



**EVANSTON  
PUBLIC  
LIBRARY**

# **BOARD OF TRUSTEES**

FINANCE COMMITTEE PACKET

Thursday, July 10, 2025, at 3:00 pm  
Main Library, Board Room, and via Zoom

Zoom Link:

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



## **FINANCE COMMITTEE MEETING**

Thursday, July 10, 2025, at 3:00 PM  
Main Library, Library Board Room, and remote  
Zoom Link: <https://us06web.zoom.us/j/82904061068>

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 (Discussion)

- 5. NEW BUSINESS**

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

- 6. ADJOURNMENT**

**Next Meeting: August 14, 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**

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**To:** Evanston Public Library Finance Committee  
**From:** Sameer Notta, Finance Manager  
Lea Hernandez-Solis, Office Coordinator  
**Subject:** Library Fund Bills  
**Date:** July 10, 2025

### **Recommended Action**

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

### **Payroll**

June 2, 2025, through June 16, 2025,	\$ 217,492.17
June 16, 2025, through June 29, 2025,	\$ 217,625.67

### **Library Fund Bills List**

June 10, 2025	\$ 27,065.09
June 24, 2025	\$ 140,614.64

### **Purchasing**

April 30, 2025	\$ 16,729.29
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Attachment: Bills List; Purchasing Card

# Library Bills List

G/L Date Range 06/10/25 - 06/10/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>						
<b>Department 48 - LIBRARY</b>						
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>						
<b>Account 65630 - LIBRARY BOOKS</b>						
100474 - BAKER & TAYLOR	JUV PRINT	05/06/2025	06/10/2025	06/10/2025	22.89	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	934.49	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	712.32	
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/09/2025	06/10/2025	06/10/2025	47.60	
100474 - BAKER & TAYLOR	JUV, YA AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	14.38	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/19/2025	06/10/2025	06/10/2025	1,140.30	
100474 - BAKER & TAYLOR	JUV PRINT	05/20/2025	06/10/2025	06/10/2025	707.53	
<b>Account 65630 - LIBRARY BOOKS Totals</b>					<b>Invoice 7</b>	<b>\$3,579.51</b>
					Transactions	
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>						
103424 - MIDWEST TAPE LLC	JUV AV	05/16/2025	06/10/2025	06/10/2025	45.84	
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	05/09/2025	06/10/2025	06/10/2025	2,056.16	
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	05/12/2025	06/10/2025	06/10/2025	62.99	
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>					<b>Invoice 3</b>	<b>\$2,164.99</b>
					Transactions	
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY Totals</b>					<b>Invoice 10</b>	<b>\$5,744.50</b>
					Transactions	
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>						
<b>Account 65001 - FEDERAL GRANT EXPENSE</b>						
19168 - CHERYL BEVERLY	ARTIST FEE FOR MURAL FACILITATION AND INSTRUCTION WITH CURT'S	05/21/2025	06/10/2025	06/10/2025	1,500.00	
<b>Account 65001 - FEDERAL GRANT EXPENSE Totals</b>					<b>Invoice 1</b>	<b>\$1,500.00</b>
					Transactions	
<b>Account 65630 - LIBRARY BOOKS</b>						
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	372.60	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	472.27	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	295.11	
100474 - BAKER & TAYLOR	ADULT PRINT	05/12/2025	06/10/2025	06/10/2025	17.39	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/13/2025	06/10/2025	06/10/2025	1,688.45	
100474 - BAKER & TAYLOR	ADULT PRINT	05/13/2025	06/10/2025	06/10/2025	82.15	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/14/2025	06/10/2025	06/10/2025	344.78	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/15/2025	06/10/2025	06/10/2025	81.86	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/19/2025	06/10/2025	06/10/2025	1,406.52	
100474 - BAKER & TAYLOR	ADULT PRINT	05/21/2025	06/10/2025	06/10/2025	63.11	
100474 - BAKER & TAYLOR	ADULT PRINT	05/21/2025	06/10/2025	06/10/2025	142.14	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/09/2025	06/10/2025	06/10/2025	32.79	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/12/2025	06/10/2025	06/10/2025	28.49	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/14/2025	06/10/2025	06/10/2025	56.23	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/15/2025	06/10/2025	06/10/2025	78.72	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/16/2025	06/10/2025	06/10/2025	667.31	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/19/2025	06/10/2025	06/10/2025	80.22	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/21/2025	06/10/2025	06/10/2025	20.99	

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/22/2025	06/10/2025	06/10/2025	17.99
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	05/20/2025	06/10/2025	06/10/2025	72.82
276974 - OVER DRIVE, INC.	EBOOKS	05/09/2025	06/10/2025	06/10/2025	1,146.33
276974 - OVER DRIVE, INC.	EBOOKS	05/09/2025	06/10/2025	06/10/2025	348.23
276974 - OVER DRIVE, INC.	EBOOKS	05/09/2025	06/10/2025	06/10/2025	344.97
276974 - OVER DRIVE, INC.	EBOOKS	05/13/2025	06/10/2025	06/10/2025	309.22
276974 - OVER DRIVE, INC.	EBOOKS	05/16/2025	06/10/2025	06/10/2025	577.89
276974 - OVER DRIVE, INC.	EBOOKS	05/16/2025	06/10/2025	06/10/2025	831.48
276974 - OVER DRIVE, INC.	EBOOKS	05/16/2025	06/10/2025	06/10/2025	957.78
276974 - OVER DRIVE, INC.	EBOOKS	05/19/2025	06/10/2025	06/10/2025	399.98
276974 - OVER DRIVE, INC.	EBOOKS	05/21/2025	06/10/2025	06/10/2025	143.96
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/08/2025	06/10/2025	06/10/2025	304.15
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/08/2025	06/10/2025	06/10/2025	30.62
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/08/2025	06/10/2025	06/10/2025	26.09
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/20/2025	06/10/2025	06/10/2025	73.80
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/20/2025	06/10/2025	06/10/2025	57.60
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/20/2025	06/10/2025	06/10/2025	352.77
<b>Account 65630 - LIBRARY BOOKS Totals</b>				Invoice 35	<b>\$11,926.81</b>
				Transactions	
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
100474 - BAKER & TAYLOR	ADULT AV	05/19/2025	06/10/2025	06/10/2025	33.18
103424 - MIDWEST TAPE LLC	ADULT AV	05/16/2025	06/10/2025	06/10/2025	272.51
103424 - MIDWEST TAPE LLC	ADULT AV	05/16/2025	06/10/2025	06/10/2025	31.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/16/2025	06/10/2025	06/10/2025	63.72
103424 - MIDWEST TAPE LLC	ADULT AV	05/16/2025	06/10/2025	06/10/2025	75.88
103424 - MIDWEST TAPE LLC	ADULT AV	05/16/2025	06/10/2025	06/10/2025	22.92
<b>Account 65641 - AUDIO VISUAL COLLECTIONS Totals</b>				Invoice 6	<b>\$499.40</b>
				Transactions	
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>				Invoice 42	<b>\$13,926.21</b>
				Transactions	
<b>Business Unit 4825 - ENGAGEMENT SERVICES</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	05/19/2025	06/10/2025	06/10/2025	62.42
20365 - BROWN-POWELL, TRACI	PROFESSIONAL SERVICES	05/28/2025	06/10/2025	06/10/2025	100.00
20223 - FIRST BOOK	ENGAGEMENT SUPPLIES	04/21/2025	06/10/2025	06/10/2025	111.02
<b>Account 65100 - LIBRARY SUPPLIES Totals</b>				Invoice 3	<b>\$273.44</b>
				Transactions	
<b>Business Unit 4825 - ENGAGEMENT SERVICES Totals</b>				Invoice 3	<b>\$273.44</b>
				Transactions	
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING</b>					
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	05/09/2025	06/10/2025	06/10/2025	105.24
100474 - BAKER & TAYLOR	JUV, YA AND CROWN PRINT	05/09/2025	06/10/2025	06/10/2025	15.44
<b>Account 65630 - LIBRARY BOOKS Totals</b>				Invoice 2	<b>\$120.68</b>
				Transactions	
<b>Business Unit 4835 - INNOVATION &amp; DIGITAL LEARNING Totals</b>				Invoice 2	<b>\$120.68</b>
				Transactions	
<b>Business Unit 4840 - LIBRARY MAINTENANCE</b>					
<b>Account 62225 - BLDG MAINTENANCE SERVICES</b>					
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/27/2025	06/10/2025	06/10/2025	236.84
<b>Account 62225 - BLDG MAINTENANCE SERVICES Totals</b>				Invoice 1	<b>\$236.84</b>
				Transactions	
<b>Account 65050 - BLDG MAINTENANCE MATERIAL</b>					
21027 - FASTSIGNS OF SKOKIE	VINYL WINDOW COVERING	05/15/2025	06/10/2025	06/10/2025	3,015.83
<b>Account 65050 - BLDG MAINTENANCE MATERIAL Totals</b>				Invoice 1	<b>\$3,015.83</b>
				Transactions	
<b>Business Unit 4840 - LIBRARY MAINTENANCE Totals</b>				Invoice 2	<b>\$3,252.67</b>
				Transactions	
<b>Business Unit 4845 - LIBRARY ADMINISTRATION</b>					
<b>Account 62185 - CONSULTING SERVICES</b>					
20953 - HR SOURCE	PROFESSIONAL SERVICES	05/22/2025	06/10/2025	06/10/2025	366.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATIN SERVICES	04/24/2025	06/10/2025	06/10/2025	150.00
<b>Account 62185 - CONSULTING SERVICES Totals</b>				Invoice 2	<b>\$516.00</b>
				Transactions	
<b>Account 62290 - TUITION</b>					

