



BOARD OF TRUSTEES

FINANCE COMMITTEE PACKET

Thursday, May 8, 2025, at 3:00 pm
Main Library, Library Board Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/6782025002?omn=88081470932>



FINANCE COMMITTEE MEETING

Thursday, May 8, 2025, at 3:00 PM

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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. OLD BUSINESS

5. NEW BUSINESS

- A. Review the upcoming board packet finance items.
- B. Update on budgetary impact of current vacancies and recent hiring.
- C. Monthly Development Report
- D. Fund Balance Policy Discussion
- E. Board policies topic.

6. EXECUTIVE SESSION

7. ADJOURNMENT

Next Meeting: June 12, 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.



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Library Fund Bills

Date: May 8, 2025

Recommended Action

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

Payroll

March 24, 2025, through April 6, 2025,	\$ 210,526.95
April 7, 2025, through April 20, 2025,	\$ 214,296.84

Library Fund Bills List

April 29, 2025,	\$ 148,973.93
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Purchasing

February 25, 2025	\$ 11,969.53
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 04/29/25 - 04/29/25

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	03/27/2025	04/29/2025	04/15/2025	58.10
100474 - BAKER & TAYLOR	CHILDRENS SUPPLIES AND ENGAGEMENT	04/07/2025	04/29/2025	04/29/2025	37.98
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	04/09/2025	04/29/2025	04/29/2025	29.05
11373 - CUSTOM EARTH PROMOS	NON-WOVEN PROMOTIONAL BAGS ESTIMATE 3074363	04/01/2025	04/29/2025	04/29/2025	344.10
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	REIMBURSEMENT FOR A BUS TOUR FROM KINGSLEY SCHOOL MAR 12 2025	03/12/2025	04/29/2025	04/15/2025	182.22
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 5					\$651.45
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	03/17/2025	04/29/2025	04/15/2025	549.89
100474 - BAKER & TAYLOR	YA, CROWN, AND JUV PRINT	03/17/2025	04/29/2025	04/15/2025	14.14
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/17/2025	04/29/2025	04/15/2025	228.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/17/2025	04/29/2025	04/15/2025	972.22
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/18/2025	04/29/2025	04/15/2025	341.94
100474 - BAKER & TAYLOR	JUV PRINT	03/18/2025	04/29/2025	04/15/2025	166.48
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/20/2025	04/29/2025	04/15/2025	976.78
100474 - BAKER & TAYLOR	JUV PRINT	03/21/2025	04/29/2025	04/15/2025	144.11
100474 - BAKER & TAYLOR	JUV PRINT	03/24/2025	04/29/2025	04/15/2025	318.30
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/24/2025	04/29/2025	04/15/2025	921.09
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	03/25/2025	04/29/2025	04/15/2025	190.28
100474 - BAKER & TAYLOR	CROWN, YA AND JUV PRINT	03/26/2025	04/29/2025	04/15/2025	70.79
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/03/2025	04/29/2025	04/29/2025	687.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/08/2025	04/29/2025	04/29/2025	636.22
100474 - BAKER & TAYLOR	JUIV CROWN AND PRINT	04/10/2025	04/29/2025	04/29/2025	464.55
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	04/03/2025	04/29/2025	04/29/2025	9.53

101277 - CRIMSON MULTIMEDIA DIST	JUV PRINT	02/21/2025	04/29/2025	04/15/2025	3,853.22
101277 - CRIMSON MULTIMEDIA DIST	JUV AUDIO VISUAL	02/28/2025	04/29/2025	04/15/2025	747.34
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 18		<hr/> \$11,292.55
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	03/14/2025	04/29/2025	04/15/2025	93.54
103424 - MIDWEST TAPE LLC	JUV AV	03/21/2025	04/29/2025	04/15/2025	82.29
103424 - MIDWEST TAPE LLC	JUV AV	03/27/2025	04/29/2025	04/15/2025	98.04
103424 - MIDWEST TAPE LLC	JUV AV	04/10/2025	04/29/2025	04/29/2025	89.04
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	04/01/2025	04/29/2025	04/15/2025	479.32
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 5		<hr/> \$842.23
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					<hr/> \$12,786.23
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
14818 - FISHEYE GRAPHIC SERVICES, INC.	STAFF PICK CARDS	04/11/2025	04/29/2025	04/29/2025	120.00
19704 - JAPANESE CULTURE CENTER	LECTURE WITH TAKAHASHI SENSEI	03/26/2025	04/29/2025	04/15/2025	400.00
20855 - TERESA PANGAN PLLC	WELLNESS WEDNESDAY - APRIL	04/15/2025	04/29/2025	04/29/2025	125.00
		Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 3		<hr/> \$645.00
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	03/31/2025	04/29/2025	04/15/2025	1,920.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	03/31/2025	04/29/2025	04/15/2025	6,499.96
		Account 65628 - Library Electronic Resources Totals	Invoice Transactions 2		<hr/> \$8,419.96
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	03/14/2025	04/29/2025	04/15/2025	255.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/17/2025	04/29/2025	04/15/2025	261.10
100474 - BAKER & TAYLOR	ADULT PRINT	03/17/2025	04/29/2025	04/15/2025	118.89
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/17/2025	04/29/2025	04/15/2025	904.18
100474 - BAKER & TAYLOR	ADULT AND JUV PRINT	03/17/2025	04/29/2025	04/15/2025	27.05
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2025	04/29/2025	04/15/2025	545.11
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/18/2025	04/29/2025	04/15/2025	592.68
100474 - BAKER & TAYLOR	ADULT PRINT	03/18/2025	04/29/2025	04/15/2025	217.59
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/20/2025	04/29/2025	04/15/2025	1,193.23
100474 - BAKER & TAYLOR	ADULT PRINT	03/20/2025	04/29/2025	04/15/2025	251.48
100474 - BAKER & TAYLOR	ADULT PRINT	03/21/2025	04/29/2025	04/15/2025	113.82

100474 - BAKER & TAYLOR	ADULT PRINT AND CROWN	03/21/2025	04/29/2025	04/15/2025	1,086.44
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/21/2025	04/29/2025	04/15/2025	359.57
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/24/2025	04/29/2025	04/15/2025	1,860.66
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/24/2025	04/29/2025	04/15/2025	392.45
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/25/2025	04/29/2025	04/15/2025	659.33
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/26/2025	04/29/2025	04/15/2025	392.44
100474 - BAKER & TAYLOR	ADULT PRINT	03/26/2025	04/29/2025	04/15/2025	211.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	03/27/2025	04/29/2025	04/15/2025	381.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/01/2025	04/29/2025	04/15/2025	1,181.45
100474 - BAKER & TAYLOR	ADULT PRINT	03/31/2025	04/29/2025	04/15/2025	395.55
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/03/2025	04/29/2025	04/29/2025	330.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/04/2025	04/29/2025	04/29/2025	555.14
100474 - BAKER & TAYLOR	ADULT PRINT	04/07/2025	04/29/2025	04/29/2025	96.06
100474 - BAKER & TAYLOR	ADULT PRINT	04/08/2025	04/29/2025	04/29/2025	211.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/08/2025	04/29/2025	04/29/2025	199.88
100474 - BAKER & TAYLOR	ADULT PRINT	04/09/2025	04/29/2025	04/29/2025	43.79
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/10/2025	04/29/2025	04/29/2025	336.70
100474 - BAKER & TAYLOR	ADULT PRINT	03/31/2025	04/29/2025	04/29/2025	84.66
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/07/2025	04/29/2025	04/29/2025	857.48
100474 - BAKER & TAYLOR	ADULT PRINT	04/01/2025	04/29/2025	04/29/2025	117.62
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/17/2025	04/29/2025	04/15/2025	26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/19/2025	04/29/2025	04/15/2025	102.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/19/2025	04/29/2025	04/15/2025	53.98
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/19/2025	04/29/2025	04/15/2025	54.73
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/20/2025	04/29/2025	04/15/2025	229.42
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/20/2025	04/29/2025	04/15/2025	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/20/2025	04/29/2025	04/15/2025	26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/24/2025	04/29/2025	04/15/2025	70.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/25/2025	04/29/2025	04/15/2025	117.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	03/27/2025	04/29/2025	04/15/2025	46.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/09/2025	04/29/2025	04/29/2025	25.50
276974 - OVER DRIVE, INC.	EBOOKS	03/14/2025	04/29/2025	04/15/2025	355.39

276974 - OVER DRIVE, INC.	EBOOKS	03/14/2025	04/29/2025	04/15/2025	1,638.51
276974 - OVER DRIVE, INC.	MAIN EBOOKS	03/14/2025	04/29/2025	04/15/2025	588.66
276974 - OVER DRIVE, INC.	EBOOKS	03/21/2025	04/29/2025	04/15/2025	489.75
276974 - OVER DRIVE, INC.	EBOOKS	03/21/2025	04/29/2025	04/15/2025	2,112.48
276974 - OVER DRIVE, INC.	EBOOKS	03/21/2025	04/29/2025	04/15/2025	698.71
276974 - OVER DRIVE, INC.	EBOOKS	03/25/2025	04/29/2025	04/15/2025	229.91
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2025	04/29/2025	04/15/2025	89.25
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2025	04/29/2025	04/15/2025	670.44
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2025	04/29/2025	04/15/2025	27.50
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2025	04/29/2025	04/15/2025	782.23
276974 - OVER DRIVE, INC.	EBOOKS	03/28/2025	04/29/2025	04/15/2025	1,427.13
276974 - OVER DRIVE, INC.	EBOOKS	03/31/2025	04/29/2025	04/15/2025	100.48
276974 - OVER DRIVE, INC.	EBOOKS	03/31/2025	04/29/2025	04/15/2025	43.00
276974 - OVER DRIVE, INC.	EBOOKS	03/31/2025	04/29/2025	04/15/2025	239.96
276974 - OVER DRIVE, INC.	EBOOKS	03/31/2025	04/29/2025	04/15/2025	1,325.11
276974 - OVER DRIVE, INC.	EBOOKS	04/04/2025	04/29/2025	04/29/2025	429.66
276974 - OVER DRIVE, INC.	EBOOKS	04/04/2025	04/29/2025	04/29/2025	470.43
276974 - OVER DRIVE, INC.	EBOOKS	04/04/2025	04/29/2025	04/29/2025	1,422.04
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/19/2025	04/29/2025	04/15/2025	95.94
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/19/2025	04/29/2025	04/15/2025	12.93
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/24/2025	04/29/2025	04/15/2025	319.01
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/26/2025	04/29/2025	04/15/2025	179.93
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/27/2025	04/29/2025	04/15/2025	43.19
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	03/27/2025	04/29/2025	04/15/2025	161.08
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/03/2025	04/29/2025	04/29/2025	89.18

