



# **BOARD OF TRUSTEES**

## **LIBRARY BOARD PACKET**

Wednesday, August 20, 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, August 20, 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**  
Not to exceed 45 minutes
- 4. CONSENT AGENDA**
  - a. Approval of Management Committee Meeting Minutes July 16, 2025
  - b. Approval of Regular Board Meeting Minutes July 16, 2025
  - c. Approval of DEIB Advisory Committee Minutes August 12, 2025
  - d. Approval of Special Board Meeting Minutes August 6, 2025
  - e. Approval of Finance Committee Meeting Minutes August 14, 2025
  - f. Approval of Bills and Payroll
- 5. LIBRARY DIRECTOR'S REPORT (Distributed in Advance)**
- 6. STAFF REPORTS**
  - a. Administrative Services Report (Distributed in Advance)
  - b. Facilities Report (Distributed in Advance)
  - c. Monthly Development Report (Distributed in Advance)
  - d. Lifelong Learning & Literacy Team Update Presentation
  - e. Q2 Strategic Plan Update Presentation
- 7. BOARD REPORTS (Board Oral Communications)**
  - a. President's Report
  - b. Finance Committee
  - c. Management Committee
  - d. Facilities Committee
  - e. DEIB Committee
- 8. OLD BUSINESS**
  - a. Approval of the Fund Balance and Reserve Policy
- 9. NEW BUSINESS**
  - a. New board members' committee assignments for 2025-2026.
  - b. Committee Oversight of IGA\_MOU and Lease with City 080125 (ACTION)
- 10. EXECUTIVE SESSION**
  - a. Approval of the Executive Meeting Minutes
- 11. ADJOURNMENT**

**Next Meeting: September 6, 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, July 16, 2025, at 5:00 PM  
Main Library, Community Meeting Room, and remote

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**Members Present**

Arikpo Dada, Tracy Fulce, and Michelle Mills

**Members Absent**

none

**Staff Present**

Nicole Collier and 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. New Member Onboarding Presentation
- b. Board Policies (Discussion)
- c. Fund Balance Policy (Discussion)  
Motion: Trustee Mills moved, seconded by Trustee Dada, to move the Fund Balance Policy to the board agenda for the August 20, 2025, meeting.
- d. Approval of the Substitute Staff Policy (ACTION)  
Motion: Trustee Fulce moved, seconded by Trustee Mills, to move the Substitute Staff Policy to the board agenda for the July 16, 2025 meeting.

**New Business**

- a. New Member Onboarding Presentation
- b. Board Policies (Discussion)

**Adjournment**

Trustee Mills made the motion to adjourn, which was seconded by Trustee Fulce and approved by voice vote. The meeting adjourned at 6:01 p.m.

**Submitted by**

Arikpo Dada  
Evanston Public Library Board of Trustees



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

Wednesday, July 16, 2025, at 6:30 PM  
Main Library, Community Meeting Room, and Remote

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**Members Present**

Samia Amamoo, Arikpo Dada, Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Victoria Shire, and Esther Wallen.

**Members Absent**

Meghan Shea

**Staff Present**

Betsy Bird, Carlos Hernandez, Heather Norborg, Sameer Notta, Ellen Riggsbee, Wynn Shawver, 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 6:32 p.m.

**Land Acknowledgement**

Read by Jean Keleher

**Citizen Comment**

None

**Oath of Office**

Victoria Shire

**Amended Agenda Item**

Motion: Trustee Wallen moved, seconded by Trustee Huggins, to add an Executive Session to the meeting agenda.

Motion: Trustee Fulce moved, seconded by Trustee Mills, to add an item to New Business to discuss 20-R-25.

**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 Shire moved, seconded by Trustee Amamoo, to approve the consent agenda with corrections.

Correction: Under New Business, the board meeting date should be July 16, 2025, for items A and B.

Roll call vote taken: Trustee Amamoo, Trustee Dada, Trustee Fulce, Trustee Huggins, Trustee Keleher, Trustee Mills, Trustee Shire, and Trustee Wallen 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. Second Quarter and Monthly Development Report (Distributed in Advance)
- D. Q2 Strategic Development and Advancement Plan Update Presentation

### **Board Reports**

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

### **Old Business**

- A. Approval of the Substitute Staff Policy  
Motion: Trustee Mills moved, seconded by Trustee Keleher, to move the substitute staff policy.

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

### **New Business**

- A. Approval of the Recommendation for Purchase of RFID Tags and Equipment.  
Motion: Trustee Huggins moved, seconded by Trustee Mills, to approve the Recommendation for Purchase of RFID Tags and Equipment.

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

- B. 20-R-25 report by City of Evanston (Discussion).

### **Executive Session**

Motion: Moved by Trustee Fulce, seconded by Trustee Mills, to go into executive session for personnel matters at 8:26 pm.

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



Motion: Trustee Mills, seconded by Trustee Huggins, moved to adjourn the executive meeting at 8:57 pm.

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

**Adjournment**

MOTION: Moved by Trustee Dada and seconded by Trustee Wallen to adjourn. A voice vote was taken—all ayes. No nays. Motion carried. The meeting adjourned at 8:58 pm.

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

**Submitted by**

Catie Huggins, Secretary  
Evanston Public Library Board of Trustees



**Evanston Public Library Special Board Meeting  
MEETING MINUTES**

Wednesday, August 6, 2025, at 6:30 PM  
Main Library, Community Meeting Room, and remote

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**Members Present**

Arikpo Dada (joined at 6:35 pm), Tracy Fulce, Catie Huggins, Jean Keleher, Michelle Mills, Meghan Shea, Victoria Shire, and Esther Wallen

**Members Absent**

Samia Amamoo

**Staff Present**

Heather Norborg, Sameer Notta, and Yolande Wilburn

**Call to order/Declaration of Quorum.**

Trustee Dada called the meeting to order when a quorum of Trustees was established at 6:33 p.m.

**Land Acknowledgement**

Read by Trustee Fulce

**Citizen Comment**

None

**New Business**

- A. Meristem Advisors Presentation by James Rachlin.

**Adjournment**

Trustee Huggins made the motion to adjourn, which was seconded by Trustee Shea and approved by voice vote. The meeting adjourned at 8:13 p.m.

**Submitted by**

Catie Huggins  
Evanston Public Library Board of Trustees



**Evanston Public Library DEIB Committee**

**MEETING MINUTES**

**Tuesday, August 12, 2025, at 6:30 PM  
Main Library, Library Board Room**

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**Members Present**

Samia Amamoo, Sharif Al Nazar, \*Blanca Lule (joined virtually by committee vote), Esther Wallen, Melissa Raman Molitor, and Ron Sakai

**Members Absent**

Brenda Williams

**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 6:32 p.m.

**Land Acknowledgement**

Read by Trustee Amamoo

**Citizen Comment**

None

**New Business**

- A. Co-chair expression of interest
  - a. Description of co-chair role
- B. Library Updates
- C. Library Tour

**Adjournment**

The motion to adjourn was made by committee member Melissa Raman Molitor, seconded by committee member Ron Sakai, and approved by general consent. The meeting adjourned at 7:34 p.m.

**Submitted by**

Trustee Esther Wallen  
Evanston Public Library Board of Trustees





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

Thursday, August 14, 2025, at 3:00 PM  
Main Library, Library Board Room, and remote

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**Members Present**

Michelle Mills and Tracy Fulce

**Members Absent**

None

**Staff Present**

Heather Norborg, Sameer Notta, Jennifer Shreve, and Wynn Shawver

**Land Acknowledgement**

Read by Trustee Fulce

**Citizen Comment**

None

**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).

**Old Business**

- A. Fund Balance Policy (Discussion).

**New Business**

- A. Review the upcoming board packet finance items.
- B. Update on budgetary impact of current vacancies and recent hiring.
- C. Fall Budget & Levy Process
- D. Monthly Development Report
- E. Inter-governmental Agreement & Lease
- F. Committee Roles & Responsibilities – Clarification Proposal

**Adjournment**

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 3:51 p.m.

**Submitted by**

Michelle Mills

Evanston Public Library Board of Trustees



## MEMORANDUM

## Agenda Item 4.F

**To:** Evanston Public Library Board of Trustees

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

**Subject:** Library Fund Bills

**Date:** August 8, 2025

### **Recommended Action**

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

### **Payroll**

June 30, 2025, through July 13, 2025,	\$ 218,245.47
July 14, 2025, through July 27, 2025,	\$ 216,941.19

### **Library Fund Bills List**

July 15, 2025	\$ 83,969.94
July 29, 2025	\$ 159,848.96

### **Purchasing**

May 31, 2025	\$ 10,692.81
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Attachment: Bills List; Purchasing Card

# Library Bills List

G/L Date Range 07/15/25 - 07/15/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 185 - LIBRARY FUND</b>					
<b>Department 48 - LIBRARY</b>					
<b>Business Unit 4805 - EARLY LEARNING &amp; LITERACY</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES SUMMER PRIZE	06/09/2025	07/15/2025	07/15/2025	18.16
100474 - BAKER & TAYLOR	CHILDREN'S SUPPLIES	06/16/2025	07/15/2025	07/15/2025	69.09
101406 - DEMCO, INC.	LIBRARY SUPPLIES	06/10/2025	07/15/2025	07/15/2025	118.77
120231 - SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S SUPPLIES	05/31/2025	07/15/2025	07/15/2025	1,867.26
Account 65100 - LIBRARY SUPPLIES Totals Invoice 4 Transactions					\$2,073.28
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV PRINT	06/10/2025	07/15/2025	07/15/2025	1,125.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/11/2025	07/15/2025	07/15/2025	743.64
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/12/2025	07/15/2025	07/15/2025	218.58
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	06/12/2025	07/15/2025	07/15/2025	1,194.09
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/12/2025	07/15/2025	07/15/2025	9.49
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/13/2025	07/15/2025	07/15/2025	1,109.09
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/17/2025	07/15/2025	07/15/2025	725.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	853.19
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	892.91
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	260.41
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	06/18/2025	07/15/2025	07/15/2025	313.74
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	06/18/2025	07/15/2025	07/15/2025	474.42
105634 - WORLD BOOK, INC.	JUV PRINT	06/13/2025	07/15/2025	07/15/2025	377.10
Account 65630 - LIBRARY BOOKS Totals Invoice 13 Transactions					\$8,297.79
<b>Account 65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE LLC	JUV AV	06/20/2025	07/15/2025	07/15/2025	93.51
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	06/10/2025	07/15/2025	07/15/2025	316.95
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	06/18/2025	07/15/2025	07/15/2025	126.98
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice 3 Transactions					\$537.44
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice 20 Transactions					\$10,908.51
<b>Business Unit 4806 - LIFELONG LEARNING &amp; LITERACY</b>					
<b>Account 65100 - LIBRARY SUPPLIES</b>					
20855 - TERESA PANGAN PLLC	PROFESSIONAL SERVICES WELLNESS WEDNESDAY	06/18/2025	07/15/2025	07/15/2025	125.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice 1 Transactions					\$125.00
<b>Account 65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT & CROWN PRINT	06/06/2025	07/15/2025	07/15/2025	560.90
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/10/2025	07/15/2025	07/15/2025	1,118.05
100474 - BAKER & TAYLOR	ADULT PRINT	06/11/2025	07/15/2025	07/15/2025	172.83

100474 - BAKER & TAYLOR	ADULT PRINT AND CROWN	06/12/2025	07/15/2025	07/15/2025	569.16
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/12/2025	07/15/2025	07/15/2025	987.91
100474 - BAKER & TAYLOR	ADULT PRINT	06/16/2025	07/15/2025	07/15/2025	167.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/17/2025	07/15/2025	07/15/2025	944.41
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/18/2025	07/15/2025	07/15/2025	591.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	422.44
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	906.76
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	682.52
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/20/2025	07/15/2025	07/15/2025	380.39
100474 - BAKER & TAYLOR	ADULT PRINT	06/19/2025	07/15/2025	07/15/2025	304.01
100474 - BAKER & TAYLOR	ADULT PRINT	06/20/2025	07/15/2025	07/15/2025	24.14
100474 - BAKER & TAYLOR	ADULT PRINT	06/23/2025	07/15/2025	07/15/2025	1,476.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	335.38
100474 - BAKER & TAYLOR	ADULT PRINT	06/23/2025	07/15/2025	07/15/2025	262.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/24/2025	07/15/2025	07/15/2025	32.16
100474 - BAKER & TAYLOR	ADULT PRINT	06/10/2025	07/15/2025	07/15/2025	36.87
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/24/2025	07/15/2025	07/15/2025	83.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/25/2025	07/15/2025	07/15/2025	104.21
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/12/2025	07/15/2025	07/15/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/20/2025	07/15/2025	07/15/2025	102.75
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/16/2025	07/15/2025	07/15/2025	17.24
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/09/2025	07/15/2025	07/15/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/13/2025	07/15/2025	07/15/2025	17.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/12/2025	07/15/2025	07/15/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	06/10/2025	07/15/2025	07/15/2025	56.23
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	06/18/2025	07/15/2025	07/15/2025	27.98
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	06/10/2025	07/15/2025	07/15/2025	130.43
276974 - OVER DRIVE, INC.	EBOOKS	06/13/2025	07/15/2025	07/15/2025	763.47
276974 - OVER DRIVE, INC.	EBOOKS	06/13/2025	07/15/2025	07/15/2025	196.15
276974 - OVER DRIVE, INC.	EBOOKS	06/13/2025	07/15/2025	07/15/2025	2,061.71
276974 - OVER DRIVE, INC.	EBOOKS	06/17/2025	07/15/2025	07/15/2025	1,938.05
276974 - OVER DRIVE, INC.	EBOOKS	06/17/2025	07/15/2025	07/15/2025	151.00
276974 - OVER DRIVE, INC.	EBOOKS	06/16/2025	07/15/2025	07/15/2025	72.50
276974 - OVER DRIVE, INC.	EBOOKS	06/17/2025	07/15/2025	07/15/2025	828.42
276974 - OVER DRIVE, INC.	EBOOKS	06/23/2025	07/15/2025	07/15/2025	51.43
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/17/2025	07/15/2025	07/15/2025	31.53
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/17/2025	07/15/2025	07/15/2025	35.50
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/16/2025	07/15/2025	07/15/2025	618.13
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/11/2025	07/15/2025	07/15/2025	59.76
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/11/2025	07/15/2025	07/15/2025	36.86

