$45,237.73</u>
	Fund 185 - LIBRARY FUND Totals		Invoice Transactions 66		<u>\$45,237.73</u>
* = Prior Fiscal Year Activity			Invoice Transactions 66		<u><u>\$45,237.73</u></u>

Library Bills List

G/L Date Range 02/25/25 - 02/25/25

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 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	YA AND JUV PRINT	01/31/2025	02/25/2025	02/25/2025	47.37	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/03/2025	02/25/2025	02/25/2025	1,273.25	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/03/2025	02/25/2025	02/25/2025	1,223.94	
100474 - BAKER & TAYLOR	JUV AND CROWN JUV PRINT	02/06/2025	02/25/2025	02/25/2025	780.12	
100474 - BAKER & TAYLOR	JUV CROWN PRINT	02/07/2025	02/25/2025	02/25/2025	966.68	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	02/07/2025	02/25/2025	02/25/2025	664.37	
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND CROWN PRINT	02/05/2025	02/25/2025	02/25/2025	28.48	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 7	\$4,984.21
Account 65641 - AUDIO VISUAL COLLECTIONS						
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	02/03/2025	02/25/2025	02/25/2025	56.99	
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	02/05/2025	02/25/2025	02/25/2025	56.99	
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice Transactions 2	\$113.98
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice Transactions 9	\$5,098.19
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 65628 - Library Electronic Resources						
16334 - KANOPY	ONLINE RESOURCES	01/31/2025	02/25/2025	02/25/2025	1,872.00	
Account 65628 - Library Electronic Resources Totals					Invoice Transactions 1	\$1,872.00
Account 65630 - LIBRARY BOOKS						
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	01/31/2025	02/25/2025	02/25/2025	777.99	
100474 - BAKER & TAYLOR	ADULT PRINT	01/31/2025	02/25/2025	02/25/2025	216.91	
100474 - BAKER & TAYLOR	ADULT PRINT	02/05/2025	02/25/2025	02/25/2025	334.70	
100474 - BAKER & TAYLOR	ADULT PRINT	02/05/2025	02/25/2025	02/25/2025	170.68	
100474 - BAKER & TAYLOR	ADULT PRINT	02/06/2025	02/25/2025	02/25/2025	160.53	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/06/2025	02/25/2025	02/25/2025	322.63	
100474 - BAKER & TAYLOR	ADULT PRINT	02/07/2025	02/25/2025	02/25/2025	716.16	
100474 - BAKER & TAYLOR	ADULT PRINT	02/07/2025	02/25/2025	02/25/2025	604.77	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	02/07/2025	02/25/2025	02/25/2025	375.13	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	01/31/2025	02/25/2025	02/25/2025	68.24	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/05/2025	02/25/2025	02/25/2025	30.74	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	02/04/2025	02/25/2025	02/25/2025	113.96	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	236.88	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	68.30	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	1,572.47	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	501.91	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	524.60	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	107.25	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	881.91	
276974 - OVER DRIVE, INC.	EBOOKS	01/31/2025	02/25/2025	02/25/2025	536.22	
276974 - OVER DRIVE, INC.	EBOOKS	02/07/2025	02/25/2025	02/25/2025	632.59	
276974 - OVER DRIVE, INC.	EBOOKS	02/07/2025	02/25/2025	02/25/2025	302.28	
276974 - OVER DRIVE, INC.	EBOOKS	02/07/2025	02/25/2025	02/25/2025	861.60	
276974 - OVER DRIVE, INC.	EBOOKS	02/04/2025	02/25/2025	02/25/2025	317.02	
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	02/03/2025	02/25/2025	02/25/2025	17.16	
Account 65630 - LIBRARY BOOKS Totals					Invoice Transactions 25	\$10,452.63
Account 65635 - PERIODICALS						
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	02/05/2025	02/25/2025	02/25/2025	3,194.72	
Account 65635 - PERIODICALS Totals					Invoice Transactions 1	\$3,194.72

Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	02/06/2025	02/25/2025	02/25/2025	82.29
103424 - MIDWEST TAPE LLC	ADULT AV	02/06/2025	02/25/2025	02/25/2025	22.93
103424 - MIDWEST TAPE LLC	ADULT AV	02/06/2025	02/25/2025	02/25/2025	49.61
103424 - MIDWEST TAPE LLC	ADULT AV	02/06/2025	02/25/2025	02/25/2025	109.72
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 4	<u>\$264.55</u>
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 31	<u>\$15,783.90</u>
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/03/2025	02/25/2025	02/25/2025	221.61
17642 - TEAM ONE REPAIR, INC.	ADHESIVE RECEIPT TAPE	02/10/2025	02/25/2025	02/25/2025	975.00
121187 - UNIQUE MANAGEMENT SERVICES	OUOTE 1628689 ACCESS SUPPLIES	02/01/2025	02/25/2025	02/25/2025	98.50
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 3	<u>\$1,295.11</u>
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 3	<u>\$1,295.11</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	01/31/2025	02/25/2025	02/25/2025	93.33
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 1	<u>\$93.33</u>
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 1	<u>\$93.33</u>
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/04/2025	02/25/2025	02/25/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	02/11/2025	02/25/2025	02/25/2025	435.79
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	02/04/2025	02/25/2025	02/25/2025	150.80
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	02/03/2025	02/25/2025	02/25/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 4	<u>\$13,108.09</u>
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/06/2025	02/25/2025	02/25/2025	426.62
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice Transactions 1	<u>\$426.62</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 5	<u>\$13,534.71</u>
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	PROFESSIONAL SERVICES	01/31/2025	02/25/2025	02/25/2025	1,275.00
20747 - MOODY NOLAN, INC.	PROFESSIONAL SERVICES	02/12/2025	02/25/2025	02/25/2025	30.27
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 2	<u>\$1,305.27</u>
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/26/2025	02/25/2025	02/25/2025	42.79
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/28/2025	02/25/2025	02/25/2025	201.18
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	01/28/2025	02/25/2025	02/25/2025	60.90
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 3	<u>\$304.87</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 5	<u>\$1,610.14</u>
Department 48 - LIBRARY Totals				Invoice Transactions 54	<u>\$37,415.38</u>
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 54	<u>\$37,415.38</u>
* = Prior Fiscal Year Activity				Invoice Transactions 54	<u>\$37,415.38</u>

Table with columns: REPORTS TO INTERMEDIATE, MERCHANT NAME, MERCHANT STATE, MERCHANT ZIP CODE, TRANSACTION AMOUNT, POSTING DATE, COST ALLOCATION - EXPENSE OBJECT, EXPENSE DESCRIPTION, BUSINESS UNIT, PROJECT NUMBER, CARDHOLDER LAST NAME, CARDHOLDER First Name. Includes rows for various merchants like SAMSCLUB.COM, AMAZON MARK, OTC BRANDS, and a final LIBRARY DECEMBER 2024 TOTAL row.



MEMORANDUM

To: Evanston Public Library Finance Committee
From: Yolande Wilburn, Executive Director
Subject: Administrative Services Update
Date: March 20, 2025

This memo provides an update on significant administrative activities.

Human Resources

Access Services	FT Library Clerk	Under Review
Access Services	PT Shelver	Pending HR
Early Learning & Literacy	FT Manager	Closed 02/26/2025
Innovation & Digital Learning	FT Librarian I	Under Review
Innovation & Digital Learning	PT Library Assistant	Pending HR
Maintenance & Safety	FT Facilities Manager	Under Review
Lifelong Learning & Literacy	PT Library Assistant	Interviewing

Librarian I in Lifelong Learning & Literacy begins Monday, March 10th, 2025.