18611 - KENNEDY JOSEPH

SPRING 2025 TUITION	05/28/2025	06/10/2025	06/10/2025	2,242.00	
REIMBURSEMENT FOR K JOSEPH					
Account <b>62290 - TUITION</b> Totals			Invoice 1	<u>\$2,242.00</u>	
			Transactions		
Account <b>65095 - OFFICE SUPPLIES</b>					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/13/2025	06/10/2025	06/10/2025	866.94
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/12/2025	06/10/2025	06/10/2025	5.11
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	05/16/2025	06/10/2025	06/10/2025	117.54
Account <b>65095 - OFFICE SUPPLIES</b> Totals			Invoice 3	<u>\$989.59</u>	
			Transactions		
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals			Invoice 6	<u>\$3,747.59</u>	
			Transactions		
Department <b>48 - LIBRARY</b> Totals			Invoice 65	<u>\$27,065.09</u>	
			Transactions		
Fund <b>185 - LIBRARY FUND</b> Totals			Invoice 65	<u>\$27,065.09</u>	
			Transactions		
			Invoice 65	<u>\$27,065.09</u>	
			Transactions		

\* = Prior Fiscal Year Activity

# Library Bills List

G/L Date Range 06/24/25 - 06/24/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount	
<b>Fund 185 - LIBRARY FUND</b>						
Department <b>48 - LIBRARY</b>						
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>						
Account <b>65100 - LIBRARY SUPPLIES</b>						
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	06/09/2025	06/24/2025	06/24/2025	1,274.92	
107741 - SCHOLASTIC INC.	CHILDREN'S SUPPLIES	05/31/2025	06/24/2025	06/24/2025	423.40	
				Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice 2 Transactions	\$1,698.32
<b>Account 65630 - LIBRARY BOOKS</b>						
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/22/2025	06/24/2025	06/24/2025	1,146.14	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/23/2025	06/24/2025	06/24/2025	1,229.09	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/23/2025	06/24/2025	06/24/2025	72.30	
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	05/28/2025	06/24/2025	06/24/2025	873.47	
100474 - BAKER & TAYLOR	JUV, CROWN AND YA PRINT	05/28/2025	06/24/2025	06/24/2025	23.94	
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	04/30/2025	06/24/2025	06/24/2025	186.03	
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV AND CROWN PRINT	05/23/2025	06/24/2025	06/24/2025	746.28	
				Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice 7 Transactions	\$4,277.25
				Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals	Invoice 9 Transactions	\$5,975.57
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>						
Account <b>65100 - LIBRARY SUPPLIES</b>						
14225 - HIGHLAND PARK PUBLIC LIBRARY	JOINT VIRTUAL PROGRAM "MEET THE MCELROYS"	05/19/2025	06/24/2025	06/24/2025	350.00	
21299 - JAMES HOSKING	PROFESSIONAL SERVICES - NARRATIVE COLLAGE WORKSHOP	06/16/2025	06/24/2025	06/24/2025	275.00	
20613 - JEFF GARRETT	PROGRAM REIMBURSEMENT	06/09/2025	06/24/2025	06/24/2025	50.00	
				Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice 3 Transactions	\$675.00
<b>Account 65628 - Library Electronic Resources</b>						
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	04/30/2025	06/24/2025	06/24/2025	50.00	
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	05/31/2025	06/24/2025	06/24/2025	6,499.72	
103519 - MORNINGSTAR	ONLINE RESOURCES	06/11/2025	06/24/2025	06/24/2025	3,055.00	
103731 - NEWS BANK INC	ONLINE RESOURCES	05/31/2025	06/24/2025	06/24/2025	69,000.00	
				Account <b>65628 - Library Electronic Resources</b> Totals	Invoice 4 Transactions	\$78,604.72
<b>Account 65630 - LIBRARY BOOKS</b>						
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/23/2025	06/24/2025	06/24/2025	473.06	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/27/2025	06/24/2025	06/24/2025	1,853.21	
100474 - BAKER & TAYLOR	ADULT PRINT	05/28/2025	06/24/2025	06/24/2025	402.17	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/29/2025	06/24/2025	06/24/2025	397.16	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	05/29/2025	06/24/2025	06/24/2025	684.10	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/03/2025	06/24/2025	06/24/2025	340.14	
100474 - BAKER & TAYLOR	ADULT PRINT	06/03/2025	06/24/2025	06/24/2025	103.65	
100474 - BAKER & TAYLOR	ADULT PRINT	06/03/2025	06/24/2025	06/24/2025	21.37	
100474 - BAKER & TAYLOR	ADULT PRINT	06/03/2025	06/24/2025	06/24/2025	464.57	
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/10/2025	06/24/2025	06/24/2025	270.69	
100474 - BAKER & TAYLOR	ADULT PRINT	05/22/2025	06/24/2025	06/24/2025	52.14	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/27/2025	06/24/2025	06/24/2025	55.48	

# Library Bills List

G/L Date Range 06/24/25 - 06/24/25

120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/23/2025	06/24/2025	06/24/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/27/2025	06/24/2025	06/24/2025	103.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/03/2025	06/24/2025	06/24/2025	901.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/19/2025	06/24/2025	06/24/2025	17.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	05/21/2025	06/24/2025	06/24/2025	17.99
276974 - OVER DRIVE, INC.	EBOOKS	05/23/2025	06/24/2025	06/24/2025	2,095.73
276974 - OVER DRIVE, INC.	EBOOKS	05/28/2025	06/24/2025	06/24/2025	75.48
276974 - OVER DRIVE, INC.	EBOOKS	06/06/2025	06/24/2025	06/24/2025	1,035.01
276974 - OVER DRIVE, INC.	EBOOKS	06/06/2025	06/24/2025	06/24/2025	580.75
276974 - OVER DRIVE, INC.	EBOOKS	06/06/2025	06/24/2025	06/24/2025	941.94
276974 - OVER DRIVE, INC.	EBOOKS	06/02/2025	06/24/2025	06/24/2025	232.50
276974 - OVER DRIVE, INC.	EBOOKS	05/30/2024	06/24/2025	06/24/2025	810.84
276974 - OVER DRIVE, INC.	EBOOKS	05/30/2025	06/24/2025	06/24/2025	1,864.76
276974 - OVER DRIVE, INC.	EBOOKS	05/30/2025	06/24/2025	06/24/2025	1,847.25
276974 - OVER DRIVE, INC.	EBOOKS	05/31/2025	06/24/2025	06/24/2025	649.24
276974 - OVER DRIVE, INC.	EBOOKS	05/31/2025	06/24/2025	06/24/2025	457.23
276974 - OVER DRIVE, INC.	EBOOKS	05/31/2025	06/24/2025	06/24/2025	1,079.68
276974 - OVER DRIVE, INC.	EBOOKS	05/31/2025	06/24/2025	06/24/2025	398.12
276974 - OVER DRIVE, INC.	EBOOKS	05/27/2025	06/24/2025	06/24/2025	142.40
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/05/2025	06/24/2025	06/24/2025	156.14
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/05/2025	06/24/2025	06/24/2025	185.03
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	05/28/2025	06/24/2025	06/24/2025	95.66
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/02/2025	06/24/2025	06/24/2025	575.85
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/02/2025	06/24/2025	06/24/2025	1,590.29

Account **65630 - LIBRARY BOOKS** Totals

Invoice 36  
Transactions

\$21,000.05

Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	06/06/2025	06/24/2025	06/24/2025	31.19
103424 - MIDWEST TAPE LLC	ADULT AV	06/06/2025	06/24/2025	06/24/2025	43.43
103424 - MIDWEST TAPE LLC	ADULT AV	06/06/2025	06/24/2025	06/24/2025	48.84
103424 - MIDWEST TAPE LLC	ADULT AV	06/06/2025	06/24/2025	06/24/2025	42.42
103424 - MIDWEST TAPE LLC	ADULT AV	06/06/2025	06/24/2025	06/24/2025	82.26
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	13.92
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	52.92
103424 - MIDWEST TAPE LLC	ADULT AV	06/02/2025	06/24/2025	06/24/2025	70.19
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	105.93
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	18.42
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	75.88
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	19.92
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	42.42
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	96.88
103424 - MIDWEST TAPE LLC	ADULT AV	05/23/2025	06/24/2025	06/24/2025	31.19

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals

Invoice 18  
Transactions

\$848.32

Business Unit **4806 - LIFELONG LEARNING & LITERACY** Totals

Invoice 61  
Transactions

\$101,128.09



# Library Bills List

G/L Date Range 06/24/25 - 06/24/25

Business Unit **4820 - ACCESS SERVICES**  
 Account **62340 - IT COMPUTER SOFTWARE**  
 12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM

ACCESS SOFTWARE	06/05/2025	06/24/2025	06/24/2025	15.26
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice 1 Transactions	<u>\$15.26</u>

Account **65100 - LIBRARY SUPPLIES**  
 101406 - DEMCO, INC.  
 206940 - ULINE

LIBRARY SUPPLIES	06/12/2025	06/24/2025	06/24/2025	97.90
LIBRARY SUPPLIES	05/22/2025	06/24/2025	06/24/2025	106.58
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice 2 Transactions	<u>\$204.48</u>

Business Unit **4820 - ACCESS SERVICES** Totals Invoice 3 Transactions \$219.74

Business Unit **4825 - ENGAGEMENT SERVICES**  
 Account **65001 - FEDERAL GRANT EXPENSE**  
 19217 - MARGARET DANILOVICH

AHA! FACILITATOR 6/12/2025 AGE OPTIONS GRANT	06/12/2025	06/24/2025	06/24/2025	100.00
PROFESSIONAL SERVICES POP UP CARD AND WORKSHOP FOR OLDER ADULTS	06/02/2025	06/24/2025	06/24/2025	300.00

Account **65001 - FEDERAL GRANT EXPENSE** Totals Invoice 2 Transactions \$400.00

Account **65100 - LIBRARY SUPPLIES**  
 100474 - BAKER & TAYLOR

ENGAGEMENT	05/29/2025	06/24/2025	06/24/2025	40.63
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice 1 Transactions	<u>\$40.63</u>

Business Unit **4825 - ENGAGEMENT SERVICES** Totals Invoice 3 Transactions \$440.63

