



BOARD OF TRUSTEES

LIBRARY BOARD PACKET

Wednesday, July 16, 2025, at 6:30 pm
Main Library, Community Meeting Room, and via Zoom

Zoom Link:

<https://us06web.zoom.us/j/82754869353>



BOARD OF TRUSTEES MEETING

Wednesday, July 16, 2025 at 6:30 PM
Main Library, Community Meeting Room, and Remote
Zoom Link: <https://us06web.zoom.us/j/82754869353>

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**
4. Not to exceed 45 minutes
- 5. OATH OF OFFICE**
 - a. New Library Board Member: Victoria Shire
- 6. CONSENT AGENDA**
 - a. Approval of Management Committee Meeting Minutes June 18, 2025
 - b. Approval of Regular Board Meeting Minutes June 18, 2025
 - c. Approval of DEIB Advisory Committee Minutes July 8, 2025
 - d. Approval of Finance Committee Meeting Minutes July 10, 2025
 - e. Approval of Bills and Payroll
- 7. LIBRARY DIRECTOR'S REPORT** (Distributed in Advance)
- 8. STAFF REPORTS**
 - a. Administrative Services Report (Distributed in Advance)
 - b. Facilities Report (Distributed in Advance)
 - c. Second Quarter and Monthly Development Report (Distributed in Advance)
 - d. Q2 Strategic Development and Advancement Plan Update Presentation
- 9. BOARD REPORTS (Board Oral Communications)**
 - a. President's Report
 - b. Finance Committee
 - c. Management Committee
 - d. Facilities Committee
 - e. DEIB Committee
- 10. OLD BUSINESS**
 - a. Approval of the Substitute Staff Policy
- 11. NEW BUSINESS**
 - a. Recommendation for purchase of RFID tags and equipment (Approval)
- 12. ADJOURNMENT**

Next Meeting: August 20, 2025, at 6:30 pm via Zoom and hybrid

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



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

Wednesday, June 18, 2025, at 5:00 PM
Main Library, Community Meeting Room, and remote

Members Present

Arikpo Dada and Tracy Fulce

Members Absent

Michelle Mills

Staff Present

Yolande Wilburn

Call to order/Declaration of Quorum.

Trustee Dada called the meeting to order when a quorum of Trustees was established at 5:07 p.m.

Land Acknowledgement

Read by Trustee Fulce

Citizen Comment

None

Old Business

- A. Trustee Retreat
- B. Board Leadership Succession Planning
- C. New Member Onboarding Process
- D. DEIB Committee Meetings
- E. Fund Balance Policy

Motion: Trustee Dada moved, seconded by Trustee Fulce, to move the Fund Balance Policy agenda item to the Management meeting on July 16, 2025.

New Business

- A. Approval of the Substitute Staff Policy

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Dada and approved by voice vote. The meeting adjourned at 5:46 p.m.

Submitted by

Arikpo Dada
Evanston Public Library Board of Trustees



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

Wednesday, June 18, 2025 at 6:30 PM
Main Library, Community Meeting Room, and Remote

Members Present

Samia Amamoo *arrived at 6:38 pm*, Arikpo Dada, Tracy Fulce, Cate Huggins, Meghan Shea, Terry Soto.

Members Absent

Michelle Mills and Esther Wallen.

Staff Present

Ellen Riggsbee, Heather Norborg, Jennifer Shreve, Sameer Notta, and Yolande Wilburn

Presiding Member

Tracy Fulce, President

Call to order/Declaration of Quorum.

President Fulce called the meeting to order when a quorum of Trustees was established at 6:30 p.m.

Land Acknowledgement

Read by Terry Soto

Citizen Comment

None

Oath of Office

Jean Keleher

Consent Agenda

- A. Approval of Management Committee Meeting Minutes May 21, 2025
 - B. Approval of Regular Board Meeting Minutes May 21, 2025
 - C. Approval of Finance Committee Meeting Minutes June 12, 2025
 - D. Approval of Bills and Payroll
- Motion: Trustee Huggins moved, seconded by Trustee Dada, to approve the consent agenda.

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

Library Director's Report

(Distributed in Advance)

Staff Report

- A. Administrative Services Report (Distributed in Advance)
- B. Facilities Report (Distributed in Advance)
- C. Development Report (Distributed in Advance)

Board Reports

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

New Business

- A. Approval of the Revised Fund Balance and Reserve Policy
Motion: Trustee Soto moved, seconded by Trustee Dada, to move the approval of the revised fund balance and reserve policy to the July 18, 2025, board meeting.

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

- B. Accept and File the Marketing and Communications Plan
Motion: Trustee Huggins moved, seconded by Trustee Dada, to accept and file the Marketing and Communications Plan.

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

- C. Approval of the Substitute Staff Policy
Motion: Trustee Shea moved, seconded by Trustee Dada, to move the approval of the substitute staff policy to the July 18, 2025, board meeting.

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

Executive Session

Motion: Moved by Trustee Fulce, seconded by Trustee Dada, to go into executive session for personnel matters at 7:10 pm.

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

Motion: Trustee Huggins, seconded by Trustee Dada, moved to adjourn the executive meeting at 7:35 pm.

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



Adjournment

MOTION: Moved by Trustee Soto and seconded by Trustee Dada to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 7:41 pm.

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

Submitted by

Meghan Shea, Secretary
Evanston Public Library Board of Trustees



Evanston Public Library DEIB Committee

MEETING MINUTES

Tuesday, July 8, 2025, at 6:30 PM
Main Library, Falcon Room

Members Present

Samia Amamoo, Sharif Al Nazar, Blanca Lule, Esther Wallen, Brenda Williams, and Melissa Raman Molitor at 6:37 p.m.

Members Absent

Ron Sakai

Staff Present

Jill Skwerski

Call to order/Declaration of Quorum.

Trustee Wallen called the meeting to order when a quorum of Trustees was established at 6:35 p.m.

Land Acknowledgement

Read by Trustee Wallen

Citizen Comment

None

New Business

A. Committee Meet and Greet

Adjournment

The motion to adjourn was made by committee member Al Nazar, seconded by committee member Raman Molitor, and approved by general consent. The meeting adjourned at 7:17 p.m.

Submitted by

Trustee Esther Wallen
Evanston Public Library Board of Trustees



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

Thursday, July 10, 2025, at 3:00 PM
Main Library, Library Board Room, and remote

Members Present

Michelle Mills and Tracy Fulce

Members Absent

None

Staff Present

Sameer Notta, Jennifer Shreve, Wynn Shawver, and Yolande Wilburn

Land Acknowledgement

Read by Trustee Mills

Citizen Comment

None

Old Business

- A. Fund Balance Policy (Discussion).

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:06 p.m.

Motion: Trustee Fulce moved, seconded by Trustee Mills, to move the declaration of quorum after old business (attendance).

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. RFID contract approval.
- E. Board policies topic.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 4:19 p.m.

Submitted by

Michelle Mills
Evanston Public Library Board of Trustees



MEMORANDUM

Agenda Item 6.E

To: Evanston Public Library Board of Trustees

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

Subject: Library Fund Bills

Date: July 16, 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
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
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
Account 65630 - LIBRARY BOOKS Totals					Invoice 7
					Transactions
					\$3,579.51
Account 65641 - AUDIO VISUAL COLLECTIONS					
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
Account 65641 - AUDIO VISUAL COLLECTIONS Totals					Invoice 3
					Transactions
					\$2,164.99
Business Unit 4805 - EARLY LEARNING & LITERACY Totals					Invoice 10
					Transactions
					\$5,744.50
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65001 - FEDERAL GRANT EXPENSE					
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
Account 65001 - FEDERAL GRANT EXPENSE Totals					Invoice 1
					Transactions
					\$1,500.00
Account 65630 - LIBRARY BOOKS					
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
Account 65630 - LIBRARY BOOKS Totals				Invoice 35 Transactions	<hr/> \$11,926.81
Account 65641 - AUDIO VISUAL COLLECTIONS					
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
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 6 Transactions	<hr/> \$499.40
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice 42 Transactions	<hr/> \$13,926.21
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
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
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 3 Transactions	<hr/> \$273.44
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice 3 Transactions	<hr/> \$273.44
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65630 - LIBRARY BOOKS					
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
Account 65630 - LIBRARY BOOKS Totals				Invoice 2 Transactions	<hr/> \$120.68
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice 2 Transactions	<hr/> \$120.68
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICE	05/27/2025	06/10/2025	06/10/2025	236.84
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice 1 Transactions	<hr/> \$236.84
Account 65050 - BLDG MAINTENANCE MATERIAL					
21027 - FASTSIGNS OF SKOKIE	VINYL WINDOW COVERING	05/15/2025	06/10/2025	06/10/2025	3,015.83
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice 1 Transactions	<hr/> \$3,015.83
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice 2 Transactions	<hr/> \$3,252.67
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
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
Account 62185 - CONSULTING SERVICES Totals				Invoice 2 Transactions	<hr/> \$516.00
Account 62290 - TUITION					