19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/11/2025	07/15/2025	07/15/2025	57.60
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/11/2025	07/15/2025	07/15/2025	98.10
Account <b>65630 - LIBRARY BOOKS</b> Totals				Invoice 45 Transactions	<hr/> \$17,644.01
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE LLC	ADULT AV	06/20/2025	07/15/2025	07/15/2025	29.67
103424 - MIDWEST TAPE LLC	ADULT AV	06/20/2025	07/15/2025	07/15/2025	51.44
103424 - MIDWEST TAPE LLC	ADULT AV	06/20/2025	07/15/2025	07/15/2025	129.28
103424 - MIDWEST TAPE LLC	ADULT AV	06/20/2025	07/15/2025	07/15/2025	56.34
103424 - MIDWEST TAPE LLC	ADULT AV	06/13/2025	07/15/2025	07/15/2025	24.42
103424 - MIDWEST TAPE LLC	ADULT AV	06/13/2025	07/15/2025	07/15/2025	181.76
103424 - MIDWEST TAPE LLC	ADULT AV	06/13/2025	07/15/2025	07/15/2025	19.17
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals				Invoice 7 Transactions	<hr/> \$492.08
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals				Invoice 53 Transactions	<hr/> \$18,261.09
Business Unit <b>4820 - ACCESS SERVICES</b>					
Account <b>62340 - IT COMPUTER SOFTWARE</b>					
100474 - BAKER & TAYLOR	ACCESS SOFTWARE	06/09/2025	07/15/2025	07/15/2025	3,495.13
20462 - BIBLIOCOMMONS CORP.	BIBLIOCLOUD RECORDS HOOPLA	04/14/2025	07/15/2025	07/15/2025	6,050.22
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals				Invoice 2 Transactions	<hr/> \$9,545.35
Account <b>65100 - LIBRARY SUPPLIES</b>					
101406 - DEMCO, INC.	OFFICE SUPPLIES	06/23/2025	07/15/2025	07/15/2025	54.11
17263 - SWAN LIBRARY SERVICES	RECIPROCAL BORROWING AND INTER-LIBRARY LOANS	04/24/2025	07/15/2025	07/15/2025	25.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice 2 Transactions	<hr/> \$79.11
Business Unit <b>4820 - ACCESS SERVICES</b> Totals				Invoice 4 Transactions	<hr/> \$9,624.46
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>					
Account <b>65001 - FEDERAL GRANT EXPENSE</b>					
20811 - KDM ENTERTAINMENT	OASIS FACILITATOR AGE OPTIONS	6/21/2025	06/25/2025	07/15/2025	300.00
Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals				Invoice 1 Transactions	<hr/> \$300.00
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals				Invoice 1 Transactions	<hr/> \$300.00
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
270049 - Tracy Olasimbo	PROGRAM REIMBURSEMENT CELEBRATING OUR ROOTS	06/09/2025	07/15/2025	07/15/2025	118.88
Account <b>65100 - LIBRARY SUPPLIES</b> Totals				Invoice 1 Transactions	<hr/> \$118.88
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT & CROWN PRINT	06/06/2025	07/15/2025	07/15/2025	513.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/10/2025	07/15/2025	07/15/2025	67.20
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/11/2025	07/15/2025	07/15/2025	66.76
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/12/2025	07/15/2025	07/15/2025	14.99
100474 - BAKER & TAYLOR	ADULT PRINT AND CROWN	06/12/2025	07/15/2025	07/15/2025	31.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/12/2025	07/15/2025	07/15/2025	267.88

100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	06/12/2025	07/15/2025	07/15/2025	52.60
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/13/2025	07/15/2025	07/15/2025	53.49
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/17/2025	07/15/2025	07/15/2025	67.79
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/17/2025	07/15/2025	07/15/2025	18.04
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/18/2025	07/15/2025	07/15/2025	25.60
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	87.00
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	16.95
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/19/2025	07/15/2025	07/15/2025	61.75
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/20/2025	07/15/2025	07/15/2025	45.19
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	163.97
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	727.07
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	331.25
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/23/2025	07/15/2025	07/15/2025	16.92
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/24/2025	07/15/2025	07/15/2025	15.82
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice 20		<hr/> \$2,645.37
			Transactions		
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b> Totals			Invoice 21		<hr/> \$2,764.25
			Transactions		
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>					
Account <b>62340 - IT COMPUTER SOFTWARE</b>					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM JAN-MAR 2025	04/23/2025	07/15/2025	07/15/2025	277.92
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice 1		<hr/> \$277.92
			Transactions		
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/12/2025	07/15/2025	07/15/2025	19.62
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice 1		<hr/> \$19.62
			Transactions		
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals			Invoice 2		<hr/> \$297.54
			Transactions		
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>					
Account <b>62225 - BLDG MAINTENANCE SERVICES</b>					
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/24/2025	07/15/2025	07/15/2025	248.31
104729 - SIEMENS INDUSTRY, INC.	SERVICE AGREEMENT REMOTE CONNECT	06/18/2025	07/15/2025	07/15/2025	30,548.58
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals			Invoice 2		<hr/> \$30,796.89
			Transactions		
Account <b>64005 - ELECTRICITY</b>					
15016 - DYNEGY	LIBRARY ELECTRICITY ACCT#429156705 4/2/25 TO 5/1/25	05/01/2025	07/15/2025	07/15/2025	9,778.00
Account <b>64005 - ELECTRICITY</b> Totals			Invoice 1		<hr/> \$9,778.00
			Transactions		
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals			Invoice 3		<hr/> \$40,574.89
			Transactions		
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
20953 - HR SOURCE	JOB POSTINGS ALA & BCALA	06/24/2025	07/15/2025	07/15/2025	524.40
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES TABLE TOP GAME PROGRAM	06/27/2025	07/15/2025	07/15/2025	95.00
Account <b>62185 - CONSULTING SERVICES</b> Totals			Invoice 2		<hr/> \$619.40
			Transactions		
Account <b>62295 - TRAINING &amp; TRAVEL</b>					
19292 - KASANDRA TREJO	MILEAGE REIMBURSEMENT CCS MEETING	06/20/2025	07/15/2025	07/15/2025	26.20

Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals					Invoice 1 Transactions	<hr/> \$26.20
Account <b>65095 - OFFICE SUPPLIES</b>						
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/10/2025	07/15/2025	07/15/2025		23.52
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/09/2025	07/15/2025	07/15/2025		40.24
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/17/2025	07/15/2025	07/15/2025		88.80
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	06/16/2025	07/15/2025	07/15/2025		441.04
Account <b>65095 - OFFICE SUPPLIES</b> Totals					Invoice 4 Transactions	<hr/> \$593.60
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals					Invoice 7 Transactions	<hr/> \$1,239.20
Department <b>48 - LIBRARY</b> Totals					Invoice 111 Transactions	<hr/> \$83,969.94
Fund <b>185 - LIBRARY FUND</b> Totals					Invoice 111 Transactions	<hr/> \$83,969.94
* = Prior Fiscal Year Activity					Invoice 111 Transactions	<hr/> <hr/> \$83,969.94

# Library Bills List

G/L Date Range 07/29/25 - 07/29/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund <b>185 - LIBRARY FUND</b>					
Department <b>48 - LIBRARY</b>					
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
16302 - FRANCES COLLINS	PROFESSIONAL SERVICES ABC BOOSTERS	07/02/2025	07/29/2025	07/29/2025	7,500.00
317625 - LARA GALICIA	PROFESSIONAL SERVICES ABC BOOSTERS	07/02/2025	07/29/2025	07/29/2025	7,500.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 2					<hr/> \$15,000.00
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/19/2025	07/29/2025	07/29/2025	313.77
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/24/2025	07/29/2025	07/29/2025	699.44
100474 - BAKER & TAYLOR	CROWN JUV AND PRINT	06/24/2025	07/29/2025	07/29/2025	1,049.36
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/24/2025	07/29/2025	07/29/2025	9.39
100474 - BAKER & TAYLOR	JUV PRINT	06/25/2025	07/29/2025	07/29/2025	41.99
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/26/2025	07/29/2025	07/29/2025	166.27
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/26/2025	07/29/2025	07/29/2025	392.96
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	1,014.46
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	163.82
100474 - BAKER & TAYLOR	JUV, YA AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	23.67
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	282.03
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/03/2025	07/29/2025	07/29/2025	1,174.58
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	617.00
100474 - BAKER & TAYLOR	JUV, CROWN AND MITCHELL ENDOWMENT	07/09/2025	07/29/2025	07/29/2025	871.05
100474 - BAKER & TAYLOR	JUV, CROWN AND YA PRINT	07/09/2025	07/29/2025	07/29/2025	70.88



105634 - WORLD BOOK, INC.	JUV PRINT	06/18/2025	07/29/2025	07/29/2025	314.10
		Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 16		<hr/> \$7,204.77
Account <b>65641 - AUDIO VISUAL COLLECTIONS</b>					
103424 - MIDWEST TAPE LLC	JUV AV	07/10/2025	07/29/2025	07/29/2025	62.34
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	07/10/2025	07/29/2025	07/29/2025	512.92
		Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions 2		<hr/> \$575.26
		Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b> Totals	Invoice Transactions 20		<hr/> \$22,780.03
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
102512 - ILLINOIS LIBRARY ASSOCIATION	ILLINOIS LIBRARIES PRESENT SEASON 5 REGISTRATION	07/11/2025	07/29/2025	07/29/2025	1,900.00
		Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 1		<hr/> \$1,900.00
Account <b>65628 - Library Electronic Resources</b>					
16334 - KANOPY	ONLINE RESOURCES	06/30/2025	07/29/2025	07/29/2025	1,871.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	06/30/2025	07/29/2025	07/29/2025	6,499.81
276974 - OVER DRIVE, INC.	ONLINE RESOURCES LICENSE & HOSTING	06/05/2025	07/29/2025	07/29/2025	8,000.00
276974 - OVER DRIVE, INC.	EBOOKS	06/30/2025	07/29/2025	07/29/2025	11.59
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	07/09/2025	07/29/2025	07/29/2025	7,995.00
11577 - REACHING ACROSS ILLINOIS LIBRARY SYSTEMS (RAILS)	ONLINE RESOURCES	07/08/2025	07/29/2025	07/29/2025	10,759.00
		Account <b>65628 - Library Electronic Resources</b> Totals	Invoice Transactions 6		<hr/> \$35,136.40
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	ADULT PRINT	06/24/2025	07/29/2025	07/29/2025	138.14
100474 - BAKER & TAYLOR	ADULT PRINT	06/25/2025	07/29/2025	07/29/2025	97.95
100474 - BAKER & TAYLOR	ADULT PRINT	06/26/2025	07/29/2025	07/29/2025	334.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/27/2025	07/29/2025	07/29/2025	631.73
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	854.10
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	1,211.89

