



BOARD OF TRUSTEES

FINANCE COMMITTEE PACKET

Thursday, June 12, 2025, at 3:00 pm
Main Library, Library Board Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/82904061068>



FINANCE COMMITTEE MEETING

Thursday, June 12, 2025, at 3:00 PM

Main Library, Library Board Room, and remote

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

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

A. Fund Balance Policy (ACTION).

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. Board policies topic.

6. EXECUTIVE SESSION

7. ADJOURNMENT

Next Meeting: July 10, 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: Yolande Wilburn, Executive Director

Subject: Fund Balance Policy

Date: June 18, 2025

Recommended Action

Library staff recommend board approval for the Revised Fund Balance and Reserve Policy.

Summary

The Finance Committee reviewed the existing policy and compared it to other library policies in the North Suburban area. Consideration was given to capital project needs, and the policy was revised as follows.

Evanston Public Library Fund Balance and Reserve Policy

Library Fund

The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 7 months (58.3%) of anticipated operating expenses for the budget year in the Library Fund.

The Board shall annually review the anticipated operating expenses to ensure the operating cost basis for this fund balance target remains appropriate, considering factors such as inflation, operational needs, and strategic priorities.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum. In the event the forecasted balance is above the 7 months (58.3%) recommended maximum, the excess operating fund balance shall be remitted to the Capital Improvement Fund at the close of each fiscal year, following the completion of the



MEMORANDUM

annual audit and reconciliation of accounts. At the board's discretion, the budget may also be structured in a deficit to reduce the fund balance.

Capital Improvement Fund

The Library Capital Improvement Fund shall maintain a Fund Reserve level appropriate with current and upcoming capital requirements.

Adopted October 19, 2022 (Updated June 18, 2025)



MEMORANDUM

To: Evanston Public Library Finance Committee Meeting

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

Subject: Library Fund Bills

Date: June 5, 2025

Recommended Action

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

Payroll

May 5, 2025, through May 18, 2025,	\$ 214,148.54
May 19, 2025, through June 1, 2025,	\$ 215,156.75

Library Fund Bills List

May 13, 2025	\$ 114,742.64
May 28, 2025	\$ 77,329.93

Purchasing

March 31, 2025	\$ 6,259.99
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 05/13/25 - 05/13/25

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65	WALKER SCHOOL BUS TRIP TO THE EVANSTON PUBLIC LIBRARY	03/10/2025	05/13/2025	182.22
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions \$182.22
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	14.39
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/15/2025	05/13/2025	1,127.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/18/2025	05/13/2025	1,445.22
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	18.94
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/24/2025	05/13/2025	349.83
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	1,287.25
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/16/2025	05/13/2025	1,390.36
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions \$5,633.50
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE LLC	JUV AV	04/24/2025	05/13/2025	93.51
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	04/21/2025	05/13/2025	120.98
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions \$214.49
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions \$6,030.21
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
21203 - NO SHAME ON U	MENTAL HEALTH WORKSHOP	04/28/2025	05/13/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions \$250.00
Account 65628 - Library Electronic Resources				
294796 - CREATIVE EMPIRE LLC/ DBA MANGO LANGUAGES	ONLINE RESOURCES	02/03/2025	05/13/2025	6,710.77
Account 65628 - Library Electronic Resources Totals				Invoice Transactions \$6,710.77
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT PRINT	04/14/2025	05/13/2025	210.36
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	109.44
100474 - BAKER & TAYLOR	ADULT PRINT	04/16/2025	05/13/2025	28.01
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	1,318.43
100474 - BAKER & TAYLOR	ADULT PRINT	04/18/2025	05/13/2025	90.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/22/2025	05/13/2025	728.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	1,494.79
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	385.16
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	34.15
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/28/2025	05/13/2025	707.17
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/17/2025	05/13/2025	54.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/11/2025	05/13/2025	592.62
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	1,632.41
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	525.48
276974 - OVER DRIVE, INC.	EBOOKS	04/11/2025	05/13/2025	323.76
276974 - OVER DRIVE, INC.	EBOOKS	04/10/2025	05/13/2025	426.79

276974 - OVER DRIVE, INC.	EBOOKS	04/21/2025	05/13/2025	326.46
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	1,894.82
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	159.97
276974 - OVER DRIVE, INC.	EBOOKS	04/18/2025	05/13/2025	688.33
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	125.49
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	2,527.36
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	643.99
276974 - OVER DRIVE, INC.	EBOOKS	04/25/2025	05/13/2025	808.86
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/14/2025	05/13/2025	27.00
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/28/2025	05/13/2025	286.12
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/21/2025	05/13/2025	58.85
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/11/2025	05/13/2025	79.18
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/11/2025	05/13/2025	61.71
		Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	\$16,350.11
Account 65635 - PERIODICALS				
101584 - EBSCO INDUSTRIES, INC. DBA EBSCO	PERIODICALS	04/13/2025	05/13/2025	33.00
		Account 65635 - PERIODICALS Totals	Invoice Transactions	\$33.00
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	34.22
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	76.18
103424 - MIDWEST TAPE LLC	ADULT AV	04/17/2025	05/13/2025	105.60
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	67.94
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	82.26
103424 - MIDWEST TAPE LLC	ADULT AV	04/24/2025	05/13/2025	52.36
		Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions	\$418.56
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				\$23,762.44
Business Unit 4820 - ACCESS SERVICES				
Account 65100 - LIBRARY SUPPLIES				
19521 - PLAYAWAY PRODUCTS LLC	ACCESS SUPPLIES	04/14/2025	05/13/2025	60.83
		Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$60.83
		Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions	\$60.83
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65001 - FEDERAL GRANT EXPENSE				
19059 - BRIDGET PETRITES	REIMBURSEMENT RECYCLED JEWELRY PROGRAM	04/28/2025	05/13/2025	42.89
19494 - SHAWN SHEEHY	CARD MAKING WORKSHOP 2/6 & 2/7	02/07/2025	05/13/2025	300.00
		Account 65001 - FEDERAL GRANT EXPENSE Totals	Invoice Transactions	\$342.89
Account 65100 - LIBRARY SUPPLIES				
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/08/2025	05/13/2025	687.54
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/09/2025	05/13/2025	85.05
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/18/2025	05/13/2025	54.43
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	04/22/2025	05/13/2025	2,028.83
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/17/2025	05/13/2025	440.67
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/18/2025	05/13/2025	147.68
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/17/2025	05/13/2025	157.19
		Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$3,601.39
		Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions	\$3,944.28

Business Unit **4826 - ROBERT CROWN OPERATIONS**Account **65100 - LIBRARY SUPPLIES**

270049 - Tracy Olasimbo	PROGRAM REIMBURSEMENT TEEN SCENE TREASURE HUNT	04/29/2025	05/13/2025	33.26
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Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$33.26
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	7.13
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/15/2025	05/13/2025	79.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	15.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/16/2025	05/13/2025	102.22
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/18/2025	05/13/2025	76.82
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	14.26
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/22/2025	05/13/2025	82.50
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	114.71
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/24/2025	05/13/2025	114.95
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/24/2025	05/13/2025	38.76
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	89.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/28/2025	05/13/2025	65.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	04/16/2025	05/13/2025	125.88

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	\$928.35
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Business Unit 4826 - ROBERT CROWN OPERATIONS Totals	Invoice Transactions	\$961.61
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**Account **62340 - IT COMPUTER SOFTWARE**

123567 - LIBRARY OF CONGRESS	IT COMPUTER SOFTWARE	04/22/2025	05/13/2025	600.00
21205 - SPRINGSHARE LLC	PATRON POINT SUBSCRIPTION	03/20/2025	05/13/2025	7,762.50
21205 - SPRINGSHARE LLC	CREDIT	09/07/2024	05/13/2025	(653.75)

Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions	\$7,708.75
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Account **65555 - IT COMPUTER HARDWARE**

101401 - DELL COMPUTER CORP.	QUOTE 3000186814410 COMPUTER HARDWARE REPLACEMENT	05/02/2025	05/13/2025	23,834.60
101401 - DELL COMPUTER CORP.	COMPUTER HARDWARE REPLACEMENT	05/02/2025	05/13/2025	1,278.56