18611 - KENNEDY JOSEPH	SPRING 2025 TUITION	05/28/2025	06/10/2025	06/10/2025	2,242.00
	REIMBURSEMENT FOR K JOSEPH				
	Account 62290 - TUITION Totals		Invoice 1		\$2,242.00
			Transactions		
Account 65095 - OFFICE SUPPLIES					
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 65095 - OFFICE SUPPLIES Totals		Invoice 3		\$989.59
			Transactions		
	Business Unit 4845 - LIBRARY ADMINISTRATION Totals		Invoice 6		\$3,747.59
			Transactions		
	Department 48 - LIBRARY Totals		Invoice 65		\$27,065.09
			Transactions		
	Fund 185 - LIBRARY FUND Totals		Invoice 65		\$27,065.09
			Transactions		
			Invoice 65		\$27,065.09
			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
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
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 65100 - LIBRARY SUPPLIES Totals				Invoice 2 Transactions	\$1,698.32
Account 65630 - LIBRARY BOOKS					
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 65630 - LIBRARY BOOKS Totals				Invoice 7 Transactions	\$4,277.25
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice 9 Transactions	\$5,975.57
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
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 65100 - LIBRARY SUPPLIES Totals				Invoice 3 Transactions	\$675.00
Account 65628 - Library Electronic Resources					
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 65628 - Library Electronic Resources Totals				Invoice 4 Transactions	\$78,604.72
Account 65630 - LIBRARY BOOKS					
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

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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

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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 62340 - IT COMPUTER SOFTWARE Totals				Invoice 1
				Transactions
				<hr/> \$15.26

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 65100 - LIBRARY SUPPLIES Totals				Invoice 2
				Transactions
				<hr/> \$204.48
Business Unit 4820 - ACCESS SERVICES Totals				Invoice 3
				Transactions
				<hr/> \$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
				<hr/> \$400.00

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

ENGAGEMENT	05/29/2025	06/24/2025	06/24/2025	40.63
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 1
				Transactions
				<hr/> \$40.63
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice 3
				Transactions
				<hr/> \$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		
					<hr/> \$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 65630 - LIBRARY BOOKS Totals				Invoice 1
				Transactions
				<hr/> \$42.64
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice 3
				Transactions
				<hr/> \$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

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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 62225 - BLDG MAINTENANCE SERVICES Totals Invoice 6 Transactions					\$14,471.41
Account 65040 - JANITORIAL SUPPLIES					
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 65040 - JANITORIAL SUPPLIES Totals Invoice 2 Transactions					\$1,246.16
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice 8 Transactions					\$15,717.57
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
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 62185 - CONSULTING SERVICES Totals Invoice 5 Transactions					\$10,758.75
Account 62210 - PRINTING					
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 62210 - PRINTING Totals Invoice 4 Transactions					\$395.00
Account 62295 - TRAINING & TRAVEL					
18549 - LIBRARY JOURNAL, LLC	DATA FLUENCY FOUNDATION WEBINAR	04/17/2025	06/24/2025	06/24/2025	704.70
Account 62295 - TRAINING & TRAVEL Totals Invoice 1 Transactions					\$704.70
Account 62360 - MEMBERSHIP DUES					
102512 - ILLINOIS LIBRARY ASSOCIATION	2025-2026 ILA INSTITUTIONAL MEMBERSHIP	06/30/2025	06/24/2025	06/24/2025	500.00
Account 62360 - MEMBERSHIP DUES Totals Invoice 1 Transactions					\$500.00
Account 65095 - OFFICE SUPPLIES					
18957 - CHERIE ASANTE	DONOR EVENT REFRESHMENTS	06/11/2025	06/24/2025	06/24/2025	104.95
Account 65095 - OFFICE SUPPLIES Totals Invoice 1 Transactions					\$104.95
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice 12 Transactions					\$12,463.40
Department 48 - LIBRARY Totals Invoice 99 Transactions					\$140,614.64
Fund 185 - LIBRARY FUND Totals Invoice 99 Transactions					\$140,614.64
					\$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	SAMSCULUB.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 I15EV2RE3	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 RL90H1ID3	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 1O8P78LM3	WA	98109	\$ 128.52	4/8/2025	65100 LIBRARY SUPPLIES	GENERAL PROGRAM SUPPLIES	185.48.4835	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MARK RV94W6ZP3	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 1Q1L61433	WA	98109	\$ 17.60	4/9/2025	65630 LIBRARY BOOKS	ELL BOOKS	185.48.4805	-	Hernandez-Solis	Lea
LIBRARY	AMAZON MKTPL L23H53E13	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	GROUPON, 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 #1998	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	SAMSCULUB.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	SO 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	SAMSLUB #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	185.48.4845	-	Hernandez-Solis	Lea
LIBRARY	VALLI PRODUCE	IL	60202	\$ 84.95	4/25/2025	65025 FOOD	DIETARY	185.48.4845	-	Hernandez-Solis	Lea
							STAFF DEVELOPMENT DAY SNACK AND BEVERAGES	185.48.4845	-	Madison	Elacsha
	AMAZON APRIL 2025 TOTAL			\$ 16,729.29							



Agenda Item 7

LIBRARY DIRECTOR'S REPORT JULY 2025

Items of Note:

Five EPL staff recently attended the American Library Association's Annual Conference in Philadelphia, Pennsylvania, June 26-30. Some highlights for Assistant Director Norborg included sessions on library design & construction, ethical use of AI in public libraries, creating inclusive spaces for neurodivergent youth and families, and updates from the ALA Office of Intellectual Freedom and the Freedom to Read Foundation on current litigation related to censorship affecting public libraries throughout the United States. Collection Development Manager Elizabeth Bird met with CollectionHQ and Overdrive. Updates to collectionHQ will allow for ranked weeding, which will be useful in both small collections like Crown and larger weeding of the collection in the event of a renovation. Overdrive discussed the future of an RLA (reciprocal lending agreement) between Skokie, Aurora, Gale Borden, and Evanston (which would act like an Overdrive/Libby consortium) without additional costs.

Programming:

In June, EPL hosted 120 programs with 2429 attendees.

Location	Number of Programs	Percent of Programs
Main Library	60	50.0%
Robert Crown	27	22.5%
Offsite	21	17.5%
Virtual	12	10.0%
TOTAL	120	100.0%

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	17	14.2%	664	27.3%
Babies & Toddlers	10	8.3%	493	20.3%
Preschoolers	1	0.8%	62	2.6%
Kids	3	2.5%	36	1.5%
Teens	10	8.3%	49	2.0%
Adults	58	48.3%	798	32.9%
Older Adults	21	17.5%	327	13.5%

LIBRARY DIRECTOR'S REPORT JULY 2025

TOTAL	120	100.0%	2429	100.0%
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Upcoming Programs of Note:

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

July 19, 12-2 pm at Fleetwood Jourdain Community Center, EPL & Garrett Evangelical Theological Seminary host the second installment of the **Celebrating Our Roots** series. July's theme is **Liberation & Food**. Food is often used to foster social interactions, strengthen bonds, and celebrate traditions. At this program, you'll learn about the ways in which food is used to foster community in the African and Latin diasporas.

July 23, 3-4 pm. In response to feedback from attendees at other events, including last month's Meet & Greet with the Board, we are hosting **drop-in hours** for patrons to **learn about our e-resources (in English or Spanish)**.

July 23 & Aug 13, 6-7:30 pm **Intro to Game Development**, for adults. Take your first steps into the world of video game development. Build your very own game to share with your friends and family!

July 23, 3-6 pm **Landlord/Tenant Walk-in Hours** with the Metropolitan Tenants Organization. Due to high interest, summer hours have been added. Additional dates include 8/27, 10 am - 1 pm, and 9/24, 1-4 pm. These sessions are in person and provide a chance for community members to meet with MTO for 1-on-1 support with housing concerns.

July 29, 10-11:30 am Join CJE SeniorLife Cognitive Care Team for **The Care Collective**, a quarterly care partner support social hour designed to offer a warm, welcoming space for connection and conversation.

July 29 & 30, 4:30-6 pm **Teen Writing Workshop** at Robert Crown. Fanfiction is not just allowed but encouraged! At the end of the workshop, we will bind together any volunteered pieces into a journal for you and others to take home!

Aug 6, 1-2 pm **STEM Explorers** for kids in grades K-2 with a caregiver. Try some experiments, interact with light in a new way, and make a craft.

Aug 17, 2:30-4 pm **Cool Down at EPL's Noryo Festival**. Summer in Japan can get just as hot and humid as Evanston! This led to the creation of the Noryo Festival, to engage the senses and escape the August heat. Participate in Japanese songs and dances, play summer games, and make your own fan or wind chimes. For those with older kids, the Japanese tea ceremony demonstration shouldn't be missed! Participants from all cultural backgrounds are welcome.