100474 - BAKER & TAYLOR	ADULT PRINT	06/30/2025	07/29/2025	07/29/2025	12.13
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	313.97
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	535.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	591.56
100474 - BAKER & TAYLOR	ADULT PRINT	07/02/2025	07/29/2025	07/29/2025	61.51
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/24/2025	07/29/2025	07/29/2025	606.31
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/14/2025	07/29/2025	07/29/2025	971.38
100474 - BAKER & TAYLOR	ADULT PRINT	07/14/2025	07/29/2025	07/29/2025	494.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	1,337.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/10/2025	07/29/2025	07/29/2025	344.58
100474 - BAKER & TAYLOR	ADULT PRINT	07/07/2025	07/29/2025	07/29/2025	267.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	304.22
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/07/2025	07/29/2025	07/29/2025	850.11
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/08/2025	07/29/2025	07/29/2025	641.78
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/10/2025	07/29/2025	07/29/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2025	07/29/2025	07/29/2025	30.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/12/2025	07/29/2025	07/29/2025	78.36
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	06/26/2025	07/29/2025	07/29/2025	185.70
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	06/02/2025	07/29/2025	07/29/2025	673.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/11/2025	07/29/2025	07/29/2025	869.27
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	07/01/2025	07/29/2025	07/29/2025	182.37
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	07/10/2025	07/29/2025	07/29/2025	145.62
276974 - OVER DRIVE, INC.	EBOOKS	06/25/2025	07/29/2025	07/29/2025	1,137.34
276974 - OVER DRIVE, INC.	EBOOKS	06/25/2025	07/29/2025	07/29/2025	1,555.23
276974 - OVER DRIVE, INC.	EBOOKS	06/25/2025	07/29/2025	07/29/2025	228.37
276974 - OVER DRIVE, INC.	E-BOOKS	06/25/2025	07/29/2025	07/29/2025	5,878.00
276974 - OVER DRIVE, INC.	EBOOKS	06/30/2025	07/29/2025	07/29/2025	69.99
276974 - OVER DRIVE, INC.	EBOOKS	07/03/2025	07/29/2025	07/29/2025	1,475.38
276974 - OVER DRIVE, INC.	EBOOKS	07/05/2025	07/29/2025	07/29/2025	109.00
276974 - OVER DRIVE, INC.	EBOOKS	07/01/2025	07/29/2025	07/29/2025	1,315.89
276974 - OVER DRIVE, INC.	EBOOKS	07/02/2025	07/29/2025	07/29/2025	883.28

276974 - OVER DRIVE, INC.	EBOOKS	06/30/2025	07/29/2025	07/29/2025	982.63
276974 - OVER DRIVE, INC.	EBOOKS	06/30/2025	07/29/2025	07/29/2025	925.40
276974 - OVER DRIVE, INC.	EBOOKS	07/07/2025	07/29/2025	07/29/2025	1,613.51
276974 - OVER DRIVE, INC.	EBOOKS	07/08/2025	07/29/2025	07/29/2025	1,483.41
276974 - OVER DRIVE, INC.	EBOOKS	07/08/2025	07/29/2025	07/29/2025	631.46
276974 - OVER DRIVE, INC.	EBOOKS	07/09/2025	07/29/2025	07/29/2025	725.90
276974 - OVER DRIVE, INC.	EBOOKS	07/09/2025	07/29/2025	07/29/2025	698.66
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/01/2025	07/29/2025	07/29/2025	40.50
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/01/2025	07/29/2025	07/29/2025	64.39
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/25/2025	07/29/2025	07/29/2025	56.15
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	06/25/2025	07/29/2025	07/29/2025	17.16
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/08/2025	07/29/2025	07/29/2025	24.48

Account <b>65630 - LIBRARY BOOKS</b> Totals	Invoice Transactions 49	<hr/>	\$32,704.12
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Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	07/01/2025	07/29/2025	07/29/2025	33.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/07/2025	07/29/2025	07/29/2025	38.69
103424 - MIDWEST TAPE LLC	ADULT AV	07/07/2025	07/29/2025	07/29/2025	81.18
103424 - MIDWEST TAPE LLC	ADULT AV	07/07/2025	07/29/2025	07/29/2025	82.87
103424 - MIDWEST TAPE LLC	ADULT AV	06/25/2025	07/29/2025	07/29/2025	94.68
103424 - MIDWEST TAPE LLC	ADULT AV	06/25/2025	07/29/2025	07/29/2025	100.59
103424 - MIDWEST TAPE LLC	ADULT AV	06/25/2025	07/29/2025	07/29/2025	73.26
103424 - MIDWEST TAPE LLC	ADULT AV	06/25/2025	07/29/2025	07/29/2025	38.34
103424 - MIDWEST TAPE LLC	ADULT AV	07/07/2025	07/29/2025	07/29/2025	155.85
103424 - MIDWEST TAPE LLC	ADULT AV	07/07/2025	07/29/2025	07/29/2025	51.84
103424 - MIDWEST TAPE LLC	ADULT AV	07/10/2025	07/29/2025	07/29/2025	77.86

Account <b>65641 - AUDIO VISUAL COLLECTIONS</b> Totals	Invoice Transactions 11	<hr/>	\$828.34
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Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b> Totals	Invoice Transactions 67	<hr/>	\$70,568.86
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Business Unit **4820 - ACCESS SERVICES**  
Account **62340 - IT COMPUTER SOFTWARE**

12736 - ILLINOIS HEARTLAND LIBRARY SYSTEM	ACCESS SOFTWARE	07/08/2025	07/29/2025	07/29/2025	25.26
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals Invoice Transactions 1					<hr/> \$25.26
Account <b>65100 - LIBRARY SUPPLIES</b>					
101406 - DEMCO, INC.	LIBRARY SUPPLIES	06/27/2025	07/29/2025	07/29/2025	119.34
101406 - DEMCO, INC.	SHELVING FOR TEEN LOFT	07/02/2025	07/29/2025	07/29/2025	644.36
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 2					<hr/> \$763.70
Business Unit <b>4820 - ACCESS SERVICES</b> Totals Invoice Transactions 3					<hr/> \$788.96
Business Unit <b>4825 - ENGAGEMENT SERVICES</b>					
Account <b>65001 - FEDERAL GRANT EXPENSE</b>					
307544 - Kate Jordan	TRAVEL AND OTHER REIMBURSEMENT EXPENSE	07/02/2025	07/29/2025	07/29/2025	75.54
105668 - MCGAW YMCA	AHA! FACILITATOR - AGE OPTIONS GRANT	07/10/2025	07/29/2025	07/29/2025	100.00
Account <b>65001 - FEDERAL GRANT EXPENSE</b> Totals Invoice Transactions 2					<hr/> \$175.54
Account <b>65100 - LIBRARY SUPPLIES</b>					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	06/30/2025	07/29/2025	07/29/2025	45.70
208762 - Jill Skwerski	REIMBURSEMENT SUMMER IN THE PARKS SUPPLIES	06/30/2025	07/29/2025	07/29/2025	26.44
19560 - SHERRY JEAN SMITH	ART OUTDOORS WORKSHOP	07/01/2025	07/29/2025	07/29/2025	200.00
Account <b>65100 - LIBRARY SUPPLIES</b> Totals Invoice Transactions 3					<hr/> \$272.14
Business Unit <b>4825 - ENGAGEMENT SERVICES</b> Totals Invoice Transactions 5					<hr/> \$447.68
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b>					
Account <b>65100 - LIBRARY SUPPLIES</b>					
21353 - OKINE DACRES	BLACK FAMILY GAME NIGHT - JUNETEENTH EDITION	06/23/2025	07/29/2025	07/29/2025	350.00

270049 - Tracy Olasimbo	REIMBURSEMENT GAME NIGHT JUNETEENTH EDITION	06/30/2025	07/29/2025	07/29/2025	50.00
270049 - Tracy Olasimbo	REIMBURSEMENT TEA & TALK	06/30/2025	07/29/2025	07/29/2025	83.09
20518 - XINMING GUO	PROFESSIONAL SERVICES MAHJONG WORKSHOP	05/12/2025	07/29/2025	07/29/2025	250.00

Account <b>65100 - LIBRARY SUPPLIES</b> Totals	Invoice Transactions 4	<hr/>	\$733.09
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Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/19/2025	07/29/2025	07/29/2025	75.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/24/2025	07/29/2025	07/29/2025	71.16
100474 - BAKER & TAYLOR	CROWN JUV AND PRINT	06/24/2025	07/29/2025	07/29/2025	56.44
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/26/2025	07/29/2025	07/29/2025	14.24
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/26/2025	07/29/2025	07/29/2025	15.19
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/27/2025	07/29/2025	07/29/2025	28.25
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	16.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	49.73
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	06/30/2025	07/29/2025	07/29/2025	107.03
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	31.64
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	14.99
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/01/2025	07/29/2025	07/29/2025	58.74
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	22.01
100474 - BAKER & TAYLOR	JUV, YA AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	11.30
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	32.93
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/03/2025	07/29/2025	07/29/2025	62.23
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	06/24/2025	07/29/2025	07/29/2025	47.43
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/14/2025	07/29/2025	07/29/2025	381.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	126.66
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	63.49

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/10/2025	07/29/2025	07/29/2025	50.29
100474 - BAKER & TAYLOR	JUV, CROWN AND MITCHELL ENDOWMENT	07/09/2025	07/29/2025	07/29/2025	110.46
100474 - BAKER & TAYLOR	JUV, CROWN AND YA PRINT	07/09/2025	07/29/2025	07/29/2025	49.78
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/09/2025	07/29/2025	07/29/2025	50.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/07/2025	07/29/2025	07/29/2025	58.59
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice Transactions 25		<hr/> \$1,607.44
Business Unit <b>4826 - ROBERT CROWN OPERATIONS</b> Totals			Invoice Transactions 29		<hr/> \$2,340.53
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b>					
Account <b>62340 - IT COMPUTER SOFTWARE</b>					
103876 - OCLC, INC.	IT SOFTWARE	07/01/2025	07/29/2025	07/29/2025	3,909.47
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	FAX PROGRAM APRIL-JUNE 2025	07/11/2025	07/29/2025	07/29/2025	312.80
Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals			Invoice Transactions 2		<hr/> \$4,222.27
Account <b>65100 - LIBRARY SUPPLIES</b>					
206940 - ULINE	OFFICE SUPPLIES AND PROGRAM SUPPLIES	07/09/2025	07/29/2025	07/29/2025	365.60
Account <b>65100 - LIBRARY SUPPLIES</b> Totals			Invoice Transactions 1		<hr/> \$365.60
Account <b>65630 - LIBRARY BOOKS</b>					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	06/24/2025	07/29/2025	07/29/2025	14.26
100474 - BAKER & TAYLOR	JUV, YA AND CROWN PRINT	07/02/2025	07/29/2025	07/29/2025	34.48
100474 - BAKER & TAYLOR	JUV, CROWN AND YA PRINT	07/09/2025	07/29/2025	07/29/2025	81.86
Account <b>65630 - LIBRARY BOOKS</b> Totals			Invoice Transactions 3		<hr/> \$130.60
Business Unit <b>4835 - INNOVATION &amp; DIGITAL LEARNING</b> Totals			Invoice Transactions 6		<hr/> \$4,718.47
Business Unit <b>4840 - LIBRARY MAINTENANCE</b>					
Account <b>62225 - BLDG MAINTENANCE SERVICES</b>					
100891 - CARRIER CORPORATION	CHILLER MAINTENANCE SERVICE	07/01/2025	07/29/2025	07/29/2025	792.16

100941 - CENTRAL RUG & CARPET CO.	FLOORING REPLACEMENT AT ROBERT CROWN	06/25/2025	07/29/2025	07/29/2025	10,138.00
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/17/2025	07/29/2025	07/29/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/08/2025	07/29/2025	07/29/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	06/30/2025	07/29/2025	07/29/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	07/15/2025	07/29/2025	07/29/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	07/11/2025	07/29/2025	07/29/2025	170.35
21380 - MARMIC FIRE & SAFETY INC. DBA TOTAL FIRE & SAFETY	FIRE EXTINGUISHER REPLACEMENT AND ANNUAL INSPECTION 2024	06/19/2025	07/29/2025	07/29/2025	1,970.33
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	07/01/2025	07/29/2025	07/29/2025	227.14
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	07/01/2025	07/29/2025	07/29/2025	156.83
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	07/02/2025	07/29/2025	07/29/2025	12,085.71
Account <b>62225 - BLDG MAINTENANCE SERVICES</b> Totals Invoice Transactions 11					<hr/> \$26,533.76
Account <b>65040 - JANITORIAL SUPPLIES</b>					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/02/2025	07/29/2025	07/29/2025	1,585.18
Account <b>65040 - JANITORIAL SUPPLIES</b> Totals Invoice Transactions 1					<hr/> \$1,585.18
Account <b>65050 - BLDG MAINTENANCE MATERIAL</b>					
20760 - BEAR SAVER & SECURR COMPUMERIC ENGINEERING INC. DBA	GARBAGE AND RECYCLYING BINS FOR THE LIBRARY	07/17/2025	07/29/2025	07/29/2025	7,337.00
Account <b>65050 - BLDG MAINTENANCE MATERIAL</b> Totals Invoice Transactions 1					<hr/> \$7,337.00
Business Unit <b>4840 - LIBRARY MAINTENANCE</b> Totals Invoice Transactions 13					<hr/> \$35,455.94
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>					
Account <b>62185 - CONSULTING SERVICES</b>					
20953 - HR SOURCE	HR AND RECRUITING SERVICES	06/30/2025	07/29/2025	07/29/2025	1,368.75
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL SERVICES	07/11/2025	07/29/2025	07/29/2025	176.25