Account 65555 - IT COMPUTER HARDWARE Totals	Invoice Transactions	\$25,113.16
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/10/2025	05/13/2025	29.93
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	04/18/2025	05/13/2025	22.60
100474 - BAKER & TAYLOR	ADULT, YA, JUV AND CROWN PRINT	04/25/2025	05/13/2025	41.77

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	\$94.30
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Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions	\$32,916.21
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Business Unit **4840 - LIBRARY MAINTENANCE**Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICES	04/29/2025	05/13/2025	435.79
151986 - CINTAS CORPORATION #769	MAT SERVICE	04/22/2025	05/13/2025	435.79
315451 - METRO DOOR AND DOCK, INC.	PARKING GARAGE REPAIR	04/30/2025	05/13/2025	968.38
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	05/01/2025	05/13/2025	218.40
11428 - PREMIERE MUSIC & FILM SYSTEMS, INC	SERVICE MAINTENANCE BOARD ROOM PROJECTOR	03/18/2025	05/13/2025	390.00

Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions	\$2,448.36
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Account 65040 - JANITORIAL SUPPLIES		04/30/2025	05/13/2025	1,335.36
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES			
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice Transactions	<u>\$1,335.36</u>
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice Transactions	<u>\$3,783.72</u>
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
21045 - AMLING CONSULTING	SECOND INSTALLMENT OF FUNDRAISING CONSULTING CONTRACT	05/01/2025	05/13/2025	5,000.00
20953 - HR SOURCE	HR AND RECRUITING SERVICES	04/30/2025	05/13/2025	2,647.50
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 2/1/2025-2/22/2025 M EL METENNANI	02/28/2025	05/13/2025	2,257.80
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 3/29/25-4/19/25 T GARVEY	04/29/2025	05/13/2025	13,224.00
20243 - MGT IMPACT SOLUTIONS, LLC	PROFESSIONAL SERVICES 2/01/25-2/22/25 T GARVEY	02/28/2025	05/13/2025	11,070.75
234969 - THE STONE VASTINE GROUP, LLC	AWARENESS AND COMMUNITY BUILDING SESSION	05/02/2025	05/13/2025	6,500.00
Account 62185 - CONSULTING SERVICES Totals			Invoice Transactions	<u>\$40,700.05</u>
Account 62210 - PRINTING				
18494 - ANCHORFISH PRINTING & EMBROIDERY	MINI MAGNETIC BOOKMARK AND MUGS FOR PROMOTIONAL	04/28/2025	05/13/2025	1,333.24
16990 - FRESH PRINTS	T-SHIRTS FOR PROMOTIONAL	05/01/2025	05/13/2025	1,030.00
Account 62210 - PRINTING Totals			Invoice Transactions	<u>\$2,363.24</u>
Account 62295 - TRAINING & TRAVEL				
21204 - SAMEER NOTTA	MILEAGE REIMBURSEMENT HR SOURCE TRAINING	05/01/2025	05/13/2025	43.23
Account 62295 - TRAINING & TRAVEL Totals			Invoice Transactions	<u>\$43.23</u>
Account 65095 - OFFICE SUPPLIES				
18957 - CHERIE ASANTE	REIMBURSEMENT VOLUNTEER APPRECIATION TEA	04/29/2025	05/13/2025	86.84
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	05/13/2025	30.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	04/11/2025	05/13/2025	59.79
Account 65095 - OFFICE SUPPLIES Totals			Invoice Transactions	<u>\$176.82</u>
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice Transactions	<u>\$43,283.34</u>
Department 48 - LIBRARY Totals			Invoice Transactions	<u>\$114,742.64</u>
Fund 185 - LIBRARY FUND Totals			Invoice Transactions	<u>\$114,742.64</u>
* = Prior Fiscal Year Activity			Invoice Transactions	<u><u>\$114,742.64</u></u>

Library Bills List

G/L Date Range 05/28/25 - 05/28/25

Vendor	Invoice Description	Invoice Date	G/L Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV PRINT	04/28/2025	05/28/2025	24.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/02/2025	05/28/2025	1,046.62
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/06/2025	05/28/2025	4.72
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/06/2025	05/28/2025	679.49
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/07/2025	05/28/2025	526.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/06/2025	05/28/2025	420.34
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND CROWN PRINT	04/25/2025	05/28/2025	148.35
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND YA PRINT	04/30/2025	05/28/2025	425.70
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV BOOK	04/25/2025	05/28/2025	32.78
Account 65630 - LIBRARY BOOKS Totals			Invoice Transactions	\$3,308.61
Business Unit 4805 - EARLY LEARNING & LITERACY Totals			Invoice Transactions	\$3,308.61
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65001 - FEDERAL GRANT EXPENSE				
132303 - Carmen Francellno	FOOD FOR 1619 MURAL PROJECT	05/17/2025	05/28/2025	83.29
Account 65001 - FEDERAL GRANT EXPENSE Totals			Invoice Transactions	\$83.29
Account 65100 - LIBRARY SUPPLIES				
20673 - PROMOTION INC. DBA BOOK PAGE	LLL SUPPLIES	05/19/2025	05/28/2025	420.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions	\$420.00
Account 65628 - Library Electronic Resources				
16334 - KANOPY	ONLINE RESOURCES	04/30/2025	05/28/2025	1,753.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	04/30/2025	05/28/2025	6,449.72
103731 - NEWS BANK INC	ONLINE RESOURCES	05/08/2025	05/28/2025	12,121.00
Account 65628 - Library Electronic Resources Totals			Invoice Transactions	\$20,323.72
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	04/30/2025	05/28/2025	1,315.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/01/2025	05/28/2025	1,288.29
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/02/2025	05/28/2025	702.71
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/02/2025	05/28/2025	219.11
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2025	05/28/2025	337.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	1,802.54
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	1,139.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/06/2025	05/28/2025	499.72
100474 - BAKER & TAYLOR	ADULT PRINT	05/07/2025	05/28/2025	31.74
100474 - BAKER & TAYLOR	ADULT PRINT	05/06/2025	05/28/2025	110.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/07/2025	05/28/2025	1,317.58
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	04/28/2025	05/28/2025	22.39
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/01/2025	05/28/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/02/2025	05/28/2025	27.74

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/05/2025	05/28/2025	25.60
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/07/2025	05/28/2025	77.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/08/2025	05/28/2025	27.74
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	336.51
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	1,655.70
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	294.70
276974 - OVER DRIVE, INC.	EBOOKS	04/30/2025	05/28/2025	72.11
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	773.74
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	380.68
276974 - OVER DRIVE, INC.	EBOOKS	05/02/2025	05/28/2025	1,182.13
276974 - OVER DRIVE, INC.	EBOOKS	05/05/2025	05/28/2025	336.11
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	04/28/2025	05/28/2025	28.80
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/05/2025	05/28/2025	32.33

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	\$14,118.52
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Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	89.04
103424 - MIDWEST TAPE LLC	ADULT PRINT	04/30/2025	05/28/2025	71.32
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	49.59
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	109.88
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	109.88
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	31.19
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	31.86
103424 - MIDWEST TAPE LLC	ADULT AV	04/30/2025	05/28/2025	34.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	253.32
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	124.68
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	59.22
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	200.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	72.51
103424 - MIDWEST TAPE LLC	ADULT AV	05/08/2025	05/28/2025	71.11

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions	\$1,409.16
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Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice Transactions	\$36,354.69
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Business Unit **4820 - ACCESS SERVICES**

Account **62340 - IT COMPUTER SOFTWARE**

12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	05/07/2025	05/28/2025	15.26
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Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions	\$15.26
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Account **65100 - LIBRARY SUPPLIES**

107143 - COMPUTYPE INC. - 139154	ACCESS SUPPLIES	05/09/2025	05/28/2025	623.37
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/09/2025	05/28/2025	153.76
101406 - DEMCO, INC.	OFFICE SUPPLIES	05/12/2025	05/28/2025	397.47
206940 - ULINE	STEEL TOTE DOLLY	05/08/2025	05/28/2025	327.40
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SERVICES SUPPLIES	05/01/2025	05/28/2025	49.25

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	\$1,551.25
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Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions	\$1,566.51
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Business Unit **4825 - ENGAGEMENT SERVICES**
Account **65001 - FEDERAL GRANT EXPENSE**
151528 - Myrna Weinman