LIBRARY DIRECTOR'S REPORT JULY 2025

Aug 18, 6-7:30 pm **End of Summer Bonfire & Murder Mystery** for teens at Robert Crown. Co-sponsored by the Ecology Center. Celebrate the end of summer with a night of fire, fun... and foul play.

Patron Feedback of Note:

"Evanston Public Library is creating its own Libby/OverDrive collection!

Yay! Thanks for doing this for us, Evanstonians. Really appreciate that we may have more access to titles and shorter wait times. Just wanted to let you know it's a great change and say thanks."

On July 1st, the library moved its Overdrive e-holdings from the Digital Library of Illinois consortium to an independent model. Overdrive had assured the library that patrons would be able to retain their holds and their checkouts during this transition. After the move, it became clear that this was not the case.

We received several complaints ranging from patrons not knowing they had to re-log in to their account, the smaller backlist of titles available, holds/history/checked out items disappeared, new hold limits are too low, and communication from the library was inaccurate/too cheery about the change.

We have begun making purchases of new items, which we could not do while in the consortium. More items are becoming available each day as we work to rebuild our Evanston Collection. In addition, we are working on joining a new consortia model which adds no cost to our service but makes additional titles available through reciprocal lending agreements with other libraries. We appreciate the feedback from the community and their patience as we work to build a better collection.

Day and Hour Heat Map

Main Library Average Door Count June

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				156	132	105	117	86	53			650
Mo		139	97	103	134	114	94	112	105	82	36	1016
Tu		124	100	104	120	119	100	111	100	65	39	981
We		134	117	110	116	103	104	103	89	62	38	975
Th		122	102	104	121	113	95	120	104	67	47	995
Fr	76	111	92	87	113	115	116	92	71			871
Sa	76	103	129	109	110	102	104	80	51			864



LIBRARY DIRECTOR'S REPORT JULY 2025

Robert Crown Library Average Door Count June

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				33	33	55	39	37	15			212
Mo		63	68	43	35	54	58	74	43	35	21	491
Tu		40	40	42	33	34	54	57	38	26	20	383
We		56	52	38	30	39	44	56	46	24	17	400
Th		35	35	47	31	42	52	44	39	17	17	358
Fr	28	32	34	53	38	47	49	64	45			388
Sa	27	32	39	33	38	35	21	32	23			278

Monthly Door Count Totals

Month 2025	EPL Main Library	EPL Robert Crown Branch
January	24,371	10,577
February	23,631	10,629
March	28,369	10,760
April	26,991	10,985
May	26,533	11,247
June	26,685	10,692
Total Door Count	156,580	64,890

Legislative Update - June 2025

Key Legislation Passed in June

Several bills impacting Illinois public libraries were passed or sent to the Governor in June:

- **Library Funding & Access**
 - HB1550 – Library Systems State Grants: Expands eligibility for state grants to include planning and construction for public libraries and library systems. (Sent to

LIBRARY DIRECTOR'S REPORT JULY 2025

Governor 6/18/25)

- HB0042 – Nonresident Fees: Allows libraries to offer quarterly or biannual payment options for nonresident card fees. *(Sent to Governor 6/17/25)*
- Health & Safety
 - HB1910 – Opioid Antagonists in Libraries: Requires libraries to take reasonable steps to have staff trained and able to administer opioid antagonists during operating hours. *(Sent to Governor 6/17/25)*
- Digital Access
 - HB1062 – Illinois Century Network Priorities: Prioritizes library and school connections to the state broadband network. *(Sent to Governor 6/24/25)*

Items to Watch

- HB1056 & HB1189 – Prevailing Wage Adjustments: Proposed adjustments to wage requirements for public projects could affect library renovations.
- SB2306 – Climate Resilience Projects: Could offer future funding or financing opportunities for green library infrastructure.

Press Mentions:

[Crown Act event celebrates Natural Hair](#)

[Something Fishy Going On](#) (Events Alert)

[Latest Stories from Evanston](#)

[Storied Stuff](#)

[Books, programs and now air quality monitors at EPL](#)



Agenda Item 8.A

MEMORANDUM

To: Evanston Public Library Board of Trustees

From: Sameer Notta, Finance Manager

Subject: Administrative Services Update

Date: June 13, 2025

This memo provides an update on significant administrative activities.

Human Resources

Dept.	Position	Status
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

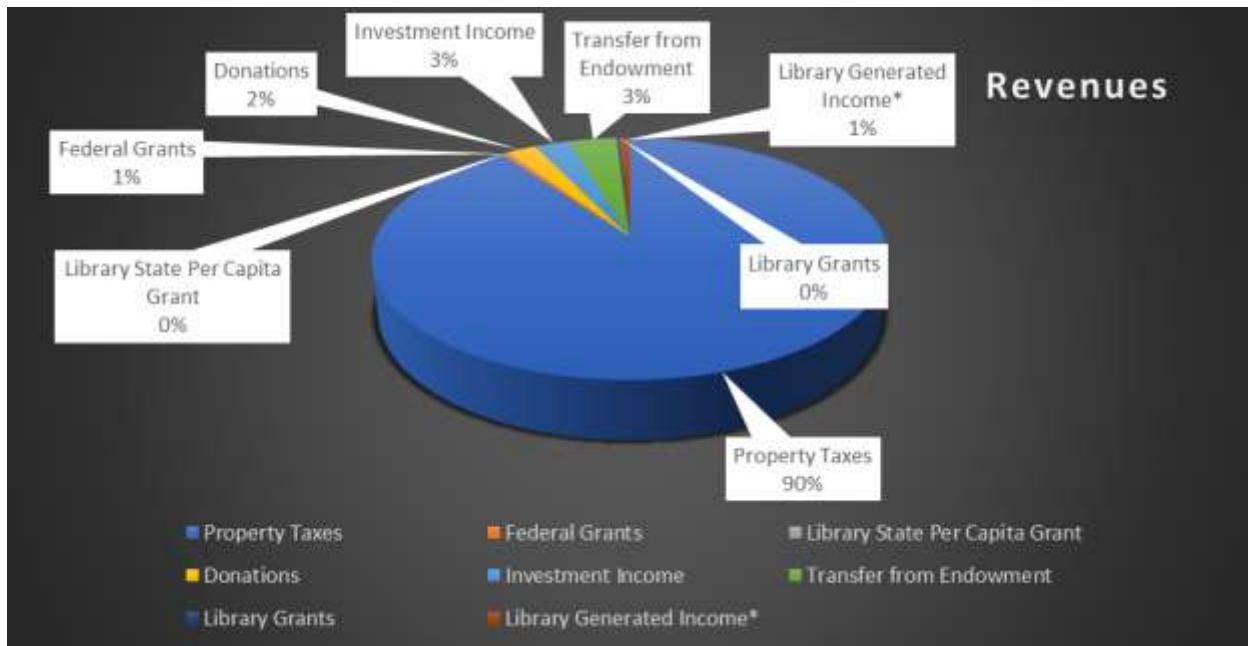
As of June 30, 2025, the Operating Fund's revenue collections are 52% of the projected budget, while expenditures are at 43%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report June 2025