Financial Resources

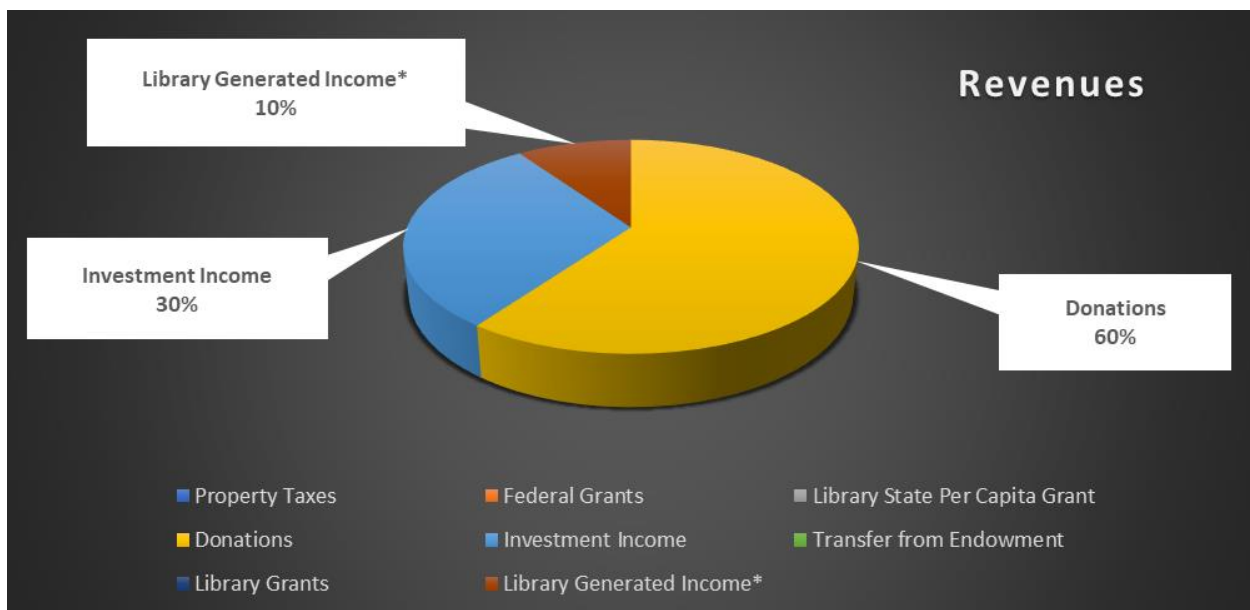
As of February 28, 2025, the Operating Fund's revenue collections are 1% of the projected budget, while expenditures are at 12%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report February 2025

Revenues

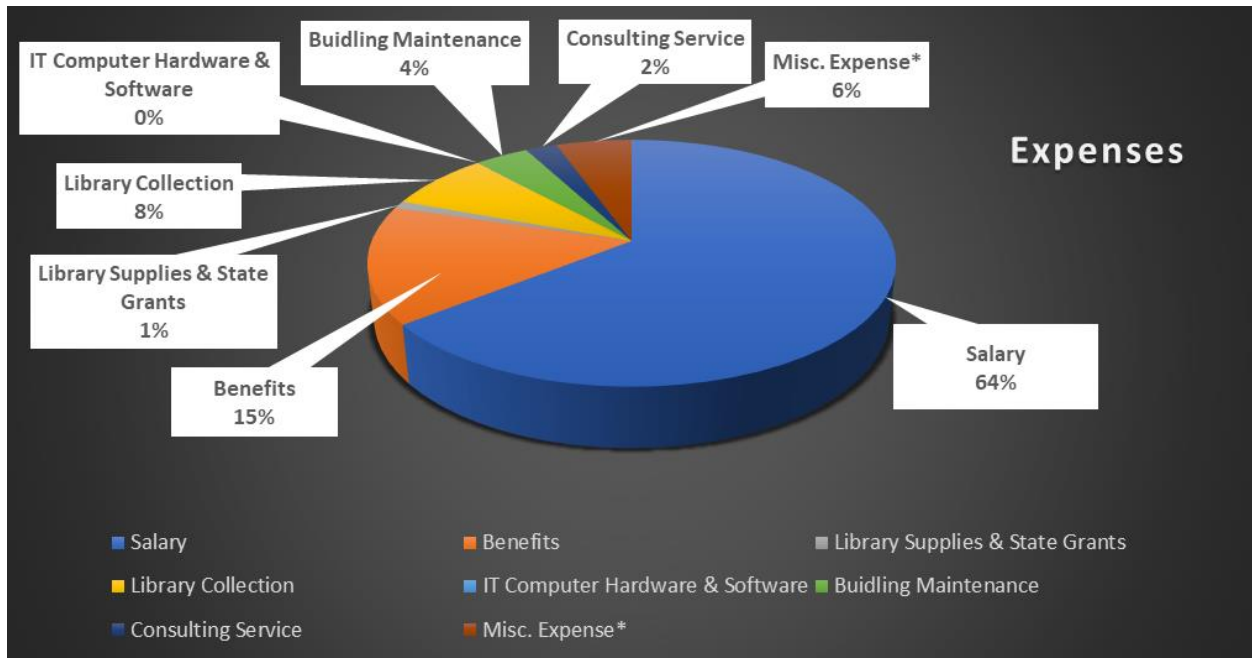
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$0	\$8,624,347	8,624,347	0%
Federal Grants	\$0	\$40,000	40,000	0%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$50,609	\$400,000	349,391	13%
Investment Income	\$25,604	\$25,000	(604)	102%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$0	\$40,000	40,000	0%
Library Generated Income*	\$8,164	\$45,000	36,836	18%
Total	\$84,377	\$9,463,097	9,378,720	1%