FACILIATOR AHA! MAY 8, 2025

05/15/2025

05/28/2025

100.00

Account **65001 - FEDERAL GRANT EXPENSE** Totals Invoice Transactions **\$100.00**

Account **65002 - STATE GRANT EXPENSE**
17391 - AUNT BERTHA, A PUBLIC BENEFIT CORPORATION

ECF CATALYST GRANT FOR EVANSTON CARE NETWORK

04/16/2025

05/28/2025

5,400.00

Account **65002 - STATE GRANT EXPENSE** Totals Invoice Transactions **\$5,400.00**

Account **65100 - LIBRARY SUPPLIES**

18494 - ANCHORFISH PRINTING & EMBROIDERY

CARABINER FOR ENGAGEMENT SUMMER GIVEAWAY

04/29/2025

05/28/2025

1,125.00

100474 - BAKER & TAYLOR

ENGAGEMENT BOOKS

04/29/2025

05/28/2025

66.54

100474 - BAKER & TAYLOR

ENGAGEMENT BOOKS

04/29/2025

05/28/2025

581.72

100474 - BAKER & TAYLOR

ENGAGEMENT SUPPLIES

05/08/2025

05/28/2025

146.26

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions **\$1,919.52**

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice Transactions **\$7,419.52**

Business Unit **4826 - ROBERT CROWN OPERATIONS**

Account **65100 - LIBRARY SUPPLIES**

246230 - MARILYN PRICE PUPPETS, INC.

PROFESSIONAL SERVICES

05/07/2025

05/28/2025

350.00

Account **65100 - LIBRARY SUPPLIES** Totals Invoice Transactions **\$350.00**

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

04/30/2025

05/28/2025

115.88

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/01/2025

05/28/2025

114.62

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/02/2025

05/28/2025

492.29

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/02/2025

05/28/2025

33.88

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/02/2025

05/28/2025

89.25

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/06/2025

05/28/2025

47.14

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

45.21

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

38.80

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/06/2025

05/28/2025

83.62

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/07/2025

05/28/2025

20.89

100474 - BAKER & TAYLOR

ADULT AND CROWN PRINT

05/07/2025

05/28/2025

94.74

100474 - BAKER & TAYLOR

JUV AND CROWN PRINT

05/06/2025

05/28/2025

49.55

10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA

JUV AND CROWN PRINT

04/25/2025

05/28/2025

1,073.45

Account **65630 - LIBRARY BOOKS** Totals Invoice Transactions **\$2,299.32**

Business Unit **4826 - ROBERT CROWN OPERATIONS** Totals Invoice Transactions **\$2,649.32**

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

Account **65001 - FEDERAL GRANT EXPENSE**

104602 - EVANSTON/SKOKIE SCHOOL DISTRICT 65

PNG GRANT - ADMIN AND PROGRAM SUPPORT FOR THE CODE IT CHALLENGE

05/12/2025

05/28/2025

2,249.05

20941 - KIRBY G. CALLAN

PNG GRANT TOKENS FOR APPRECIATION FOR 23 NSBE MENTORSHIP

05/12/2025

05/28/2025

1,725.00

20941 - KIRBY G. CALLAN	PNG GRANT EDUCATIONAL PRIZES FOR CODE IT CHALLENGE	05/12/2025	05/28/2025	154.94
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Account 65001 - FEDERAL GRANT EXPENSE Totals	Invoice Transactions	<hr/> \$4,128.99
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Account **65100 - LIBRARY SUPPLIES**

17036 - RAYMOND K. CLEVELAND	DRAG QUEEN BINGO	06/21/2025	05/28/2025	400.00
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Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions	<hr/> \$400.00
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/06/2025	05/28/2025	8.32
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10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND YA PRINT	04/30/2025	05/28/2025	3,111.78
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Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions	<hr/> \$3,120.10
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Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions	<hr/> \$7,649.09
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Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

100162 - ALARM DETECTION SYSTEMS, INC.	ALARM DETECION QTR BILLING JUN-AUG 2025	05/11/2025	05/28/2025	593.37
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/13/2025	05/28/2025	236.84
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/06/2025	05/28/2025	236.84
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151986 - CINTAS CORPORATION #769	MAT SERVICE	05/20/2025	05/28/2025	236.84
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101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	05/15/2026	05/28/2025	106.39
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101063 - CINTAS FIRST AID & SUPPLY	FIRST AIR KIT SERVICE	03/18/2025	05/28/2025	105.58
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315451 - METRO DOOR AND DOCK, INC.	OVERHEAD DOOR SERVICE CALL	05/20/2025	05/28/2025	450.00
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19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	05/06/2025	05/28/2025	150.80
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145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	05/05/2025	05/28/2025	12,085.71
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Account 62225 - BLDG MAINTENANCE SERVICES Totals	Invoice Transactions	<hr/> \$14,202.37
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Account **65040 - JANITORIAL SUPPLIES**

10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/16/2025	05/28/2025	65.30
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10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	05/07/2025	05/28/2025	83.09
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Account 65040 - JANITORIAL SUPPLIES Totals	Invoice Transactions	<hr/> \$148.39
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Business Unit 4840 - LIBRARY MAINTENANCE Totals	Invoice Transactions	<hr/> \$14,350.76
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Business Unit **4845 - LIBRARY ADMINISTRATION**

Account **62185 - CONSULTING SERVICES**

12151 - MULTILINGUAL CONNECTIONS LLC	SPANISH ANNUAL REPORT TRANSLATION 2024	04/10/2025	05/28/2025	503.75
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Account 62185 - CONSULTING SERVICES Totals	Invoice Transactions	<hr/> \$503.75
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Account **62210 - PRINTING**

18494 - ANCHORFISH PRINTING & EMBROIDERY	EPL EMBROIDERED PATCHES	05/15/2025	05/28/2025	562.00
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14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL MARKETING FOLDERS	05/09/2025	05/28/2025	1,050.00
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Account 62210 - PRINTING Totals	Invoice Transactions	<hr/> \$1,612.00
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Account **62360 - MEMBERSHIP DUES**

20722 - CALIFA GROUP	ALA - PLA BENCHMARK SUBSCRIPTION 7/1/25-6/30/26	07/01/2025	05/28/2025	274.91
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Account 62360 - MEMBERSHIP DUES Totals		Invoice Transactions	<hr/>	\$274.91
Account 62506 - WORK- STUDY				
10407 - NORTHWESTERN UNIVERSITY - WORK STUDY OFFICE	NORTHWESTERN STUDENT JAN 1 - MAR 31, 2025	04/09/2025	05/28/2025	538.16
Account 62506 - WORK- STUDY Totals		Invoice Transactions	<hr/>	\$538.16
Account 65025 - FOOD				
13233 - HEATHER NORBORG	EPL LUNCHEON CANDIDATE LUNCHEON	05/12/2025	05/28/2025	178.31
Account 65025 - FOOD Totals		Invoice Transactions	<hr/>	\$178.31
Account 65095 - OFFICE SUPPLIES				
162933 - IMAGING ESSENTIALS	PLOTTER PRINTER PRINthead REPLACEMENT	05/15/2025	05/28/2025	474.30
103617 - NATIONAL AWARDS & FINE GIFTS	PRINTING OFFICES	02/13/2025	05/28/2025	304.00
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	38.84
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	11.59
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	22.49
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/01/2025	05/28/2025	73.08
Account 65095 - OFFICE SUPPLIES Totals		Invoice Transactions	<hr/>	\$924.30
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice Transactions	<hr/>	\$4,031.43
Department 48 - LIBRARY Totals		Invoice Transactions	<hr/>	\$77,329.93
Fund 185 - LIBRARY FUND Totals		Invoice Transactions	<hr/>	\$77,329.93
* = Prior Fiscal Year Activity		Invoice Transactions	<hr/> <hr/>	\$77,329.93