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 68	<hr/> \$29,059.93
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Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2025	04/29/2025	04/15/2025	148.40
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2025	04/29/2025	04/15/2025	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2025	04/29/2025	04/15/2025	31.86
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2025	04/29/2025	04/15/2025	100.72
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2024	04/29/2025	04/15/2025	219.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/14/2025	04/29/2025	04/15/2025	29.68

103424 - MIDWEST TAPE LLC	ADULT AV	03/21/2025	04/29/2025	04/15/2025	94.40
103424 - MIDWEST TAPE LLC	ADULT AV	03/21/2025	04/29/2025	04/15/2025	24.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/21/2025	04/29/2025	04/15/2025	27.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/21/2025	04/29/2025	04/15/2025	57.54
103424 - MIDWEST TAPE LLC	ADULT AV	03/21/2025	04/29/2025	04/15/2025	42.43
103424 - MIDWEST TAPE LLC	ADULT AV	03/27/2025	04/29/2025	04/15/2025	29.37
103424 - MIDWEST TAPE LLC	ADULT AV	03/27/2025	04/29/2025	04/15/2025	92.44
103424 - MIDWEST TAPE LLC	ADULT AV	03/27/2025	04/29/2025	04/15/2025	82.29
103424 - MIDWEST TAPE LLC	ADULT AV	03/27/2025	04/29/2025	04/15/2025	19.18
103424 - MIDWEST TAPE LLC	ADULT AV	04/02/2025	04/29/2025	04/15/2025	104.11
103424 - MIDWEST TAPE LLC	ADULT AV	04/02/2024	04/29/2025	04/15/2025	15.87
103424 - MIDWEST TAPE LLC	ADULT AV	04/10/2025	04/29/2025	04/29/2025	73.26
103424 - MIDWEST TAPE LLC	ADULT AV	04/10/2025	04/29/2025	04/29/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	04/10/2025	04/29/2025	04/29/2025	176.52

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 20	<hr/> \$1,415.21
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Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice Transactions 93	<hr/> \$39,540.10
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Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

137361 - COOPERATIVE COMPUTER SERVICES	CCS MEMBERSHIP FEE AND OCLC JED	04/15/2025	04/29/2025	04/29/2025	21,658.65
12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	04/07/2025	04/29/2025	04/29/2025	25.26

Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 2	<hr/> \$21,683.91
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Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	OFFICE SUPPLIES	04/16/2025	04/29/2025	04/29/2025	46.11
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	03/10/2025	04/29/2025	04/15/2025	19.23
17642 - TEAM ONE REPAIR, INC.	BULK ORDER RECEIPT PAPER FOR CIRCULATION QUOTE 1603252	04/16/2025	04/29/2025	04/29/2025	975.00
206940 - ULINE	OFFICE SUPPLIES	03/14/2025	04/29/2025	04/15/2025	108.69
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	04/01/2025	04/29/2025	04/29/2025	78.80

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 5	<hr/> \$1,227.83
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Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions 7	<hr/> \$22,911.74
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Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65001 - FEDERAL GRANT EXPENSE**

105668 - MCGAW YMCA	TAI CHI FACILITATOR FOR AHA!	04/21/2025	04/29/2025	04/29/2025	100.00
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Account **65100 - LIBRARY SUPPLIES**

100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/09/2025	04/29/2025	04/29/2025	183.29
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/07/2025	04/29/2025	04/29/2025	188.26
100474 - BAKER & TAYLOR	CHILDRENS SUPPLIES AND ENGAGEMENT	04/07/2025	04/29/2025	04/29/2025	373.62
132303 - Carmen Francellno	FOOD FOR TEA & TALK PROGRAM IN MARCH	04/10/2025	04/29/2025	04/29/2025	184.13
132303 - Carmen Francellno	GETTING YOUR HOUSE PROGRAM SUPPLIES	04/10/2025	04/29/2025	04/29/2025	8.75
11373 - CUSTOM EARTH PROMOS	NON-WOVEN PROMOTIONAL BAGS ESTIMATE 3074363	04/01/2025	04/29/2025	04/29/2025	860.25

Account **65100 - LIBRARY SUPPLIES** Totals

Invoice Transactions 6

\$1,798.30Business Unit **4825 - ENGAGEMENT SERVICES** Totals

Invoice Transactions 7

\$1,898.30Business Unit **4835 - INNOVATION & DIGITAL LEARNING**Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, CROWN, AND JUV PRINT	03/17/2025	04/29/2025	04/15/2025	7.13
100474 - BAKER & TAYLOR	CROWN, YA AND JUV PRINT	03/26/2025	04/29/2025	04/15/2025	118.89

Account **65630 - LIBRARY BOOKS** Totals

Invoice Transactions 2

\$126.02Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals

Invoice Transactions 2

\$126.02Business Unit **4840 - LIBRARY MAINTENANCE**Account **62225 - BLDG MAINTENANCE SERVICES**

100891 - CARRIER CORPORATION	CHILLER SERVICE CALL REPAIR	04/01/2025	04/29/2025	04/15/2025	792.16
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/02/2025	04/29/2025	04/15/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/01/2025	04/29/2025	04/15/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/08/2025	04/29/2025	04/15/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/18/2025	04/29/2025	04/29/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/15/2025	04/29/2025	04/29/2025	435.79
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	01/21/2025	04/29/2025	04/29/2025	120.52
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	04/17/2025	04/29/2025	04/29/2025	93.84
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/18/2025	04/29/2025	04/29/2025	149.82
10727 - GENERAL MEDICAL DEVICES dba AED PROFESSIONALS	REPLACEMENT BATTERY KIT FOR LIFEPAK	03/31/2025	04/29/2025	04/29/2025	295.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	04/01/2025	04/29/2025	04/15/2025	218.40
104729 - SIEMENS INDUSTRY, INC.	BUILDING AUTOMATION SERVICES 2025	03/27/2025	04/29/2025	04/15/2025	3,540.00
104729 - SIEMENS INDUSTRY, INC.	SERVICE ORDER	03/18/2025	04/29/2025	04/29/2025	590.00

145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	04/02/2025	04/29/2025	04/15/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 14					<hr/> \$20,064.40
Account 64015 - NATURAL GAS					
15016 - DYNEGY	LIBRARY ELECTRICITY ACCT#4591156705 12/31/2024-1/30/2025	01/31/2025	04/29/2025	04/15/2025	7,685.16
15016 - DYNEGY	LIBRARY ELECTRICITY ACCT#4591156705 1/31/2025-3/2/2025	03/02/2025	04/29/2025	04/15/2025	7,931.97
Account 64015 - NATURAL GAS Totals Invoice Transactions 2					<hr/> \$15,617.13
Account 65040 - JANITORIAL SUPPLIES					
102137 - GRAINGER, INC., W.W.	BULK ORDER HEPA FILTER REPLACEMENT	03/17/2025	04/29/2025	04/15/2025	595.34
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/18/2025	04/29/2025	04/15/2025	66.60
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	04/01/2024	04/29/2025	04/15/2025	1,156.20
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 3					<hr/> \$1,818.14
Account 65050 - BLDG MAINTENANCE MATERIAL					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	03/31/2025	04/29/2025	04/15/2025	93.24
Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1					<hr/> \$93.24
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 20					<hr/> \$37,592.91
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
11366 - GOVERNMENT JOBS dba NEOGOV	ONBOARDING SUBSCRIPTION QUOTE#368945	03/27/2025	04/29/2025	04/29/2025	2,500.00
20953 - HR SOURCE	OUTSOURCED HR SERVICES	03/27/2025	04/29/2025	04/29/2025	1,246.25
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL SERVICES	02/12/2025	04/29/2025	04/15/2025	58.75
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES M EL METENNANI 3/1/2025	03/28/2025	04/29/2025	04/15/2025	766.80
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES TGARVEY 3/1-3/22	03/28/2025	04/29/2025	04/15/2025	13,178.76
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 5					<hr/> \$17,750.56
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	SPANISH LANGUAGE WELCOME BOOKMARKS	04/11/2025	04/29/2025	04/29/2025	115.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL ANNUAL REPORT 2024 PRINT AND MAILING	04/11/2025	04/29/2025	04/29/2025	4,780.37