Revenues

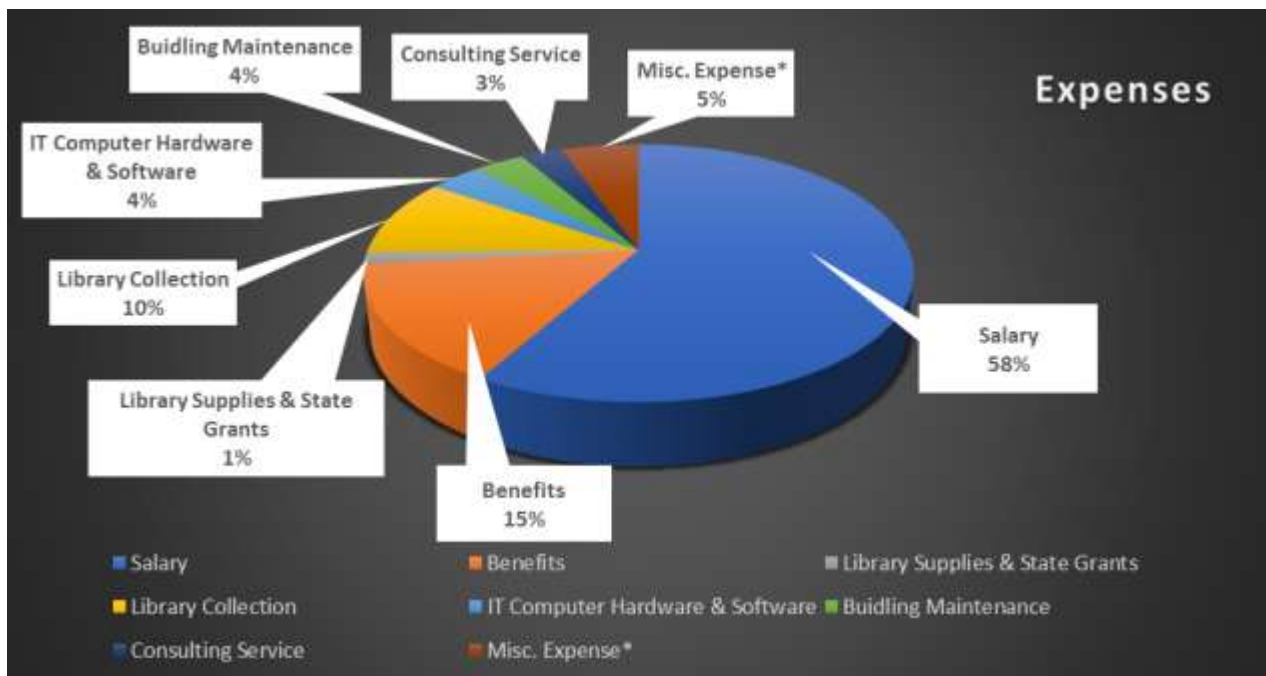
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,434,565	\$8,624,347	4,189,782	51%
Federal Grants	\$26,084	\$40,000	13,916	65%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$104,875	\$400,000	295,125	26%
Investment Income	\$129,439	\$25,000	(104,439)	518%
Transfer from 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%
Total	\$4,918,086	\$9,463,097	4,545,012	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	\$2,539,166	\$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%
Total	\$4,363,834	\$10,239,050	5,875,216	43%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



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 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	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 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$71.99	\$0.00	\$4,918,085.50	\$4,545,011.50	52%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$71.99	\$0.00	\$4,918,085.50	\$4,545,011.50	52%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$71.99	\$0.00	\$4,918,085.50	\$4,545,011.50	52%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
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 4805 - EARLY LEARNING & LITERACY 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 4806 - LIFELONG LEARNING & LITERACY									
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 4806 - LIFELONG LEARNING & LITERACY 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 4820 - ACCESS SERVICES									
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

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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 4820 - ACCESS SERVICES 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 4825 - ENGAGEMENT SERVICES									
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 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$33,842.56	\$699.37	\$212,907.20	\$363,671.43	37%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
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)	+++

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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 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$55,891.82	\$345.53	\$320,216.37	\$326,644.10	50%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
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 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,099,603.00	\$0.00	\$1,099,603.00	\$65,732.54	\$59.00	\$428,734.97	\$670,809.03	39%

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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 4840 - LIBRARY MAINTENANCE Totals	\$1,483,327.89	\$0.00	\$1,483,327.89	\$78,142.83	\$161,691.55	\$484,306.33	\$837,330.01	44%
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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

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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 4845 - LIBRARY ADMINISTRATION 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 48 - LIBRARY 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%
EXPENSE 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%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	71.99	.00	4,918,085.50	4,545,011.50	52%
EXPENSE TOTALS		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 185 - LIBRARY FUND 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									

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51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
	Department 48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
	REVENUE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
EXPENSE									
	Department 48 - LIBRARY								
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN								
68305	DEBT SERVICE- PRINCIPAL	370,083.00	.00	370,083.00	.00	.00	.00	370,083.00	0
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	.00	.00	103,432.61	103,430.39	50
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	Department 48 - LIBRARY Totals	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	EXPENSE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$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	.00	.00	103,432.61	473,513.39	18%
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$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%

Budget Performance Report

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

Include Rollup Account and Rollup to Object Account

	EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals								
	REVENUE TOTALS	1,900,000.00	.00	1,900,000.00	.00	.00	693,564.00	1,206,436.00	37%
	EXPENSE TOTALS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5%
Fund	187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$86,570.57	\$693,564.00	(\$780,134.57)	
	Grand Totals								
	REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	71.99	.00	5,900,122.50	6,039,920.50	49%
	EXPENSE TOTALS	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 Public Library Consolidated Endowment Fund
Statement of Activity

May 01, 2025 through May 31, 2025

Beginning Balance \$4,244,244.99

Revenue

Investment results	142,312.72
Online donations	102.56
Total Revenues:	\$142,415.28

Distributions/Grants and Expenses

Foundation support charge	-2,395.48
Online processing fees - STRIPE	-2.56
Total Distributions:	\$-2,398.04

Ending Balance \$4,384,262.23



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.

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

\$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		
Organization account	\$313,642.46	\$314,727.64

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	314,727.64
0.0%	Other	0.00

\$314,727.64

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
Total	\$6,531.93

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
			\$313,642.46	\$314,727.64

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.

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	
Ending balance on 6/30/2025			\$1.00		314,727.640	\$314,727.64

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: Yolande Wilburn
Executive Director

Subject: Facilities Update

Date: July 10, 2025

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

Staffing & Personnel Updates

- The new facilities manager, Carlos Hernandez, started on June 10, 2025.
- The facilities team began Restorative Justice training on June 18, 2025.

Repairs & Maintenance Overview

- **Main Library:**
 - **Board Room Wiring:** A new wireless transmitter was installed. There continue to be issues with the OWLs working in the new configuration. The facilities Manager will assess possible alternatives and solutions.
 - **Lock on the elevator access door:** Replaced broken lock.
 - **Janitorial Issues:** TBS was contacted due to cleaning deficiencies at the main library.
 - **Annual Fire Alarm Safety Test:** Completed by Johnson Controls
 - **The Library Rekeying Project:** The project is moving forward. The locksets have been ordered and will be installed once the hardware arrives.
- **Robert Crown:**
 - **Carpet Replacement:** Scheduled To Start July 14th Through July 17th
 - **Crown Community Room:** The Walls in the Community Room are patched and Ready for paint.

Contracts & Vendor Management

The National Able Lease was renewed for another year on July 1, 2025, with a 3% increase for a total of \$22,069 (\$1,839 per month).

Strategic Projects

- **MOU with the City:** The Library Director met with the Library's attorney to review the proposed MOU with the City. The MOU was returned to the attorney for further refinement. The Director requested an intergovernmental agreement in place of the MOU, with separate lease agreements for the Main and Crown branches. The Director is also

MEMORANDUM

working to clarify which City services the Library currently receives and which it does not, as part of the agreement.

- **The Staff Door Card Key Project:** The vendor is awaiting delivery of the hardware, with an estimated completion time of 3-4 weeks.
- **Exterior Trash Cans:** Trash cans were ordered with an estimated delivery of 3-5 weeks.
- **Roof Replacement:** On July 30, the Library met with City engineers and the proposed roofing contractor to review the project timeline and logistics. The contractor confirmed the project will take approximately 35 days and will require crane access at the front of the Library for 2-3 days. Further discussion with the City is needed to address project costs and determine whether the City will cover the expense of the roof replacement. The project is scheduled to start in late August or early September.
- **Master Facilities Plan:** No progress on the Master Facilities Plan. Completion is expected by Q4 2025.

Safety & Security Update

None to report.

Monthly Safety Summary

- **Incidents and Suspensions:** In June, 8 incidents and 3 suspensions were logged due to violations of library policies.
- **Turning Point:** The Mobile Living Room (van) staff noted four(4) interactions with patrons during June 2025.
- The crisis response team inside the library reported twenty-three (23) referrals in June.

Upcoming Approvals & Budget Considerations

There are no facilities or safety items up for approval at this time.

MEMORANDUM

To: Evanston Public Library Board of Trustees

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	Year to Date Revenue	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%
Total Revenue	\$90,805	\$141,299	\$597,000	\$747,000	19%

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.