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
CMO/FINANCE	SAMS CLUB RENEWAL	AR	72712	\$ 45.00	2/28/2025	62360 MEMBERSHIP DUES	2025 SAM'S CLUB LIBRARY CARD/MEMBERSHIP FEES	185.48.4845	-	Nunez	Tammi
LIBRARY	TARGET PLUS	MN	89115	\$ 59.99	2/26/2025	65100 LIBRARY SUPPLIES	ELL GAME PLAY SUNDAY	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK VW4LU1J33	WA	98109	\$ 105.05	2/26/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA 7U1ZU1XN3	WA	98109	\$ 26.04	2/26/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 27.90	2/26/2025	65100 LIBRARY SUPPLIES	IDL MAGNIFYING GLASS FOR PATRONS	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	USPS.COM CLICKNSHIP	DC	20260	\$ 4.25	2/26/2025	62315 POSTAGE	ACCESS LABEL SHIPPING TO A VENDOR	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET PLUS	MN	65689	\$ 49.98	2/27/2025	65100 LIBRARY SUPPLIES	ELL CODE AND PLAY PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60628	\$ 159.78	2/27/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT BOOKMARK BULK SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 25.97	2/27/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4826	-	Pernell	Marche
LIBRARY	DOLLARTREE	IL	60202	\$ 17.50	2/27/2025	65100 LIBRARY SUPPLIES	BLACK HISTORY MONTH FAMILY FEUD PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 19.87	2/27/2025	65100 LIBRARY SUPPLIES	IDL COMPUTER HARDWARE SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	TECHSOUP	CA	94107	\$ 119.00	2/27/2025	62360 MEMBERSHIP DUES	GRANTSTATION MEMBERSHIP 2025	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 163.00	2/28/2025	62210 PRINTING	BULK ORDER EPL STICKERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK QE4Y609C3	WA	98109	\$ 15.98	3/3/2025	65100 LIBRARY SUPPLIES	IPAD CONNECTIVITY DEVICE	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA AT4W29WZ3	WA	98109	\$ 49.95	3/3/2025	65100 LIBRARY SUPPLIES	IPAD DEVICE TO CONNECTIVITY	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA J2UK9TH3	WA	98109	\$ 20.41	3/3/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	3/3/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 79.44	3/3/2025	62340 IT COMPUTER SOFTWARE	GOOGLE GSUITE MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 99.00	3/3/2025	65002 STATE GRANT EXPENSE	NSBE JR. CODE IT CHALLENGE SATURDAY PROGRAM SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMAZON MARK M150U2GP3	WA	98109	\$ 371.24	3/3/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	WVP ENGINE	TX	78701	\$ 290.00	3/3/2025	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE STORAGE AND MAINTENANCE.	185.48.4835	-	Madison	Elacsha
LIBRARY	HOMEDEPOT.COM	GA	303390000	\$ 19.48	3/3/2025	65100 LIBRARY SUPPLIES	GENERAL SUPPLIES	185.48.4836	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 17.25	3/3/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING MATERIAL SUPPLIES	185.48.4840	-	Wade	Ray
LIBRARY	JPPARK VANDKE WAY	SC	29647	\$ 24.15	3/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 33.96	3/4/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 30.00	3/4/2025	62340 IT COMPUTER SOFTWARE	PAYPAL MONTHLY FEE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DD/BR #338026 Q35	IL	60202	\$ 66.13	3/6/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD READ TO CATS	185.48.4826	-	Pernell	Marche
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	3/7/2025	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 299.00	3/7/2025	65002 STATE GRANT EXPENSE	1 PICADE KITS FOR THE CODE IT CHALLENGE. FUNDING THROUGH THE LINKS/NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 598.00	3/7/2025	65002 STATE GRANT EXPENSE	2 PICADE KITS FOR THE CODE IT CHALLENGE. FUNDING THROUGH THE LINKS/NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 76.78	3/7/2025	65050 BUILDING MAINTENANCE MATERIAL	PAINT MATERIALS	185.48.4840	-	Melendez	Martin
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 49.29	3/7/2025	65025 FOOD	HR SOURCE MANAGER TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 26.20	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00032839	IL	60201	\$ 29.00	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 15.32	3/7/2025	65025 FOOD	HR SOURCE MANAGER'S TRAINING FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DOLLARTREE	IL	60202	\$ 5.00	3/10/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 74.00	3/10/2025	65002 STATE GRANT EXPENSE	SATURDAY MENTOR SESSIONS FOR NSBE JR. CODE IT CHALLENGE LUNCH. FUNDING THROUGH LINKS AND NSBE GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	SP POLYMAKER 3D PRIN	TX	77489	\$ 298.87	3/10/2025	65100 LIBRARY SUPPLIES	IDL GENERAL SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 181.00	3/11/2025	62210 PRINTING	EPL NEW LOGO STICKERS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 32.40	3/12/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM	AR	72716	\$ 162.01	3/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES SPRING BREAK AND TEEN PROGRAM	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 52.32	3/12/2025	65025 FOOD	MANAGER TRAINING HR SOURCE SNACKS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 17.22	3/12/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	186.48.4805	-	Antolin	Laura
LIBRARY	TARGET 00009274	IL	60202	\$ 30.00	3/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4820	-	Pernell	Marche
LIBRARY	SP THE LACE MUSEUM S	CA	94086	\$ 39.00	3/17/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ 231.44	3/17/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	STAPLES INC	MA	01702	\$ 33.06	3/17/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASES	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	POTBELLY #5	IL	60201	\$ 148.98	3/17/2025	65002 STATE GRANT EXPENSE	NSBE JR. CODE IT CHALLENGE SATURDAY PROGRAM SUPPLIES AND LUNCH FUNDING THROUGH LINKS AND NSBE.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 146.77	3/17/2025	65040 JANITORIAL SUPPLIES	BROOM AND DUST PAN/MOP AND BUCKET	185.48.4840	-	Parker	Eric
LIBRARY	STAPLES INC	MA	01702	\$ 132.23	3/18/2025	65100 LIBRARY SUPPLIES	TECHNOLOGY CASE	185.48.4820	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL 524EROKO3	WA	98109	\$ 18.99	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL B24X72OU3	WA	98109	\$ 39.90	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL P903N9MP3	WA	98109	\$ 48.83	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL RT48V55F3	WA	98109	\$ 26.14	3/19/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 2Q60960M3	WA	98109	\$ 102.88	3/20/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 26.97	3/20/2025	65100 LIBRARY SUPPLIES	PROGRAM FOOD TEA & TALK	185.48.4820	-	Pernell	Marche
LIBRARY	MGMTASSCIL	IL	60515	\$ 1,100.00	3/20/2025	62295 TRAINING & TRAVEL	HR SOURCE EVOLVING MANAGER BOOT CAMP B HENDERSON	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MGMTASSCIL	IL	60515	\$ 95.00	3/20/2025	62295 TRAINING & TRAVEL	HR SOURCE TRAINING Y WILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	DOMINOS 9175	IL	60201	\$ 88.09	3/25/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD - TEA AND TALK	185.48.4826	-	Pernell	Marche
	LIBRARY MARCH 2025 TOTAL			\$ 6,259.99							



MEMORANDUM

To: Evanston Public Library Finance Committee
From: Sameer Notta, Finance Manager
Subject: Administrative Services Update
Date: June 06, 2025

This memo provides an update on significant administrative activities.

Human Resources

Dept.	Position	Status
Access Services	PT Shelver	Interviews Concluded
Early Learning & Literacy	FT Manager	Interviewing
Innovation & Digital Learning	FT Librarian I	Pending HR
Lifelong Learning & Literacy	PT Library Assistant	Closes 06/19/2025

FT Facilities Manager joined Maintenance on 06/10/2025.