20988 - MADDEN CREATIVE SERVICES, LLC	2025 PROFESSIONAL SERVICES - PHOTOGRAPHY	07/11/2025	07/29/2025	07/29/2025	1,500.00
20979 - MERISTEM ADVISORS LLC	BUDGET AND LEVY ANALYSIS AND PLANNING	07/08/2025	07/29/2025	07/29/2025	10,000.00
12151 - MULTILINGUAL CONNECTIONS LLC	PROFESSIONAL SERVICES	06/03/2025	07/29/2025	07/29/2025	95.00

Account <b>62185 - CONSULTING SERVICES</b> Totals	Invoice Transactions 5	<hr/>	\$13,140.00
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Account **62295 - TRAINING & TRAVEL**

13722 - ELIZABETH BIRD	ALA CONFERENCE 2025 REIMBURSEMENT	07/05/2025	07/29/2025	07/29/2025	1,738.45
13233 - HEATHER NORBORG	ALA CONFERENCE 2025 REIMBURSEMENT	07/02/2025	07/29/2025	07/29/2025	1,832.64
307544 - Kate Jordan	TRAVEL AND OTHER REIMBURSEMENT EXPENSE	07/02/2025	07/29/2025	07/29/2025	104.14
17262 - KATHERINE JACOB	ALA CONFERENCE 2025 REIMBURSEMENT	07/02/2025	07/29/2025	07/29/2025	1,884.32
19699 - KATRINA MORAVEC	ALA CONFERENCE 2025 REIMBURSEMENT	07/09/2025	07/29/2025	07/29/2025	290.96
18675 - KELLYE FLEMING	ALA CONFERENCE 2025 REIMBURSEMENT	07/09/2025	07/29/2025	07/29/2025	2,151.75

Account <b>62295 - TRAINING &amp; TRAVEL</b> Totals	Invoice Transactions 6	<hr/>	\$8,002.26
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Account **62340 - IT COMPUTER SOFTWARE**

20722 - CALIFA GROUP	ANNUAL MEMBERSHIP DUES 7/1/2025-6/30/2026	07/01/2025	07/29/2025	07/29/2025	500.00
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Account <b>62340 - IT COMPUTER SOFTWARE</b> Totals	Invoice Transactions 1	<hr/>	\$500.00
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Account **62506 - WORK- STUDY**



10407 - NORTHWESTERN UNIVERSITY - WORK STUDY OFFICE	WORKSTUDY APRIL 1 - JUNE 27, 2025	06/30/2025	07/29/2025	07/29/2025	461.26
Account <b>62506 - WORK- STUDY</b> Totals				Invoice Transactions 1	<hr/> \$461.26
Account <b>65095 - OFFICE SUPPLIES</b> 103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/02/2025	07/29/2025	07/29/2025	267.87
206940 - ULINE	OFFICE SUPPLIES AND PROGRAM SUPPLIES	07/09/2025	07/29/2025	07/29/2025	377.10
Account <b>65095 - OFFICE SUPPLIES</b> Totals				Invoice Transactions 2	<hr/> \$644.97
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b> Totals				Invoice Transactions 15	<hr/> \$22,748.49
Department <b>48 - LIBRARY</b> Totals				Invoice Transactions 158	<hr/> \$159,848.96
Fund <b>185 - LIBRARY FUND</b> Totals				Invoice Transactions 158	<hr/> \$159,848.96
* = Prior Fiscal Year Activity				Invoice Transactions 158	<hr/> <hr/> \$159,848.96





## Library Director's Report

August 20, 2025

### Updates:

In July, EPL hosted 128 programs with 2044 attendees.

Location	Number of Programs	Percent of Programs
Main Library	65	50.8%
Robert Crown	23	18.0%
Offsite	28	21.9%
Virtual	12	9.4%
<b>TOTAL</b>	<b>128</b>	<b>100.0%</b>

Primary Audience	Number of Programs	% of Programs	Number of Attendees	% of Attendees
Families	12	9.4%	148	7.2%
Babies & Toddlers	15	11.7%	617	30.2%
Preschoolers	10	7.8%	121	5.9%
Kids	1	0.8%	15	0.7%
Teens	16	12.5%	144	7.0%
Adults	54	42.2%	641	31.4%
Older Adults	20	15.6%	358	17.5%
<b>TOTAL</b>	<b>128</b>	<b>100.0%</b>	<b>2044</b>	<b>100.0%</b>

### 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:

**"Handcrafted Joy" Exhibit** - Main Library, 3rd floor, through September 30. Inspired by **Ross Gay's** *Catalog of Unabashed Gratitude*, our community was invited to explore joy by creating handmade

paper together over the past year through numerous workshops offered by Evanston's Hive Center for the Book Arts. Supported by a **National Endowment for the Arts Big Read grant**, this project brought together people in a shared artistic experience, turning recycled materials and personal expressions into meaningful works of art. Visit the exhibit to see the results!

August 30, 1-4 pm at Robert Crown, EPL & Garrett Evangelical Theological Seminary hosts the third installment of the **Celebrating Our Roots** series. August's theme is **poetry, storytelling, and community engagement**. This literary arts gathering will feature renowned artists, storytellers, and poets from across Chicagoland and an open mic session for community members to share their voices.

August 31 & September 7: **Words & Pictures: Countering Fascism**. The first installment of a new series pairing books and films with big ideas features 3x Pulitzer-nominated author, Steven J. Ross discussing his research on the history of counter-fascist spy networks in LA for his book **Hitler in Los Angeles** in conjunction with a screening of the classic satire **The Great Dictator**, by **Charlie Chaplin**--a named assassination target of the LA Nazis.

September 16, 7 pm, Virtual, **Finding the Clues: Now & Then with Steve Burns**. Join Illinois Libraries Present for a nostalgic and intimate hour-long conversation with Emmy-nominated actor Steve Burns, best known as 'Steve' from the beloved Nickelodeon show **Blue's Clues**.

### Day and Hour Heat Map

#### Main Library Average Door Count July

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				163	140	114	120	81	54			672
Mo		148	112	113	127	122	109	110	113	76	47	1,076
Tu		165	125	111	116	109	103	114	97	88	39	1,068
We		124	103	124	119	117	106	108	95	66	43	1,004
Th		183	112	112	117	114	97	103	96	87	52	1,075
Fr	70	81	98	96	114	113	100	97	77			846
Sa	83	101	118	104	109	106	102	98	62			883

#### Robert Crown Library Average Door Count July

Day	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	Total
Su				37	35	38	44	27	16			197
Mo		69	59	38	29	43	55	60	36	30	19	437
Tu		44	48	50	34	34	56	62	44	24	18	414
We		29	33	31	32	39	52	55	40	31	19	360
Th		35	44	48	37	46	48	49	39	23	19	387
Fr	21	33	38	43	33	28	37	63	53			349
Sa	25	27	29	34	25	28	26	31	16			241

### 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
July	29,378	10,847
Total Door Count	185,958	75,737

### Patron Feedback of Note:

Thank you very much for your quick response. I was not aware that the cost of being with the digital library of Illinois was so high. With that in mind the move the Evanston library made makes much more sense. And very glad to hear you have something in the works which will greatly increase the digital resources available. One thing I would like to add is hopefully once you have the reciprocal lending agreement in place you would consider increasing the number of holds available from 5 to something more like 10. I think the number of loans at 5 is very reasonable and could even see that decreasing slightly if the major concern is wait times. I am sure there are people who read 5 books at a time but I would guess that number is relatively small.

Once again thanks for the response and I appreciate the time and effort the library is putting into improving our experience.

Comment: I wanted to highly recommend staff Katie on the third floor how extra caring and helpful she was yesterday when I tried to make copies of my husband's death certificate, recent death and she was just an extra special sweetheart Ty I also told staff at the front desk and they said I should email too so I hope he also gets this message. I've tried several times to do that too. Your Library is a gem, but you're caring extra special Librarians just make it an extra special brilliant Jewel thank you. Madge Erlenbaugh grateful Chicago patron

From Elizabeth (staff person) : " Just passing along an interaction I had with a patron who moved away 14 years ago. She was visiting us as she used to spend many hours here with her children. She was really enjoying looking around at our space and strolling down memory lane. She loves our space. She

said this is the best collection she's ever seen. She said she lives in Massachusetts now and as she puts it "They think they are the greatest in terms of libraries but they have nothing on this."

Google Reviews:

"Great staff. Great selection.:

"Friendly staff and a great selection of books. Libraries are a great place obviously if you live books And this is a well maintained one."

From the Website 8/13: I LOVE our Evanston Public Library !!! I downloaded our Kanopy APP and love it! I want to find out if we have any Unlimited Viewing access - thanks for your updates! With Big Appreciation for all you do - Mary Maher

### **Press Mentions:**

[Support on Wheels](#)

[Kids celebrate National Coloring Book Day at Robert Crown Center](#)

[First Friday Initiative connects residents, engage youth](#)

[Library Board Balks at at city request to use library reserve funds to start a \\$1.9 million roof repair](#)

[Cool Down at EPL's Noryo Festival on August 17th](#)

[Coffee and Cars rolls into downtown Evanston with vintage vehicles](#)

[Library's summer reading program evolves over 40 years - EvanstonRoundTable](#)

### **Legislative Update – June 2025**

#### **Giannoulis Legislation to Enhance Protections for Illinois Libraries and Librarians Signed into Law. Libraries Can Use State Funding Grants to Increase Safety**

Governor JB Pritzker has signed bipartisan legislation, spearheaded by Secretary of State Alexi Giannoulis, to strengthen safety protections for Illinois libraries and librarians. Beginning January 1, 2026, state library grant funds may be used for security measures such as cameras, silent alarms, and security checkpoints—an expansion supported by the Illinois Library Association and Illinois Municipal League. The law follows a rise in threats, including more than 25 bomb threats to libraries statewide in the past two years.



## Agenda Item 6.A

### MEMORANDUM

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**To:** Evanston Public Library Finance Committee

**From:** Sameer Notta, Finance Manager  
Nicole Collier, Administrative Lead

**Subject:** Administrative Services Update

**Date:** August 08, 2025

This memo provides an update on significant administrative activities.

#### Human Resources

Dept.	Position	Status
Access Services/Crown	PT Clerk (3)	Reposting
Access Services	PT Shelver	Pending HR
Early Learning & Literacy	FT Manager	Pending HR
Maintenance/Safety	FT Safety Monitor	Interviewing
Maintenance/Safety	FT Asst Fac Manager	Closes 10/03/2025

Access Services had a part-time Shelver join 07/29/2025.

Early Learning & Literacy had a full-time Manager join 08/11/2025.

Innovation & Digital Learning had a full-time Librarian I join 08/12/2025.

#### Financial Resources

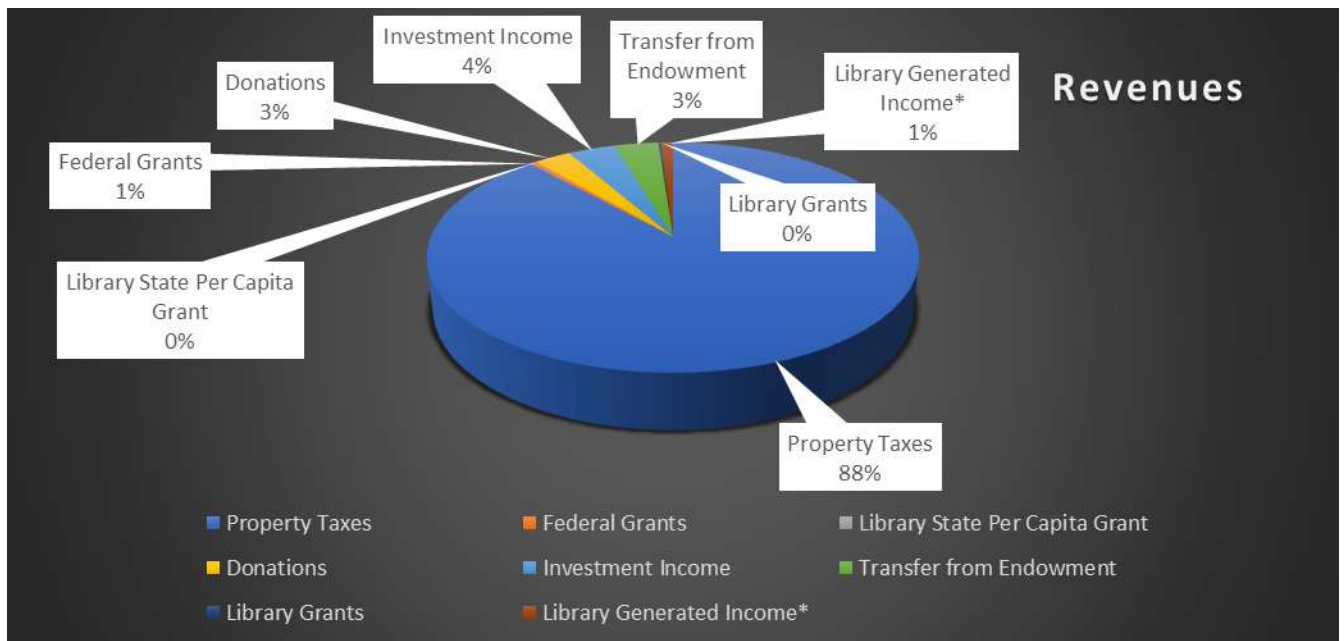
As of July 31, 2025, the Operating Fund's revenue collections are 53% of the projected budget, while expenditures are at 51%. In the Capital Fund, expenditures are at 0% of the budget.