20988 - MADDEN CREATIVE SERVICES, LLC	PROFESSIONAL DESIGN FEE - 2024 ANNUAL REPORT	04/09/2025	04/29/2025	04/15/2025	4,125.00
Account 62210 - PRINTING Totals Invoice Transactions 3					<hr/> \$9,020.37
Account 62295 - TRAINING & TRAVEL					
13722 - ELIZABETH BIRD	ALA CONFERENCE REGISTRATION 2025 REIMBURSEMENT	03/31/2025	04/29/2025	04/15/2025	430.00
132798 - Gabriela Mansera	CCS MEETING IN APRIL 2025	04/14/2025	04/29/2025	04/29/2025	52.40
208762 - Jill Skwerski	ILA DEI RETREAT	04/15/2025	04/29/2025	04/29/2025	253.85
17262 - KATHERINE JACOB	ALA REGISTRATION CONFERENCE 2025 REIMBURSEMENT	03/25/2025	04/29/2025	04/15/2025	430.00
18675 - KELLYE FLEMING	ALA REGISTRATION CONFERENCE 2025 REIMBURSEMENT	03/26/2025	04/29/2025	04/15/2025	430.00
18675 - KELLYE FLEMING	ALA CONFERENCE AIRFARE REIMBURSEMENT FOR KFLEMING AND K MORAVEC	04/12/2025	04/29/2025	04/29/2025	1,129.92
234969 - THE STONE VASTINE GROUP, LLC	AWARENESS AND COMMUNITY BUILDING SESSION #1	03/18/2025	04/29/2025	04/15/2025	1,300.00
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 7					<hr/> \$4,026.17
Account 65095 - OFFICE SUPPLIES					
18494 - ANCHORFISH PRINTING & EMBROIDERY	MARKETING AND PROMOTIONAL BAGS	04/17/2025	04/29/2025	04/29/2025	1,877.50
162933 - IMAGING ESSENTIALS	TONER SUPPLIES	02/09/2025	04/29/2025	04/29/2025	189.62
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	03/11/2025	04/29/2025	04/15/2025	162.73
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	03/11/2025	04/29/2025	04/15/2025	22.03
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	04/29/2025	04/29/2025	28.62
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	04/29/2025	04/29/2025	456.78
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	02/14/2025	04/29/2025	04/29/2025	74.95
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	02/13/2025	04/29/2025	04/29/2025	220.56
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	02/12/2025	04/29/2025	04/29/2025	116.69
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 9					<hr/> \$3,149.48
Account 65100 - LIBRARY SUPPLIES					
11373 - CUSTOM EARTH PROMOS	NON-WOVEN PROMOTIONAL BAGS ESTIMATE 3074363	04/01/2025	04/29/2025	04/29/2025	172.05
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					<hr/> \$172.05

Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice Transactions 25	<hr/> \$34,118.63
Department 48 - LIBRARY Totals	Invoice Transactions 182	<hr/> \$148,973.93
Fund 185 - LIBRARY FUND Totals	Invoice Transactions 182	<hr/> \$148,973.93
	Invoice Transactions 182	<hr/> <hr/> \$148,973.93

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	MICHAELS #9490	TX	75063	\$ 85.75	1/27/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 21.97	1/27/2025	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CRICUT	UT	84095	\$ 89.09	1/27/2025	65100 LIBRARY SUPPLIES	STATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	FTP FINANCIAL TIMES	NY	10013	\$ 70.71	1/27/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	NYTIMES	NY	10018	\$ 598.00	1/27/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 54.00	1/27/2025	65641 AUDIO VISUAL COLLECTIONS	AV PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 2.87	1/28/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	WADE	RAY
LIBRARY	FLORIDA BADGES LLC	FL	33556	\$ 205.00	1/28/2025	65095 OFFICE SUPPLIES	STAFF BADGES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BAGS UNLIMITED	NY	14608	\$ 105.19	1/28/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 50.45	1/28/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US Z76WP3TF2	WA	98109	\$ 19.94	1/28/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 4.99	1/29/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES STORYTIME	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US ZC82K7GU0	WA	98109	\$ 64.47	1/29/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA ZG4L71W11	WA	98109	\$ 159.94	1/29/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US Z76YN6XW2	WA	98109	\$ 56.10	1/29/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 1,336.55	1/30/2025	65001 FEDERAL GRANT EXPENSE	CHALLENGE. FUNDING THROUGH THE PNG GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 598.00	1/30/2025	65001 FEDERAL GRANT EXPENSE	THROUGH THE PNG GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMZN MKTP US ZC19AF501	WA	98109	\$ 37.95	1/30/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US Z74BC3MO2	WA	98109	\$ 7.15	1/30/2025	65641 AUDIO VISUAL COLLECTIONS	AV PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP YOU ARE NOT POOR	GA	30305	\$ 18.23	1/31/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA Z70F23S02	WA	98109	\$ 28.10	1/31/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MATTBODETT.COM	IL	60605	\$ 34.55	1/31/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP ABRAHAMLINCOLNMEMOR	IL	62701	\$ 54.88	1/31/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	USPS.COM CLICKNSHIP	DC	20260	\$ 10.10	2/3/2025	62315 POSTAGE	SHIPPING ITEMS BACK TO VENDOR	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 64.80	2/3/2025	62340 IT COMPUTER SOFTWARE	MONTHLY WEB HOST FEE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BEST BUY 00030320	IL	60077	\$ 364.95	2/3/2025	65002 STATE GRANT EXPENSE	LINKS AND NSBE GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 49.00	2/3/2025	65002 STATE GRANT EXPENSE	FUNDING THROUGH LINKS/NSBE	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON MARK Z79J43N40	WA	98109	\$ 59.96	2/3/2025	65095 OFFICE SUPPLIES	SIGN HOLDERS FOR BUILDING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DHN GODADDY.COM	AZ	85284	\$ 23.17	2/3/2025	65100 LIBRARY SUPPLIES	CARDBOARD CARNIVAL WEBSITE DOMAIN.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON MARK Z18F0C4K0	WA	98109	\$ (20.97)	2/3/2025	65100 LIBRARY SUPPLIES	CREDIT	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 16.44	2/3/2025	65100 LIBRARY SUPPLIES	CROCHET NEEDLES FOR INNOVATION STATION PROGRAMS.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	2/3/2025	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE STORAGE AND MAINTENANCE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WALMART.COM	AR	72716	\$ 40.89	2/3/2025	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 30.75	2/3/2025	65100 LIBRARY SUPPLIES	RC OFFICE SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA ZC71C35B1	WA	98109	\$ 10.99	2/3/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK ZC8GV59X1	WA	98109	\$ 29.96	2/3/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J W.S.J.	NJ	08852	\$ 64.99	2/3/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GOTPRINT.COM	CA	91505-1073	\$ 52.40	2/4/2025	62210 PRINTING	EPL NEW LOGO SIGNAGES	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GOTPRINT.COM	CA	91505-1073	\$ 49.17	2/4/2025	62210 PRINTING	NEW LOGO SIGN PRINTING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAYFLOW.PAYPAL	NE	68128	\$ 30.00	2/4/2025	62340 IT COMPUTER SOFTWARE	MONTHLY FEE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BESTBUY.COM807026943672	MN	55423	\$ 189.99	2/4/2025	65095 OFFICE SUPPLIES	OFFICE AIR PURIFIER	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA ZC53Z2RJ1	WA	98109	\$ 36.95	2/4/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GAN USATODAYCIRC	IL	46038	\$ 29.00	2/4/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DOLLARTREE	IL	60022	\$ 27.66	2/5/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4826	-	PERNELL	MARCHE
LIBRARY	DOLLARTREE	IL	60076	\$ 52.50	2/5/2025	65100 LIBRARY SUPPLIES	DISPLAYS.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	AMAZON RETA TS83S8KN3	WA	98109	\$ 25.95	2/5/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA Z74SE6FJ1	WA	98109	\$ 111.96	2/5/2025	65641 AUDIO VISUAL COLLECTIONS	AV MATERIAL	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BEST BUY 00003137	IL	60202	\$ 69.99	2/6/2025	65100 LIBRARY SUPPLIES	INTERNET.	185.48.4635	-	MADISON	ELACSHA
LIBRARY	TARGET 00009274	IL	60202	\$ 39.64	2/6/2025	65100 LIBRARY SUPPLIES	PROGRAM AND GAMING TOURNAMENT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SETON IDENTIFICATION P	CT	06405	\$ 39.75	2/7/2025	62210 PRINTING	ELEVATOR SIGN STAFF ONLY	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 19.98	2/7/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	186.48.4805	-	ANTOLIN	LAURA
LIBRARY	ROSS STORES #2393	IL	602020000	\$ 6.60	2/7/2025	65100 LIBRARY SUPPLIES	STATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	2/7/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSCLUB.COM	AR	72712	\$ 82.68	2/10/2025	65100 LIBRARY SUPPLIES	ADULT PROGRAMMING FOOD	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP GPR INC.	CA	94105	\$ 27.99	2/10/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES YOUNG AND THE RESTLESS	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 31.68	2/10/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FIVEBELOW.COM 18444523	PA	19106	\$ 44.04	2/10/2025	65100 LIBRARY SUPPLIES	RC TEEN SCENE PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 20.21	2/11/2025	65100 LIBRARY SUPPLIES	IDL INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FOOD4LESS #0558	IL	60202	\$ 22.34	2/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4826	-	PERNELL	MARCHE
LIBRARY	SAMSCLUB.COM	AR	72712	\$ 69.78	2/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD REBEL STEMERS	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JEWEL OSCO 3487	IL	60202	\$ 38.20	2/13/2025	65002 STATE GRANT EXPENSE	SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 891.15	2/13/2025	65095 OFFICE SUPPLIES	SAFETY UNIFORMS	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 32.40	2/13/2025	65100 LIBRARY SUPPLIES	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JEWEL OSCO 3487	IL	60202	\$ 27.53	2/13/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4826	-	PERNELL	MARCHE
LIBRARY	AMZN MKTP US Y649896T3	WA	98109	\$ 54.00	2/13/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK 8H7QH2GM3	GA	30338	\$ 80.40	2/13/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UPS 1ZRE6713095433966	GA	30338	\$ 15.71	2/14/2025	62315 POSTAGE	IL SHIPPING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US HR9Y01UF3	WA	98109	\$ 11.31	2/14/2025	65100 LIBRARY SUPPLIES	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHESSMEN CLUB OF THE N	IL	60201	\$ 150.00	2/17/2025	62295 TRAINING & TRAVEL	CHESSMAN GALA REGISTRATION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CHESSMEN CLUB OF THE N	IL	60201	\$ 1,500.00	2/17/2025	62295 TRAINING & TRAVEL	CHESSMAN GALA REGISTRATION	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 25.32	2/17/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	WADE	RAY
LIBRARY	SP ELM USA	IL	60089	\$ 103.95	2/17/2025	65100 LIBRARY SUPPLIES	ACCESS CLEANING SUPPLIES	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MUSICARTS.COM	MD	21703	\$ 99.21	2/17/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES FOR STORYTIME	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 29.36	2/17/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES INNOVATION STATION	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 5.37	2/17/2025	65100 LIBRARY SUPPLIES	IDL COMPUTER ACCESSORIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	602010000	\$ 11.54	2/17/2025	65100 LIBRARY SUPPLIES	IDL COMPUTER SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 92.51	2/17/2025	65100 LIBRARY SUPPLIES	IDL INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK 706Z00E03	WA	98109	\$ 185.88	2/17/2025	65100 LIBRARY SUPPLIES	IDL TECHNOLOGY SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMZN MKTP US TMSNE3903	WA	98109	\$ 44.86	2/17/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DHN GODADDY0359240874	AZ	85281	\$ 23.17	2/18/2025	65100 LIBRARY SUPPLIES	CODE IT CHALLENGE WEBSITE DOMAIN.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS.COM	TX	75063	\$ 19.99	2/18/2025	65100 LIBRARY SUPPLIES	ELL OUTREACH PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 74.05	2/18/2025	65100 LIBRARY SUPPLIES	IDL INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 165.36	2/18/2025	65100 LIBRARY SUPPLIES	OFFICE AIR PURIFIER	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 98.69	2/19/2025	65002 STATE GRANT EXPENSE	SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	SHERWIN-WILLIAMS703704	IL	60201	\$ 33.86	2/19/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	MELLENDEZ	MARTIN
LIBRARY	AGELESSGRACE	NC	287397010	\$ 95.00	2/20/2025	65001 FEDERAL GRANT EXPENSE	AGE OPTIONS SUBSCRIPTION FEE	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 12.93	2/20/2025	65100 LIBRARY SUPPLIES	ELL GUESSING JARS SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK B64MD7VY3	WA	98109	\$ 55.96	2/20/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES FOR STORYTIMES	185.48.4805	-	HERNANDEZ-SOLIS	LEA