Financial Resources

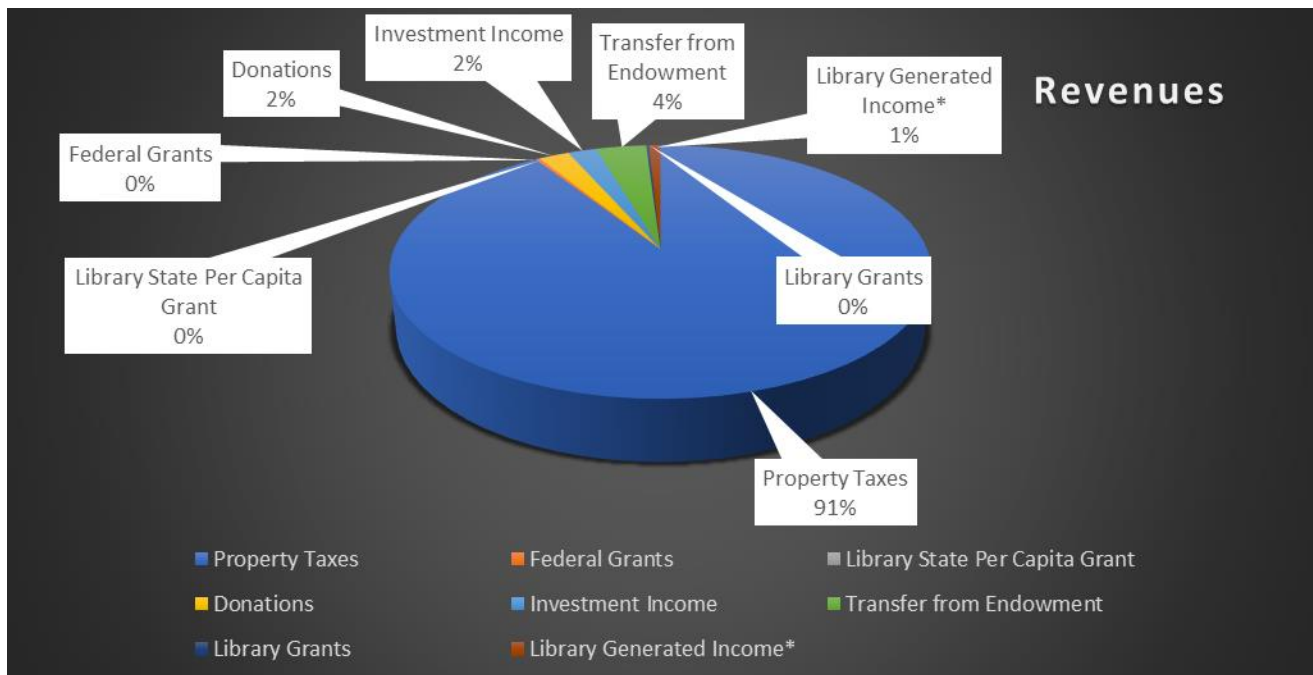
As of May 31, 2025, the Operating Fund's revenue collections are 52% of the projected budget, while expenditures are at 35%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report May 2025

Revenues

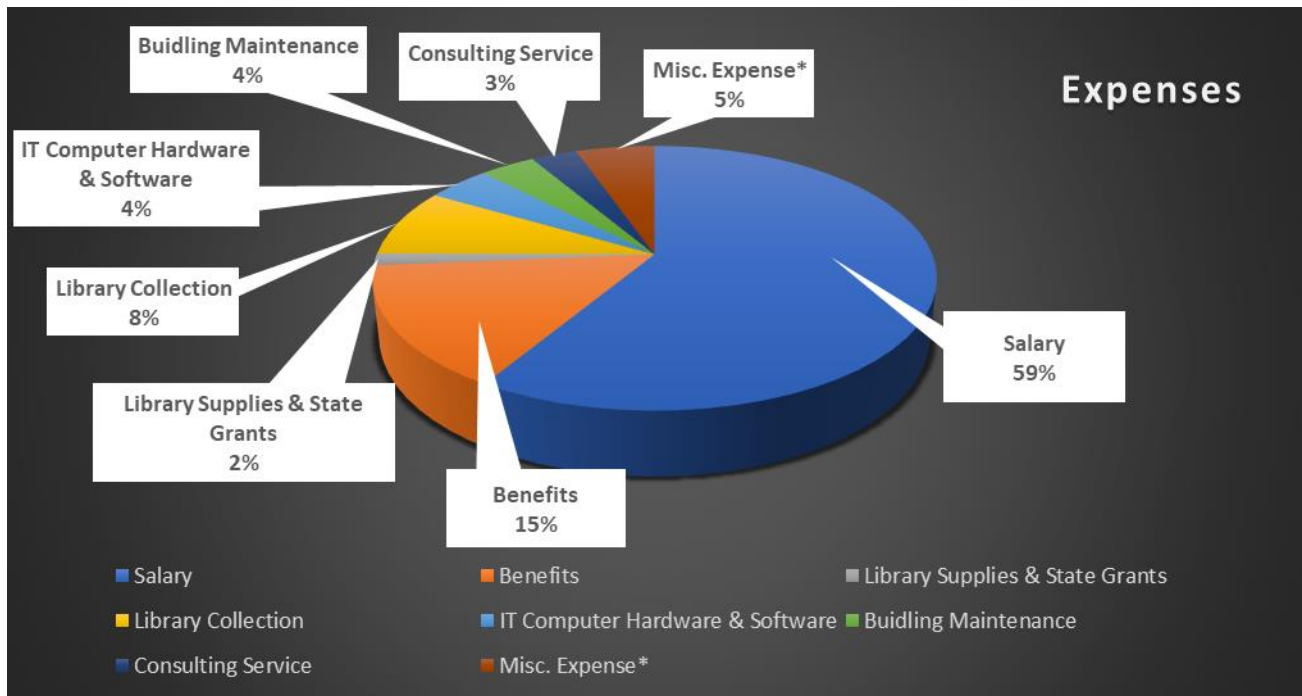
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,434,565	\$8,624,347	4,189,782	51%
Federal Grants	\$14,680	\$40,000	25,320	37%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$104,875	\$400,000	295,125	26%
Investment Income	\$99,434	\$25,000	(74,434)	398%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$39,468	\$45,000	5,532	88%
Total	\$4,876,543	\$9,463,097	4,586,554	52%

**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	\$2,108,033	\$6,127,893	4,019,860	34%
Benefits	\$540,128	\$1,628,212	1,088,085	33%
Library Supplies & State Grants	\$52,286	\$182,542	130,256	29%
Library Collection	\$297,509	\$911,500	613,991	33%
IT Computer Hardware & Software	\$156,074	\$317,800	161,726	49%
Buidling Maintenance	\$134,945	\$473,602	338,657	28%
Consulting Service	\$112,834	\$100,000	(12,834)	113%
Misc. Expense*	\$192,764	\$497,500	304,736	39%
Total	\$3,594,572	\$10,239,050	6,644,478	35%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 05/31/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	.00	.00	4,434,565.06	4,189,781.94	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	.00	.00	50.19	949.81	5
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	14,679.96	25,320.04	37
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	16,596.35	.00	104,874.60	295,125.40	26
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	2,393.57	.00	7,506.24	(5,506.24)	375
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	99,434.37	(74,434.37)	398
57002	TRANSFER FROM ENDOWMENT	173,750.00	.00	173,750.00	.00	.00	173,570.00	180.00	100
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	20,000.00	.00	20,000.00	2,246.48	.00	12,837.56	7,162.44	64
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	1,894.22	.00	7,414.09	(2,414.09)	148
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	1,785.50	.00	2,732.84	1,267.16	68
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	8,927.50	1,072.50	89
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	9,950.57	.00	9,950.57	30,049.43	25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$34,866.69	\$0.00	\$4,876,542.98	\$4,586,554.02	52%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	27,978.39	.00	138,166.71	386,743.19	26
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	18,722.37	.00	87,362.08	117,464.01	43
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	240.00	.00	935.00	4,065.00	19
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	33,558.07	62,466.71	35
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	30.05	42.07	42
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	45.83	147.49	24
61710	IMRF	31,287.22	.00	31,287.22	1,976.73	.00	10,703.15	20,584.07	34
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,813.83	.00	14,909.07	30,334.56	33
61730	MEDICARE	10,581.16	.00	10,581.16	658.07	.00	3,486.76	7,094.40	33
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	182.22	.00	1,798.59	26,201.41	6
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	8,942.11	.00	40,071.67	109,928.33	27
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	214.49	.00	1,414.89	8,585.11	14
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$68,951.04	\$0.00	\$352,936.64	\$762,401.58	32%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	40,638.69	.00	179,202.47	261,072.53	41
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	15,876.53	.00	81,493.26	239,152.74	25
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	230.00	.00	2,030.00	2,970.00	41
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	6,096.08	.00	24,658.12	57,420.88	30
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	15.80	(15.80)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	51.81	(15.81)	144
61710	IMRF	32,617.00	.00	32,617.00	2,514.91	.00	11,803.39	20,813.61	36
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,411.05	.00	15,892.77	31,285.23	34
61730	MEDICARE	11,031.00	.00	11,031.00	797.74	.00	3,716.83	7,314.17	34
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	83.29	.00	2,583.29	(83.29)	103