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



Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$817,504	\$6,127,893	5,310,389	13%
Benefits	\$196,303	\$1,628,212	1,431,909	12%
Library Supplies & State Grants	\$12,669	\$182,542	169,873	7%
Library Collection	\$96,114	\$911,500	815,386	11%
IT Computer Hardware & Software	\$299	\$317,800	317,501	0%
Buidling Maintenance	\$50,041	\$473,602	423,561	11%
Consulting Service	\$29,142	\$100,000	70,858	29%
Misc. Expense*	\$69,932	\$497,500	427,568	14%
Total	\$1,272,003	\$10,239,050	8,967,046	12%
*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies				



Budget Performance Report

Date Range 01/01/25 - 02/28/25

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	.00	.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	50,609.46	349,390.54	13
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	261.98	1,738.02	13
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	25,603.85	(603.85)	102
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	2,327.79	17,672.21	12
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	1,253.87	3,746.13	25
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	722.34	3,277.66	18
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	3,571.00	6,429.00	36
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	\$0.00	\$0.00	\$84,376.98	\$9,378,720.02	1%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$0.00	\$0.00	\$84,376.98	\$9,378,720.02	1%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$0.00	\$0.00	\$84,376.98	\$9,378,720.02	1%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	27,952.57	.00	53,560.51	471,349.39	10
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,463.57	.00	33,339.30	171,486.79	16
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	205.00	.00	205.00	4,795.00	4
61415	TERMINATION PAYOUTS	.00	.00	.00	19,802.98	.00	19,802.98	(19,802.98)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	651.79	.00	651.79	(651.79)	+++
61510	HEALTH INSURANCE	96,024.78	.00	96,024.78	7,209.46	.00	11,929.69	84,095.09	12
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	12.02	60.10	17
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	23.75	169.57	12
61710	IMRF	31,287.22	.00	31,287.22	1,959.15	.00	4,832.47	26,454.75	15
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	4,000.21	.00	6,558.29	38,685.34	14
61730	MEDICARE	10,581.16	.00	10,581.16	935.53	.00	1,533.79	9,047.37	14
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	94.93	.00	681.10	27,318.90	2
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	9,167.20	.00	10,101.99	139,898.01	7
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	298.81	.00	298.81	9,701.19	3
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$89,754.57	\$0.00	\$143,531.49	\$971,806.73	13%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	34,133.83	.00	64,740.41	375,534.59	15
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	16,653.56	.00	31,152.25	289,493.75	10
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	240.00	.00	660.00	4,340.00	13
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	5,303.44	.00	7,955.16	74,123.84	10
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	6.32	(6.32)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.27	.00	20.54	15.46	57
61710	IMRF	32,617.00	.00	32,617.00	2,260.04	.00	4,469.68	28,147.32	14
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,074.33	.00	5,875.92	41,302.08	12
61730	MEDICARE	11,031.00	.00	11,031.00	719.01	.00	1,374.19	9,656.81	12
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	2,500.00	.00	100
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	150.00	.00	1,492.00	8,508.00	15
65628	Library Electronic Resources	320,000.00	.00	320,000.00	1,872.00	.00	9,253.00	310,747.00	3
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	27,442.15	.00	35,753.73	299,246.27	11
65635	PERIODICALS	6,500.00	.00	6,500.00	3,194.72	.00	3,346.82	3,153.18	51
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,486.10	.00	1,640.88	29,359.12	5
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$96,542.61	\$0.00	\$170,240.90	\$1,473,621.10	10%