Agenda Item 8.C

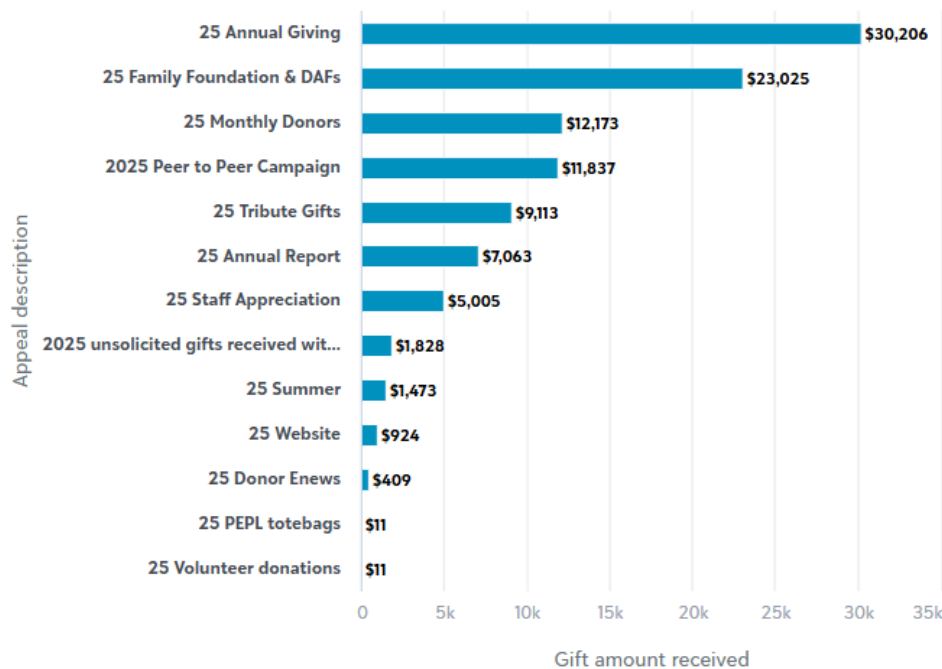
Individual donor contributions surpassed last year's Q2 levels and we are tracking campaign and appeal performance to identify the strategies driving growth. Of note, we've secured one new sponsorship of \$5,000 and have engaged 100 additional donors compared to this time last year.

FY25 Campaigns and Progress to Goal:

Campaign	Total 2025 Campaign Goal	Q1 Revenue	Q2 Revenue	Year To Date	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%
Total Revenue	\$550,000	\$36,093	\$67,163	\$103,256	19%

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

- **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.

Agenda Item 8.C

- **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
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 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



Agenda Item 8.C

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

Strategic Development Advancement Plan

Q2 2025 - Status Update



**EVANSTON
PUBLIC
LIBRARY**

Strategic Work Plan Q2

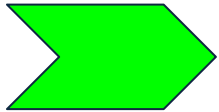
Growth Strategy	Task	Responsible Party	Status	Performance Indicator
Individual Giving	Refine data and target lapsing donors.	Development Manager	Solicitation targeting lapsed donors scheduled. Data work will be completed by 8/1/25.	20% of lapsed donors give.
Individual Giving	Strengthen and launch the summer appeal.	Development Manager	Summer campaign launched in May, included peer-to-peer effort. Year to date: 29% growth in gift count.	10% growth in number of gifts.
Institutional Giving	Create and apply a grant evaluation rubric.	Development Manager	Rubric completed. Projected \$10K average for 2025.	Average grant size increase to \$10K.
External Affairs	Create a new case for support.	Development Manager	Refining case for support. It is asset based, emphasizes our impact, and will be prominently featured moving forward.	Case for support updated annually.

Upcoming Campaign Work



Summer Campaign through August 31st (\$16K received)

- Total Goal: \$35K (46% received)
- \$12K from Peer to Peer Campaign
- Building Momentum with Match Challenge



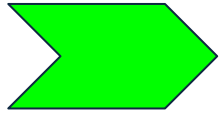
Year End Campaign Goal - Raise \$300K

- New Name & Case for Support
- New Engagements
- Refreshing Campaign Committee

EPL Board Communication Protocol



Invitations & Event Notifications





RSVP & Attendance Follow-Up



Pre-Event Briefings and Post-Event Feedback



Annual Review



Q2 Board Presentation 07/16/2025

Wynn Shawver
Development Manager
wshawver@cityofevanston.org

Jennifer Shreve
Development Associate
jshreve@cityofevanston.org



Agenda Item 8.D

MEMORANDUM

To: Evanston Public Library Board of Trustees

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
Total Revenue	\$34,108

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:

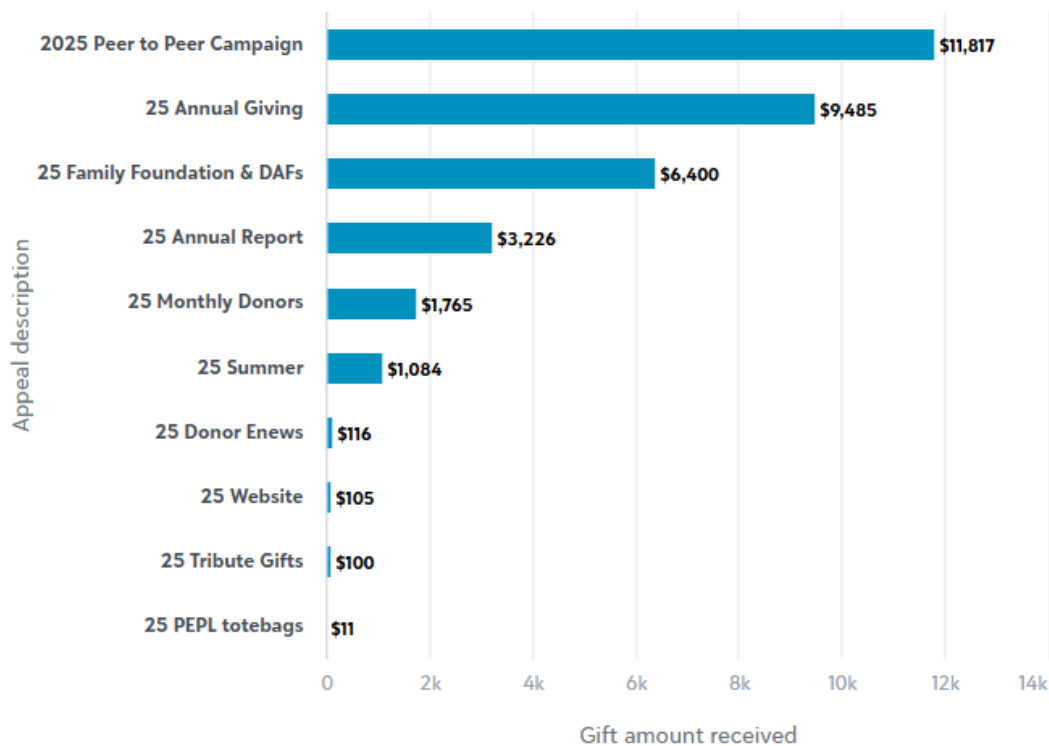
Campaign	Total 2025 Campaign Goal	June Revenue	June Number of Gifts	June Number of Donors
2020 Library Donations	\$1,000	\$102	4	4
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$365	17	17
2023 Library Donations	\$5,000	\$775	29	29
2024 Library Donations	\$1,000	\$237	16	16

Agenda Item 8.D

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
Total Revenue	\$550,000	\$34,108	201	198

Revenue by Appeals in June 2025:

2025 Giving by Appeal



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 enhance donor engagement and understand motivations, the Development Manager analyzed leadership donors (\$1,000+) and major gift prospects (\$10,000+) to align strategies with the Strategic Advancement Development Plan. As a part of this effort, the Development Manager engaged with five leadership donors and by month-end, personal touchpoints were documented with 20 leadership donors.

The Board's "Meet and Greet" on June 10th invited over 200 donors who give \$500 or more. The event welcomed 25 guests, Board members, and staff. Four gifts totaling \$3,700 are directly attributed to the event, while a total of 7 leadership gifts were received from this group, bringing a total of \$19,000 in June.

Grant Activity:

We received two formal declines from NSF and NEA, indicating that applications are finally moving through the system again. With DOGE's oversight of Grants.gov lifted on June 26, agencies can now post opportunities directly—a clear step 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



MEMORANDUM

Agenda Item 10.A

To: Evanston Public Library Board of Trustees
From: Nicole Collier, Administrative Lead
Subject: Approval of the Substitute Staff Attendance Policy
Date: July 16, 2025

Recommended Action

Library staff recommend that the board approve revisions to the Substitute Staff Attendance Policy.

Summary

Effective July 16, 2025, all individuals designated as substitutes in the system must work at least once every sixty (60) calendar days to maintain active status. If a substitute does not work during any 60-day period, they will be removed from the system.

Reinstatement after termination will require reapplication and completion of the application and training process, if selected.

Please see the attached revised Substitute Staff Attendance Policy.

Substitute Staff Attendance Policy**(Effective Date July 16, 2025)****Scheduling and Shift Assignments**

- Each supervisor creates their area's desk schedule 2–4 weeks in advance.
- For **anticipated substitute shifts** (e.g., planned vacations, known absences), supervisors will email substitutes with shift details and collect availability. Shift assignments will be emailed afterward, based on responses received.
- Substitutes should **only indicate availability for shifts they are certain they can cover**.
- Supervisors will make every effort to distribute shifts fairly among available substitutes.
- For **emergency substitute shifts** (e.g., same-day illnesses), supervisors may call or email substitutes and assign shifts immediately, using a **first-come, first-served** response system.