Business Unit **4835 - INNOVATION & DIGITAL LEARNING**  
 Account **65555 - IT COMPUTER HARDWARE**

101141 - INSIGHT PUBLIC SECTOR, INC.	QUOTE#0228258937 MACBOOKS	04/17/2025	06/24/2025	06/24/2025	3,109.00
101141 - INSIGHT PUBLIC SECTOR, INC.	QUOTE#0228258937 MACBOOKS	04/21/2025	06/24/2025	06/24/2025	1,518.00

Account **65555 - IT COMPUTER HARDWARE** Totals Invoice 2 Transactions \$4,627.00

Account **65630 - LIBRARY BOOKS**  
 100474 - BAKER & TAYLOR

JUV, CROWN AND YA PRINT	05/28/2025	06/24/2025	06/24/2025	42.64
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice 1 Transactions	<u>\$42.64</u>

Business Unit **4835 - INNOVATION & DIGITAL LEARNING** Totals Invoice 3 Transactions \$4,669.64

Business Unit **4840 - LIBRARY MAINTENANCE**  
 Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	06/03/2025	06/24/2025	06/24/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/10/2025	06/24/2025	06/24/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	06/12/2025	06/24/2025	06/24/2025	112.08
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	06/02/2025	06/24/2025	06/24/2025	150.80

# Library Bills List

G/L Date Range 06/24/25 - 06/24/25

104595 - SCHINDLER ELEVATOR CORP	ELEVATOR SERVICE REPAIR SERVICE	06/16/2025	06/24/2025	06/24/2025	1,626.20
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	06/02/2025	06/24/2025	06/24/2025	12,085.71
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals				Invoice 6 Transactions	\$14,471.41
Account <b>65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/04/2025	06/24/2025	06/24/2025	1,135.28
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	06/13/2025	06/24/2025	06/24/2025	110.88
Account <b>65040 - JANITORIAL SUPPLIES</b> Totals				Invoice 2 Transactions	\$1,246.16
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals				Invoice 8 Transactions	\$15,717.57
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
20953 - HR SOURCE	OUTSOURCED HR, RECRUITING SERVICES	05/31/2025	06/24/2025	06/24/2025	1,688.75
20953 - HR SOURCE	MEMBERSHIP DUES	05/01/2025	06/24/2025	06/24/2025	1,575.00
20953 - HR SOURCE	SUPERVISORY ON SITE PROGRAMS	03/31/2025	06/24/2025	06/24/2025	5,900.00
20988 - MADDEN CREATIVE SERVICES, LLC	DEPOSIT 2025 PHOTOGRAPHY	05/22/2025	06/24/2025	06/24/2025	1,500.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SOLUTIONS	06/17/2025	06/24/2025	06/24/2025	95.00
Account <b>62185 - CONSULTING SERVICES</b> Totals				Invoice 5 Transactions	\$10,758.75
Account <b>62210 - PRINTING</b>					
14818 - FISHEYE GRAPHIC SERVICES, INC.	REMITTANCE ENVELOPES LOGO PRINTING	06/05/2025	06/24/2025	06/24/2025	90.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	COMMUNITY PICK CARDS PRINTING	06/05/2025	06/24/2025	06/24/2025	95.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARDS PRINTING	06/05/2025	06/24/2025	06/24/2025	120.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	INFOGRAPHIC CARD PRINTING	06/05/2025	06/24/2025	06/24/2025	90.00
Account <b>62210 - PRINTING</b> Totals				Invoice 4 Transactions	\$395.00
Account <b>62295 - TRAINING &amp; TRAVEL</b>					
18549 - LIBRARY JOURNAL, LLC	DATA FLUENCY FOUNDATION WEBINAR	04/17/2025	06/24/2025	06/24/2025	704.70
Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals				Invoice 1 Transactions	\$704.70
Account <b>62360 - MEMBERSHIP DUES</b>					
102512 - ILLINOIS LIBRARY ASSOCIATION	2025-2026 ILA INSTITUTIONAL MEMBERSHIP	06/30/2025	06/24/2025	06/24/2025	500.00
Account <b>62360 - MEMBERSHIP DUES</b> Totals				Invoice 1 Transactions	\$500.00
Account <b>65095 - OFFICE SUPPLIES</b>					
18957 - CHERIE ASANTE	DONOR EVENT REFRESHMENTS	06/11/2025	06/24/2025	06/24/2025	104.95
Account <b>65095 - OFFICE SUPPLIES</b> Totals				Invoice 1 Transactions	\$104.95
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals				Invoice 12 Transactions	\$12,463.40
Department <b>48 - LIBRARY</b> Totals				Invoice 99 Transactions	\$140,614.64
Fund <b>185 - LIBRARY FUND</b> Totals				Invoice 99 Transactions	\$140,614.64
				Invoice 99 Transactions	\$140,614.64

\* = 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	LEMOI ACE HARDWARE	IL	60201	\$ 7.99	3/28/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR TEEN ESCAPE ROOM PROGRAM.	185.48.4835	-	Madison	Elacsha
LIBRARY	LEMOI ACE HARDWARE	IL	60201	\$ 24.98	3/28/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR TEEN ESCAPE ROOM PROGRAM.	185.48.4835	-	Madison	Elacsha
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 8.99	3/28/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR TEEN ESCAPE ROOM.	185.48.4835	-	Madison	Elacsha
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 90.41	3/31/2025	65001 FEDERAL GRANT EXPENSE	CART FOR ENGAGEMENT SERVS - AGE OPTIONS GRANT	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	3/31/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN 0010623215690	AZ	85034-3802	\$ 10.08	4/1/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE HNOBORG ADDITIONAL CHARGES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN 0012227746286	AZ	85034-3802	\$ 178.49	4/1/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE HNOBORG	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	UNITED 01624736581263	TX	77002	\$ 261.43	4/2/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE ONE WAY FOR HNOBORG	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	GOOGLE GSUITE_EPL.ORG	CA	94043	\$ 86.40	4/2/2025	62340 IT COMPUTER SOFTWARE	GOOGLE SUITE SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	SP QLEANSE LLC	IL	60062	\$ 214.47	4/2/2025	65040 JANITORIAL SUPPLIES	JANITORIAL SUPPLIES	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	GAM USATODAYCIRC	IN	46038	\$ 39.00	4/2/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	WP ENGINE	TX	78701	\$ 290.00	4/3/2025	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY WEBSITE STORAGE AND MAINTENANCE.	185.48.4835	-	Madison	Elacsha
LIBRARY	FASTSIGNS OF	IL	60076	\$ 1,397.44	4/3/2025	65095 OFFICE SUPPLIES	BOOK DROP LOGO REPLACEMENT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS #9490	TX	75063	\$ 180.82	4/3/2025	65100 LIBRARY SUPPLIES	OASIS PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	MICHAELS.COM	TX	75063	\$ 73.43	4/3/2025	65100 LIBRARY SUPPLIES	OASIS PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 82.88	4/3/2025	65100 LIBRARY SUPPLIES	OLDER ADULTS PROGRAM SNACKS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 30.00	4/4/2025	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	SP QLEANSE LLC	IL	60062	\$ (19.50)	4/4/2025	65050 BUILDING MAINTENANCE MATERIAL	CREDIT	185.48.4840	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL IIE5V2RE3	WA	98109	\$ 295.85	4/4/2025	65095 OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES GLASS DOOR SCREEN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	PENS.COM	TN	37160	\$ 753.77	4/4/2025	65095 OFFICE SUPPLIES	BULK ORDER VOLUNTEER GIFTS	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO BOOKS & JOURNA	IL	60628	\$ 144.21	4/4/2025	65100 LIBRARY SUPPLIES	BULK ORDER BOOKMARKS FOR THE NATIONAL LIBRARY WEEK	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 33.69	4/4/2025	65635 PERIODICALS	NEWSPAPER MONTHLY SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	4/4/2025	65635 PERIODICALS	NEWSPAPER SUBSCRIPTION	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 699.00	4/7/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION HNOBORG	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 49.00	4/7/2025	65002 STATE GRANT EXPENSE	NSBE JR. SATURDAY MENTOR SESSIONS LUNCH. FUNDING THROUGH THE LINKS.	185.48.4835	-	Madison	Elacsha
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 161.54	4/7/2025	65050 BUILDING MAINTENANCE MATERIAL	GLASS SCRAPERS SEED STARTING MIX FOR CHILDREN'S DEPARTMENT	185.48.4840	-	Parker	Eric
LIBRARY	PENS.COM	TN	37160	\$ (70.08)	4/7/2025	65095 OFFICE SUPPLIES	CREDIT	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON RETA RL90H1D3	WA	98109	\$ 14.98	4/7/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN LIBRARY ASSOC	IL	60601-7616	\$ 275.00	4/8/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE REGISTRATION K MORAVEC	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 108P78LM3	WA	98109	\$ 128.52	4/8/2025	65100 LIBRARY SUPPLIES	GENERAL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK RV94W62P3	WA	98109	\$ 250.74	4/8/2025	65100 LIBRARY SUPPLIES	GENERAL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL 0E5PL6J3	WA	98109	\$ 19.98	4/9/2025	65630 LIBRARY BOOKS	ELL PRINT	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL 1Q1L81433	WA	98109	\$ 17.60	4/9/2025	65630 LIBRARY BOOKS	ELL BOOKS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL L23H83E13	WA	98109	\$ 35.19	4/9/2025	65630 LIBRARY BOOKS	YA BOOK	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	GLASS BOX	MI	48438	\$ 110.67	4/10/2025	65100 LIBRARY SUPPLIES	OASIS PROGRAM	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	GROUPOUN, INC.	IL	60654	\$ 19.99	4/10/2025	65100 LIBRARY SUPPLIES	MICROSOFT OFFICE FOR EPL FINANCE MANAGER.	185.48.4835	-	Madison	Elacsha
LIBRARY	TARGET 00009274	IL	60202	\$ 329.74	4/10/2025	65100 LIBRARY SUPPLIES	LEGO KITS FOR TEEN LOFT PROGRAMMING.	185.48.4835	-	Madison	Elacsha
LIBRARY	WAL-MART #1988	IL	60076	\$ 76.12	4/10/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES REBEL STEAMERS	185.48.4826	-	Pernell	Marche
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 341.00	4/11/2025	65050 BUILDING MAINTENANCE MATERIAL	PAINT MATERIALS	185.48.4840	-	Melendez	Martin
LIBRARY	AMAZON MARK UW44X15W3	WA	98109	\$ 26.97	4/11/2025	65095 OFFICE SUPPLIES	BOOK DROP CUSHION	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	JEWEL OSCO 3428	IL	60202	\$ 7.98	4/11/2025	65095 OFFICE SUPPLIES	WATER FOR THE GUEST	185.48.4845	-	Parker	Eric
LIBRARY	COLLABORATIVE SUMMER L	KS	66503	\$ 54.95	4/11/2025	65100 LIBRARY SUPPLIES	SUMMER PROGRAM SUPPLIES	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK FF8BQ5OT3	WA	98109	\$ 117.90	4/11/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK YL4BD5I33	WA	98109	\$ 24.28	4/14/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES OASIS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK ZT1OU6SP3	WA	98109	\$ 25.16	4/14/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	CHEWY.COM	FL	33322	\$ 20.87	4/14/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES OASIS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	FIVEBELOW.COM 18444523	PA	19106	\$ 39.63	4/14/2025	65100 LIBRARY SUPPLIES	RC TEEN SCENCE PROGRAM SUPPLIES	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	LOWES #00907	NC	28659	\$ 23.06	4/14/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES OASIS	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK 7Y0YL8P13	WA	98109	\$ 23.99	4/15/2025	65095 OFFICE SUPPLIES	CELLPHONE CHARGER FOR SAFETY	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TARGET 00009274	IL	60202	\$ 737.00	4/16/2025	65001 FEDERAL GRANT EXPENSE	CODE IT EDUCATIONAL PRIZES FOR PARTICIPANTS. FUNDING THROUGH THE PNG GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 82.05	4/16/2025	65095 OFFICE SUPPLIES	STAFF DAY ACTIVITY SUPPLIES	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	SAMSClub.COM	AR	72712	\$ 66.97	4/16/2025	65100 LIBRARY SUPPLIES	TEEN SCENE PROGRAM SUPPLIES	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	FASTSIGNS OF	IL	60076	\$ 385.00	4/17/2025	62210 PRINTING	DECAL SIGNS FOR THE BOOKDROP	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	STICKER MULE	NY	12010	\$ 181.00	4/17/2025	62210 PRINTING	BULK ORDER STICKER PRINTING	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	AMERICAN 0012232225325	AZ	85034-3802	\$ 366.96	4/17/2025	62295 TRAINING & TRAVEL	ALA CONFERENCE AIRFARE E BIRD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 1,345.12	4/17/2025	65001 FEDERAL GRANT EXPENSE	40 PYBAGES FOR CODE IT CHALLENGE. FUNDING THROUGH THE PNG GRANT.	185.48.4835	-	Madison	Elacsha
LIBRARY	AMERICAN MEADOWS	VT	05482	\$ 497.03	4/17/2025	65100 LIBRARY SUPPLIES	SUMMER ENGAGEMENT SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SQ CULTIVATE URBAN RA	IL	60202	\$ 119.80	4/17/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 39.53	4/17/2025	65100 LIBRARY SUPPLIES	SUMMER ENGAGEMENT SUPPLIES	185.48.4825	-	Hernandez-Solis	Lea
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 6.63	4/18/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS	185.48.4826	-	Pernell	Marche
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 61.29	4/18/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS	185.48.4826	-	Pernell	Marche
LIBRARY	PILSEN COMMUNITY BOOKS	IL	60608	\$ 101.82	4/18/2025	65630 LIBRARY BOOKS	SPANISH CROWN JUV FUNDS - BLUEBERRY AWARDS BOOKS	185.48.4826	-	Bojorquez	Mariana P
LIBRARY	PILSEN COMMUNITY BOOKS	IL	60608	\$ 101.82	4/18/2025	65630 LIBRARY BOOKS	SPANISH MAIN JUV FUNDS - BLUEBERRY AWARDS BOOKS	185.48.4805	-	Bojorquez	Mariana P
LIBRARY	POTBELLY #5	IL	60201	\$ 250.95	4/21/2025	65002 STATE GRANT EXPENSE	NSBE JR. TRIP TO NORTHWESTERN. FUNDING THROUGH D65.	185.48.4835	-	Madison	Elacsha