# Financial Report July 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	\$143,980	\$400,000	256,020	36%
Investment Income	\$184,959	\$25,000	(159,959)	740%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$47,075	\$45,000	(2,075)	105%
<b>Total</b>	<b>\$5,020,184</b>	<b>\$9,463,097</b>	<b>4,442,913</b>	<b>53%</b>

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

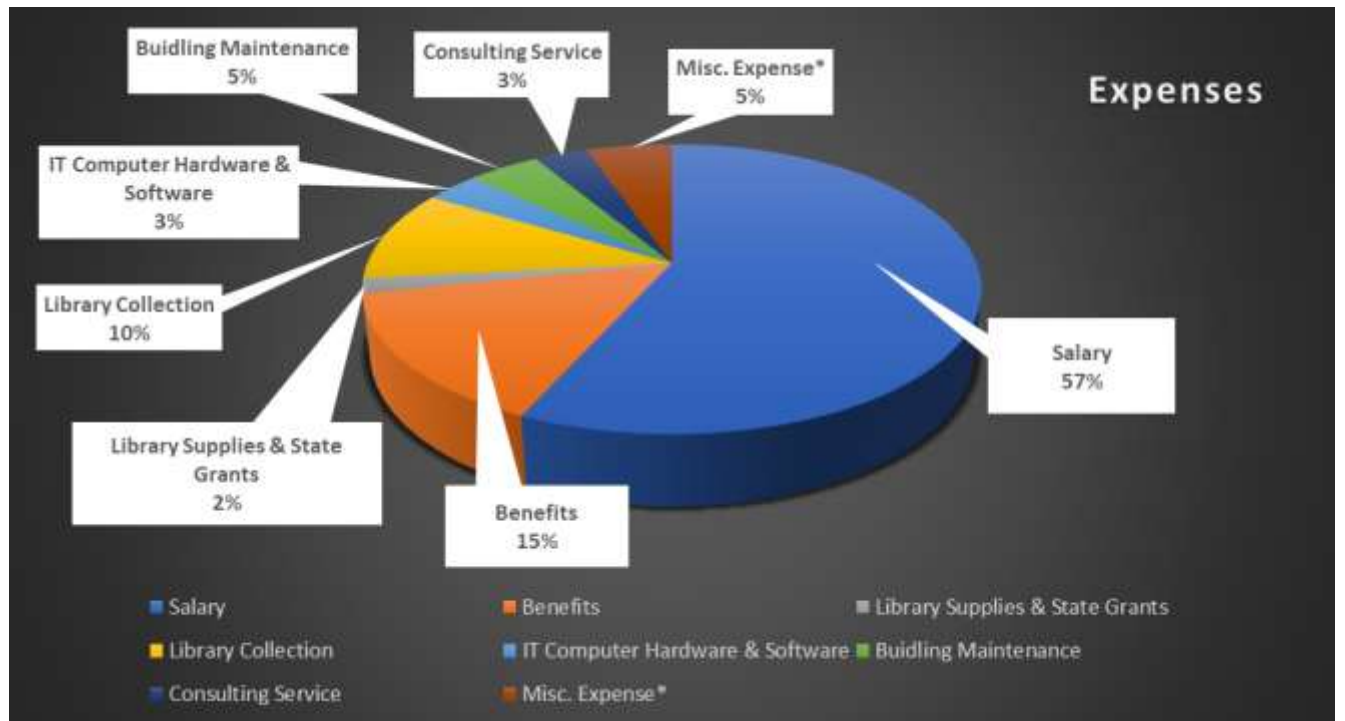




# Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$2,974,646	\$6,127,893	3,153,247	49%
Benefits	\$777,756	\$1,628,212	850,457	48%
Library Supplies & State Grants	\$89,753	\$182,542	92,789	49%
Library Collection	\$532,830	\$911,500	378,670	58%
IT Computer Hardware & Software	\$176,489	\$317,800	141,311	56%
Buidling Maintenance	\$235,096	\$473,602	238,506	50%
Consulting Service	\$173,009	\$100,000	(73,009)	173%
Misc. Expense*	\$279,724	\$497,500	217,776	56%
<b>Total</b>	<b>\$5,239,303</b>	<b>\$10,239,050</b>	<b>4,999,746</b>	<b>51%</b>

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



# Budget Performance Report

Date Range 01/01/25 - 07/31/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund <b>185 - LIBRARY FUND</b>									
<b>REVENUE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4845 - LIBRARY ADMINISTRATION</b>									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	.00	.00	4,434,565.06	4,189,781.94	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	54.76	.00	239.30	760.70	24
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	143,979.90	256,020.10	36
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	8,786.24	(6,786.24)	439
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	25,691.39	.00	184,959.28	(159,959.28)	740
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	15,128.62	4,871.38	76
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	8,725.03	(3,725.03)	175
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	3,482.84	517.16	87
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	10,713.00	(713.00)	107
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	.00	.00	9,950.57	30,049.43	25
Business Unit <b>4845 - LIBRARY ADMINISTRATION Totals</b>		\$9,463,097.00	\$0.00	\$9,463,097.00	\$25,746.15	\$0.00	\$5,020,183.56	\$4,442,913.44	53%
Department <b>48 - LIBRARY Totals</b>		\$9,463,097.00	\$0.00	\$9,463,097.00	\$25,746.15	\$0.00	\$5,020,183.56	\$4,442,913.44	53%
<b>REVENUE TOTALS</b>		\$9,463,097.00	\$0.00	\$9,463,097.00	\$25,746.15	\$0.00	\$5,020,183.56	\$4,442,913.44	53%
<b>EXPENSE</b>									
Department <b>48 - LIBRARY</b>									
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	524,909.90	.00	524,909.90	28,096.11	.00	194,253.11	330,656.79	37
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,750.65	.00	123,110.95	81,715.14	60
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.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	47,976.99	48,047.79	50
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	42.07	30.05	58
61615	LIFE INSURANCE	193.32	.00	193.32	7.36	.00	60.55	132.77	31
61710	IMRF	31,287.22	.00	31,287.22	1,949.30	.00	14,608.07	16,679.15	47
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	2,745.99	.00	20,444.57	24,799.06	45
61730	MEDICARE	10,581.16	.00	10,581.16	642.21	.00	4,781.38	5,799.78	45
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	17,073.28	.00	21,145.64	6,854.36	76
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	15,502.56	.00	63,605.58	86,394.42	42
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	1,112.70	.00	4,692.58	5,307.42	47
Business Unit <b>4805 - EARLY LEARNING &amp; LITERACY Totals</b>		\$1,115,338.22	\$0.00	\$1,115,338.22	\$92,095.63	\$0.00	\$516,671.26	\$598,666.96	46%
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY</b>									
61010	REGULAR PAY	440,275.00	.00	440,275.00	38,788.39	.00	256,782.38	183,492.62	58
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	16,547.19	.00	115,656.00	204,990.00	36
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	140.00	.00	2,170.00	2,830.00	43
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	38,237.34	43,841.66	47
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	22.12	(22.12)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	72.85	(36.85)	202
61710	IMRF	32,617.00	.00	32,617.00	2,462.43	.00	16,775.93	15,841.07	51
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,314.11	.00	22,596.96	24,581.04	48
61730	MEDICARE	11,031.00	.00	11,031.00	775.08	.00	5,284.75	5,746.25	48
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	4,083.29	(1,583.29)	163
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	2,025.00	.00	7,585.64	2,414.36	76
65628	Library Electronic Resources	320,000.00	.00	320,000.00	35,136.40	.00	205,313.67	114,686.33	64
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	50,348.13	.00	223,991.01	111,008.99	67
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	6,537.23	(37.23)	101
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,320.42	.00	8,728.81	22,271.19	28
Business Unit <b>4806 - LIFELONG LEARNING &amp; LITERACY Totals</b>		\$1,643,862.00	\$0.00	\$1,643,862.00	\$158,353.97	\$0.00	\$913,837.98	\$730,024.02	56%

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Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	61,310.91	.00	428,576.65	412,621.70	51
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	18,605.06	.00	142,649.60	196,679.74	42
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	112.50	.00	2,707.50	2,292.50	54
61110	OVERTIME PAY	.00	.00	.00	36.07	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	277.79	.00	1,134.99	(1,134.99)	+++
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	99,125.38	101,141.18	49
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	64.19	11.65	85
61615	LIFE INSURANCE	345.41	.00	345.41	23.20	.00	168.23	177.18	49
61710	IMRF	45,924.92	.00	45,924.92	3,340.90	.00	24,157.44	21,767.48	53
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,764.60	.00	34,365.45	38,827.23	47
61730	MEDICARE	17,117.64	.00	17,117.64	1,114.29	.00	8,037.09	9,080.55	47
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	9,570.61	.00	61,148.95	78,851.05	44
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	842.81	595.37	8,539.75	5,864.88	61
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$114,922.63	\$595.37	\$811,527.71	\$868,327.66	48%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,593.15	.00	156,938.82	213,107.18	42
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,947.57	.00	26,337.38	21,985.62	55
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	675.00	.00	755.00	4,245.00	15
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	23,100.22	45,702.78	34
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	22.12	16.88	57
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	80.71	50.29	62
61710	IMRF	18,433.00	.00	18,433.00	1,177.73	.00	8,238.24	10,194.76	45
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,620.41	.00	10,991.11	14,948.89	42
61730	MEDICARE	6,063.00	.00	6,063.00	378.97	.00	2,570.49	3,492.51	42
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	475.54	.00	2,010.97	2,989.03	40
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	272.14	699.37	11,161.91	12,138.72	49
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$34,709.21	\$699.37	\$247,651.27	\$328,927.36	43%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,848.00	.00	225,443.56	75,549.44	75
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	8,201.47	.00	50,936.65	112,919.35	31
61060	SEASONAL EMPLOYEES	.00	.00	.00	832.00	.00	6,544.00	(6,544.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	75.26	(75.26)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	44,126.03	27,431.97	62
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	44.31	31.69	58
61615	LIFE INSURANCE	117.00	.00	117.00	10.10	.00	69.92	47.08	60
61710	IMRF	19,948.00	.00	19,948.00	3,329.30	.00	13,828.14	6,119.86	69
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	4,594.28	.00	18,929.83	9,891.17	66
61730	MEDICARE	6,737.00	.00	6,737.00	1,074.48	.00	4,427.18	2,309.82	66
62130	LEGAL SERVICES-GENERAL	.00	.00	.00	31,766.24	.00	31,766.24	(31,766.24)	+++
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	851.97	345.53	5,966.46	7,688.01	45
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	4,252.81	.00	15,230.46	19,769.54	44
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	517.91	982.09	35
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$96,555.60	\$345.53	\$417,905.95	\$228,954.52	65%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	31,909.22	.00	223,411.66	220,384.34	50
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,637.65	.00	93,250.02	190,110.98	33
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	710.00	.00	7,210.00	(2,210.00)	144
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	45,798.95	55,111.05	45
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	87.22	(49.22)	230
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	70.11	43.89	62
61710	IMRF	31,618.00	.00	31,618.00	2,071.33	.00	14,609.68	17,008.32	46
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	2,818.27	.00	19,848.63	25,235.37	44