Budget Performance Report

Date Range 01/01/25 - 02/28/25

Include Rollup Account and Rollup to Object Account

Business Unit **4820 - ACCESS SERVICES**

61010	REGULAR PAY	841,198.35	.00	841,198.35	65,101.60	.00	128,509.01	712,689.34	15
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	19,999.23	.00	39,799.05	299,530.29	12
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	690.00	.00	1,425.00	3,575.00	28
61415	TERMINATION PAYOUTS	.00	.00	.00	857.20	.00	857.20	(857.20)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	816.42	.00	816.42	(816.42)	+++
61510	HEALTH INSURANCE	200,266.56	.00	200,266.56	16,004.57	.00	24,551.78	175,714.78	12
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	18.34	57.50	24
61615	LIFE INSURANCE	345.41	.00	345.41	22.71	.00	52.73	292.68	15
61710	IMRF	45,924.92	.00	45,924.92	3,581.06	.00	7,351.25	38,573.67	16
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	5,182.87	.00	10,368.70	62,823.98	14
61730	MEDICARE	17,117.64	.00	17,117.64	1,212.16	.00	2,424.96	14,692.68	14
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	.00	.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	1,360.96	1,748.37	1,696.50	11,555.13	23
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$114,837.95	\$1,748.37	\$244,734.85	\$1,433,967.52	15%

Business Unit **4825 - ENGAGEMENT SERVICES**

61010	REGULAR PAY	370,046.00	.00	370,046.00	22,301.82	.00	42,376.15	327,669.85	11
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,650.55	.00	7,623.52	40,699.48	16
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
61110	OVERTIME PAY	.00	.00	.00	.00	.00	44.30	(44.30)	+++
61510	HEALTH INSURANCE	68,803.00	.00	68,803.00	3,553.88	.00	5,330.82	63,472.18	8
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	6.32	32.68	16
61615	LIFE INSURANCE	131.00	.00	131.00	11.38	.00	22.76	108.24	17
61710	IMRF	18,433.00	.00	18,433.00	1,154.88	.00	2,310.76	16,122.24	13
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,542.10	.00	3,016.00	22,924.00	12
61730	MEDICARE	6,063.00	.00	6,063.00	360.65	.00	705.35	5,357.65	12
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.00	52.94	4,947.06	1
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	131.54	.00	1,531.99	22,468.01	6
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$32,709.96	\$0.00	\$63,020.91	\$514,257.09	11%

Business Unit **4826 - ROBERT CROWN OPERATIONS**

61010	REGULAR PAY	300,993.00	.00	300,993.00	30,396.48	.00	57,810.20	243,182.80	19
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	7,282.11	.00	13,354.62	150,501.38	8
61060	SEASONAL EMPLOYEES	.00	.00	.00	640.00	.00	640.00	(640.00)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	10,182.93	61,375.07	14
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	12.66	63.34	17
61615	LIFE INSURANCE	117.00	.00	117.00	9.92	.00	19.84	97.16	17
61710	IMRF	19,948.00	.00	19,948.00	1,648.24	.00	3,279.09	16,668.91	16
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,279.88	.00	4,345.58	24,475.42	15
61730	MEDICARE	6,737.00	.00	6,737.00	533.17	.00	1,016.32	5,720.68	15
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	245.40	.00	245.40	13,754.60	2
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	980.02	.00	1,329.43	33,670.57	4
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	\$50,810.17	\$0.00	\$92,236.07	\$554,969.93	14%