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	JOANN STORES #2386	IL	60607	\$ 30.00	4/21/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PAPER ORGANIZER.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES #2386	IL	60607	\$ 229.46	4/21/2025	65100 LIBRARY SUPPLIES	PROJECT AND PROGRAMMING SUPPLIES FOR THE INNOVATION STATION.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES #2386	IL	60607	\$ 355.14	4/21/2025	65100 LIBRARY SUPPLIES	FABRIC FOR SEW IT CHALLENGE FALL 2025.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES #957	IL	60714	\$ 1,144.81	4/21/2025	65100 LIBRARY SUPPLIES	FABRIC, CRAFTS, ART SUPPLIES, AND LASER CUTTING SUPPLIES FOR THE LOFT AND INNOVATION STATION.	185.48.4835	-	Madison	Elacsha
LIBRARY	EB LIBRARY MANAGEMENT	CA	94105	\$ 430.44	4/22/2025	62295 TRAINING & TRAVEL	WEBINAR REGISTRATION S MARKWELL	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	MGMTASSCIL	IL	60515	\$ 200.00	4/22/2025	62295 TRAINING & TRAVEL	HR SOURCE TRAINING S NOTTA	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	JOANN STORES #957	IL	60714	\$ 130.18	4/22/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAM SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	JOANN STORES #957	IL	60714	\$ (333.77)	4/22/2025	65100 LIBRARY SUPPLIES	REFUND 50% OFF COUPON WAS NOT USED ON THE PREVIOUS TRANSACTION. FABRIC, CRAFTS, ART SUPPLIES.	185.48.4835	-	Madison	Elacsha
LIBRARY	YOFRESH YOGURT CAFE	IL	60202	\$ 373.75	4/22/2025	65100 LIBRARY SUPPLIES	PROGRAM FOOD WILL BE REIMBURSE BY OAKTON COLLEGE	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	EB LACONI TRUSTEE BAN	CA	94105	\$ 350.00	4/23/2025	62295 TRAINING & TRAVEL	LACONI TRUSTEE CONFERENCE	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	EP DIGIPALOOZA 25	IL	60606	\$ 299.00	4/23/2025	62295 TRAINING & TRAVEL	CONFERENCE REGISTRATION Y WILBURN	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	IN FRIO GELATO, LLC	IL	60201-3040	\$ 424.15	4/23/2025	65025 FOOD	STAFF DEVELOPMENT DAY AFTERNOON SNACK	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TST CUPITOL COFFEE & E	IL	60201	\$ 222.48	4/23/2025	65025 FOOD	VOLUNTEER APPRECIATION EVENT FOOD	185.48.4845	-	Madison	Elacsha
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 302.81	4/23/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BLOCK PRINTING	185.48.4826	-	Hernandez-Solis	Lea
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 364.01	4/23/2025	65100 LIBRARY SUPPLIES	CARMEN PROGRAM	185.48.4825	-	Bojorquez	Mariana P
LIBRARY	SAMSCLUB #6444	IL	60202	\$ 208.52	4/24/2025	65025 FOOD	STAFF DEVELOPMENT DAY SNACK AND DRINKS	185.48.4845	-	Madison	Elacsha
LIBRARY	SO BACKLOT COFFEE	IL	60659	\$ 224.35	4/24/2025	65025 FOOD	STAFF DEVELOPMENT DAY BREAKFAST	185.48.4845	-	Madison	Elacsha
LIBRARY	DOLLARTREE	IL	60202	\$ 5.00	4/24/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	DOLLARTREE	IL	60202	\$ 8.75	4/24/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	Antolin	Laura
LIBRARY	JIMMY JOHNS 562 - MOTO	IL	60202	\$ 113.37	4/24/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES TEA & TALK	185.48.4826	-	Pernell	Marche
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 29.97	4/24/2025	65100 LIBRARY SUPPLIES	RC PROGRAM FOOD	185.48.4826	-	Pernell	Marche
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 53.19	4/25/2025	65025 FOOD	STAFF DEVELOPMENT DAY BREAKFAST FOOD	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	TST ELEPHANT & VINE -	IL	60201	\$ 32.17	4/25/2025	65025 FOOD	STAFF DEVELOPMENT DAY LUNCH FOOD DIETARY	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 84.95	4/25/2025	65025 FOOD	STAFF DEVELOPMENT DAY SNACK AND BEVERAGES	185.48.4845	-	Madison	Elacsha
	AMAZON APRIL 2025 TOTAL			\$ 16,729.29							



## **MEMORANDUM**

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**To:** Evanston Public Library Finance Committee

**From:** Sameer Notta, Finance Manager

**Subject:** Administrative Services Update

**Date:** June 10, 2025

This memo provides an update on significant administrative activities.