65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	670.00	.00	4,885.64	5,114.36	49
65628	Library Electronic Resources	320,000.00	.00	320,000.00	27,034.49	.00	91,572.55	228,427.45	29
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	30,468.63	.00	140,386.54	194,613.46	42
65635	PERIODICALS	6,500.00	.00	6,500.00	33.00	.00	4,412.73	2,087.27	68
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,827.72	.00	6,060.67	24,939.33	20
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$129,695.81	\$0.00	\$568,765.87	\$1,075,096.13	35%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	60,871.95	.00	307,653.01	533,545.34	37
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	20,622.92	.00	101,423.78	237,905.56	30
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	225.00	.00	2,445.00	2,555.00	49
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	69,295.94	130,970.62	35
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	45.85	29.99	60
61615	LIFE INSURANCE	345.41	.00	345.41	23.20	.00	121.83	223.58	35
61710	IMRF	45,924.92	.00	45,924.92	3,397.46	.00	17,393.91	28,531.01	38
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,849.95	.00	24,709.69	48,482.99	34
61730	MEDICARE	17,117.64	.00	17,117.64	1,134.26	.00	5,778.89	11,338.75	34
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	15.26	.00	51,563.08	88,436.92	37
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	1,612.08	595.37	7,207.04	7,197.59	52
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$107,675.97	\$595.37	\$589,311.64	\$1,090,543.73	35%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,562.86	.00	111,757.02	258,288.98	30
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,596.33	.00	18,701.64	29,621.36	39
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	15,992.46	52,810.54	23
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	15.80	23.20	41
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	57.39	73.61	44
61710	IMRF	18,433.00	.00	18,433.00	1,164.09	.00	5,891.19	12,541.81	32
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,554.90	.00	7,803.55	18,136.45	30
61730	MEDICARE	6,063.00	.00	6,063.00	363.65	.00	1,825.02	4,237.98	30
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	442.89	.00	937.89	4,062.11	19
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	5,400.00	.00	5,400.00	100.00	98
65100	LIBRARY SUPPLIES	24,000.00	.00	24,000.00	5,520.91	699.37	8,867.38	14,433.25	40
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$44,174.33	\$699.37	\$177,293.64	\$399,284.99	31%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	31,183.35	.00	156,187.32	144,805.68	52
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	9,333.01	.00	35,921.49	127,934.51	22
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,280.00	.00	4,512.00	(4,512.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	75.26	.00	75.26	(75.26)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	30,548.79	41,009.21	43
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	31.65	44.35	42
61615	LIFE INSURANCE	117.00	.00	117.00	9.96	.00	49.72	67.28	42
61710	IMRF	19,948.00	.00	19,948.00	1,806.33	.00	8,664.46	11,283.54	43
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,500.18	.00	11,801.25	17,019.75	41
61730	MEDICARE	6,737.00	.00	6,737.00	584.71	.00	2,759.98	3,977.02	41
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	383.26	345.53	2,884.81	10,769.66	23
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	3,227.67	.00	9,234.38	25,765.62	26
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	455.92	1,044.08	30
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$57,178.68	\$345.53	\$263,127.03	\$383,733.44	41%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	32,694.77	.00	159,571.14	284,224.86	36
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,242.55	.00	63,579.13	219,781.87	22

61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	780.00	.00	5,600.00	(600.00)	112
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	31,828.91	69,081.09	32
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	62.30	(24.30)	164
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	49.91	64.09	44
61710	IMRF	31,618.00	.00	31,618.00	2,088.71	.00	10,448.43	21,169.57	33
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,846.79	.00	14,174.43	30,909.57	31
61730	MEDICARE	10,540.00	.00	10,540.00	665.77	.00	3,315.00	7,225.00	31
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	7,708.75	.00	15,306.18	24,693.82	38
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	4,128.99	.00	11,643.87	18,998.13	38
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	2,044.90	26,955.10	7
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	550.94	.00	3,787.62	9,212.38	29
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	25,113.16	4,686.00	25,113.16	14,200.84	68
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	3,214.40	.00	3,899.37	16,100.63	19
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	\$101,042.41	\$4,686.00	\$357,887.19	\$737,029.81	33%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	41,064.27	.00	201,516.31	547,080.49	27
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	41,699.34	121,177.46	26
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	78.10	71.90	52
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	36.20	(32.80)	1065
61630	SHOE ALLOWANCE	690.00	.00	690.00	1,610.00	.00	1,610.00	(920.00)	233
61710	IMRF	33,086.91	.00	33,086.91	1,827.35	.00	9,119.62	23,967.29	28
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,526.46	.00	12,116.99	34,339.61	26
61730	MEDICARE	10,865.38	.00	10,865.38	590.88	.00	2,833.83	8,031.55	26
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	16,650.73	152,512.26	96,842.74	45,645.00	85
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	2,265.00	3,175.00	42
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,035.00	2,850.00	42
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	772.69	.00	24,919.35	5,080.65	83
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,483.75	.00	7,648.97	7,351.03	51
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	10,352.83	1,009.09	8,638.08	57
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	\$76,675.51	\$162,865.09	\$404,740.64	\$915,722.16	38%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	84,364.42	.00	385,715.38	572,212.62	40
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	3,831.60	.00	33,764.72	74,044.28	31
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	40,299.58	79,694.42	34
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	46.50	67.50	41
61615	LIFE INSURANCE	579.00	.00	579.00	56.50	.00	272.28	306.72	47
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	1,500.00	2,100.00	42
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	585.00	1,323.00	31
61710	IMRF	38,105.00	.00	38,105.00	3,924.73	.00	18,190.68	19,914.32	48
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,352.88	.00	24,477.16	41,535.84	37
61730	MEDICARE	15,534.00	.00	15,534.00	1,251.90	.00	5,724.51	9,809.49	37
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	41,203.80	17,307.80	112,833.78	(30,141.58)	130
62205	ADVERTISING	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
62210	PRINTING	40,000.00	.00	40,000.00	3,975.24	.00	21,631.43	18,368.57	54
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	43.23	57,810.00	7,790.65	(35,600.65)	219

62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	30.06	2,969.94	1
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	63,966.31	64,091.11	(45,157.42)	154
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	274.91	.00	2,292.91	707.09	76
62506	WORK- STUDY	2,500.00	.00	2,500.00	538.16	.00	538.16	1,961.84	22
62703	BANK FEES	.00	.00	.00	.00	.00	87.09	(87.09)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	910.80	4,089.20	18
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	2,339.81	.00	6,101.56	3,898.44	61
65025	FOOD	7,000.00	.00	7,000.00	178.31	.00	350.44	6,649.56	5
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,101.12	4,121.94	7,195.63	18,682.43	38
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	244.55	(244.55)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	145,835.00	204,165.00	42
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$187,469.75	\$143,206.05	\$1,574,072.98	\$274,704.97	86%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$772,863.50	\$312,397.41	\$4,288,135.63	\$5,638,516.81	45%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$772,863.50	\$312,397.41	\$4,288,135.63	\$5,638,516.81	45%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	34,866.69	.00	4,876,542.98	4,586,554.02	52%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	772,863.50	312,397.41	4,288,135.63	5,638,516.81	45%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$737,996.81)	(\$312,397.41)	\$588,407.35	(\$1,051,962.79)	
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	103,432.61	.00	103,432.61	103,430.39	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
EXPENSE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$103,432.61	\$0.00	\$103,432.61	\$473,513.39	18%
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	103,432.61	.00	103,432.61	473,513.39	18%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		\$0.00	\$0.00	\$0.00	(\$103,432.61)	\$0.00	\$185,040.39	(\$185,040.39)	
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)
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Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	34,866.69	.00	5,858,579.98	6,081,463.02	49%
EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	876,296.11	225,826.84	4,391,568.24	8,098,600.77	36%

Grand Totals

(\$775,952.85)	\$0.00	(\$775,952.85)	(\$841,429.42)	(\$225,826.84)	\$1,467,011.74	(\$2,017,137.75)
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Evanston Public Library Consolidated Endowment Fund
Statement of Activity

April 01, 2025 through April 30, 2025

Beginning Balance \$4,432,004.67

Revenue

Investment results	-11,789.21
Total Revenues:	\$-11,789.21

Distributions/Grants and Expenses

Foundation support charge	-2,400.51
Fund distributions	-173,570.00
Total Distributions:	\$-175,970.51