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	MADISON LIQUIDATORS	WI	53662	\$ 705.40	2/20/2025	65100 LIBRARY SUPPLIES	HIGH CHAIRS FOR EVENT SPEAKER	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS.COM	TX	75063	\$ 46.99	2/20/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION SUPPLIES	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	EVANSTON ASPA	DE	19709	\$ 75.00	2/20/2025	65100 LIBRARY SUPPLIES	REGISTRATION TO UMBRELLA ARTS FESTIVAL	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 91.80	2/21/2025	65100 LIBRARY SUPPLIES	BACK ORDERED SAFETY UNIFORMS	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PY ANCHORFISH PRINTI	IL	60202	\$ 115.00	2/24/2025	62210 PRINTING	TABLE CLOTH FOR DEVELOPMENT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 99.00	2/24/2025	65002 STATE GRANT EXPENSE	SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	WPY CHICKYS KITCHEN CR	IL	60202-1552	\$ 222.92	2/24/2025	65100 LIBRARY SUPPLIES	TEA AND TALK EVENT FOOD	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WPY CHICKYS KITCHEN CR	IL	60202-1552	\$ 222.91	2/24/2025	65100 LIBRARY SUPPLIES	TEA AND TALK EVENT FOOD	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 63.42	2/24/2025	65641 AUDIO VISUAL COLLECTIONS	A/V ADULT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	STICKER MULE	NY	12010	\$ 434.50	2/25/2025	62210 PRINTING	EPL BULK STICKER ORDER	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 25.52	2/25/2025	65100 LIBRARY SUPPLIES	SUPPLIES FOR STORYTIME ACTIVITY	185.48.4825	-	BOJORQUEZ	MARIANA P
LIBRARY	AMAZON MKTPL ZF5UO0BW3	WA	98109	\$ 40.00	2/25/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
	LIBRARY FEBRUARY 2025 TOTAL			\$ 11,969.53							



MEMORANDUM

To: Evanston Public Library Finance Committee

From: Sameer Notta, Finance Manager

Subject: Administrative Services Update

Date: May 05, 2025

This memo provides an update on significant administrative activities.

Human Resources

Access Services	PT Library Shelver	Interviewing
Early Learning & Literacy	FT Early Learning & Literacy Mgr	HR Source Conducting Recruitment
Innovation & Digital Learning	FT Librarian I	Interviewing

Financial Resources

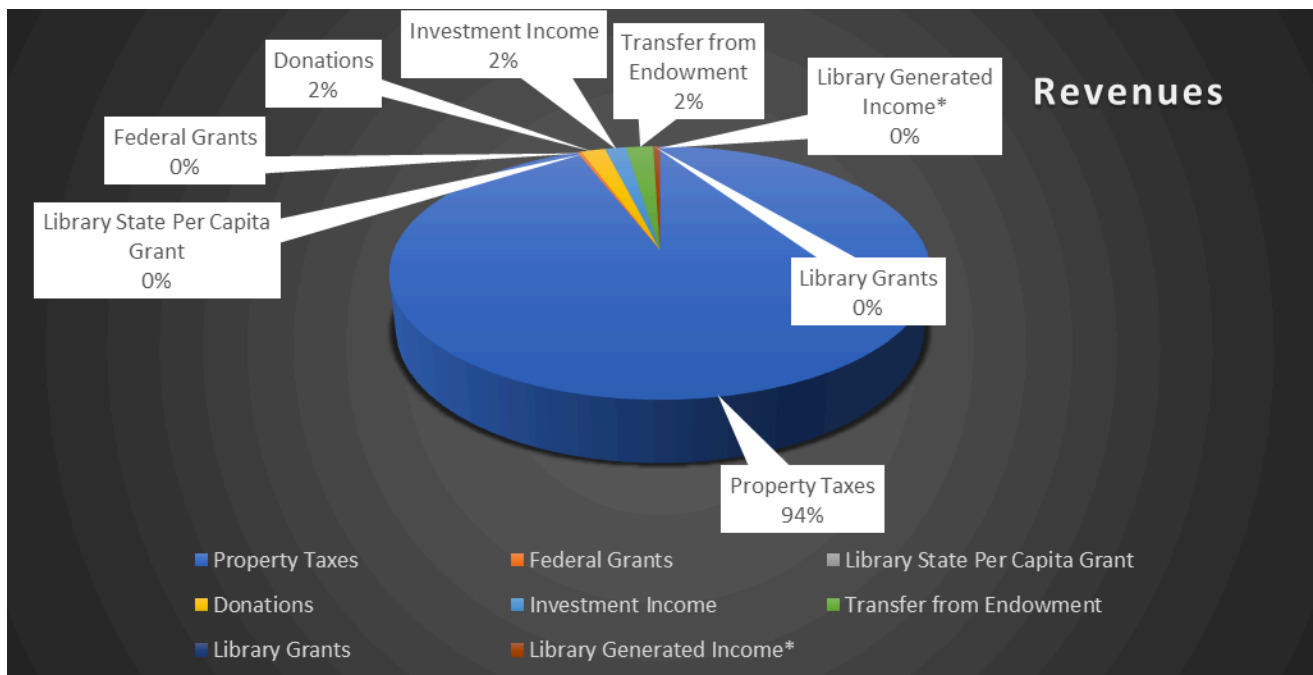
As of April 30, 2025, the Operating Fund's revenue collections are 47% of the projected budget, while expenditures are at 27%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report April 2025