### **Human Resources**

<b>Dept.</b>	<b>Position</b>	<b>Status</b>
Access Services	PT Shelver	Pending HR
Access Services	PT Shelver	Pending HR
Access Services	PT Clerk	Posting Vacancy Soon
Early Learning & Literacy	FT Manager	Recruitment Ongoing
Innovation & Digital Learning	FT Librarian I	Start Date: 07/28/2025

### **Financial Resources**

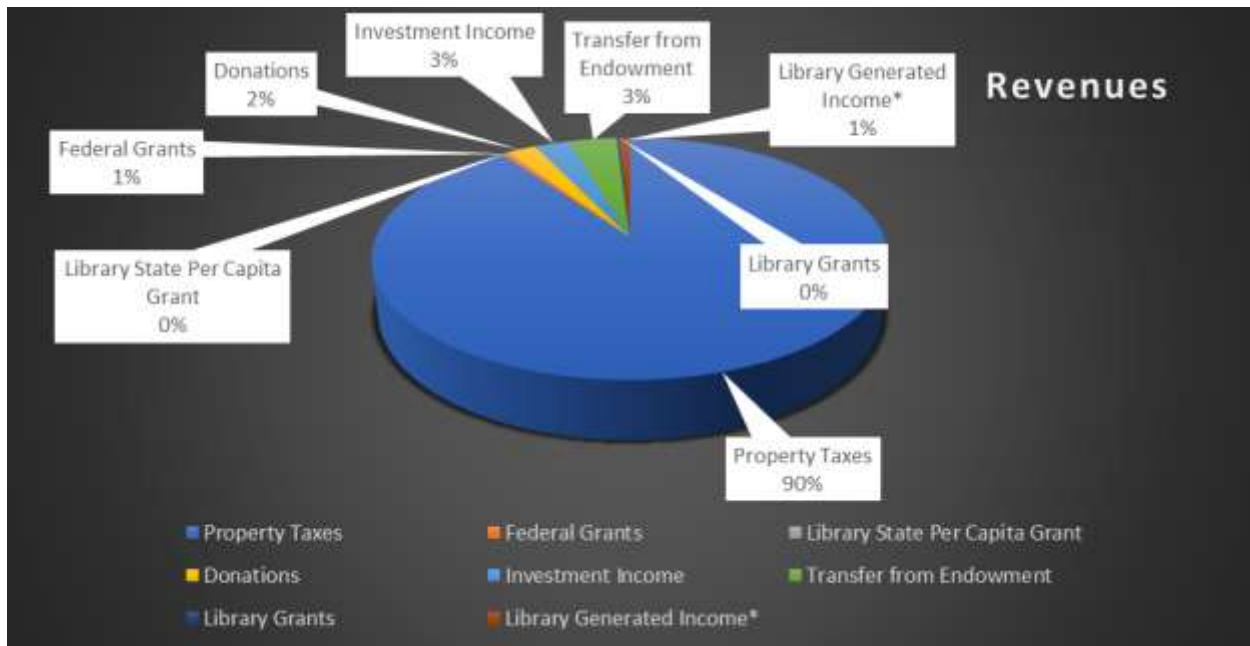
As of June 30, 2025, the Operating Fund's revenue collections are 52% of the projected budget, while expenditures are at 43%. In the Capital Fund, expenditures are at 0% of the budget.

# Financial Report June 2025

## Revenues

	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,434,565	\$8,624,347	4,189,782	51%
Federal Grants	\$26,084	\$40,000	13,916	65%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$104,875	\$400,000	295,125	26%
Investment Income	\$129,439	\$25,000	(104,439)	518%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$39,603	\$45,000	5,397	88%
<b>Total</b>	<b>\$4,918,086</b>	<b>\$9,463,097</b>	<b>4,545,012</b>	<b>52%</b>

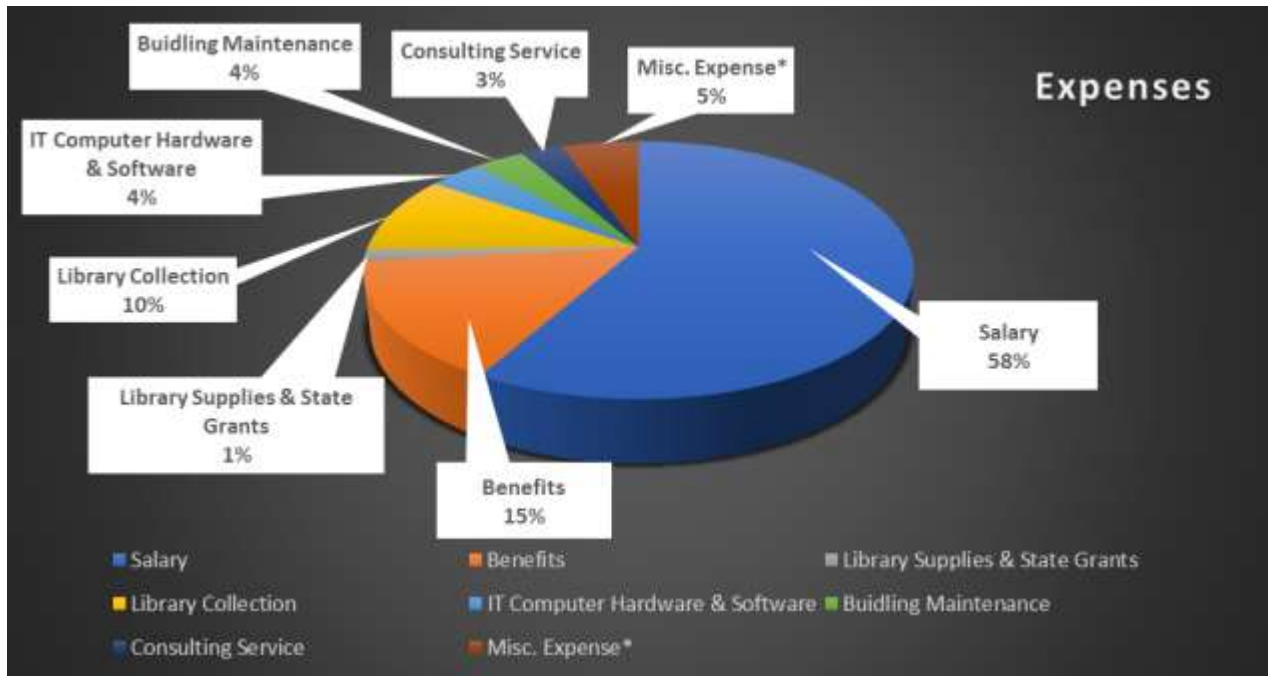
*\*Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



# Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$2,539,166	\$6,127,893	3,588,728	41%
Benefits	\$656,564	\$1,628,212	971,648	40%
Library Supplies & State Grants	\$65,278	\$182,542	117,264	36%
Library Collection	\$422,853	\$911,500	488,647	46%
IT Computer Hardware & Software	\$161,122	\$317,800	156,678	51%
Buidling Maintenance	\$156,877	\$473,602	316,725	33%
Consulting Service	\$127,484	\$100,000	(27,484)	127%
Misc. Expense*	\$234,490	\$497,500	263,010	47%
<b>Total</b>	<b>\$4,363,834</b>	<b>\$10,239,050</b>	<b>5,875,216</b>	<b>43%</b>

*\*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies*



# Budget Performance Report

Date Range 01/01/25 - 06/30/25

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 <b>185 - LIBRARY FUND</b>									
REVENUE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>									
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	71.99	.00	184.54	815.46	18
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	26,083.72	13,916.28	65
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	104,874.60	295,125.40	26
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	7,506.24	(5,506.24)	375
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	129,438.78	(104,438.78)	518
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	.00	.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	.00	.00	7,414.09	(2,414.09)	148
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.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	.00	.00	9,950.57	30,049.43	25
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		<b>\$9,463,097.00</b>	<b>\$0.00</b>	<b>\$9,463,097.00</b>	<b>\$71.99</b>	<b>\$0.00</b>	<b>\$4,918,085.50</b>	<b>\$4,545,011.50</b>	<b>52%</b>
Department <b>48 - LIBRARY Totals</b>		<b>\$9,463,097.00</b>	<b>\$0.00</b>	<b>\$9,463,097.00</b>	<b>\$71.99</b>	<b>\$0.00</b>	<b>\$4,918,085.50</b>	<b>\$4,545,011.50</b>	<b>52%</b>
<b>REVENUE TOTALS</b>		<b>\$9,463,097.00</b>	<b>\$0.00</b>	<b>\$9,463,097.00</b>	<b>\$71.99</b>	<b>\$0.00</b>	<b>\$4,918,085.50</b>	<b>\$4,545,011.50</b>	<b>52%</b>
EXPENSE									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	524,909.90	.00	524,909.90	27,990.29	.00	166,157.00	358,752.90	32
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,998.22	.00	105,360.30	99,465.79	51
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	560.00	.00	1,495.00	3,505.00	30
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	40,767.53	55,257.25	42



# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	36.06	36.06	50
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	53.19	140.13	28
61710	IMRF	31,287.22	.00	31,287.22	1,955.62	.00	12,658.77	18,628.45	40
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,789.51	.00	17,698.58	27,545.05	39
61730	MEDICARE	10,581.16	.00	10,581.16	652.41	.00	4,139.17	6,441.99	39
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	1,698.32	.00	3,565.61	24,434.39	13
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	7,856.76	.00	48,103.02	101,896.98	32
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	2,164.99	.00	3,579.88	6,420.12	36
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$70,888.95	\$0.00	\$424,068.88	\$691,269.34	38%
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	440,275.00	.00	440,275.00	38,791.52	.00	217,993.99	222,281.01	50
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	17,615.55	.00	99,108.81	221,537.19	31
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,030.00	2,970.00	41
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	6,096.08	.00	30,754.20	51,324.80	37
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	18.96	(18.96)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	62.33	(26.33)	173
61710	IMRF	32,617.00	.00	32,617.00	2,510.11	.00	14,313.50	18,303.50	44
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,390.08	.00	19,282.85	27,895.15	41
61730	MEDICARE	11,031.00	.00	11,031.00	792.84	.00	4,509.67	6,521.33	41
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	1,500.00	.00	4,083.29	(1,583.29)	163
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	675.00	.00	5,560.64	4,439.36	56
65628	Library Electronic Resources	320,000.00	.00	320,000.00	78,604.72	.00	170,177.27	149,822.73	53
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	32,926.86	.00	173,446.28	161,553.72	52
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	4,580.40	1,919.60	70
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,347.72	.00	7,408.39	23,591.61	24
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$184,264.16	\$0.00	\$753,330.58	\$890,531.42	46%
Business Unit <b>4820 - ACCESS SERVICES</b>									
61010	REGULAR PAY	841,198.35	.00	841,198.35	59,612.73	.00	367,265.74	473,932.61	44
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	22,620.76	.00	124,044.54	215,284.80	37
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	150.00	.00	2,595.00	2,405.00	52