Ending Balance \$4,244,244.95



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

May 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.**

Statement overview

\$313,642.46

Total value of all accounts as of May 31, 2025

Accounts	Value on 04/30/2025	Value on 05/31/2025
Evanston Public Library		
Organization account	\$312,523.91	\$313,642.46

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

Asset mix



0.0%	Stocks	\$0.00
0.0%	Fixed Income	0.00
100.0%	Short-term reserves	313,642.46
0.0%	Other	0.00

\$313,642.46

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

\$313,642.46
Total account value as of May 31, 2025

Year-to-date income

Taxable income	\$5,446.75
Nontaxable income	0.00
Total	\$5,446.75

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 04/30/2025	Balance on 05/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$312,523.91	\$313,642.46
			\$312,523.91	\$313,642.46

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,118.55
7-day SEC yield as of 05/30/2025*		4.22%

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

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 4/30/2025		\$1.00		312,523.910	\$312,523.91

Organization account
Evanston Public Library

Vanguard Personal Investor
877-662-7447

Account activity for Vanguard funds continued

Federal Money Mkt Fund 0033-XXXXXXX9620 continued

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
05/30	Income dividend	\$1,118.55	1.00	1,118.550	313,642.460	
Ending balance on 5/31/2025			\$1.00		313,642.460	\$313,642.46

Per your request, a copy of this statement has been sent to:
KAREN DANCZAK-LYONS
LEA HERNANDEZ SOLIS
1703 ORRINGTON AVENUE
EVANSTON IL 60201



MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Jennifer Shreve, Interim Development Manager

Subject: June 2025 Development Report for the Library Board

Date: 06.12.25

MAY TOTAL NON-TAX REVENUE

Type	May
Individual Donations	\$21,147
Federal Grants	\$11,404
Non-Federal Grants	\$9,950
Per Capita Grant	
Misc Revenue	\$1,088
Total Revenue	\$43,589

INDIVIDUAL DONOR ACTIVITY

In May, we received \$21,147 in individual donations. For comparison, we received \$15,136 in May 2024. The charts below are the breakdown of donation revenue by campaigns and appeals.

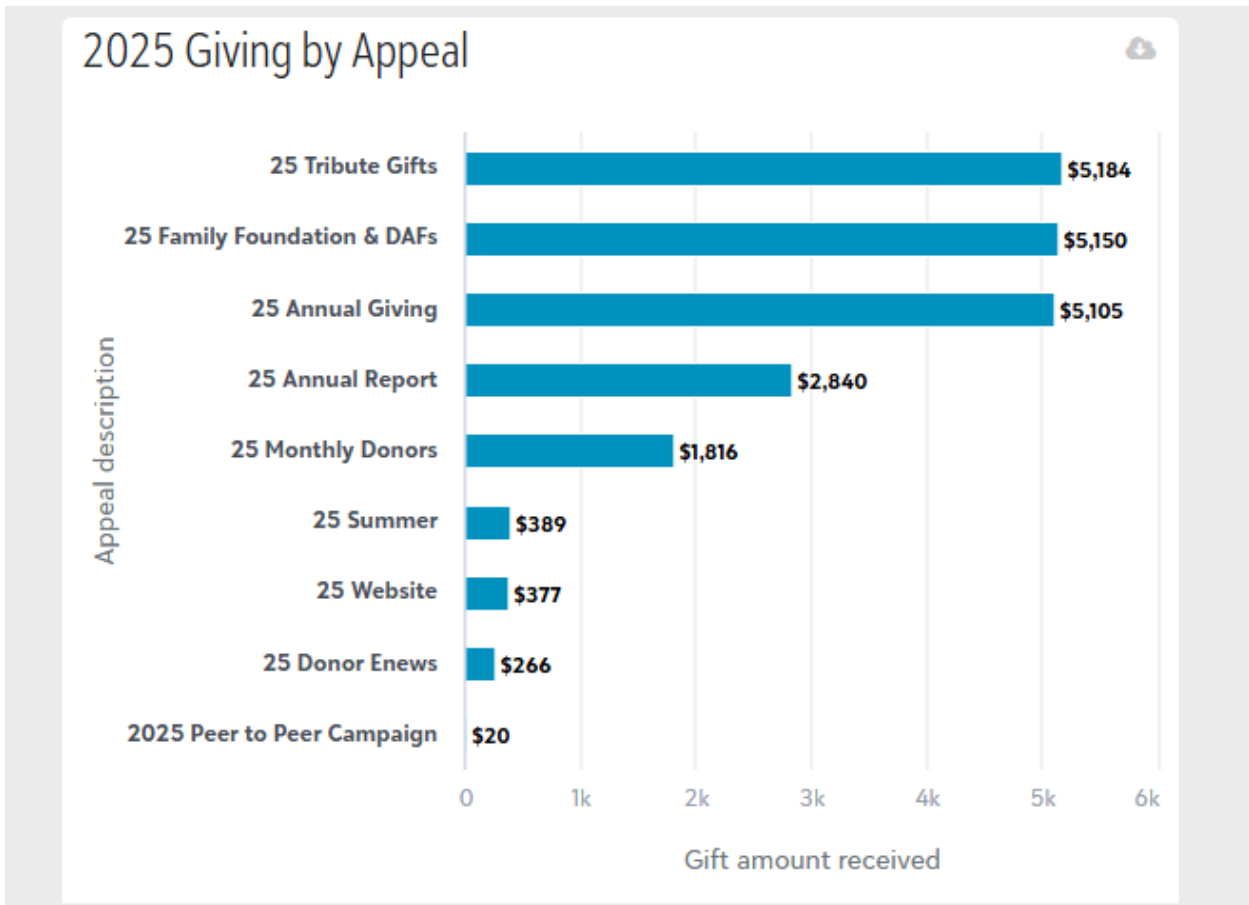
Revenue by Campaigns in May 2025

Campaign	Total 2025 Campaign Goal	May Revenue	May Number of Gifts	May Number of Donors
2020 Library Donations	\$1,000	\$90	4	4
2021 Library Donations	\$3,000	\$172	10	10
2022 Library Donations	\$5,000	\$405	18	18
2023 Library Donations	\$5,000	\$795	29	29
2024 Library Donations	\$1,000	\$387	17	17



2024 Year-End Camp.	\$10,000	\$900	3	3
2025 Annual Report	\$7,000	\$2,766	4	4
2025 Library Donations	\$55,000	\$10,223	27	27
2025 Major Gifts	\$50,000			
2025 Summer Campaign	\$35,000	\$409	7	6
2025 Year-End Campaign	\$228,000			
2025 Sponsorship		\$5,000	1	1
Total Revenue	\$400,000	\$21,147	120	119

Revenue by Appeals in May 2025





Donor Activities

- The Summer Campaign began at the end of May with an initial launch email to donors and a press release. Signage is now up in the library. The campaign has begun slowly from a donation standpoint. Strategies to increase donations in June will include personal outreach to major donors, strategic outreach to past summer donors, and more visibility.
- The Peer-to-Peer campaign for ABC Boosters raised \$2,880 in May. This money is not reflected in the May income totals above, as we will receive payment in June. Check out our page here <https://www.justgiving.com/campaign/evanstonpubliclibrary>
- In May we surveyed over 1,300 donors to learn more about their motivation and experience with donating to EPL. Results are shared at the end of this report.

Integrating the Strategic Development Plan

In May, the new Strategic Development Plan was approved by the Board of Trustees. Much of the work above fits into this plan. An update to the work plan is included at the end of this report.