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61730	MEDICARE	10,540.00	.00	10,540.00	659.10	.00	4,642.02	5,897.98	44
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	3,900.19	.00	20,019.17	19,980.83	50
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	465.51	.00	7,544.04	5,455.96	58
65555	IT COMPUTER HARDWARE	44,000.00	.00	44,000.00	.00	59.00	30,730.16	13,210.84	70
65630	LIBRARY BOOKS	20,000.00	.00	20,000.00	150.22	.00	4,212.91	15,787.09	21
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$1,099,603.00	\$0.00	\$1,099,603.00	\$64,329.07	\$59.00	\$494,968.25	\$604,575.75	45%
Business Unit 4840 - LIBRARY MAINTENANCE		Totals							
61010	REGULAR PAY	748,596.80	.00	748,596.80	49,655.41	.00	294,429.63	454,167.17	39
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
61415	TERMINATION PAYOUTS	.00	.00	.00	1,683.43	.00	1,683.43	(1,683.43)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	9,202.50	.00	60,168.36	102,708.44	37
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	109.34	40.66	73
61615	LIFE INSURANCE	3.40	.00	3.40	7.24	.00	50.68	(47.28)	1491
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	56.00	(56.00)	+++
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	2,284.58	.00	13,329.17	19,757.74	40
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	3,067.72	.00	17,747.41	28,709.19	38
61730	MEDICARE	10,865.38	.00	10,865.38	717.47	.00	4,150.63	6,714.75	38
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	57,575.81	132,130.84	169,138.92	(6,269.76)	102
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	3,171.00	2,269.00	58
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	2,849.00	2,036.00	58
64005	ELECTRICITY	100,000.00	.00	100,000.00	9,778.00	.00	25,395.13	74,604.87	25
64015	NATURAL GAS	30,000.00	.00	30,000.00	523.42	.00	11,593.40	18,406.60	39
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	1,585.18	.00	10,694.78	4,305.22	71
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	7,337.00	.00	12,028.95	7,971.05	60
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	\$144,349.38	\$132,130.84	\$629,215.93	\$721,981.12	51%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	76,111.11	.00	544,034.41	413,893.59	57
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	8,011.60	.00	46,351.72	61,457.28	43
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	59,179.26	60,814.74	49
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	65.10	48.90	57
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	385.70	193.30	67
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	2,100.00	1,500.00	58
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	819.00	1,089.00	43
61710	IMRF	38,105.00	.00	38,105.00	3,743.48	.00	25,796.01	12,308.99	68
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,100.34	.00	34,842.79	31,170.21	53
61730	MEDICARE	15,534.00	.00	15,534.00	1,192.85	.00	8,148.72	7,385.28	52
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	13,759.40	17,307.80	137,867.93	(55,175.73)	155
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	.00	.00	22,592.43	17,407.57	56
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	3,375.00	(3,375.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	2,242.00	12,758.00	15
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	8,028.46	57,810.00	22,669.55	(50,479.55)	268
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	258.43	2,741.57	9
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	500.00	63,966.31	64,591.11	(45,657.42)	155
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	2,792.91	207.09	93
62506	WORK- STUDY	2,500.00	.00	2,500.00	461.26	.00	999.42	1,500.58	40
62703	BANK FEES	.00	.00	.00	16.70	.00	136.15	(136.15)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,290.25	3,709.75	26
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	1,750.76	.00	7,852.32	2,147.68	79

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Include Rollup Account and Rollup to Object Account

65025	FOOD	7,000.00	.00	7,000.00	.00	.00	2,960.00	4,040.00	42
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	1,238.57	2,270.88	11,761.30	15,967.82	47
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	204,169.00	145,831.00	58
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$159,004.38	\$141,354.99	\$1,901,089.06	(\$50,460.05)	103%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$864,319.87	\$275,185.10	\$5,932,867.41	\$4,030,997.34	61%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$864,319.87	\$275,185.10	\$5,932,867.41	\$4,030,997.34	61%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	25,746.15	.00	5,020,183.56	4,442,913.44	53%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	864,319.87	275,185.10	5,932,867.41	4,030,997.34	61%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$838,573.72)	(\$275,185.10)	(\$912,683.85)	\$411,916.10	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	576,946.00	.00	576,946.00	.00	.00	288,473.00	288,473.00	50
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
Department 48 - LIBRARY Totals		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
REVENUE TOTALS		\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$288,473.00	\$288,473.00	50%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	370,083.00	.00	370,083.00	.00	.00	.00	370,083.00	0
68315	DEBT SERVICE- INTEREST	206,863.00	.00	206,863.00	.00	.00	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%
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	25,746.15	.00	6,002,220.56	5,937,822.44	50%
EXPENSE TOTALS		12,715,995.85	.00	12,715,995.85	864,319.87	188,614.53	6,036,300.02	6,491,081.30	49%
Grand Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$838,573.72)	(\$188,614.53)	(\$34,079.46)	(\$553,258.86)	



**Evanston Public Library Consolidated Endowment Fund**  
**Statement of Activity**

June 01, 2025 through June 30, 2025

**Beginning Balance    \$4,384,262.23**

**Revenue**

Investment results 119,610.22

**Total Revenues:                    \$119,610.22**

**Distributions/Grants and Expenses**

Foundation support charge -2,470.89

**Total Distributions:                \$-2,470.89**

**Ending Balance        \$4,501,401.56**

*Questions about your statement?*

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

July 31, 2025, month-to-date statement

View your statements online at [vanguard.com](https://vanguard.com).

**Vanguard Personal Investor**

877-662-7447

**We've recently made changes to our statements.  
You may notice that some information previously  
included no longer appears on your statement.  
For the most up-to-date information and status  
of your account, visit [Vanguard.com](https://Vanguard.com) or download  
our mobile app.**



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

Statement overview

\$315,856.12

Total value of all accounts as of July 31, 2025

Accounts	Value on 06/30/2025	Value on 07/31/2025
Evanston Public Library		
Organization account	\$314,727.64	\$315,856.12

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	315,856.12
0.0%	Other	0.00

\$315,856.12

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

\$315,856.12

Total account value as of July 31, 2025

Year-to-date income

Taxable income	\$7,660.41
Nontaxable income	0.00
<b>Total</b>	<b>\$7,660.41</b>

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 06/30/2025	Balance on 07/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$314,727.64	\$315,856.12
			<b>\$314,727.64</b>	<b>\$315,856.12</b>

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,128.48
7-day SEC yield as of 07/31/2025*		4.23%

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

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 6/30/2025		\$1.00		314,727.640	\$314,727.64



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
07/31	Income dividend	\$1,128.48	1.00	1,128.480	315,856.120	
Ending balance on 7/31/2025			\$1.00		315,856.120	\$315,856.12

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



# **Financial Report Analysis**

## **As of**

### **June 30, 2025**

## **Library have 3 Accounts:**

- ◆ **185 - Library Operations / Library Fund**
- ◆ **186 – Library Debt Service**
- ◆ **187 – Capital Improvement Service**

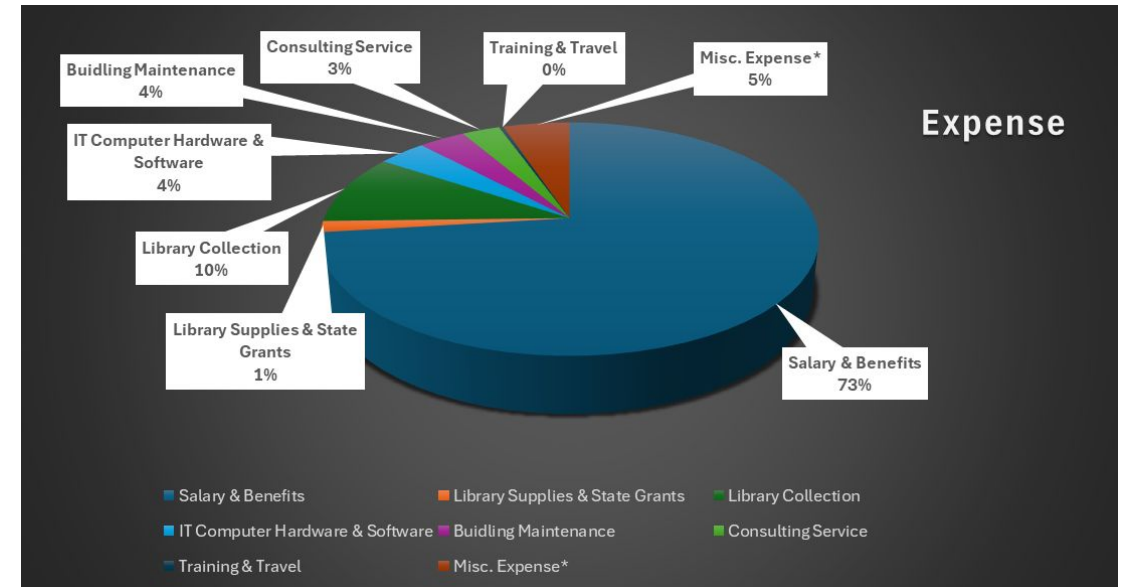
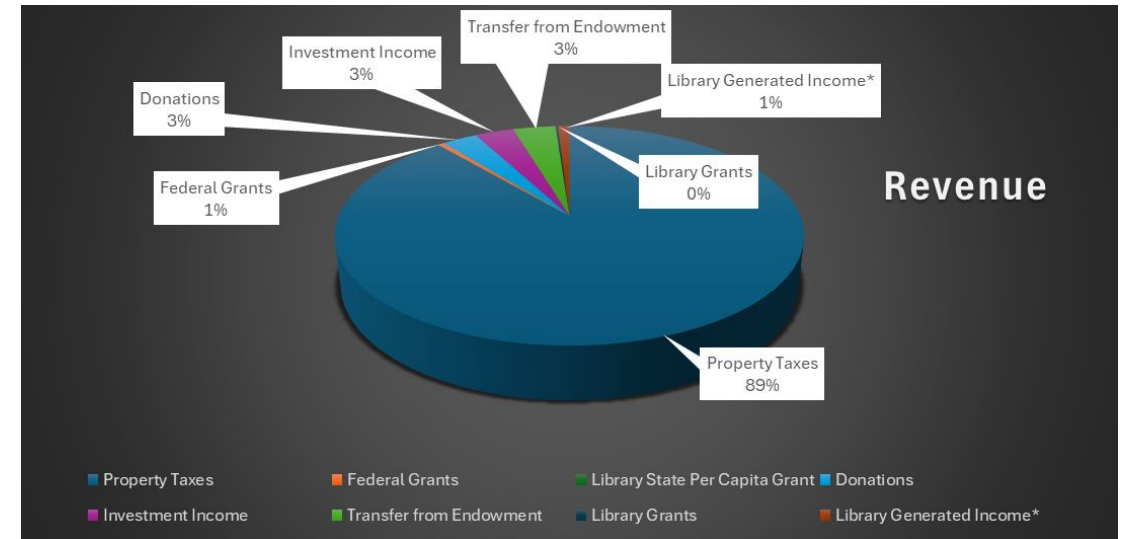
# 185 - Library Operations / Library Fund

Revenue Particular	As of Jun 30, 2025		2025 Budget	Budget Utilized%
Property Taxes	4,434,565	89%	8,624,347	51%
Federal Grants	26,084	1%	40,000	65%
Library State Per Capita Grant	-	0%	115,000	0%
Donations	143,980	3%	400,000	36%
Investment Income	159,268	3%	25,000	637%
Transfer from Endowment	173,570	3%	173,750	100%
Library Grants	9,951	0%	40,000	25%
Library Generated Income*	47,020	1%	45,000	104%
<b>Total</b>	<b>4,994,437</b>	<b>100%</b>	<b>9,463,097</b>	<b>53%</b>

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

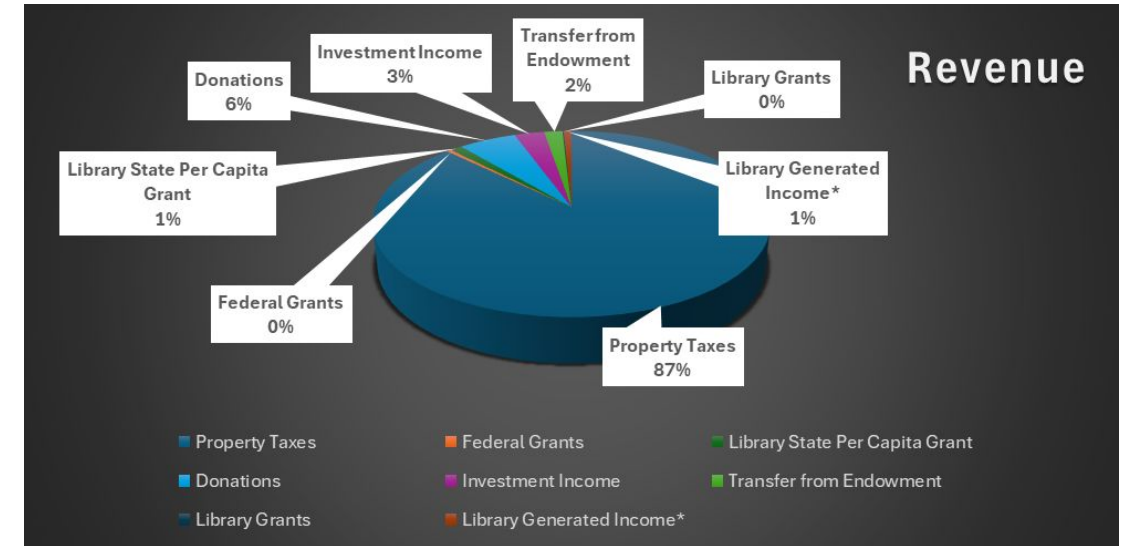
Expense Particular	As of Jun 30, 2025		2025 Budget	Budget Utilized%
Salary & Benefits	3,195,730	73%	7,756,106	41%
Library Supplies & State Grants	67,747	2%	182,542	37%
Library Collection	425,007	10%	911,500	47%
IT Computer Hardware & Software	162,519	4%	317,800	51%
Buidling Maintenance	157,437	4%	473,602	33%
Consulting Service	127,484	3%	100,000	127%
Training & Travel	14,641	0%	30,000	49%
Misc. Expense*	224,420	5%	467,500	48%
<b>Total</b>	<b>4,374,984</b>	<b>100%</b>	<b>10,239,050</b>	<b>43%</b>