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

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	84,210.66	116,055.90	42
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	55.02	20.82	73
61615	LIFE INSURANCE	345.41	.00	345.41	23.20	.00	145.03	200.38	42
61710	IMRF	45,924.92	.00	45,924.92	3,422.63	.00	20,816.54	25,108.38	45
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,891.16	.00	29,600.85	43,591.83	40
61730	MEDICARE	17,117.64	.00	17,117.64	1,143.91	.00	6,922.80	10,194.84	40
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	15.26	.00	51,578.34	88,421.66	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	204.48	595.37	7,411.52	6,993.11	53
Business Unit <b>4820 - ACCESS SERVICES</b> Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$107,008.02	\$595.37	\$696,319.66	\$983,535.71	41%
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,588.65	.00	134,345.67	235,700.33	36
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,688.17	.00	22,389.81	25,933.19	46
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	80.00	.00	80.00	4,920.00	2
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	19,546.34	49,256.66	28
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	18.96	20.04	49
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	69.05	61.95	53
61710	IMRF	18,433.00	.00	18,433.00	1,169.32	.00	7,060.51	11,372.49	38
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,567.15	.00	9,370.70	16,569.30	36
61730	MEDICARE	6,063.00	.00	6,063.00	366.50	.00	2,191.52	3,871.48	36
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	400.00	.00	1,428.30	3,571.70	29
65002	STATE GRANT EXPENSE	5,500.00	.00	5,500.00	.00	.00	5,400.00	100.00	98
65100	LIBRARY SUPPLIES	24,000.00	.00	24,000.00	414.07	699.37	10,962.04	12,338.59	49
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals		\$577,278.00	\$0.00	\$577,278.00	\$33,842.56	\$699.37	\$212,907.20	\$363,671.43	37%
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b>									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,408.24	.00	190,595.56	110,397.44	63
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	6,813.69	.00	42,735.18	121,120.82	26
61060	SEASONAL EMPLOYEES	.00	.00	.00	1,200.00	.00	5,712.00	(5,712.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	75.26	(75.26)	+++

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	37,337.41	34,220.59	52
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	37.98	38.02	50
61615	LIFE INSURANCE	117.00	.00	117.00	10.10	.00	59.82	57.18	51
61710	IMRF	19,948.00	.00	19,948.00	1,834.38	.00	10,498.84	9,449.16	53
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,534.30	.00	14,335.55	14,485.45	50
61730	MEDICARE	6,737.00	.00	6,737.00	592.72	.00	3,352.70	3,384.30	50
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65100	LIBRARY SUPPLIES	14,000.00	.00	14,000.00	.00	345.53	3,980.51	9,673.96	31
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	1,641.45	.00	10,977.65	24,022.35	31
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	61.99	.00	517.91	982.09	35
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b> Totals		\$647,206.00	\$0.00	\$647,206.00	\$55,891.82	\$345.53	\$320,216.37	\$326,644.10	50%
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>									
61010	REGULAR PAY	443,796.00	.00	443,796.00	31,931.30	.00	191,502.44	252,293.56	43
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	15,033.24	.00	78,612.37	204,748.63	28
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	900.00	.00	6,500.00	(1,500.00)	130
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	38,813.93	62,096.07	38
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	74.76	(36.76)	197
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	60.01	53.99	53
61710	IMRF	31,618.00	.00	31,618.00	2,089.92	.00	12,538.35	19,079.65	40
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,855.93	.00	17,030.36	28,053.64	38
61730	MEDICARE	10,540.00	.00	10,540.00	667.92	.00	3,982.92	6,557.08	38
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	.00	.00	15,712.58	24,287.42	39
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	.00	.00	13,725.99	16,916.01	45
65002	STATE GRANT EXPENSE	29,000.00	.00	29,000.00	.00	.00	2,344.85	26,655.15	8
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	224.99	(224.99)	+++
65100	LIBRARY SUPPLIES	13,000.00	.00	13,000.00	456.33	.00	6,570.72	6,429.28	51
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	4,627.00	59.00	29,740.16	14,200.84	68
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	163.32	.00	4,062.69	15,937.31	20
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals		\$1,099,603.00	\$0.00	\$1,099,603.00	\$65,732.54	\$59.00	\$428,734.97	\$670,809.03	39%

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

Business Unit **4840 - LIBRARY MAINTENANCE**

61010	REGULAR PAY	748,596.80	.00	748,596.80	43,257.91	.00	244,774.22	503,822.58	33
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	50,965.86	111,910.94	31
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	93.72	56.28	62
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	43.44	(40.04)	1278
61630	SHOE ALLOWANCE	690.00	.00	690.00	.00	.00	1,610.00	(920.00)	233
61710	IMRF	33,086.91	.00	33,086.91	1,924.97	.00	11,044.59	22,042.32	33
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,562.70	.00	14,679.69	31,776.91	32
61730	MEDICARE	10,865.38	.00	10,865.38	599.33	.00	3,433.16	7,432.22	32
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	14,708.25	154,354.55	111,550.99	29,094.46	90
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	2,718.00	2,722.00	50
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,442.00	2,443.00	50
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	15,617.13	84,382.87	16
64015	NATURAL GAS	30,000.00	.00	30,000.00	678.30	.00	10,705.87	19,294.13	36
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,246.16	.00	9,109.60	5,890.40	61
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	3,015.83	7,337.00	4,507.96	8,155.04	59
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 <b>4840 - LIBRARY MAINTENANCE</b> Totals		<b>\$1,483,327.89</b>	<b>\$0.00</b>	<b>\$1,483,327.89</b>	<b>\$78,142.83</b>	<b>\$161,691.55</b>	<b>\$484,306.33</b>	<b>\$837,330.01</b>	<b>44%</b>

Business Unit **4845 - LIBRARY ADMINISTRATION**

61010	REGULAR PAY	957,928.00	.00	957,928.00	82,207.92	.00	467,923.30	490,004.70	49
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	4,575.40	.00	38,340.12	69,468.88	36
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	49,739.42	70,254.58	41
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	55.80	58.20	49
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	328.99	250.01	57
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	1,800.00	1,800.00	50
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	702.00	1,206.00	37
61710	IMRF	38,105.00	.00	38,105.00	3,861.85	.00	22,052.53	16,052.47	58

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,265.29	.00	29,742.45	36,270.55	45
61730	MEDICARE	15,534.00	.00	15,534.00	1,231.36	.00	6,955.87	8,578.13	45
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	11,274.75	17,307.80	124,108.53	(41,416.33)	141
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	395.00	.00	22,592.43	17,407.57	56
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	3,375.00	.00	3,375.00	(3,375.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	2,242.00	.00	2,242.00	12,758.00	15
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	704.70	57,810.00	11,565.75	(39,375.75)	231
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	500.00	.00	2,792.91	207.09	93
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	538.16	1,961.84	22
62703	BANK FEES	.00	.00	.00	.00	.00	103.63	(103.63)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,112.95	3,887.05	22
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	6,101.56	3,898.44	61
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	1,600.25	5,399.75	23
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,094.54	3,132.35	10,808.14	16,059.51	46
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	175,002.00	174,998.00	50
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$155,817.66	\$142,216.46	\$1,737,513.51	\$112,254.03	94%
Department <b>48 - LIBRARY</b> Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$751,588.54	\$305,607.28	\$5,057,397.50	\$4,876,045.07	52%
<b>EXPENSE TOTALS</b>		\$10,239,049.85	\$0.00	\$10,239,049.85	\$751,588.54	\$305,607.28	\$5,057,397.50	\$4,876,045.07	52%
Fund <b>185 - LIBRARY FUND</b> Totals									
<b>REVENUE TOTALS</b>		9,463,097.00	.00	9,463,097.00	71.99	.00	4,918,085.50	4,545,011.50	52%
<b>EXPENSE TOTALS</b>		10,239,049.85	.00	10,239,049.85	751,588.54	305,607.28	5,057,397.50	4,876,045.07	52%
Fund <b>185 - LIBRARY FUND</b> Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$751,516.55)	(\$305,607.28)	(\$139,312.00)	(\$331,033.57)	

## Fund 186 - LIBRARY DEBT SERVICE FUND

### REVENUE

Department **48 - LIBRARY**

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

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
	Department <b>48 - LIBRARY</b> Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
	<b>REVENUE TOTALS</b>	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
<b>EXPENSE</b>									
	Department <b>48 - LIBRARY</b>								
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b>								
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	103,432.61	103,430.39	50
	Business Unit <b>4861 - LIBRARY DEBT SERVICE ADMIN</b> Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	Department <b>48 - LIBRARY</b> Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	<b>EXPENSE TOTALS</b>	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals								
	<b>REVENUE TOTALS</b>	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50%
	<b>EXPENSE TOTALS</b>	576,946.00	.00	576,946.00	.00	.00	103,432.61	473,513.39	18%
	Fund <b>186 - LIBRARY DEBT SERVICE FUND</b> Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,040.39	(\$185,040.39)	
Fund <b>187 - LIBRARY CAPITAL IMPROVEMENT FD</b>									
<b>REVENUE</b>									
	Department <b>48 - LIBRARY</b>								
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>								
56060	BOND PROCEEDS	1,900,000.00	.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 <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	Department <b>48 - LIBRARY</b> Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	<b>REVENUE TOTALS</b>	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
<b>EXPENSE</b>									
	Department <b>48 - LIBRARY</b>								
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b>								
65515	OTHER IMPROVEMENTS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5
	Business Unit <b>4862 - LIBRARY CAPITAL IMPROVEMENT</b> Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
	Department <b>48 - LIBRARY</b> Totals	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%