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

61010	REGULAR PAY	443,796.00	.00	443,796.00	31,701.27	.00	63,330.69	380,465.31	14
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	12,110.89	.00	22,455.83	260,905.17	8
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,450.00	.00	2,830.00	2,170.00	57
61415	TERMINATION PAYOUTS	.00	.00	.00	7,237.85	.00	7,237.85	(7,237.85)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	6,985.02	.00	10,873.85	90,036.15	11
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	24.92	13.08	66
61615	LIFE INSURANCE	114.00	.00	114.00	9.89	.00	19.82	94.18	17
61710	IMRF	31,618.00	.00	31,618.00	2,271.72	.00	4,335.74	27,282.26	14
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	3,143.31	.00	5,821.18	39,262.82	13
61730	MEDICARE	10,540.00	.00	10,540.00	735.13	.00	1,361.42	9,178.58	13
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	308.96	.00	7,061.75	32,938.25	18
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	295.23	30,346.77	1

Budget Performance Report

Date Range 01/01/25 - 02/28/25

Include Rollup Account and Rollup to Object Account

65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	776.94	28,223.06	3
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	134.89	.00	3,397.20	9,602.80	26
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	178.01	.00	762.02	19,237.98	4
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,099,603.00	\$0.00	\$1,099,603.00	\$66,279.40	\$0.00	\$130,584.44	\$969,018.56	12%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	40,975.35	.00	78,359.33	670,237.47	10
61060	SEASONAL EMPLOYEES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
61110	OVERTIME PAY	5,000.00	.00	5,000.00	.00	.00	27.15	4,972.85	1
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	9,266.52	.00	13,899.78	148,977.02	9
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	31.24	118.76	21
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	14.48	(11.08)	426
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	.00	690.00	0
61710	IMRF	33,086.91	.00	33,086.91	1,823.40	.00	3,639.15	29,447.76	11
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,421.15	.00	4,739.40	41,717.20	10
61730	MEDICARE	10,865.38	.00	10,865.38	566.21	.00	1,108.40	9,756.98	10
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	15,206.44	163,491.39	45,111.17	86,397.44	71
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	906.00	4,534.00	17
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	814.00	4,071.00	17
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	1,098.64	.00	1,098.64	28,901.36	4
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	426.62	.00	1,896.37	13,103.63	13
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	.00	188.96	19,811.04	1
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	25.49	(25.49)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$72,667.19	\$163,491.39	\$151,859.56	\$1,167,976.94	21%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	70,799.60	.00	130,654.19	827,273.81	14
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	7,916.70	.00	15,241.26	92,567.74	14
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	8,349.99	.00	11,980.06	108,013.94	10
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	18.60	95.40	16
61615	LIFE INSURANCE	579.00	.00	579.00	55.66	.00	103.97	475.03	18
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	600.00	3,000.00	17
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	234.00	1,674.00	12
61710	IMRF	38,105.00	.00	38,105.00	3,502.88	.00	6,815.72	31,289.28	18
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	4,788.44	.00	8,974.73	57,038.27	14
61730	MEDICARE	15,534.00	.00	15,534.00	1,119.86	.00	2,098.92	13,435.08	14
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	17,635.47	7,050.00	29,141.72	63,808.28	36
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	1,200.00	.00	4,725.00	35,275.00	12
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	265.00	29,735.00	1
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	10.45	2,989.55	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	875.00	.00	875.00	2,125.00	29
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
62703	BANK FEES	.00	.00	.00	.00	.00	38.86	(38.86)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	252.28	4,747.72	5
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	1,521.14	8,478.86	15
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	1,073.70	5,926.30	15
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,489.31	6,010.69	2,836.59	21,152.72	29
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	58,334.00	291,666.00	17
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$147,326.21	\$13,060.69	\$275,795.19	\$1,703,128.12	15%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$670,928.06	\$178,300.45	\$1,272,003.41	\$8,788,745.99	14%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$670,928.06	\$178,300.45	\$1,272,003.41	\$8,788,745.99	14%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	.00	.00	84,376.98	9,378,720.02	1%