Canceling a Shift

- Once a shift is assigned to a substitute, **any inability to cover the shift is considered a cancellation**, regardless of the reason.
- If a substitute cancels **more than two shifts in a rolling 12-month period**, they will be placed on **one-month probation** (additional shifts will not be offered during that time).
- If a **third cancellation** occurs within the same 12-month period, the substitute will be **removed** from the substitute list.
- If a substitute finds another **qualified substitute** to cover their assigned shift, this **does not count** as a cancellation. The original substitute must **notify the supervisor by email** of the change.
- If no replacement is found, the substitute must notify the supervisor at least **48 hours in advance**. Failure to provide 48 hours' notice will be considered a **no-show**.

No-Call / No-Show

- A **no-call/no-show** is defined as canceling with less than 48 hours' notice or not showing up for an assigned shift.
- If this happens **twice** in a rolling 12-month period, the substitute will be placed on **one-month probation** (additional shifts will not be offered during that time).
- A **third no-call/no-show** within 12 months will result in **removal** from the substitute list.
- If a substitute is **sick on the day of the shift**, it is not considered a no-show, but it **will still count as a cancellation**.

Tardiness

- If a substitute arrives **late to a shift**, they must **call the supervisor** as soon as possible—**no later than 15 minutes before the scheduled start time**.
- If the supervisor is **not contacted within 15 minutes** after the start of the shift, it will be considered a **cancellation** as alternate coverage will need to be arranged.
- If a substitute is late **twice** in a rolling 12-month period, they will be placed on **one-month probation** (additional shifts will not be offered during that time).
- A **third instance of tardiness** within the same period will result in **removal** from the substitute list.



MEMORANDUM

Agenda Item 11.a

To: Evanston Public Library Board of Trustees

From: Elizabeth Bird

Subject: Recommendation to approve a contract with Bibliotheca

Date: July 16, 2025

Recommended Action:

Staff recommend that the Board accept the proposal from Bibliotheca for the purchase of RFID tags for all library materials, as outlined in this memorandum.

Background:

As part of our continued efforts to improve efficiency, security, and user service at the Evanston Public Library, I am recommending the purchase and implementation of Radio Frequency Identification (RFID) tags for all circulating library materials from Bibliotheca, LLC. RFID tags are small electronic devices that store item-level data and can be read wirelessly using compatible scanners. Unlike traditional barcodes, RFID allows multiple items to be read simultaneously without the need for direct line-of-sight, streamlining a range of daily operations.

Implementing RFID technology will yield long-term benefits. RFID greatly accelerates materials check-in and check-out processes, reducing staff time spent handling items and allowing for quicker patron service. RFID gates can also improve collection security by detecting unauthorized removals. During materials processing, RFID supports batch scanning, which is far more efficient than individual barcode scans, particularly during high-volume tasks such as inventory and materials conversion.

Beyond efficiency, RFID enhances the patron experience by enabling more reliable self-service kiosks and reducing wait times at service desks. It also allows staff to shift their focus from repetitive tasks to more value-added work. Over time, this investment will lead to reduced operational costs, increased service capacity, and improved staff and patron satisfaction.

Analysis:

Four vendors were reviewed and competitive quotes obtained, with Bibliotheca offering the best overall value. Bibliotheca offers RFID tags using the latest chip technology and does so with a unit price 25% lower than two of the reviewed competitors. Bibliotheca is also the vendor that supplies the selfcheck machines currently in use at Crown.

Fiscal Impact:

The proposed project cost is \$64,826.28, funded through GL # 185.48.4820.65555 IT Computer Hardware for equipment and GL # 185.48.4820.65100 Library Supplies for RFID tags.



**EVANSTON
PUBLIC
LIBRARY**

MEMORANDUM

Agenda Item 11.a

Attachments:

- RFID Proposal Cost Comparison spreadsheet
- Proposal from Bibliotheca

MEMORANDUM

Agenda Item 11.a

RFID Proposal Cost Comparison Spreadsheet

Vendor	Book Tags	A/V Tags	Tags Total	Price per book tag	Price adjusted to 300k tags	Mobile Tag Station / Month	Tag Pads	Freight	Training	Total	Annual Software Fee
Bibliotheca	344,000		\$42,998	0.124	\$37,200	\$733	\$13,000 (12 pads)	\$2,610	\$1,800	\$64,826	\$200 tag pad
Tech Logic	318,000	28,000	\$49,832	0.114	\$34,200	\$499	\$7950 (10 pads)		\$1,885	\$63,667	\$2,200
MKSolutions	342,000	24000	\$55,680	0.152	\$45,600	\$150	\$9900 (10 pads)	\$2,500	\$2,500	\$75,130	850
Envisionware	333,000		\$51,948	0.156	\$46,800	\$525	\$5990 (10 pads)	\$2,500	\$1,250	\$75,386	\$2,968



Evanston Public Library

Solution Proposal

4/29/2025

Valid until July 17th, 2025

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Partners in creating the best for your library

Bibliotheca provides intuitive solutions and expert guidance. We keep you informed about new technologies and help you find the right fit. As you navigate your technology purchase, we'll be there to consult with you and learn about your goals, library and community. By evaluating your future needs and getting to know you, we will ensure a smooth implementation.

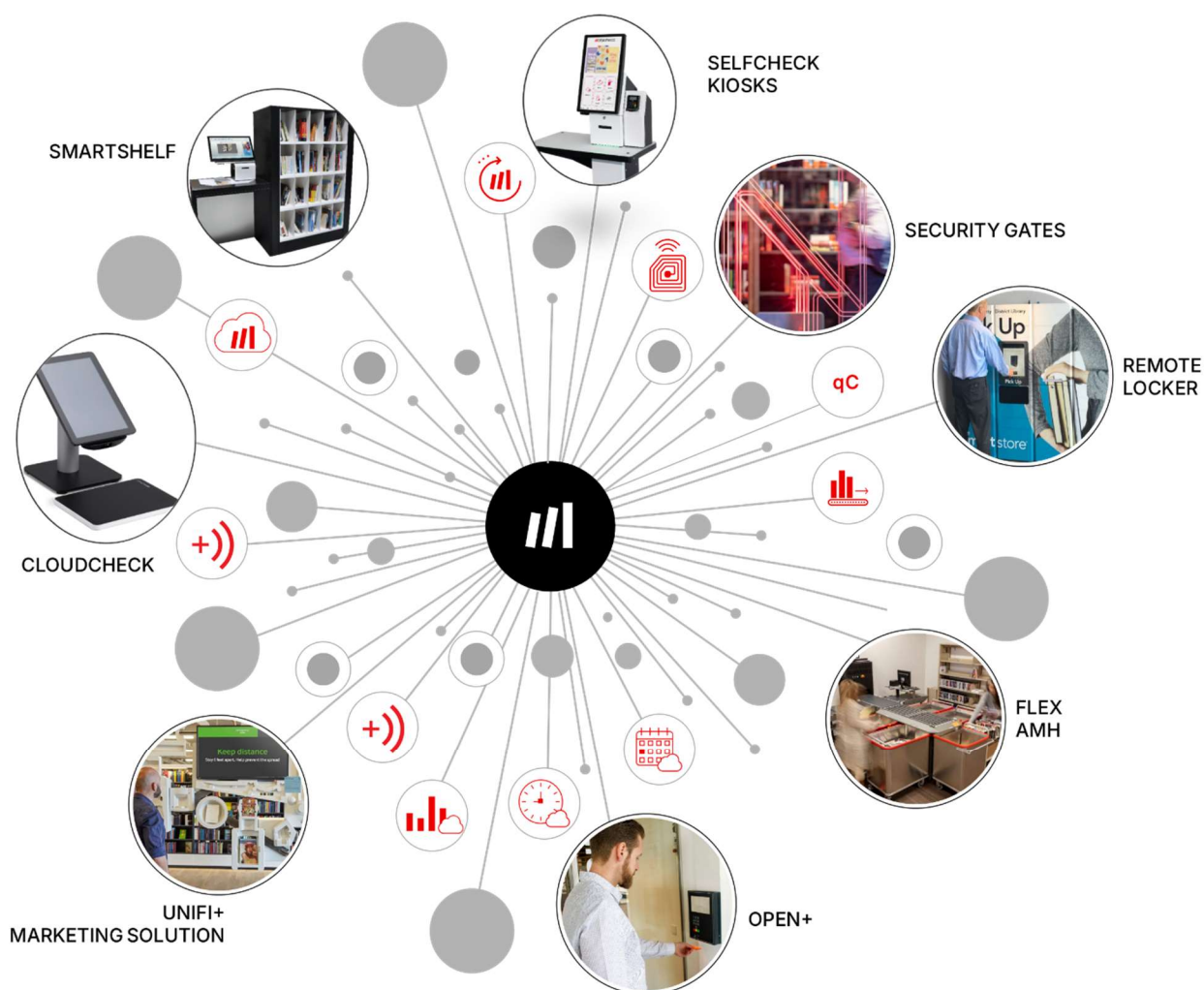
For 50 years Bibliotheca has worked exclusively with libraries. We are proud of the many innovations we've brought to libraries in partnership with cutting-edge, technology-minded customers around the world. We partner with more than 30,000 unique libraries, helping them evolve their services and connect with their communities.