Revenues

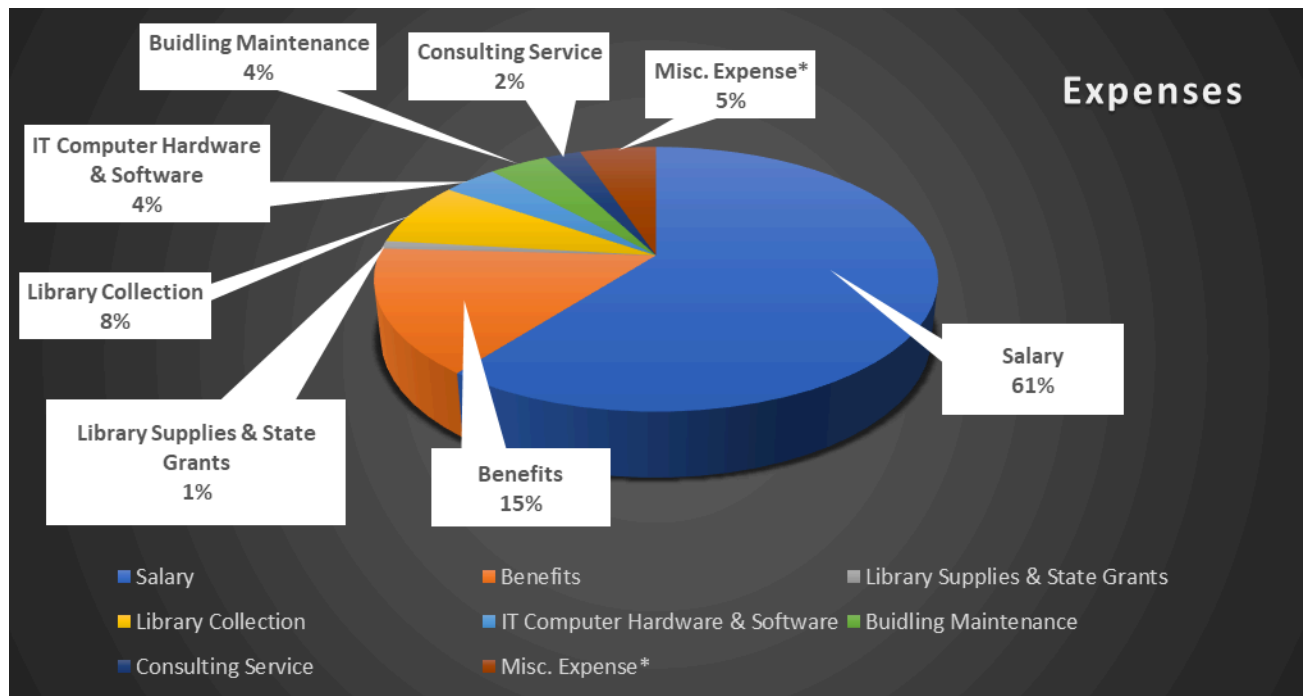
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,205,081	\$8,624,347	4,419,266	49%
Federal Grants	\$13,480	\$40,000	26,520	34%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$76,823	\$400,000	323,177	19%
Investment Income	\$66,436	\$25,000	(41,436)	266%
Transfer from Endowment	\$86,785	\$173,750	86,965	50%
Library Grants	\$0	\$40,000	40,000	0%
Library Generated Income*	\$21,590	\$45,000	23,410	48%
Total	\$4,470,194	\$9,463,097	4,992,903	47%

**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	\$1,673,404	\$6,127,893	4,454,489	27%
Benefits	\$424,098	\$1,628,212	1,204,114	26%
Library Supplies & State Grants	\$26,907	\$182,542	155,635	15%
Library Collection	\$213,529	\$911,500	697,971	23%
IT Computer Hardware & Software	\$103,618	\$317,800	214,182	33%
Buidling Maintenance	\$111,389	\$473,602	362,214	24%
Consulting Service	\$67,884	\$100,000	32,116	68%
Misc. Expense*	\$143,732	\$497,500	353,768	29%
Total	\$2,764,561	\$10,239,050	7,474,489	27%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 04/30/25

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	4,205,081.14	4,419,265.86	49
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	13,479.96	26,520.04	34
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	76,822.82	323,177.18	19
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	(1,081.46)	.00	2,349.67	(349.67)	117
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	66,435.66	(41,435.66)	266
57002	TRANSFER FROM ENDOWMENT	173,750.00	.00	173,750.00	.00	.00	86,785.00	86,965.00	50
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	20,000.00	.00	20,000.00	.00	.00	7,312.24	12,687.76	37
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	4,036.90	963.10	81
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	7,142.00	2,858.00	71
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	(\$1,081.46)	\$0.00	\$4,470,194.42	\$4,992,902.58	47%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	(\$1,081.46)	\$0.00	\$4,470,194.42	\$4,992,902.58	47%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	(\$1,081.46)	\$0.00	\$4,470,194.42	\$4,992,902.58	47%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	27,936.61	.00	110,188.32	414,721.58	21
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,721.37	.00	68,639.71	136,186.38	34
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	220.00	.00	695.00	4,305.00	14
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	19,802.98	(19,802.98)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	651.79	(651.79)	+++
61510	HEALTH INSURANCE	96,024.78	.00	96,024.78	7,209.46	.00	26,348.61	69,676.17	27
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	24.04	48.08	33
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	38.47	154.85	20
61710	IMRF	31,287.22	.00	31,287.22	1,936.39	.00	8,726.42	22,560.80	28
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,747.98	.00	12,095.24	33,148.39	27
61730	MEDICARE	10,581.16	.00	10,581.16	642.65	.00	2,828.69	7,752.47	27
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	240.32	376.29	982.97	26,640.74	5
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	16,099.44	.00	29,331.84	120,668.16	20
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	812.55	.00	1,111.36	8,888.64	11
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$75,580.14	\$376.29	\$281,465.44	\$833,496.49	25%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	38,375.63	.00	138,563.78	301,711.22	31
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	17,506.76	.00	65,616.73	255,029.27	20
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	380.00	.00	1,800.00	3,200.00	36
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	5,303.44	.00	18,562.04	63,516.96	23
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	12.64	(12.64)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.48	.00	41.29	(5.29)	115

61710	IMRF	32,617.00	.00	32,617.00	2,486.76	.00	9,288.48	23,328.52	28
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,398.90	.00	12,481.72	34,696.28	26
61730	MEDICARE	11,031.00	.00	11,031.00	794.90	.00	2,919.09	8,111.91	26
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	581.25	.00	3,970.64	6,029.36	40
65628	Library Electronic Resources	320,000.00	.00	320,000.00	55,285.06	.00	64,538.06	255,461.94	20
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	44,981.38	.00	104,219.83	230,780.17	31
65635	PERIODICALS	6,500.00	.00	6,500.00	55.00	.00	4,218.39	2,281.61	65
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,875.62	.00	3,956.50	27,043.50	13
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$171,038.34	\$0.00	\$432,689.19	\$1,211,172.81	26%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	60,525.09	.00	246,781.06	594,417.29	29
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	19,964.88	.00	80,800.86	258,528.48	24
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	270.00	.00	2,220.00	2,780.00	44
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	857.20	(857.20)	+++
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	816.42	(816.42)	+++
61510	HEALTH INSURANCE	200,266.56	.00	200,266.56	14,914.72	.00	54,381.22	145,885.34	27
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	36.68	39.16	48
61615	LIFE INSURANCE	345.41	.00	345.41	23.16	.00	98.63	246.78	29
61710	IMRF	45,924.92	.00	45,924.92	3,362.66	.00	13,996.45	31,928.47	30
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,790.51	.00	19,859.74	53,332.94	27
61730	MEDICARE	17,117.64	.00	17,117.64	1,120.38	.00	4,644.63	12,473.01	27
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	3,000.00	.00	29,863.91	110,136.09	21
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	1,622.07	595.37	4,041.35	10,363.28	31
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$109,602.64	\$595.37	\$458,398.15	\$1,221,457.22	27%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,417.15	.00	89,194.16	280,851.84	24
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,632.47	.00	15,105.31	33,217.69	31
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	12,438.58	56,364.42	18
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	12.64	26.36	32
61615	LIFE INSURANCE	131.00	.00	131.00	11.59	.00	45.73	85.27	35
61710	IMRF	18,433.00	.00	18,433.00	1,159.20	.00	4,727.10	13,705.90	26
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,548.13	.00	6,248.65	19,691.35	24
61730	MEDICARE	6,063.00	.00	6,063.00	362.06	.00	1,461.37	4,601.63	24
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	200.00	.00	395.00	4,605.00	8
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	290.00	1,640.08	1,388.39	20,971.53	13
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$33,177.64	\$1,640.08	\$131,061.23	\$444,576.69	23%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,685.93	.00	125,003.97	175,989.03	42
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	6,440.56	.00	26,588.48	137,267.52	16
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,280.00	.00	3,232.00	(3,232.00)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	23,760.17	47,797.83	33
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	25.32	50.68	33
61615	LIFE INSURANCE	117.00	.00	117.00	9.96	.00	39.76	77.24	34
61710	IMRF	19,948.00	.00	19,948.00	1,830.13	.00	6,858.13	13,089.87	34
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,533.35	.00	9,301.07	19,519.93	32
61730	MEDICARE	6,737.00	.00	6,737.00	592.48	.00	2,175.27	4,561.73	32
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	331.25	721.82	1,815.25	11,462.93	18
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	3,754.13	.00	5,467.93	29,532.07	16

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	\$58,252.74	\$721.82	\$204,267.35	\$442,216.83	32%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	31,845.12	.00	126,876.37	316,919.63	29
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,608.32	.00	49,336.58	234,024.42	17
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	690.00	.00	4,820.00	180.00	96
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	7,237.85	(7,237.85)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	6,985.02	.00	24,843.89	76,066.11	25
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	49.84	(11.84)	131
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	39.81	74.19	35
61710	IMRF	31,618.00	.00	31,618.00	2,067.17	.00	8,359.72	23,258.28	26
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,811.21	.00	11,327.64	33,756.36	25
61730	MEDICARE	10,540.00	.00	10,540.00	657.47	.00	2,649.23	7,890.77	25
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	695.00	.00	7,517.99	32,482.01	19
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	7,514.88	23,127.12	25
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	825.92	28,174.08	3
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	.00	.00	2,191.82	10,808.18	17
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	28,520.60	.00	15,479.40	65
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	282.22	.00	684.97	19,315.03	3
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	\$60,664.09	\$28,520.60	\$254,501.50	\$816,580.90	26%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	41,046.36	.00	160,452.04	588,144.76	21
61060	SEASONAL EMPLOYEES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
61110	OVERTIME PAY	5,000.00	.00	5,000.00	.00	.00	27.15	4,972.85	1
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	9,266.52	.00	32,432.82	130,443.98	20
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	62.48	87.52	42
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	28.96	(25.56)	852
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	.00	690.00	0
61710	IMRF	33,086.91	.00	33,086.91	1,826.56	.00	7,292.27	25,794.64	22
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,425.59	.00	9,590.53	36,866.07	21
61730	MEDICARE	10,865.38	.00	10,865.38	567.27	.00	2,242.95	8,622.43	21
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	31,051.73	150,179.97	78,071.25	66,748.78	77
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	1,812.00	3,628.00	33
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	1,628.00	3,257.00	33
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	17,464.39	.00	22,943.74	7,056.26	76
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,818.14	.00	6,018.45	8,981.55	40
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	93.24	.00	915.06	19,084.94	5
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	91.80	(91.80)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$106,442.66	\$150,179.97	\$324,500.65	\$1,008,647.27	32%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	96,087.39	.00	301,350.96	656,577.04	31
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	6,532.82	.00	29,933.12	77,875.88	28
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	30,859.74	89,134.26	26
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	37.20	76.80	33
61615	LIFE INSURANCE	579.00	.00	579.00	56.15	.00	215.78	363.22	37
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	1,200.00	2,400.00	33
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	468.00	1,440.00	25
61710	IMRF	38,105.00	.00	38,105.00	3,767.03	.00	14,265.95	23,839.05	37
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,133.18	.00	19,124.28	46,888.72	29