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

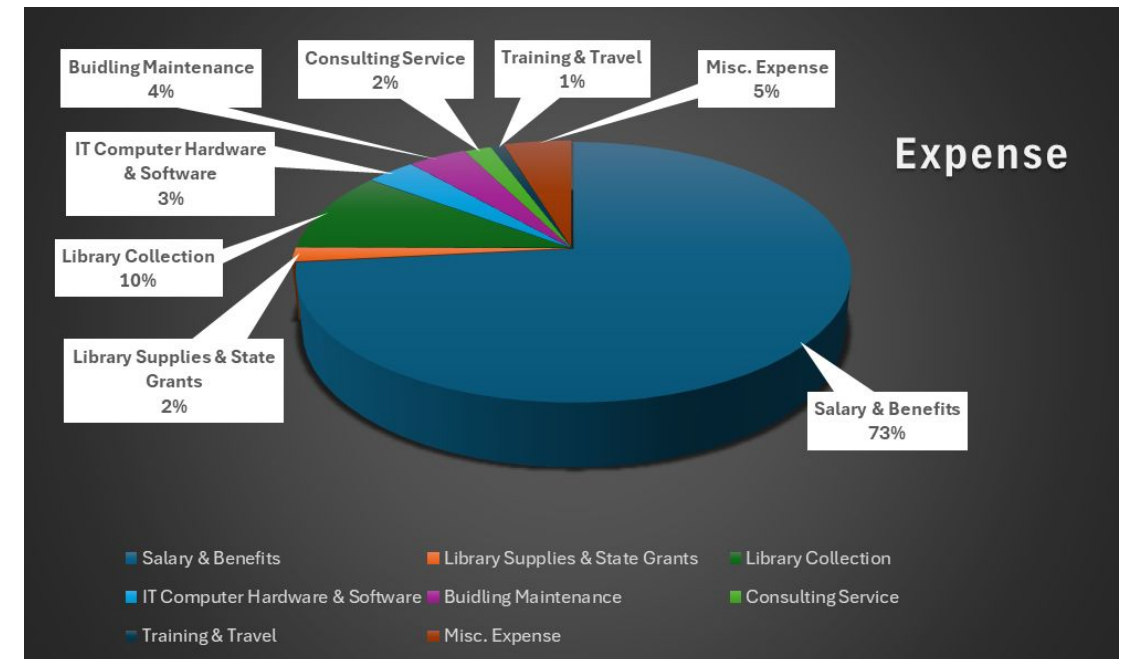


# Projected As Of December 31, 2025

Revenue Particular	2025 Budget	As of Jun 30, 2025	Projected Dec 31, 2025	Budget Utilized%
Property Taxes	8,624,347	4,434,565	8,624,347	100%
Federal Grants	40,000	26,084	40,683	102%
Library State Per Capita Grant	115,000	-	115,212	100%
Donations	400,000	143,980	550,000	138%
Investment Income	25,000	159,268	286,682	1147%
Transfer from Endowment	173,750	173,570	173,570	100%
Library Grants	40,000	9,951	11,001	28%
Library Generated Income	45,000	47,020	75,232	167%
<b>Total</b>	<b>9,463,097</b>	<b>4,994,437</b>	<b>9,876,727</b>	<b>104%</b>



Expense Particular	2025 Budget	As of Jun 30, 2025	Projected Dec 31, 2025	Budget Utilized%
Salary & Benefits	7,756,106	3,195,730	7,030,606	91%
Library Supplies & State Grants	182,542	67,747	169,367	93%
Library Collection	911,500	425,007	961,500	105%
IT Computer Hardware & Software	317,800	162,519	325,037	102%
Buidling Maintenance	473,602	157,437	384,874	81%
Consulting Service	100,000	127,484	177,484	177%
Training & Travel	30,000	14,641	89,641	299%
Misc. Expense	467,500	224,420	448,840	96%
<b>Total</b>	<b>10,239,050</b>	<b>4,374,984</b>	<b>9,587,348</b>	<b>94%</b>



**Total Expected Surplus of \$289,379**

# 185 - Projected Operating Reserve As of December 31, 2025

Table 1  
FY 2025 Cash and Fund Balance Summary (as of June 30, 2025)

Fund #	Fund	Revenue	Expense	Net	Fund Balance	Cash Balance
185	Library	4,994,437	5,068,548	(74,110)	5,528,622	5,530,975
186	Library Debt Service	288,473	103,433	185,040	187,821	187,822
187	Library Capital Improvement FD	693,564	-	693,564	-	-

## Projected Operating Reserve

Fund Balance As of Jun 30, 2025	5,528,622
Projected Revenue From Jul 01 to Dec 31, 2025	4,882,290
Projected Expense From Jul to Dec 31, 2025	(5,212,364)
<b>Projected Fund Balance As of Dec 31, 2025</b>	<b>5,198,547</b>

# 186 - Library Debt Service

Particular	2025 Budget	As of Jun 30, 2025	Projected Dec 31, 2025	Budget Utilized%
Debt Service - Property Tax	576,946	288,473	576,946	100%
Less: Debt Service - Principal	(370,083)	-	(370,083)	100%
Debt Service - Interest	(206,863)	(103,433)	(206,863)	100%
<b>Total</b>	-	<b>185,040</b>	-	



# 186 - Library Debt Maturity Schedule

Year		2013	2016	2017	2017	2018	2019	Total	
2025	Principal	29,202	30,000	65,000	75,361	99,474	71,046	370,083	576,949
	Interest	853	11,706	32,975	7,774	77,129	76,428	206,866	
2026	Principal		35,000	65,000	77,376	104,386	74,634	356,396	547,823
	Interest		10,506	30,375	5,514	72,155	72,876	191,427	
2027	Principal		35,000	70,000	79,794	109,912	78,223	372,929	549,082
	Interest		9,106	27,775	3,192	66,936	69,144	176,154	
2028	Principal		35,000	70,000		115,439	81,811	302,249	462,304
	Interest		8,406	24,975		61,440	65,233	160,055	
2029	Principal		35,000	75,000		120,965	86,117	317,081	464,474
	Interest		7,706	22,875		55,668	61,143	147,392	
2030	Principal		35,000	75,000		127,105	90,422	327,528	461,572
	Interest		6,963	20,625		49,620	56,837	134,045	
2031	Principal		35,000	75,000		133,246	94,728	337,974	458,061
	Interest		6,131	18,375		43,265	52,316	120,087	
2032	Principal		40,000	80,000		140,000	99,752	359,752	465,359
	Interest		5,300	16,125		36,603	47,579	105,607	
2033	Principal		40,000	80,000		144,298	104,775	369,073	461,918
	Interest		4,300	13,725		32,228	42,592	92,844	
2034	Principal		40,000	85,000		149,211	109,799	384,009	463,475
	Interest		3,250	11,325		27,538	37,353	79,466	
2035	Principal		40,000	85,000		154,123	115,540	394,663	459,896
	Interest		2,200	8,669		22,502	31,863	65,234	
2036	Principal		40,000	90,000		159,035	121,281	410,316	460,815
	Interest		1,100	6,013		17,300	26,086	50,499	
2037	Principal			95,000		164,561	127,022	386,583	421,427
	Interest			3,088		11,734	20,022	34,844	
2038	Principal					170,702	133,481	304,182	323,828
	Interest					5,975	13,671	19,646	
2039	Principal						139,939	139,939	146,936
	Interest						6,997	6,997	
<b>Total</b>		<b>30,055</b>	<b>516,675</b>	<b>1,246,919</b>	<b>249,011</b>	<b>2,472,550</b>	<b>2,208,710</b>	<b>6,723,920</b>	

Total Principal Payment	5,132,758
Total Interest Payment	1,591,162
<b>Total Payment</b>	<b>\$ 6,723,920</b>

# 187 – Capital Improvement Service

Particular	2025 Budget	As of Jun 30, 2025	Projected Dec 31, 2025	Budget Utilized%
Bond Proceeds	1,900,000	-	-	0%
Less: Capital Project	(1,900,000)	-	-	0%
<b>Total</b>	-	-	-	

# City Budget Timeline FY2026

Date	Particular
September 30, 2025	Build Proposed Budget
October 4, 2025	Proposed Budget available on City website
October 14, 2025	2025 Proposed Budget presented at the regular City Council meeting
October - November 2025	More Public Meeting / Presentations. Departments to help Finance with clarifying memos. Starting from October 28, 2025
November 4, 2025	Truth in Taxation Hearing at Special City Council meeting
November 11, 2025	Budget Discussion and Introduction of Tax Levy Ordinances at regular City Council meeting
November 12, 2025	Budget Discussion at regular Finance & Budget Committee meeting
November 25, 2025	Budget Adopted at regular City Council meeting

# Library Budget Timeline FY2026

Date	Particular
September 3, 2025	Special Budget Meeting
September 17, 2025	Public Budget Hearing
October 15, 2025	Truth in Taxation Hearing
November 19, 2025	Adoption of Tax Levy

# Budget Processing Steps

- ☐ September 04, 2025 Special Library Board Meeting – Introduction and discussion of 2026 Budget
- ☐ September 17, 2025 Library Public Budget Hearing
- ☐ October 15, 2025 Library Truth in Taxation Hearing
- ☐ October 28 - November 6, 2025 (date not yet specified) Library Budget Presentation to City Council
- ☐ November 19, 2025 Library Board Adoption of Tax Levy

# **Thank You!**



## MEMORANDUM

## Agenda Item 6.B

**To:** Evanston Public Library Facilities Committee

**From:** Carlos Hernandez  
Facilities Manager

**Subject:** Facilities Update

**Date:** August 20, 2025

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

### Staffing & Personnel Updates

- The facilities team finished Restorative Justice training on July 31, 2025.
- HR Source is conducting the Assistant Facility Manager recruitment. This position replaces the former Safety Manager position and provides a succession planning path to facilities management.
- The Facilities Manager position was regraded to its former level now that they will oversee both the safety and facilities teams.

### Repairs & Maintenance Overview

- **Main Library:**
  - **Board Room Wiring:** The connection issue has been resolved, and the system is fully functional.
  - **Exterior Trash Cans:** The new trash and recycling cans were delivered and are now in place outside the library.
  - **Rooftop Units:** Condensers on the Chillers have been serviced and cleaned.
  - **HVAC:** Filters have been upgraded and changed.
  - **Janitorial Issues:** We are continuing to contact TBS for cleaning deficiencies at Robert Crown.
  - **The Library Rekeying Project:** The rekeying project is complete, and staff have received new keys.
    - The card key system installation is complete, and all staff have received their cards.
- **Robert Crown**
  - **Flooring Project:** Vinyl and a small Carpet area have been completed.
  - **Crown Community Room:** The Walls in the Community Room are scheduled to be painted the week of August 11, 2025.

### Contracts & Vendor Management

None to report.



## MEMORANDUM

## Agenda Item 6.B

---

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 attorney has provided the draft Inter-governmental Agreement (IGA) and lease to the director and City Manager. The documents are under review by the library and the city.
- **Roof Replacement:** This project is now on hold. The City has asked the vendor to complete some repair work to patch a major issue. I reached out to the city to determine who is responsible for covering the cost of the repairs. Pending.
- **Master Facilities Plan:** The process will initiate soon. We are gathering information and defining the needs of the building. The IGA and Lease will play a major role in the direction of the plan. Completion is expected by Q4 2025.

### Safety & Security Update

On Friday, August 8, the Evanston Police Department reported that they responded to a disturbance at the library, and upon arrival, they did not observe any disturbance. There was no disturbance in the Library, and no staff contacted EPD.

### Monthly Safety Summary

- **Incidents and Suspensions:** In July, seventeen (17) incidents and three (3) suspensions were logged due to violations of library policies.
- **Turning Point:** The Mobile Living Room (van) staff noted seventeen (17) interactions with patrons. The crisis response team inside the library reported twenty-one (21) referrals.