GRANT ACTIVITY

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Endeavor Health - LOI	\$5,000,000	5/30/2025	7/15/2025	Community hub
Submitted by Partner - Turning Point	Endeavor Health - LOI	\$50,000	5/30/2025	7/15/2025	mental health services at EPL
Awarded	The Links	\$3,500		5/16/2025	STEM programs
Awarded	Evanston Community Foundation	\$5,400		5/30/2025	Evanston Care Network

Strategic Development Plan Update: Year 1

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	In progress; preliminary list shared with Executive Director
Q2	Launch summer appeal	Individual Giving	10% growth in number of gifts	Dev Mgr, Consultant?	In progress: Campaign launched, ongoing
Q2	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Development Manager	In progress; shared with Executive Director
Q2	Create a new case for support	External Affairs	Case for support updated annually	Dev Mgr, Marketing Mgr, Consultant?	not yet started
Q3	Create personalized cultivation plan for each major donor	Individual Giving	Retain 80% of major donors	Development Manager	in progress, in the planning stages
Q3	Update Raiser's Edge database to collect necessary data	Individual Giving	20% of lapsed donors give	Development Manager	in progress; initial lists of SYBUNTS and LYBUNTS
Q3	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	Development Mgr, Volunteers	not yet started
Q3	Collect feedback from fundraising volunteers on how they want to contribute	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	not yet started; will be part of Peer to Peer pilot to get feedback after project
Q3	Institute quarterly grant forecast reviews	Institutional Giving	Average grant size increases to \$10K	Development Manager	not yet started

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
YEAR 1 (2025)					
Q3	Conduct ROI analysis on donor e-newsletter and decide on its future	External Affairs	10% increase in new donors	Development Manager	not yet started
Q4	Incorporate donor recognition program into Master Facilities Plan	Individual Giving	Raise \$100K from donor recognition	Executive Director	not yet started
Q4	Develop pitch collateral for donor recognition program	Individual Giving	Raise \$100K from donor recognition	Dev Mgr, Marketing Mgr, Consultant?	not yet started
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Dev Mgr, Consultant?	not yet started
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	Development Mgr, Executive Director	in progress; working with ED and board on major donor outreach
Q4	Pilot peer-to-peer fundraising for winter appeal	Individual Giving	Volunteers raise \$20K annually	Development Manager, PEPL	in progress; piloted for summer campaign
Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	In progress
Q4	Brainstorm new patron-facing engagement opportunities	External Affairs	10% increase in new donors	Development Manager, PEPL	not yet started
Q4	Establish special event committee and start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	not yet started



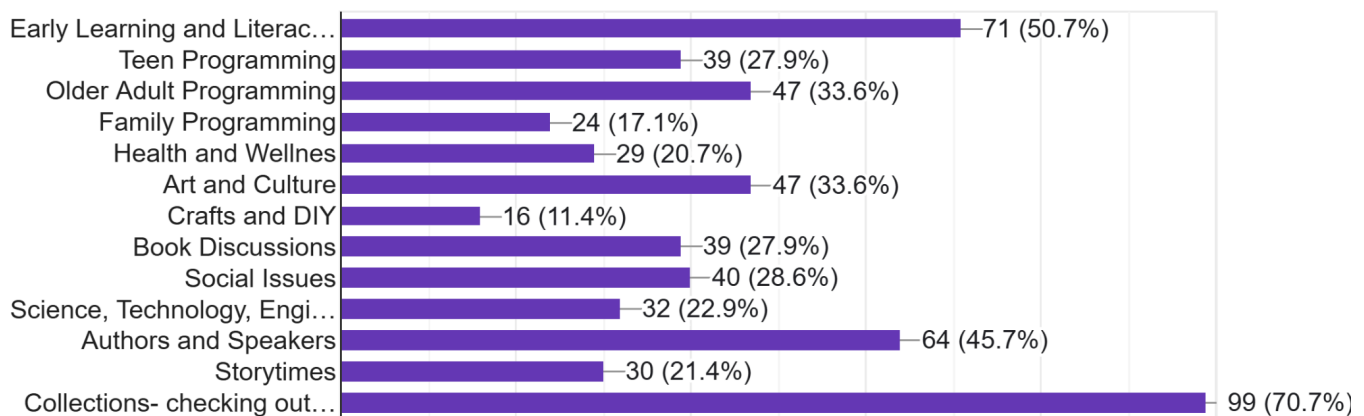
May 2025 Donor Survey Results

- 140 total responses
- 92% donate to EPL because “I believe EPL is an asset to our community.”
- 70% chose collections as the library program they are most excited to support
- 27.8% are interested in learning more about capital plans and 13.5% are “maybe”
- 82.7% agree or strongly agree that their gift is appropriately acknowledged

Learning Donor Interests:

Which EPL programs are you most excited to support? Check all that apply

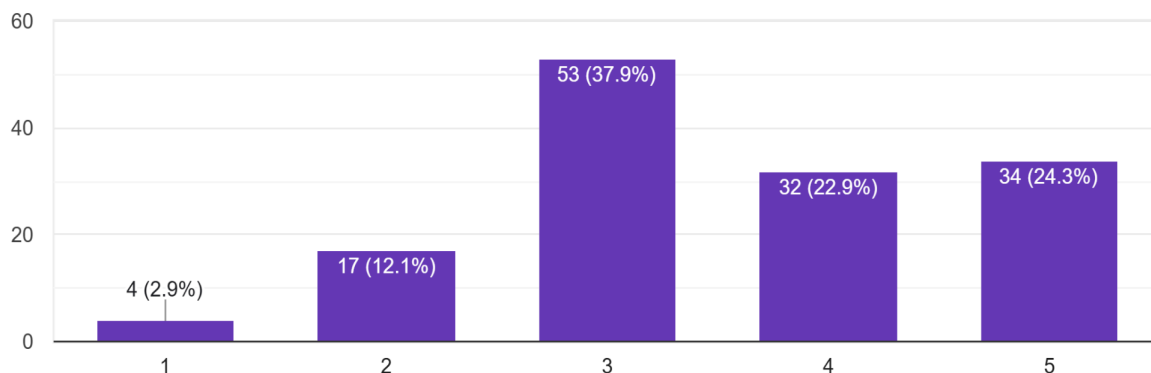
140 responses



Most in need of improvement:

On a scale of 1 (least) to 5 (strongest), how strongly do you feel that your donation to EPL has an impact on the Evanston community?

140 responses

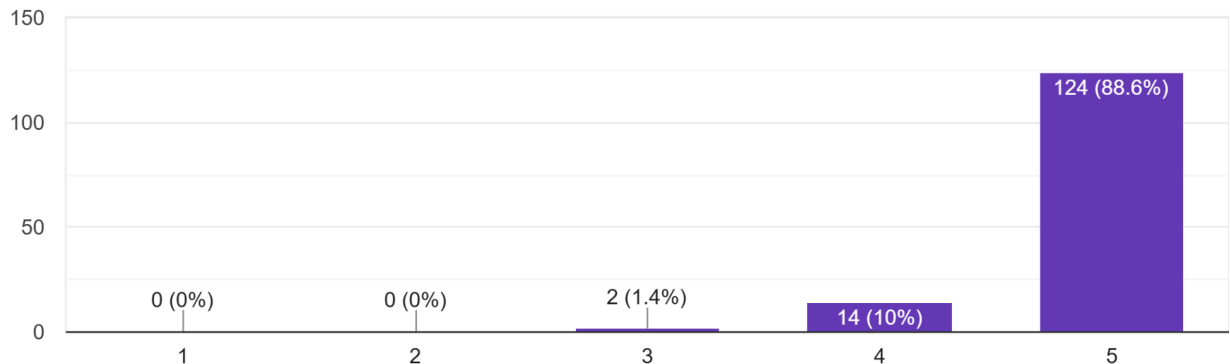




Best news:

How likely is it that you will donate EPL in the future?

140 responses



Why is it important to you to donate to EPL? (sample of responses)

- The work you do is amazing...
- Libraries need public support
- I believe that the Library is underfunded by taxes.
- To give everyone access to the vast resources the library provides. The library makes Evanston a better city to live in!!
- My children grew up using the collection and I am a devoted borrower. Gratitude.
- I want to help maintain and enhance the quality and diversity of the library's collection.
- I love public libraries. The dissemination of books is essential to a free society.
- We use it so much, happy to give back.
- To help maintain the library and its programs for our community
- I am a volunteer in the children's section

How can we show that your gift is meaningful to us? (sample of responses)

- A thank you letter is sufficient
- The personal notes and invitations work
- Knowing how it is used is the best way.
- Just keep doing what you are doing and let us know about it.
- Not sure you need to do a lot here except keep providing excellent service
- Just keep on being a great library!

Additional comments (sample of responses):

- Keep up the great work in our city. I feel lucky you are here.
- The way you have expanded programming is amazing!
- I think what you do everyday is a foundation of our democracy.
- Love what you do. Good sense of inclusiveness and community, always friendly and helpful.