61730	MEDICARE	15,534.00	.00	15,534.00	1,200.49	.00	4,472.61	11,061.39	29
62101	TRANSFER TO LIBRARY CAPITAL IMPROVEMENT	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
62185	CONSULTING SERVICES	100,000.00	.00	100,000.00	31,019.51	19,807.80	67,883.73	12,308.47	88
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	5,371.00	.00	12,416.82	27,583.18	31
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	2,590.00	.00	5,116.25	24,883.75	17
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	25.81	2,974.19	1
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	63,966.31	63,966.31	64,061.11	(45,127.42)	154
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	1,854.00	1,146.00	62
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	73.57	(73.57)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	686.31	4,313.69	14
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	3,761.75	6,238.25	38
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	755.17	5,255.52	3,129.79	21,614.69	28
65100	LIBRARY SUPPLIES	.00	.00	.00	72.50	188.14	72.50	(260.64)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	116,668.00	233,332.00	33
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$255,584.69	\$89,217.77	\$1,371,241.28	\$531,524.95	73%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$870,342.94	\$271,251.90	\$3,458,124.79	\$6,509,673.16	36%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$870,342.94	\$271,251.90	\$3,458,124.79	\$6,509,673.16	36%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	(1,081.46)	.00	4,470,194.42	4,992,902.58	47%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	870,342.94	271,251.90	3,458,124.79	6,509,673.16	36%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$871,424.40)	(\$271,251.90)	\$1,012,069.63	(\$1,516,770.58)	
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	288,473.00	288,473.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
REVENUE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
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	288,473.00	288,473.00	50%
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	\$288,473.00	(\$288,473.00)	
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
57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00)	+++
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
Department 48 - LIBRARY Totals		\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%

		REVENUE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
EXPENSE										
Department 48 - LIBRARY										
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT										
65515	OTHER IMPROVEMENTS		1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5
	Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT	Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
	Department 48 - LIBRARY	Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
		EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals										
		REVENUE TOTALS	1,900,000.00	.00	1,900,000.00	.00	.00	693,564.00	1,206,436.00	37%
		EXPENSE TOTALS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD	Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$86,570.57	\$693,564.00	(\$780,134.57)	
Grand Totals										
		REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	(1,081.46)	.00	5,452,231.42	6,487,811.58	46%
		EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	870,342.94	184,681.33	3,458,124.79	9,073,189.73	29%
	Grand Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$871,424.40)	(\$184,681.33)	\$1,994,106.63	(\$2,585,378.15)	



Evanston Public Library Consolidated Endowment Fund
Statement of Activity

March 01, 2025 through March 31, 2025

Beginning Balance \$4,541,031.41

Revenue

Investment results -106,568.87

Total Revenues: \$-106,568.87

Distributions/Grants and Expenses

Foundation support charge -2,457.87

Total Distributions: \$-2,457.87

Ending Balance \$4,432,004.67

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

March 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

\$311,442.22

Total value of all accounts as of March 31, 2025

Accounts	Value on 02/28/2025	Value on 03/31/2025
Evanston Public Library		
Organization account	\$310,327.34	\$311,442.22
Organization brokerage account	\$16,282.50	\$0.00
Total	\$326,609.84	\$311,442.22

Asset mix



	Value on 03/31/2025
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	311,442.22
0.0% Other	0.00
	\$311,442.22

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

\$311,442.22

Total account value as of March 31, 2025

Year-to-date income

Taxable income	\$3,246.51
Nontaxable income	0.00
Total	\$3,246.51

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 02/28/2025	Balance on 03/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$310,327.34	\$311,442.22
			\$310,327.34	\$311,442.22

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,114.88
7-day SEC yield as of 03/31/2025*		4.23%

*Average annualized income dividend over the past 7 days. For updated information, visit [vanguard.com](https://www.vanguard.com).

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 2/28/2025		\$1.00		310,327.340	\$310,327.34

Organization account
Evanston Public Library

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Account activity for Vanguard funds continued

Federal Money Mkt Fund 0033-XXXXXXX9620 continued

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
03/31	Income dividend	\$1,114.88	1.00	1,114.880	311,442.220	
Ending balance on 3/31/2025			\$1.00		311,442.220	\$311,442.22

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

\$0.00

Total account value as of March 31, 2025

Year-to-date income

Taxable income	\$158.93
Nontaxable income	0.00
Total	\$158.93

Balances and holdings for Vanguard Brokerage Account—XXXX0437

To get the latest cost basis information, log in online and navigate to Portfolio > Cost Basis. For advised clients, click 'All Accounts' to navigate to Portfolio > Cost Basis. Alternatively, you can call Vanguard.

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

Sweep program

Name	Quantity	Price on 03/31/2025	Balance on 02/28/2025	Balance on 03/31/2025
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 4.23%	0.0000	\$1.00	\$16,282.50	\$0.00
Total Sweep Balance			\$16,282.50	\$0.00

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 March 31, 2025.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
March	\$47.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	158.93	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
03/26	03/26	-	ACH DIRECT DEPOSIT BYLINE BANK ***7238	Withdrawal	-	-	-	-	-\$16,329.67
03/26	03/26	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	47.17
03/26	03/26	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	16,282.50

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: Evanston Public Library Finance Committee

From: Jennifer Shreve, Interim Development Manager

Subject: April 2025 Development Report for the Library Board

Date: 05.08.2025

APRIL TOTAL NON-TAX REVENUE

Type	April
Individual Donations	\$10,879
Federal Grants	\$1,200
Non-Federal Grants	\$0
Per Capita Grant	\$0
Misc Revenue	\$0
Total Revenue	\$12,079

INDIVIDUAL DONOR ACTIVITY

In April, we received \$10,879 in individual donations. For comparison, we received \$6,995 in April 2024. The charts below are the breakdown of donation revenue by campaigns and appeals.

Revenue by Campaigns in April 2025

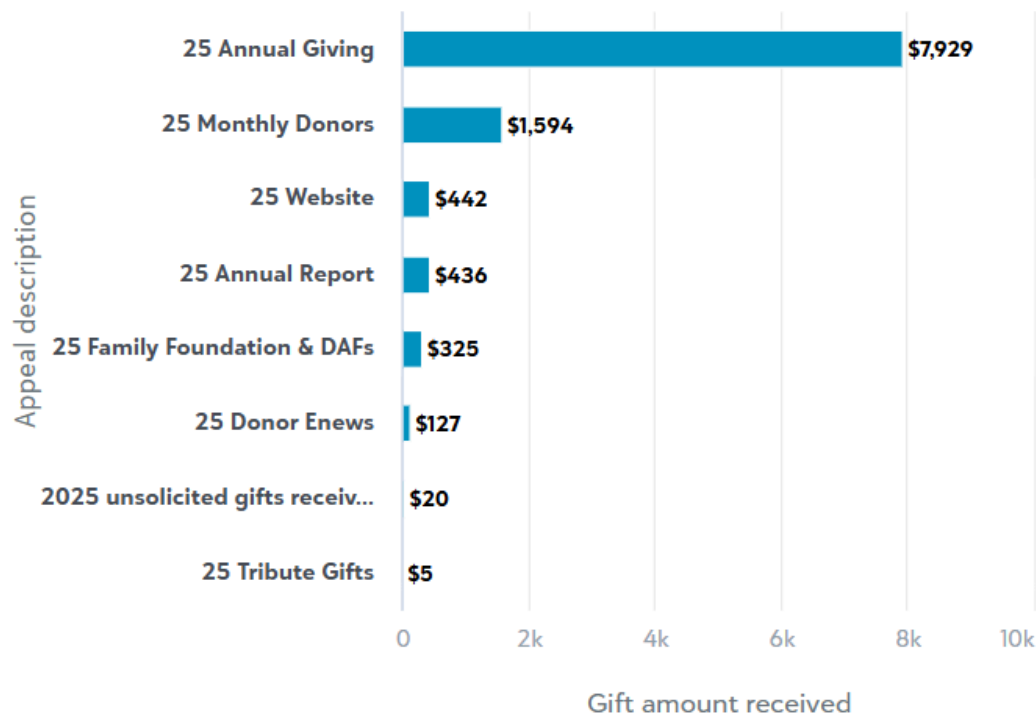
Campaign	Total 2025 Campaign Goal	April Revenue	April Number of Gifts	April Number of Donors
2020 Library Donations	\$1,000	\$100	4	4
2021 Library Donations	\$3,000	\$272	11	11
2022 Library Donations	\$5,000	\$405	18	18
2023 Library Donations	\$5,000	\$545	20	20
2024 Library Donations	\$1,000	\$177	14	14



2024 Year-End Camp.	\$10,000	\$65	2	2
2025 Annual Report	\$7,000	\$716	9	9
2025 Library Donations	\$55,000	\$8,599	25	21
2025 Major Gifts	\$50,000	\$0	0	0
2025 Summer Campaign	\$35,000	\$0	0	0
2025 Year-End Campaign	\$228,000	\$0	0	0
Total Revenue	\$400,000	\$10,879	103	99

Revenue by Appeals in April 2025

2025 Giving by Appeal





Donor Activities

The Summer Campaign will begin at the end of May. As part of this campaign, we'll pilot a peer-to-peer fundraising initiative to raise money to support ABC Boosters.