- **We love libraries.** As degreed librarians and avid library users, we understand the unique challenges that libraries encounter and what the future of library service will demand.
- **Equity and access.** We empower libraries to learn about innovation and best practices from other libraries near and far, to help reduce inequality within communities, regions and countries around the world.
- **Robust technology.** Libraries are competing with the best in consumer technologies and can't afford to stick with the status quo. At Bibliotheca, we aren't just keeping up with the times, we're inventing the future.
- **Best after-sales support.** Our commitment to service begins when the product is designed and manufactured. No matter where you are, we've got a team nearby to help you make sure your library is ready.

Imagine what a library can be.

Bibliotheca is creating the library of tomorrow, while engineering the solutions that help engage people, connect communities, and evolve service today.

Get to know our [solution ecosystem](#).





Proposed Solutions

Evanston Public Library needs to implement an intuitive self-service model that greatly benefits both staff and patrons. With Bibliotheca, increasing productivity has never been easier. We propose a solution that is incredibly easy for patrons to use and saves staff time.

Bibliotheca provides a variety of solutions and form factors allowing the library to choose the right automation experience for each location. To achieve your project goals, we recommend a turnkey system that utilizes the latest in hardware and software technology and is supported by the best service and maintenance in the industry.



RFID tag™ square

Full RFID coverage and maximized security for all of your print materials – protecting your collection and minimizing theft. And, our tag data model complies with the industry-standard ISO 28560, which is interoperable with other RFID systems.

Bibliotheca RFID tags utilize NXP ICode SLIX2 integrated circuitry. This is the latest in tag chip technology and provides a much higher level of security than SLIX1 chips. In addition, our tags will work seamlessly with all major ILSs.



Provide maximized security to deter theft

Ensures items properly checked out

No barcode scanning – read multiple RFID tags simultaneously

Rigorous testing ensures tags guaranteed for life of tag

RFID tag range

			
RFID tag asset	RFID tag hub	RFID tag rectangle Clear	RFID tag full Disc DVD
			
RFID tag rectangle	RFID tag square Clear	RFID tag square	RFID tag fullDisc CD

RFID workstation™ shielded

Desktop solutions designed to assist staff with administration activities. Provides staff with a fast and efficient solution to program and verify RFID tags. Library staff can now add or remove item security without the LMS/ILS. The system can be used with multiple item types placed on the antenna at any time.



Perform multiple item issue, return and renew processes

Ability to print receipts for the customer

Focused read area for the best detection

Small size allows staff to work in compact spaces



RFID workstation™ USB

Small form factor delivers ultimate in convenience. Provides staff with a fast and efficient solution to program and verify RFID tags. Library staff can now add or remove item security without the LMS/ILS. The system can be used with multiple items of mixed media, placed on the antenna at any time.



Small form factor utilizes tiny spaces

Use on-the-go in the community

Ideal as an extra conversion station

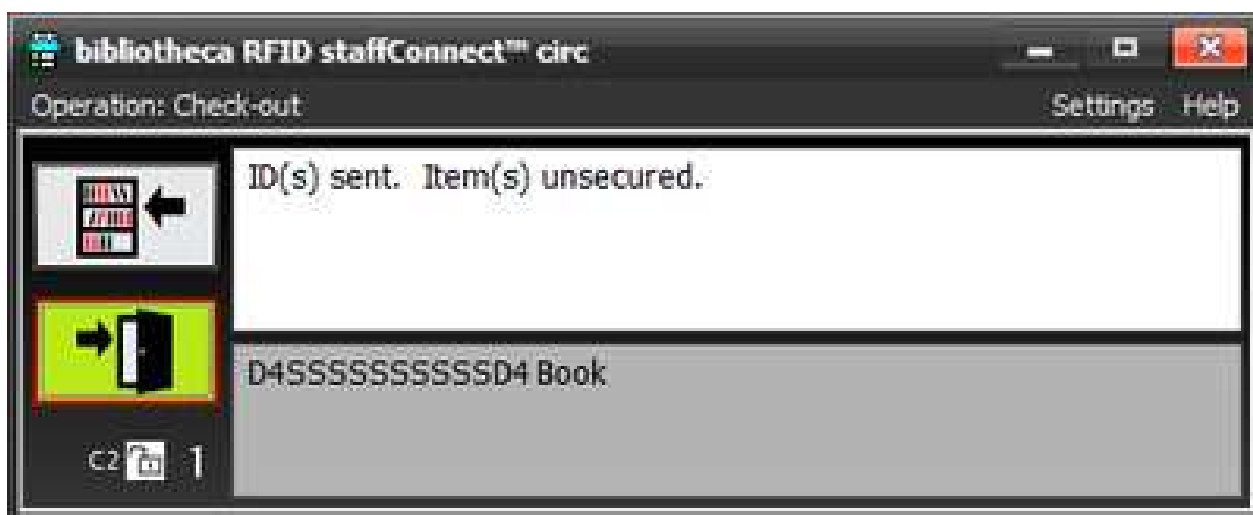
Harness the power of a laptop



staffConnect™ circ

Bibliotheca RFID staffConnect™ circ is intended for use by library staff to check in and check out library materials. It consolidates a number of library tasks:

- Check-in and checkout — Sends item IDs to circulation and secures or un-secures items.
- Send ID — Sends item IDs read from tags to the library circulation system.
- Secure/unsecure only — Changes the status of item security without sending IDs to the circulation system.
- Read tags only — Read and display tag information





RFID workstation™ mobile

Fast, portable conversion to RFID. Featuring a touch-sensitive screen, optical barcode scanner and RFID reader, this self-contained station rapidly reads barcodes, converts the information and dispenses RFID Tags. The station doesn't require a connection to an automated circulation system, and because it's designed to be self-contained on a portable cart, it works right in the stacks.



Converts items to RFID quickly and easily

Touch-sensitive screen for intuitive operation

Able to weed and convert your collection simultaneously

Speeds up the conversion process

staffConnect™ conversion

Make the conversion process easy and seamless with staffConnect™ conversion. Item IDs from a barcode are programmed to an RFID tag directly from a barcode, manual keyboard entry, or a list. In addition to the item ID, any other information the library desires within the scope of the data model in use, can be written to the tag. The software alerts staff if an item is on a weed list and won't program the tag.



The screenshot shows the 'bibliotheca staffConnect™ conversion' software window. The title bar indicates 'TEST Library / TEST Branch'. The interface includes a 'Conversion type' dropdown set to 'Item', a 'Single Item' button, and a 'Setting' dropdown set to 'Tag Data'. A 'List' button is on the left. The 'Item ID' field contains '34567000201234'. Below this, 'Part #' is '1 / 1'. The 'Item Type' is 'Book', 'Library' is '0', and 'Branch' is '0'. A 'Custom Data' field contains '16'. A large text area prompts 'Enter Item ID.'. On the right, there is a graphic of a book with a red checkmark. At the bottom, there are icons for settings, help, and power. The bibliotheca logo is in the bottom right corner.

Bibliotheca Academy offers comprehensive courses designed to maximize your library's investment, create consistent workflows, and drive faster, more successful outcomes. The courses cover a wide variety of topics:

Detailed product overviews

- Configuration tips
- Real-world examples of how to get the maximum benefit from Bibliotheca solutions

Product Education Courses are delivered by a dedicated Bibliotheca trainer via a live Zoom session, which includes a presentation and a live demo of your product software. Courses are designed to be interactive to provide an opportunity for participants to engage in hands-on learning. Purchased courses last from one to four hours and accommodate up to 10 individuals. Customers can access a video of their training and presentation materials online for one year.

The professional training offered by Bibliotheca Academy ensures that your staff is supported and equipped to make the most of your new technology.



Gwyneth Jelinek, MSIS, Head of Global Customer Education

Gwyneth has trained countless library staff members on numerous, changing procedures and technologies since 2005. Her approach to training is to ensure that patrons are at the forefront of every transaction and that staff members feel knowledgeable and confident in using their Bibliotheca products so that they can ensure the best patron experience at their library. Most recently, Gwyneth was the Circulation Manager at the Fayetteville Public Library in Arkansas where she served on the management team and helped the organization identify best practices regarding patron services and new technologies. She's also held positions at Tulane University, University of Arkansas and Charlotte Mecklenburg Public Library. Gwyneth has a BA in History and BA in Political Science from Tulane University, an MSIS from Florida State University and she will complete her M.Ed in Human Resources and Workforce Development from the University of Arkansas in 2024.