Budget Performance Report

Date Range 01/01/25 - 02/28/25

Include Rollup Account and Rollup to Object Account

	EXPENSE TOTALS	10,239,049.85	.00	10,239,049.85	670,928.06	178,300.45	1,272,003.41	8,788,745.99	14%
Fund 185 - LIBRARY FUND	Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$670,928.06)	(\$178,300.45)	(\$1,187,626.43)	\$589,974.03	
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%
	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	.00	370,083.00	0
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	.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	\$0.00	\$576,946.00	0%
	Department 48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$0.00	\$576,946.00	0%
	EXPENSE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$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	.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	\$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	\$0.00	\$1,900,000.00	0%
	REVENUE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$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	.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	\$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	\$0.00	\$1,900,000.00	0%
	EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$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	.00	.00	84,376.98	11,855,666.02	1%
	EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	670,928.06	178,300.45	1,272,003.41	11,265,691.99	11%
	Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$670,928.06)	(\$178,300.45)	(\$1,187,626.43)	\$589,974.03	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund Statement of Activity

January 01, 2025 through January 31, 2025

Beginning Balance **\$4,426,777.68**

Revenue

Investment results	143,866.85
Total Revenues:	\$143,866.85

Distributions/Grants and Expenses

Foundation support charge	-2,400.37
Total Distributions:	\$-2,400.37

Ending Balance **\$4,568,244.16**

Questions about your statement?

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



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

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

February 28, 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

\$326,609.84

Total value of all accounts as of February 28, 2025

Accounts	Value on 01/31/2025	Value on 02/28/2025
Evanston Public Library		
Organization account	\$309,316.88	\$310,327.34
Organization brokerage account	\$16,229.48	\$16,282.50
Total	\$325,546.36	\$326,609.84

Asset mix



	Value on 02/28/2025
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	326,609.84
0.0% Other	0.00
Total	\$326,609.84

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

\$310,327.34

Total account value as of February 28, 2025

Year-to-date income

Taxable income	\$2,131.63
Nontaxable income	0.00
Total	\$2,131.63

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 01/31/2025	Balance on 02/28/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$309,316.88	\$310,327.34
			\$309,316.88	\$310,327.34

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,010.46
7-day SEC yield as of 02/28/2025*		4.26%

*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 1/31/2025		\$1.00		309,316.880	\$309,316.88

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
02/28	Income dividend	\$1,010.46	1.00	1,010.460	310,327.340	
Ending balance on 2/28/2025			\$1.00		310,327.340	\$310,327.34

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

\$16,282.50
 Total account value as of February 28, 2025

Year-to-date income

Taxable income	\$111.76
Nontaxable income	0.00
Total	\$111.76

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 02/28/2025	Balance on 01/31/2025	Balance on 02/28/2025
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 4.26%	16,282.5000	\$1.00	\$16,229.48	\$16,282.50
Total Sweep Balance			\$16,229.48	\$16,282.50

Organization brokerage account—XXXX0437

Evanston Public Library

Vanguard Personal Investor

877-662-7447

Account activity for Vanguard Brokerage Account – XXXX0437

This section shows transactions that have settled by February 28, 2025.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
February	\$53.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	111.76	0.00	0.00	0.00	0.00	0.00

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
02/28	02/28	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	\$53.02
02/28	02/28	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-53.02

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.