### Upcoming Approvals & Budget Considerations

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



## Agenda Item 6.C

### MEMORANDUM

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**To:** Evanston Public Library Finance Committee

**From:** Wynn Shawver, Development Manager

**Subject:** July 2025 Development Report for the Library Board

**Date:** August 15, 2025

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

#### July Total Non-Tax Revenue:

Fund	July Cash	July Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Individual Donation	\$27,158	\$37,300	\$168,153	\$550,000	31%
Federal Grants	\$0	\$0	\$26,084	\$40,000	65%
Non-Federal Grants	\$0	\$0	\$19,950	\$40,000	50%
Per Capita Grant	\$0	\$115,212	\$115,212	\$115,212	100%
Sponsorship	\$0	\$4,100	\$9,100	\$20,000	46%
Misc Revenue	\$640	\$0	\$2,670	\$2,000	134%
<b>Total Revenue</b>	<b>\$27,798</b>	<b>\$156,612</b>	<b>\$341,169</b>	<b>\$767,212</b>	<b>44%</b>

#### Individual Donor Activity:

In July, we received \$27,518 in individual donations and pledges totaling \$37,300. In comparison to July 2024, when we received \$24,676 and did not record any pledges.

#### Revenue Received by Campaigns in July 2025:

Campaign	Total 2025 Campaign Goal	July Revenue	July Number of	July Number Donors
2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$260	10	10
2022 Library Donations	\$5,000	\$365	17	17

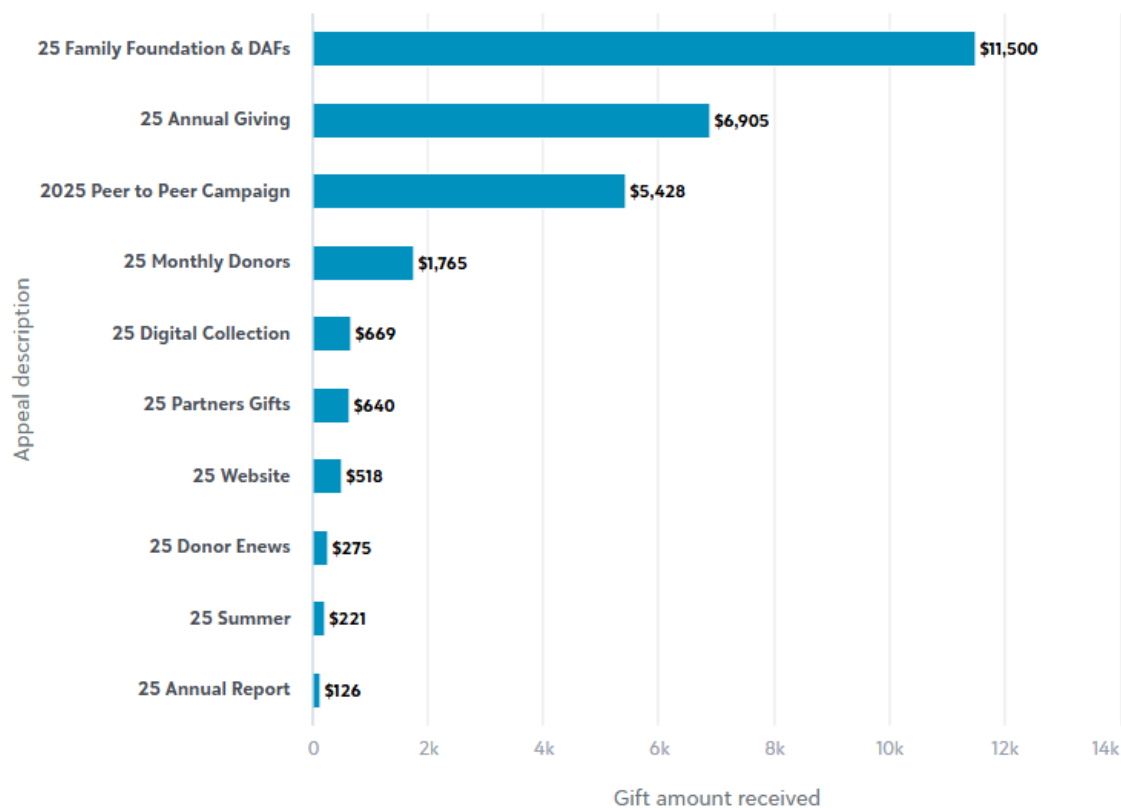


## Agenda Item 6.C

2023 Library Donations	\$5,000	\$765	28	28
2024 Library Donations	\$1,000	\$237	16	16
2024 Year-End Camp.	\$10,000	\$15	1	1
2025 Annual Report	\$7,000	\$126	2	2
2025 Library Donations	\$85,000	\$9,084	23	22
2025 Major Gifts	\$100,000	\$10,000	1	1
2025 Summer Campaign	\$50,000	\$6,554	69	69
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$20,000	\$0	0	0
<b>Total Revenue</b>	<b>\$570,000</b>	<b>\$27,518</b>	<b>172</b>	<b>171</b>

### Revenue by Appeals in July 2025:

#### 2025 Giving by Appeal





## Agenda Item 6.C

### July Donor Engagement and Appeals:

**Peer-to-Peer Appeal:** Created to raise \$20,000 for ABC Boosters by the end of August, this appeal has enjoyed significant interest from the community and is at 99% of its goal.

**Want it? Fund it. Read it!:** This appeal is designed to raise support for the Digital Collection. The first e-solicitation was sent on 7/17/25 to 3,287 donors and volunteers, opened by 58% of recipients, yielded nine donations totalling \$669, two requested titles, and several active donor conversations.

**July newsletter to donors:** The July newsletter sent on 7/24/25 is the 4th e-newsletter sent to donors in 2025. The intention of the e-newsletter is to thank and engage our donors, it yielded a 63% open rate and one immediate donation of \$250.

**"We missed you" email:** One email was sent on 7/30/25 to 1,234 lapsed donors. The message open rate was 60.4%, recaptured 5 donors, secured one monthly donor, and raised \$410 so far.

### Events in August and September:

**EPL \$10K Match Challenge Available Now:** We're halfway to our Summer Campaign goal to raise \$50,000 to sustain and grow our most valued Library programs and materials. An anonymous donor stepped forward offering a \$10,000 match to encourage donors to make a gift now and help us reach this goal. Every gift made will be matched dollar-for-dollar, while funds last.

**"Thank you" phone calls:** Please watch for your invitation to participate or contact the Development Manager if you are interested in making 3-5 stewardship calls to donors in August and September.

**PEPL @ Downtown Evanston Cars & Coffee: August 10, 2025:** PEPL volunteers sold vote tickets at this new community event series in downtown Evanston, where attendees admired vintage cars. Proceeds benefit the Library.

**PEPL @ SPACE Folk Festival - September 6-7, 2025:** PEPL volunteers will raffle 20 tickets to donors, staff a table to engage with the community and promote the Library, and have the opportunity for on-stage recognition to highlight their work and need for support. Please contact the PEPL or the Development Manager if you would like to participate.

**PEPL & Guzman & Gomez - September 9, 2025:** Join the PEPL on Tuesday, September 9th, from 4-8 PM at Guzman & Gomez at 1710 Sherman. 20% of all sales will benefit the Library.

**PEPL & Jackie Mack Commission Mission Award:** Each September, Evanston residents vote online for their favorite local charity to receive these awards ranging from \$500 to \$5,000. This year, the PEPL will be featured among the potential recipients in the single-round which will take place from September 9-25, with the nonprofit receiving the most votes earning the largest prize.



**Agenda Item 6.C**

**Grant Activity:**

ECF launched a funding opportunity to replace lost funding, and we submitted a request for support for our STEM programming in IDL. Furthermore, we have received the annual notification of award for the Illinois State Library Per Capita funding. Looking ahead, we have identified several new grant opportunities, some with deadlines as early as August 2025.

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Response Deadline	EPL Program Supported
Submitted	Evanston Community Foundation	\$14,885	7/28/25	9/22/2025	IDL Digital Literacy
Awarded	Illinois State Library	\$115,212	1/15/2025	7/3/2025	Collection Building



## MEMORANDUM

## Agenda Item 8.A

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**To:** Evanston Public Library Finance Committee

**From:** Yolande Wilburn, Executive Director

**Subject:** Fund Balance Policy

**Date:** August 20, 2025

### **Recommended Action**

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

### **Summary**

The Finance Committee reviewed the existing policy and compared it to other library policies in the North Suburban area. Consideration was given to capital project needs, and the policy was revised. The policy was then reviewed by the Management Committee before moving to the full board.

The Revised Evanston Public Library Fund Balance and Reserve Policy is attached.



## **Agenda Item 8.A**

### **Evanston Public Library Fund Balance and Reserve Policy**

*Adopted October 19, 2022 (Revised July 17, 2025)*

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#### **Library Fund**

The Library Fund is the Evanston Public Library's general operating fund. It is the goal of the Evanston Public Library Board of Trustees to maintain no less than 4 months (33.3%) and no more than 12 months (100%) of anticipated operating expenses for the budget year in the Library Fund.

The Board shall include this policy with other Board policies for a routine review (at least every 3 years) to evaluate the anticipated operating expenses and ensure alignment for the operating cost basis for this fund balance target remains appropriate, considering factors such as inflation, operational needs, and strategic priorities.

In the event that the forecasted balance based on a balanced budget is below the minimum level of 4 months (33.3%) of anticipated operating expenses for the budget year, the fund may be structured with a surplus budget in order to bring the reserves up to the minimum.

In the event the forecasted balance exceeds 6 months (50%) of anticipated operating expenses, the excess operating fund balance may be considered for transfer to the Capital Improvement Fund at the close of each fiscal year, following the completion of the annual audit and reconciliation of accounts, with Board approval. At the board's discretion, the budget may also be structured in a deficit to reduce the fund balance.

At year-end, if the Library Fund balance exceeds 12 months (100%) of anticipated operating expenses, the excess amount may be transferred to the Capital Improvement Fund with Board approval, or the budget may be structured in a deficit to reduce the fund balance.



## MEMORANDUM

## Agenda Item 9.B

**To:** Evanston Public Library Board of Trustees

**From:** Michelle Mills, Trustee and Treasurer

**Cc:** Yolande Wilburn, Executive Director

**Subject:** Committee Oversight of IGA/MOU and Lease with City

**Date:** August 20, 2025

### Background

The Evanston Public Library (EPL) relies on the City of Evanston (City) for a range of administrative services—including HR, legal, and IT—as well as use of the main library building and branch space in the Robert Crown Community Center building, which is owned by the City. These arrangements have historically been informal or loosely defined, and there is no lease for the main library building or the Robert Crown branch library space.

Over the past year, the Board has made it a priority to formalize these shared-service and facility arrangements through a written **Intergovernmental Agreement (IGA)** and **lease**. These documents are essential to:

- Ensure transparency and accountability in service delivery;
- Clarify financial obligations and service levels;
- Support accurate levy planning and budgeting; and
- Define roles, responsibilities, and expectations on both sides.

Negotiations with the City are in progress, and finalizing the documents is time-sensitive, particularly with the fall budget cycle approaching and critical capital improvement projects in the balance.

### Summary Recommendation

Given the **financial impact and timing** of the IGA and lease—particularly related to levy planning, City service charges, and building-related obligations—I am recommending that the **Finance Committee should serve as the lead** in shepherding this work through to completion. This would be a one-time lead for this event, not for future work on managing this issue.



## MEMORANDUM

## Agenda Item 9.B

To ensure that all relevant areas of oversight are represented, I propose the following structure for coordination and input:

### Cross-Committee Input Structure

- **Finance Committee (Lead)**  
Responsible for coordinating negotiations and reviewing all financial elements, including levy implications, shared service costs, and endowment or reserve strategies.
- **Facilities Committee (Consulted)**  
Advises on lease terms related to capital maintenance, operational responsibility, accessibility, and facility planning.
- **Management Committee (Consulted)**  
Reviews policy and governance elements of the IGA, particularly any that may impact executive authority, HR oversight, data sharing, or operational structure.

### Operational Implementation (OMA-Compliant)

Recognizing the constraints of the **Illinois Open Meetings Act**, specifically that any gathering of three or more trustees constitutes a public meeting, the following structure is recommended to balance legal compliance with efficiency to meet the public's need:

- **Finance Committee continues to lead** IGA and lease-related oversight and discussion. ○ This balances the public transparency needs in OMA and provides the forum for discussion, public comment, public insight to the Board's decision-making process, and the clear agenda for the discussion items.
- **The Executive Director (or designee)** acts as the central liaison, coordinating behind-the-scenes review and feedback from the Facilities and Management Committees, including through:
  - Individual conversations with committee chairs;
  - Staff-facilitated sharing of draft language and clarifying questions;
  - Collection of input that can be reported back to Finance for decision-making.

**Facilities and Management Chairs** provide subject-matter review in their respective domains and share input via regular reporting channels or through their committee's meetings, as needed.



## MEMORANDUM

## Agenda Item 9.B

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- **Cross-committee issues requiring deliberation or vote** can be elevated to the full Board at a properly noticed public meeting, avoiding OMA conflicts while maintaining accountability.

This structure avoids forming a new public body, keeps momentum on time-sensitive work, and ensures that input from all relevant committees is reflected before final Board action.

As a final reminder, all Board members are welcome to participate in the Finance meeting and any other Committee meeting. Members of the public are welcome to make comments through the public comment process and listen to all public Board meetings as well.