Available courses:





- Introduction to quickConnect and System Manager
- Introduction to quickConnect and System Manager with Cash Payment
- Introduction to remoteLocker
- Introduction to RFID Gates and Gate Software
- Introduction to libraryConnect Link
- Introduction to open+ access
- Introduction to open+ count & reserve
- Introduction to uniFi+
- Introduction to mobile inventory
- Introduction to DLA inventoryWand
- Managing an RFID Conversion

Documentation

Documentation is provided free of charge in electronic and print formats for all products and for each release of software and/or hardware. Extensive how-to videos, tips, manuals and user guides are all available in one easy-to-access place – Bibliotheca's libraryConnect.com portal. All manuals feature clear, instructional images and step-by-step guidelines.

Project Implementation

Your success is paramount to us. We provide an efficient and smooth project implementation process that is designed to ensure your project goals are met. Our Project Management Team has years of experience implementing library technology. They keep you up to date with scheduled check-in meetings and use SmartSheet to give you a live view of project status.

North America Project Management Team			
			
Rena Howard, Head of North America Project Management	Mirloude Phanord, Project Manager	Stephanie Johnson, MLIS, Project Manager	Henney Monereau, Project Manager

After the project is awarded and a contract agreement is signed, a meeting is scheduled with your sales and project implementation teams. The purpose of the meeting is for your Bibliotheca project manager to learn more about your current environment, business model, workflow and the goals you want to achieve in this project as well as offer consultation and guidance tailored to your project.

At this initial meeting, we will:

- Confirm products, quantities and services
- Discuss the high-level goals that need to be achieved to make your project a success and define the project acceptance criteria
- Discuss the escalation and change management process, status reporting and meeting frequency

After the initial meeting, your project is ready to move into the next phase: project kick-off!

1. Project kick-off with project manager and Library:

- Your Bibliotheca Account Executive will schedule a project kick-off meeting and establish a regular communication cadence.
- The Library will provide a designated point of contact and back-up contact for Bibliotheca to work with throughout the duration of the project. We commit to open communication between the Library and the Bibliotheca team.
- Work together to create expected timelines for delivery, installation, and training (if applicable)
- The Project Manager creates the initial version of the project plan which will align with the Library's goals.

2. Project Plan: The Library and Bibliotheca will discuss the Project Plan, the project timeline and will schedule the site survey if included in your project order. There may be a need for multiple meetings to define the Project Plan, depending on the size and complexity of the project. Priorities, branch hours,

contacts, customer responsibilities, Bibliotheca responsibilities and site preparation are all included in the Project Plan.

All parties review and approve the Project Plan, which will clearly define the work that is to be performed and an initial project timeline.

3. **Equipment and software Installation:** We will arrange delivery of equipment and will schedule the complete installation with minimal disruption to your library branches. All installation activities will be scheduled during Bibliotheca's standard business hours and coordinated with your approval.
4. **Equipment and Software Training:** Training takes place immediately after implementation. Bibliotheca offers education courses on all our products. Purchased courses will be delivered remotely by a Bibliotheca trainer.
5. **Verification testing:** Software and hardware will be tested and approved by our installation team. The installation team checks system connectivity, software configuration and tests products with your ILS. To ensure all goals have been successfully achieved, it is important that you also perform testing.
6. **Pre-closure meeting:** As the project nears completion, your Bibliotheca project manager will schedule a pre-closure meeting to ensure that all goals have been completed to the satisfaction of the Library.
7. **Project closure:** After all project implementation activities have been successfully completed, we will send the customer acceptance form for you to sign and return. Additionally, after the completion of the project you'll receive a survey to assess your satisfaction with this project. We encourage you to provide your feedback to help us improve our process.

When your project is complete, Bibliotheca will still be here to serve and support you. We provide you with access to our free selfHelp resources on LibraryConnect.com and a toll-free number so that you can quickly reach us regarding concerns.

Implementation Responsibilities

The table below highlights which party is responsible for each activity during the project lifecycle.

Activities	Bibliotheca	Library
Planning		
Project kick-off meeting	✓	✓
Establish communication channels and agree on reporting procedures, including reporting frequency	✓	✓
Produce a project plan	✓	
Review and agree the project plan	✓	✓
Risk identification, assessment and mitigation	✓	✓
Provide documentation (patron guides and manuals)	✓	
Arrange delivery of equipment	✓	
Schedule installation resource	✓	
Pre-installation		
Arrange installation of power and network access points for solutions and conduits as defined by the site survey (if purchased)		✓
Construction/electrical considerations, hole drilling, wall cutouts, etc.		✓
Procurement of SIP2 licenses		✓
Gather information to establish software configurations and desired features (including network, ILS/LMS information)	✓	✓
Provide IT staff with appropriate credentials to assist in the installation and testing of the equipment		✓
Installation		
Install and configure all products and services	✓	
Deliver staff training to agreed schedule (if purchased)	✓	
Closure		
Agree customer acceptance	✓	✓
Complete customer survey		✓

Timeline

Here's an example of a typical project timeline. This will be adjusted to fit your specific project goals.

Phase	Timeline
Project Kick-off	1 week after contract executed
Delivery of Equipment	Depending upon products selected and customer schedule.
Capturing configuration information	Ongoing
Equipment and software Installation	Beginning within 1 week after equipment delivery. Installed according to a mutually agreed upon schedule.
Hardware and Software Training (if purchased)	Upon completion of installation
Acceptance Testing	Upon completion of installation
Pre-closure meeting	Upon completion of installation and training
Project Closure	Upon completion of all project implementation activities

Due to delays with global supply chains and shipping, delivery lead times are subject to change.

Service and Support

Bibliotheca has the most comprehensive support team serving libraries. Our unsurpassed talent and scale mean that we can accomplish more together.

- Largest network of on-site support technicians – 80+ strong
- Broad geographic coverage ensures you have a local expert on-site when needed
- Deep bench of remote support technicians and product experts – 40+ strong
- Many in-house product experts and on-site technicians have been working with Bibliotheca solutions for 10+ years

Skilled. Our techs know libraries, and they know your equipment. Bibliotheca on-site and remote support technicians are required to complete weeks of training for each product before being certified to work on it. In addition, techs are required to take customer satisfaction service excellence and safety training prior to completing onsite services. We do not send general computer repair people (aka “smarthands”) to service our products.

Local. We have local on-site technicians who come prepared. Bibliotheca’s technicians for the library are located nearby. We do not fly out a person from the home office, and we do not charge for travel, hotels and meals.

Transparent. Proactive support starts with the Customer Center support portal where we keep you in the loop on all requests.

Bibliotheca’s comprehensive service plan	
<p>24/7 self-guided learning. www.libraryconnect.com helps you keep your library running smoothly.</p> <ul style="list-style-type: none"> ▪ Tips and training materials ▪ How-to videos ▪ Manuals and user guides 	<p>24/7 help desk support. Connect with a support technician when you need it most. We have extended hours and improved response time.</p>
<p>Customer Center support portal. www.bibliotheca.com/helpdesk is your dashboard for support.</p> <ul style="list-style-type: none"> ▪ Improved case management ▪ Easily open, edit and close support cases ▪ View current system status and historical cases ▪ Share information between your library and Bibliotheca 	
<p>Responsive on-site help. So you can get back to more important things.</p> <ul style="list-style-type: none"> ▪ If an issue requires on-site assistance, our technicians are dispatched to service your equipment ▪ Parts are included, and technicians arrive in vehicles stocked with parts ▪ Time to first response: 4 business hours ▪ Time for on-site response: 8 business hours contingent on geography-specific call-out schedule ▪ On-site support hours are Monday – Friday during standard business hours, less holidays 	

Solution Pricing

Item	Quantity	Net Price	Net Extended
Freight Standard Service SHP000001-000	1	2,610.00	2,610.00
RFID tag™ square (2,000/Roll) TAG000010-000	172	249.99	42,998.28
Tagging and Circulation Station 812 - 3 Month Lease LEA000002-000	2	2,199.00	4,398.00
RFID workstation shielded NA STF000017-001	12	1,085.00	13,020.00
Managing an RFID Conversion EDU090011-000	1	1,800.00	1,800.00
Total:			64,826.28
Currency:			US Dollar

Item “Tagging and Circulation Station 812 – 3 Month Lease” is added into the cost of the conversion as it is the carts utilized for tagging through the stacks. But homemade tagging carts can be made to do the same process if you would like using the shielded workstations, so that cost of \$4,398.00 is optional and would also slightly decrease the shipping cost if you choose not to utilize the tagging carts.

Benefits of working with Bibliotheca

- Bibliotheca offers an unmatched ecosystem of solutions.
- From consulting to implementation to service and maintenance, you are supported by the most experienced team serving libraries.
- Bibliotheca is creating the library of tomorrow. Exceed your objectives and enrich your community starting today.

Next steps

Get up and running quickly. We will work with you to meet your goals. We can launch your project once we receive your commitment by this proposal's expiration date.

The discounts provided in this proposal are good if order is received by July 17th, 2025.

Please contact me with any questions:



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