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MEMORANDUM

To: Finance Committee

From: Wynn Shawver, Development Manager

Subject: Monthly Development Report to the Finance Committee

Date: March 7, 2025

Donation Form Updates: Redesigned our web donation forms to provide options to identify support for “Area of Greatest Need”, “Collection Development”, “Innovation and Digital Learning”, “Early Learning”, “Lifelong Learning” or “Engagement & Belonging”

The image shows two versions of a donation form side-by-side. The left version is the old form, and the right version is the new, redesigned form. Both forms have a 'Gift amount' section with 'One-time donation' and 'Recurring donation' tabs. The old form has buttons for \$1,000, \$500, \$250, \$100, and 'Other amount'. The new form has a dropdown menu showing '\$ 5000'. Below the amount, both forms have a 'Please direct my unrestricted support to' field. In the old form, this field is empty. In the new form, it contains 'Innovation & Digital Learning'. Below this is a 'Your information' section with 'First name' and 'Email' fields. In the old form, the first name is 'Atticus Finch'. In the new form, it is 'Al Gorithm' and the email is 'agorithm@digitallife.com'. There is a red triangle warning icon next to the 'Enter Last name.' label in the new form.

Partners of the Evanston Public Library (PEPL):

The Development Manager will oversee the March MOU renewal and coordinate PEPL fundraising efforts, including 3-4 events with a \$10,000 goal to support collection development.

Strategic Planning Update: Began working with Amling Consulting on the Strategic Development Advancement Plan. We anticipate completion by April 30th. The consultant is currently reaching out to volunteers, board members and staff for information.

Leadership Donor Stewardship and Cultivation: Began individual outreach and visits with leadership donors to steward their support and assess their interest in making a major commitment to the Library in the next 1-3 years.



Upcoming Campaigns, Appeals and Engagement Opportunities: In order to showcase and cultivate interest and support, we are identifying library programs and events of note. Development will ensure that Trustees are included on notifications for these upcoming engagement efforts. The Annual Report Campaign, scheduled to launch by mail and email in early April, will receive and accept gifts from this campaign through October. We anticipate that this campaign will raise \$25,000.

2025 Non-Tax Revenue Activity:

Month	Ind Donations	Fed Grants	Lib Grants	Per Capita	Misc Rev	Total
February	\$12,084	\$13,480	\$0.00	\$0.00	\$0.00	\$25,564
Total	\$27,678	\$13,480	\$0.00	\$0.00	\$942	\$42,100
Goal	\$400,000	\$40,000	\$400,000	\$115,000	\$2,000	\$957,000
Percent to Goal	7%	34%	0%	0%	47%	4%

2025 Year-to-Date Comparison			
	2025 Adopted Budget	Revenue Received 1/1/24 - 2/28/24	Revenue Received 1/1/25 - 2/28/25
Library Donations (56011)	\$400,000	\$38,281	\$27,679
Federal Grants (55201)	\$40,000	\$4,226	\$13,480
ISL Per Capita Grant (55245)	\$115,000	\$0	\$0
Local Library Grants (57551)	\$40,000	\$1,941	\$0
Misc Revenue - (57551)	\$2,000	\$0	\$942
Totals	\$597,000	\$44,448	\$42,101
Percent to Budget	100.00%	6.84%	6.47%



EVANSTON PUBLIC LIBRARY

Grant Submitted, Awarded, and Declined in February 2025:

Status	Funder	Request Amount	Date Submitted	Date Response Anticipated
Submitted	Library of Congress	\$10,000	2/18/2025	10/1/2025
Submitted	McGraw Foundation	\$5,000	2/1/2025	6/30/2025

Federal Funding Parking Lot January-March 2025:

Status/Notes	Grant Opportunity	Request Amount	Proposal Deadline
Planned Proposal (still accepting)	IMLS	\$90,000.00	3/10/2025
Planned Proposal (still accepting)	IL Dept. of Commerce	\$300,000.00	3/20/2025
Planned Proposal (on hold)	ISL	\$40,000.00	3/30/2025
Submitted	NSF	\$100,000.00	1/8/2025
Submitted	NEA	\$10,712.00	1/30/2025