How the peer-to-peer fundraising will work

EPL will create a compelling campaign around ABC Boosters that includes giving fundraisers the tools they need to reach out to their social networks for support. We are looking for volunteers to support this effort: 10-20 people who are willing to try to raise \$1,000 or more. Each fundraiser will have their own webpage through justgiving.com and EPL will provide content for these pages and social media outreach.

Why use ABC Boosters for this specific pilot project?

ABC Boosters is a specific program that happens every summer, but that has been threatened by funding cuts at District 65. It has a compelling story and a budget that is a stretch goal but reasonable.

- ABC Boosters is a pre-kindergarten reading readiness program for 5 weeks in the summer that develops literacy skills such as letter recognition and phonemic awareness. It has been a successful partnership between EPL and District 65 since 2012, with over 600 participants.
- In 2025, EPL will enroll 60 students at local preschool summer schools and camps. The total cost of ABC Boosters is \$32,000.
- In the past, District 65 has made a grant to help support this program. This year, because of their budget cuts, District 65 is not able to provide this grant. Because EPL believes in this program, we are taking on these costs for this summer.

We hope the Board of Trustees will join us in the pilot effort.

GRANT ACTIVITY

Non-Federal Grants Submitted, Awarded, and Declined in April 2025:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Evanston Community Fund	\$5,400	4/30/2025	7/1/2025	Evanston Care Network



Programs supported in part by donations or grants this month

In March, several programs were funded by grants. These included:

- The National Endowment for the Arts - 2024-2025 Big Read
 - Art + Poetry Workshop for Families led by Jamie Thome
- AgeOptions - 2024-2025 Library Partnership for Older Adults, led by Kate Jordan and Bridget Petrites
 - Art for Older Adults - Recycled Jewelry
 - Ageless Grace® Brain & Body Fitness (3 classes)
 - aha! (active healthy aging)
 - Alzheimer's Assoc. Dementia Caregiver Support Group
 - OAsis - For Older Adults ages 60+
 - Site visits to senior housing buildings
 - Virtual Memory Cafe
- Illinois State Library - FY24-25 Project Next Generation, led by Innovation & Digital Learning staff
 - Code It! Challenge Showcase at Fleetwood Jourdain Community Center
 - STEM programs every Monday, Tuesday, Wednesday, Thursday and Saturday for Code-it workshops at the Library and in the community
 - Middle school lunch-time visits (Makers on the Move)

NEW THIS MONTH

Sponsorship Opportunities: We've launched sponsorship opportunities for programs, events, and the physical collection. There are levels of sponsorship with benefits outlined for each level. This helps with both fundraising opportunities and consistency across the organization of how we recognize sponsors. Sponsorship is mainly geared towards companies and organizations, but also works for individuals. This information will be available on our website under the "Supporting the Library" menu.



Strategic Development and Advancement Plan 2025 – 2027

The Evanston Public Library is a beloved public institution that offers accessible resources and highly attended programs to Evanston residents of all ages at no cost. The library helps residents discover their passions and build community. **The library’s goodwill in the community presents a strategic opportunity to increase private fundraising efforts.**

Evanston Public Library relies on private fundraising to supplement the property tax revenue and other sources of revenue that make up its \$9.4 million budget. In 2024, private fundraising accounted for 6% of the library’s total revenue and approximately 2% of the city’s population donated to the library.

Evanston Public Library has ambitious goals for growth and expansion as outlined in the library’s 2024 strategic plan. With focused, strategic actions that cultivate existing donors and develop relationships with new donors and institutions, the library can expand its private fundraising efforts to fund that growth and expansion. The following plan outlines how the library will **increase private revenue from nearly \$600,000 in 2024 to \$900,000 by the end of 2027.**

	2024 Actual	2025 Budget	NEW: 2025 Goal	NEW: 2026 Goal	NEW: 2027 Goal
Individual Giving	\$462,180	\$400,000	\$550,000	\$600,000	\$700,000
Grants	\$128,160	\$80,000	\$80,000	\$100,000	\$120,000
Corporate	\$0	\$0	\$20,000	\$30,000	\$40,000
Special Events	\$0	\$0	\$0	\$20,000	\$40,000
Fundraising Total	\$590,340	\$480,000	\$650,000	\$750,000	\$900,000
Year-over-Year Growth		-17%	10%	15%	20%

Growth Strategy 1: Substantially increase **individual giving** through personalized cultivation and new giving strategies.

The Evanston Public Library is fortunate to already have a large and generous individual giving base; donors are personally invested in the library's mission and see the critical role it plays in the community. Combined with the community's high level of civic engagement and relative affluence (median household annual income is close to \$100,000), there is tremendous potential to grow the library's individual giving efforts over the next three years.

With the goal of increasing individual giving, the development team will focus on stewarding and retaining existing donors, creating new opportunities to give, cultivating fundraising ambassadors, and utilizing its data to better engage donors. To supplement limited staffing on the development team, consultants can be retained to support donor strategy and content development. By the end of 2027, we expect individual giving to increase by 50%.

	2024 Actual	2025 Budget	NEW: 2025 Goal	NEW: 2026 Goal	NEW: 2027 Goal
Individual Giving	\$462,180	\$400,000	\$550,000	\$600,000	\$700,000

Key strategies include:

- **Retain major donors through personalized outreach:** In 2024, 82 major donors (defined as giving \$1,000 or more in a fiscal year) contributed 60% of the total individual giving, or just over \$275,000. Each of those major donors needs a personalized, high-touch cultivation plan to ensure their “stickiness” to the Evanston Public Library and their renewal gift in future years at the same or higher level. The Development Manager and Executive Director, as necessary, should prioritize building personal relationships with these donors.

Measure of Success: 80% of the previous year's major donors retained.

- **Establish a new donor recognition program:** Evanston Public Library is in the process of creating a facilities master plan that will result in either renovation or relocation. Either option presents a unique opportunity to create a new donor program that provides public donor recognition for a substantial gift (either via naming opportunities

or a donor wall). This new giving opportunity provides an opening to make larger, capital asks and engages donors in the library's future.

Measure of Success: New program is developed and at least \$100,000 is raised.

- **Implement three individual giving campaigns per year:** The Development team is over-relying on the end-of-year appeal, which brings in 65% of individual giving and does not sufficiently engage donors throughout the rest of the year. By creating more robust spring and summer campaigns, tied to library impact and donor motivations, the library can expand and shift individual giving. These annual campaigns should be designed to engage new donors, thus building a pipeline of potential mid-level and major donors.

Measure of Success: 10% growth in total number of gifts year-over-year.

- **Develop a robust volunteer fundraising operation:** Evanston Public Library is fortunate to have an energized and committed volunteer base (including the Board of Directors, Partners for Evanston Public Library or PEPL, and fundraising campaign volunteers) that are willing to play a more active role in fundraising. The development team will harness this energy by creating structured opportunities for volunteers to serve as fundraising ambassadors and aides, providing the support and direction to ensure their success. Opportunities may include peer-to-peer fundraising, special event planning, and/or donor stewardship.

Measure of Success: Volunteers will fundraise \$20,000 annually.

- **Increase donor targeting via improved data management:** Donor data should be able to tell us who is donating, who we are missing, and how we can deepen donor engagement. Evanston Public Library needs to improve its usage of Raiser's Edge in order to easily and regularly pull reports on appeal success rates, donor engagement, donor history, lapsed donors, new donors, and more. By ensuring data is entered in a way that makes these reports possible and reviewing the data on a regular basis, the development team will be able to better target fundraising efforts and adjust its fundraising strategy in real time.

Measure of Success: 20% of lapsed donors will make a gift annually.

Growth Strategy 2: Recalibrate **institutional giving** to reduce reliance on federal funding and explore new corporate and foundation funding.

Institutional giving strategies are changing across the country as nonprofits and other public-serving organizations grapple with the sunset of APRA (American Rescue Plan Act, the COVID-relief package), the massive budget cuts proposed by the Trump administration, and the shifting priorities of philanthropy. For example, over half of the library revenue raised by grants in 2024 originated from federal government agencies (just over \$72,000) and those programs are at risk of being cut.

The Evanston Public Library is not alone in seeing a decrease in grant funding (down by 23% since 2022), but it does require a shift in focus. As the development team works to rejuvenate the grant portfolio and prioritize larger funding opportunities, we will also expand to build sustainable relationships with companies that do business in and want to support Evanston. To supplement limited staffing on the development team, consultants can be retained to support prospect research and grant writing. By the end of 2027, we expect institutional giving to increase by 25%.

	2024 Actual	2025 Budget	NEW: 2025 Goal	NEW: 2026 Goal	NEW: 2027 Goal
Grants	\$128,160	\$80,000	\$80,000	\$100,000	\$120,000
Corporate	\$0	\$0	\$20,000	\$30,000	\$40,000

Key strategies include:

- **Update grant forecast quarterly based on probability and return on investment:**
In this fast-changing environment, it is critical for the Development team and key program leaders to reevaluate the grant forecast every three months, making strategic decisions on where to prioritize time and energy. Prospective grant applications should be ranked by probability of success (based on history of funding and external factors), return on investment (grant size vs. application effort), and alignment with the library's program priorities. Priority should be given to well-aligned, likely, and larger renewals, freeing up staff time to focus on prospecting new foundations and corporations.