# Budget Performance Report

Date Range 01/01/25 - 06/30/25

Include Rollup Account and Rollup to Object Account

	<b>EXPENSE TOTALS</b>	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
Fund	<b>187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>								
	<b>REVENUE TOTALS</b>	1,900,000.00	.00	1,900,000.00	.00	.00	693,564.00	1,206,436.00	37%
	<b>EXPENSE TOTALS</b>	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5%
Fund	<b>187 - LIBRARY CAPITAL IMPROVEMENT FD Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$86,570.57	\$693,564.00	(\$780,134.57)	
	Grand Totals								
	<b>REVENUE TOTALS</b>	11,940,043.00	.00	11,940,043.00	71.99	.00	5,900,122.50	6,039,920.50	49%
	<b>EXPENSE TOTALS</b>	12,715,995.85	.00	12,715,995.85	751,588.54	219,036.71	5,160,830.11	7,336,129.03	42%
	Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$751,516.55)	(\$219,036.71)	\$739,292.39	(\$1,296,208.53)	

# EVANSTON COMMUNITY FOUNDATION

## Evanston Public Library Consolidated Endowment Fund Statement of Activity

May 01, 2025 through May 31, 2025

	<b>Beginning Balance</b>	<b>\$4,244,244.99</b>
<b>Revenue</b>		
Investment results		142,312.72
Online donations		102.56
	<b>Total Revenues:</b>	<b>\$142,415.28</b>
<b>Distributions/Grants and Expenses</b>		
Foundation support charge		-2,395.48
Online processing fees - STRIPE		-2.56
	<b>Total Distributions:</b>	<b>\$-2,398.04</b>
	<b>Ending Balance</b>	<b>\$4,384,262.23</b>

Questions about your statement?

Please contact Cynthia Dominguez [dominguez@evanstonforever.org](mailto:dominguez@evanstonforever.org) or Andrea Schroering [schroering@evanstonforever.org](mailto:schroering@evanstonforever.org)





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

June 30, 2025, month-to-date statement  
View your statements online at [vanguard.com](https://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](https://Vanguard.com) or download  
our mobile app.**

Statement overview

**\$314,727.64**

Total value of all accounts as of June 30, 2025

Accounts	Value on 05/31/2025	Value on 06/30/2025
Evanston Public Library		
<b>Organization account</b>	<b>\$313,642.46</b>	<b>\$314,727.64</b>

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

Asset mix



	Value on 06/30/2025
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	314,727.64
0.0% Other	0.00
	<b>\$314,727.64</b>

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

**\$314,727.64**

Total account value as of June 30, 2025

**Year-to-date income**

Taxable income	\$6,531.93
Nontaxable income	0.00
<b>Total</b>	<b>\$6,531.93</b>

**Balances and holdings for Vanguard funds**

Symbol	Name	Fund and account	Balance on 05/31/2025	Balance on 06/30/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$313,642.46	\$314,727.64
			<b>\$313,642.46</b>	<b>\$314,727.64</b>

**Account activity for Vanguard funds**

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,085.18
7-day SEC yield as of 06/30/2025*		4.23%

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

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 5/31/2025		\$1.00		313,642.460	\$313,642.46

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
06/30	Income dividend	\$1,085.18	1.00	1,085.180	314,727.640	
<b>Ending balance on 6/30/2025</b>			<b>\$1.00</b>		<b>314,727.640</b>	<b>\$314,727.64</b>

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

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**To:** Evanston Public Library Finance Committee

**From:** Wynn Shawver, Development Manager  
Evanston Public Library

**Subject:** **2nd Quarter 2025** Development Report for the Library Board

**Date:** 07.10.2025

This memo provides an update on non tax revenue activity for the 2nd quarter 2025.

### Total non-tax revenue updates:

In the second quarter of this year we received a total of \$90,805. Our overall total for the year is \$141,299 which represents 35% of the budgeted revenue and 19% of our newly established “stretch” goal.

### FY25 2nd Quarter:

Type	Q2 Revenue	As of 2nd Quarter 2025	FY25 Budget	FY25 Goal	% to Goal
Individual Donations	\$67,163	\$103,235	\$400,000	\$550,000	19%
Federal Grants	\$12,604	\$26,084	\$40,000	\$40,000	65%
Non-Federal Grants	\$9,950	\$9,950	\$40,000	\$40,000	25%
Per Capita Grant	\$0	\$0	\$115,000	\$115,000	0%
Misc Revenue	\$1,088	\$2,030	\$2,000	\$2,000	102%
<b>Total Revenue</b>	<b>\$90,805</b>	<b>\$141,299</b>	<b>\$597,000</b>	<b>\$747,000</b>	<b>19%</b>

### Individual Donor Activity:

In May, we launched initiatives outlined in our Strategic Development Advancement Plan (SDAP) to boost individual giving for 2025, and we’re now evaluating early outcomes to support our ambitious “stretch” goals. Based on this analysis, we’ve raised the projected targets for the following campaigns: the Summer Campaign; 2025 Library Donations; the Year-End Campaign and the 2025 Major Gifts. These revised goals reflect our commitment to foster strategic growth.



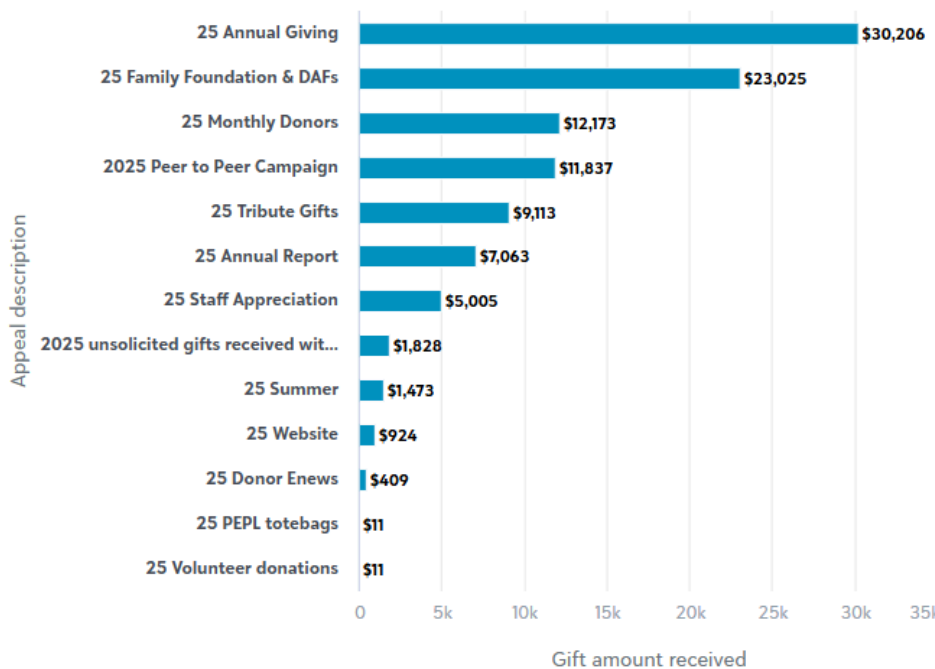
Individual donor contributions surpassed last year's Q2 levels and we are tracking campaign and appeal performance to identify the strategies driving growth. Of note, we've secured one new sponsorship of \$5,000 and have engaged 100 additional donors compared to this time last year.

**FY25 Campaigns and Progress to Goal:**

Campaign	Total 2025 Campaign Goal	Q1 Revenue	Q2 Revenue	Total As Of Q2	Percent to Goal
2020 Library Donations	\$1,000	\$396	\$316	\$712	71%
2021 Library Donations	\$3,000	\$790	\$880	\$1,670	56%
2022 Library Donations	\$5,000	\$1,678	\$1,175	\$2,853	57%
2023 Library Donations	\$5,000	\$1,975	\$2,185	\$4,160	83%
2024 Library Donations	\$1,000	\$775	\$875	\$1,650	165%
2024 Year-End Camp.	\$10,000	\$12,089	\$1,215	\$13,304	133%
2025 Annual Report	\$7,000	\$11	\$6,708	\$6,719	96%
2025 Library Donations	\$75,000	\$18,379	\$32,514	\$50,893	68%
2025 Major Gifts	\$100,000	\$0	\$0	\$0	0%
2025 Summer Campaign	\$50,000	\$0	\$16,295	\$16,295	33%
2025 Year-End Campaign	\$283,000	\$0	\$0	\$0	0%
2025 Sponsorship	\$10,000	\$0	\$5,000	\$5,000	50%
<b>Total Revenue</b>	<b>\$550,000</b>	<b>\$36,093</b>	<b>\$67,163</b>	<b>\$103,256</b>	<b>19%</b>

**2025 Giving Through 2nd Quarter by Appeals:**

2025 Giving by Appeal



**Grant activity:**

We normally see a surge in activity during Q2; however 2025 presents new challenges and we anticipate a slowdown in grant income. Additionally we've shifted our approach and introduced a new grant rubric to guide decision-making to ensure our grant efforts are aligned with our strategic plan.

- **Federal grants:** To date, we have received \$26,084 in federal funding. We anticipate one more payment of \$9,000 from the Illinois State Library for the end of the FY24-25 Project Next Generation grant. This will create a total of \$35,000 (roughly) in federal grants. At this moment, because of the federal funding freeze, there are no more active federal opportunities in the pipeline.
- **Budgeted:** \$40,000
- **Anticipated FY25 income:** \$35,000
- **Difference:** -\$5,000
- **Library grants:** To date, we have received \$9,950 in library grants. Currently there are a few large grant opportunities active (including Endeavor, which was submitted last month), and we are working on developing more opportunities before the end of the year. Through these new opportunities and outstanding requests, we do anticipate additional funding this year.
- **Budgeted:** \$40,000
- **Anticipated FY25 income:** \$25,000



- o **Difference:** \$-15,000

This chart below is a list of all grants proposals that have been submitted in Q2.

Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated
Endeavor Health - LOI	\$5,000,000	5/30/2025	12/1/2025
Endeavor Health - LOI, submitted by Partner (Turning Point)	TBD	5/30/2025	12/1/2025
Evanston Community Fdt, submitted by Partner (PEPL)	\$5,000	6/30/2025	10/1/2025

This is a list of the grant award notifications received in Q2.

Grant Opportunity	Amount Received	Program Support
Evanston Community Foundation	\$5,400	Evanston Cares Network
The Links	\$3,500	STEM

**Grant Rubric:**

Our new grant rubric scores opportunities from 0 to 20—20 representing the strongest prospects—based on quantifiable data from Raiser’s Edge. While the rubric may evolve over time, our current evaluation includes criteria such as Grant Officer alignment, total funding amounts, multi-year status, 501(c)(3) or match requirements, application complexity, and prior funder history. Moving forward, Development staff will review this rubric at least quarterly with the Executive Director—consistent with nonprofit best practices for regular evaluation and deliver quarterly projections grounded in rubric scores.

- **Grant Officer Rating:** The Grant Manager assesses alignment with mission, staff interest, and program fit—higher perceived probability earns more points.
- **Total Grant Opportunity:** Larger funding amounts merit higher scores.
- **Multi Year Award:** Grants spanning multiple years gain additional points for budget stability.
- **Requires 501c3:** Grants requiring an external 501(c)(3) are less desirable, scoring lower due to added coordination time and reduced net funding.





- **Requires a match:** Grants without a matching fund requirement earn more points, as they don't require EPL to allocate its own resources.
- **Application Difficulty Level:** Simpler applications (e.g., online forms) score higher; complex, multi-component proposals receive fewer points.
- **Previous Funder** - Having a prior funding relationship is weighted heavily, reflecting that the best predictor of future funding is past funding.

**Strategic Development Advancement Plan Status Report:**

During the second quarter we approved the Strategic Development Advancement Plan (SDAP) which defines new revenue goals for the year. The following chart provides a status report of the SDAP work to date:

Quarter	Task	Growth Strategy	Performance Indicator	Responsible Party	Status
<b>YEAR 1 (2025)</b>					
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 approved by Executive Director
Q2	Launch summer appeal	Individual Giving	10% growth in number of gifts	Development Manager	Campaign launched and is in progress
Q2	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Development Manager	In progress; approved by Executive Director
Q2	Create a new case for support	External Affairs	Case for support updated annually	Development Mgr, Marketing Mgr	In progress; shared with Executive Director
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; cleaning data and creating approved report lists
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	In progress
Q3	Develop corporate and foundation prospect list	Institutional Giving	1 new fdn award + 2 new corp award annually	Development Manager	In progress
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	Development Mgr, Marketing Mgr	Not yet started
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Development Manager	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 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 fndtn and 5 corps annually	Institutional Giving	1 new fdn & 2 new corp annually	Development Manager	Not yet started
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 & start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	Development Mgr, Volunteers	Not yet started



**EVANSTON  
PUBLIC  
LIBRARY**



**MEMORANDUM**

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**To:** Evanston Public Library Finance Committee  
**From:** Wynn Shawver, Development Manager  
**Subject:** June 2025 Development Report for the Library Board  
**Date:** 07.10.25

This memo provides an update on non-tax revenue activity for the month of June 2025.

**June Total Non-Tax Revenue:**

Type	June
Individual Donations	\$34,108
Federal Grants	\$0
Non-Federal Grants	\$0
Per Capita Grant	\$0
Misc Revenue	\$0
<b>Total Revenue</b>	<b>\$34,108</b>

**Individual Donor Activity:**

In June, we received \$34,108 in individual donations. For comparison, we received \$14,923 in June 2024. The charts below are the breakdown of donation revenue by campaigns and appeals.

**Revenue by Campaigns in June 2025:**

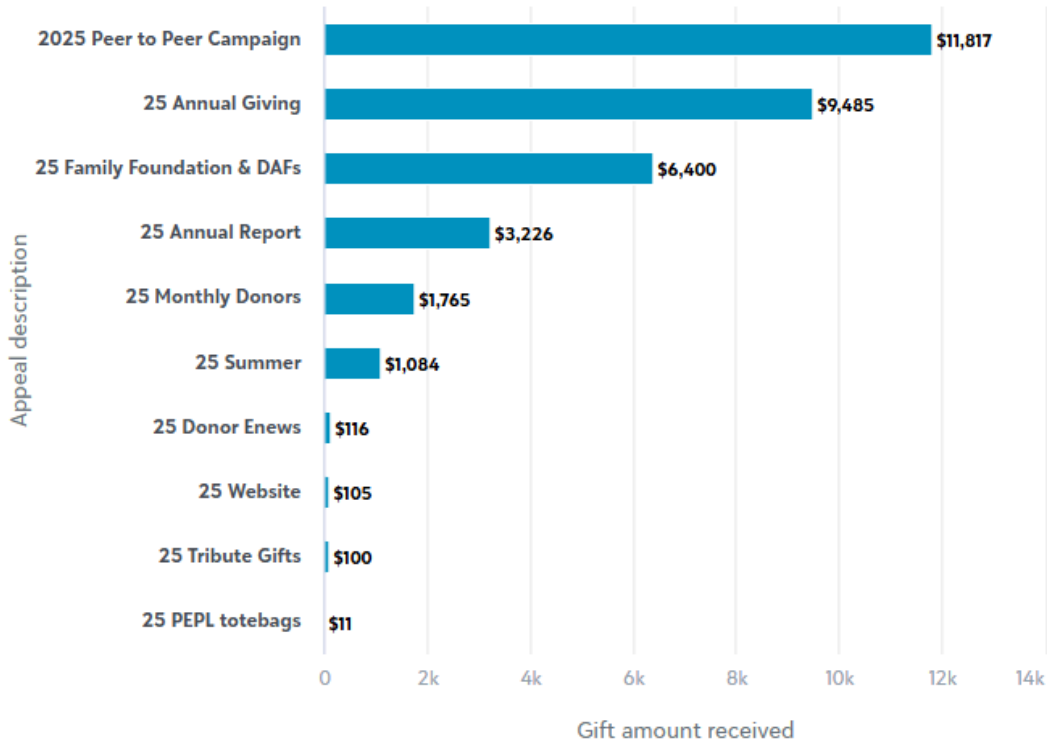
Campaign	Total 2025 Campaign Goal	June Revenue	June Number of Gifts	June Number of Donors
2020 Library Donations	\$1,000	\$102	4	4
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$365	17	17
2023 Library Donations	\$5,000	\$775	29	29
2024 Library Donations	\$1,000	\$237	16	16



2024 Year-End Camp.	\$10,000	\$265	2	2
2025 Annual Report	\$7,000	\$3,226	4	4
2025 Library Donations	\$75,000	\$13,342	23	20
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$15,636	100	97
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$10,000	\$0	0	0
<b>Total Revenue</b>	<b>\$550,000</b>	<b>\$34,108</b>	<b>201</b>	<b>198</b>

Revenue by Appeals in June 2025:

2025 Giving by Appeal



**Leadership Donor Reception:** On June 10th we held a donor reception to steward donors who give \$500 or more. Over 200 donors were invited, 25 guests, board members, and staff attended, and four gifts were received as a direct result of this event, totaling \$3,700.



**Peer to Peer Campaign:** The peer to peer campaign had a strong month in June, receiving 87 gifts, many from new donors, and reached 60% of its goal.

**Donor Engagement:**

To deepen donor engagement and uncover what motivates our top supporters, the Development Manager is reviewing leadership donors (those giving \$1,000+) and major donor prospects (with capacity for \$10,000+ gifts) to identify tailored engagement strategies that align with the Strategic Advancement Development Plan. Stewardship efforts underway will continue, and the Development Manager will continue to implement strategies to activate board members in personalized outreach.

**Donor Lists & Reporting for SDAP:**

Aligned with our strategic goals to retain and enhance leadership giving and expand fundraising audiences—we are rolling out key data integrity and reporting initiatives. Regular audits, standardized data protocols, and centralized dashboards will drive a data-driven approach that strengthens stewardship, forecasting, and donor relations. Our first step will involve a comprehensive data clean-up—which includes auditing and deactivating outdated records, updating missing contact and relationship-manager information, closing stale assignments, and flagging incomplete gift histories. We’ll merge duplicate entries, verify gift history data, establish new gift documentation protocols, and standardize campaign/appeal codes—laying the foundation for a robust, reliable database that supports improved targeting, engagement, and forecasting.

**Clean data will facilitate accurate core reports in the following areas:**

Report	Purpose
LYBUNT (Last Year But Unfortunately Not This)	Track recently lapsed donors
PYBUNT (Previous Year BUNT)	Understand donor lapses over the prior year
SYBUNT (Several Years BUNT)	Analyze donors inactive for multiple years
First-Time Donors	Measure acquisition effectiveness
\$1K+ Donors by Year	Monitor major-gift performance annually



<b>Loyalists</b>	Track multi-year giving consistency
<b>Appeal Performance</b>	Assess effectiveness of specific campaigns
<b>Donor History Reports</b>	Integrate campaign, appeal, soft-credit insights
<b>Wealth Analytics &amp; Prospecting</b>	Prioritize prospects via Prospect Insights

**Why This Matters:** By maintaining clean, standardized data and deploying actionable reports, we'll empower strategic outreach, accurate financial forecasting, and improved donor engagement—critical components in fueling sustainable, data-informed growth.

**Grant Activity:**

June was a slow month for grant activity—but receiving two formal declines from NSF and NEA is actually a positive sign. Although DOGE had specifically targeted DEI-linked programs and cut the specific opportunities we applied for, the fact that we received responses means applications are starting to pass through the system again. Additionally, the recent removal of DOGE's oversight of Grants.gov (as of June 26) has restored agencies' ability to post funding opportunities directly—though there's still a long way to go, it's a clear move in the right direction .

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Declined	National Science Foundation	\$3,706,013	10/8/2024		STEM programming with D65
Declined	National Endowment for the Arts	\$10,712	1/30/2025		Big Read