Measure of Success: Average grant size increases to \$10,000.

- **Solicit new foundations:** With the uncertainty in government funding, this is a great time to start exploring grant opportunities from private foundations. Evanston Public Library can fit into several common giving priorities including literacy, digital literacy, early childhood education, youth development, senior services, civic engagement, and more. The Development Team will start researching, prospecting, and building relationships with new foundations in order to expand institutional giving.

Measure of Success: 3 new foundation applications submitted and 1 new grant award per year.

- **Solicit new corporations:** The library has not solicited corporate donations in the past, representing a whole new sector to explore and cultivate. With the help of the Board, PEPL, and fundraising volunteers, the Development team will create a robust list of corporate prospects that meet one of the following criteria: 1) are located in or do business in Evanston; 2) fund other cultural institutions in the area; or 3) are aligned with the library's mission and goals. Based on their giving mechanisms, companies will be solicited for grants, program or event sponsorships, in-kind donations, or capital gifts.

Measure of Success: 5 new corporate applications submitted and 2 new awards per year.

Growth Strategy 3: Increase the library's **public fundraising presence** with more impactful messaging and direct patron engagement, and by piloting special events.

Libraries are one of the last remaining trusted and celebrated institutions in American society. While only 22% of Americans say they trust the government to do what is right and 31% report confidence in the news media, a remarkable 78% of Americans trust their local library. In Evanston in particular, the library is a treasured civic institution that provides a nonpartisan public good.

Donors, patrons, and residents are hungry for the joy, learning, and sense of community that the library provides. Through this plan, we will create an external affairs strategy that capitalizes on this goodwill and provides new messages and venues through which the public can connect to the library. To supplement limited staffing on the development team, consultants can be retained to support content development and event planning. This is a new revenue stream that has the potential to raise \$40,000 annually by 2027.

	2024 Actual	2025 Budget	NEW: 2025 Goal	NEW: 2026 Goal	NEW: 2027 Goal
Special Events (Net)	\$0	\$0	\$0	\$20,000	\$40,000

Key strategies include:

- **Create a new case for support (and update annually):** The Evanston Public Library has relied on the same deficit-based fundraising pitch for at least the last five years. It's time for a refresh that is asset-based, emphasizing all the benefits the library brings to the community and staying relevant to the current times. In the first quarter of every year, the Development team, in conjunction with Marketing and Communications and potentially content development consultants, will develop an annual case for support and a compelling fundraising message that can be used for individual and institutional solicitations throughout the year.

Measure of Success: Case for support updated annually.

- **Build new audiences for fundraising pitch:** In 2024, there were nearly 30,000 library card holders and 440,000 visits to the library. To capitalize on that traffic, the Development team will brainstorm and execute new, creative strategies to engage library patrons as donors. Options may include new signage and collateral, targeted emails to library super users, direct pitches to program participants, pop-up donation stations, and more. These strategies can also be a great way to engage PEPL and other volunteers as fundraising ambassadors. (It is also recommended that the monthly donor e-newsletter be evaluated for its effectiveness as a donor stewardship tool.)

Measure of Success: 10% annual increase in the number of new donors.

- **Pilot a fundraising special event:** The library has not hosted a fundraiser previously, so it is worth exploring whether special events can be a revenue generator and community builder. Fundraising events can be labor intensive, and the Evanston calendar is already full of events for a good cause, which is why we recommend piloting a spring event in 2026 and reevaluating the strategy after that. Again, this strategy could be a great way to engage PEPL and fundraising volunteers on a planning committee and as solicitors of in-kind donations and ticket sales. The library might consider hosting the event at the library itself to save on venue fees and to bring donors and prospects into the space.

Measure of Success: Execute at least one fundraising special event and evaluate.

Annual Scorecard

Strategic Development and Advancement Plan

Growth Strategy	Measure of Success	2025 Outcome	2026 Outcome	2027 Outcome
Individual Giving	Retain 80% of the previous year's major donors			
	Develop new donor recognition program and raise \$100,000			
	10% growth in total number of gifts year-over-year			
	Volunteers fundraise \$20,000 annually			
	20% of lapsed donors make a gift annually			
Institutional Giving	Average grant size increases to \$10,000			
	3 new foundation applications submitted and 1 new grant award per year			
	5 new corporate applications submitted and 2 new awards per year			
External Affairs	Case for support updated annually			
	10% annual increase in the number of new donors			
	Execute at least one fundraising special event			

Suggested Annual Calendar

January	<ul style="list-style-type: none"> • Write annual case for support • Quarterly grant review • Personalized thank you notes or calls to winter appeal donors • Collect annual list of in-kind and sponsorship needs
February	<ul style="list-style-type: none"> • Plan spring fundraising event • Set annual volunteer fundraising goal and develop engagement plan
March	<ul style="list-style-type: none"> • Prep for spring appeal • Complete biannual prospecting of foundations and corporations
April	<ul style="list-style-type: none"> • Launch spring appeal for National Library Week • Test out a new patron-facing engagement opportunity • Quarterly grant review
May	<ul style="list-style-type: none"> • Host spring fundraising event • Prep for summer appeal • Personalized thank you notes or calls to spring appeal donors
June	<ul style="list-style-type: none"> • Launch summer appeal for Summer Reading
July	<ul style="list-style-type: none"> • Quarterly grant review • Test out a new patron-facing engagement opportunity
August	<ul style="list-style-type: none"> • Personalized thank you notes or calls to summer appeal donors
September	<ul style="list-style-type: none"> • Complete biannual prospecting of foundations and corporations
October	<ul style="list-style-type: none"> • Prep for winter appeal • Quarterly grant review
November	<ul style="list-style-type: none"> • Launch winter appeal • Test out a new patron-facing engagement opportunity
December	<ul style="list-style-type: none"> • Make a big splash for Giving Tuesday

**Evanston Public Library
Strategic Development and Advancement Plan
2025 – 2027 Workplan**

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
YEAR 1 (2025)					
Q2	Compile a list of Raiser's Edge reports needed to implement strategic plan	Individual Giving	20% of lapsed donors give	Development Manager	
Q2	Launch summer appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q2	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Development Manager	
Q2	Create a new case for support	External Affairs	Case for support updated annually	Development Mgr, Marketing Mgr, <i>Consultant?</i>	
Q3	Create personalized cultivation plan for each major donor	Individual Giving	Retain 80% of major donors	Development Manager	
Q3	Update Raiser's Edge database to collect necessary data	Individual Giving	20% of lapsed donors give	Development Manager	
Q3	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	
Q3	Collect feedback from fundraising volunteers on how they want to contribute	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	

Q3	Institute quarterly grant forecast reviews	Institutional Giving	Average grant size increases to \$10K	Development Manager	
Q3	Develop corporate and foundation prospect list	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Mgr, <i>Consultant?</i>	
Q3	Conduct ROI analysis on donor e-newsletter and decide on its future	External Affairs	10% increase in new donors	Development Manager	
Q4	Incorporate donor recognition program into Master Facilities Plan	Individual Giving	Raise \$100K from donor recognition	Executive Director	
Q4	Develop pitch collateral for donor recognition program	Individual Giving	Raise \$100K from donor recognition	Development Mgr, Marketing Mgr, <i>Consultant?</i>	
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q4	Pilot peer-to-peer fundraising for winter appeal	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	
Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q4	Brainstorm new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	
Q4	Establish special event committee and start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
YEAR 2 (2026)					
Q1	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q1	Revamp annual campaign strategy	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q1	Personalized thank you notes or calls to winter appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	
Q1	Set annual volunteer fundraising goal and develop engagement plan	Individual Giving	Volunteers raise \$20K annually	Development Manager	
Q1	Collect annual list of in-kind and sponsorship needs	Institutional Giving	2 new corporate awards annually	Development Manager	
Q1	Complete biannual prospecting of foundations and corporations	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q1	Update case for support	External Affairs	Case for support updated annually	Development Mgr, Marketing Mgr, <i>Consultant?</i>	
Q1	Plan spring fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	
Q2	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	

Q2	Launch spring appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q2	Pitch donor recognition program	Individual Giving	Raise \$100K from donor recognition	Development Mgr, Executive Director	
Q2	Execute spring fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	
Q3	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q3	Launch summer appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q3	Complete biannual prospecting of foundations and corporations	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q3	Evaluate spring fundraiser and decide on plan for 2027	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	
Q3	Pilot 1 new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	

Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q4	Pilot 1 new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
YEAR 3 (2027)					
Q1	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q1	Personalized thank you notes or calls to winter appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	
Q1	Set annual volunteer fundraising goal and develop engagement plan	Individual Giving	Volunteers raise \$20K annually	Development Manager	
Q1	Update annual campaign strategy based on 2026 performance	Individual Giving	10% growth in number of gifts	Development Manager	
Q1	Collect annual list of in-kind and sponsorship needs	Institutional Giving	2 new corporate awards annually	Development Manager	
Q1	Complete biannual prospecting of foundations and corporations	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q1	Update case for support	External Affairs	Case for support updated annually	Development Mgr, Marketing Mgr, <i>Consultant?</i>	
Q2	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q2	Launch spring appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	

Q2	Pitch donor recognition program	Individual Giving	Raise \$100K from donor recognition	Development Mgr, Executive Director	
Q2	Pilot 1 new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	
Q3	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q3	Launch summer appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q3	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	
Q3	Complete biannual prospecting of foundations and corporations	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	
Q3	Pilot 1 new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Development Mgr, <i>Consultant?</i>	
Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	

Q4	Pilot 1 new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	
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