



BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING PACKET

Thursday, September 11, 2025, at 3:00 PM
Main Library, Board Room, and via Zoom

Zoom Link:

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



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Members of the public are invited to provide comments in person during the Public Comment portion of the meeting or by submitting written comments in advance via the following link: <https://forms.gle/16fGTFeqEFR6tmro8>
Written comments will be attached to the Board minutes and distributed to Trustees.

MEETING AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. LAND ACKNOWLEDGMENT

3. CITIZEN COMMENT

Not to exceed 45 minutes

4. OLD BUSINESS

- A. Board policies topic
- B. Inter-governmental Agreement & Lease Update
- C. Budget and Levy next steps

5. NEW BUSINESS

- A. Review the upcoming board packet finance items
- B. Update on budgetary impact of current vacancies and recent hiring
- C. Monthly Development Report
- D. Approval of the proposed budget and agenda for the Board Retreat on October 17-18, 2025

6. ADJOURNMENT

Next Meeting: October 9, 2025, at 3:00 pm via Zoom and hybrid

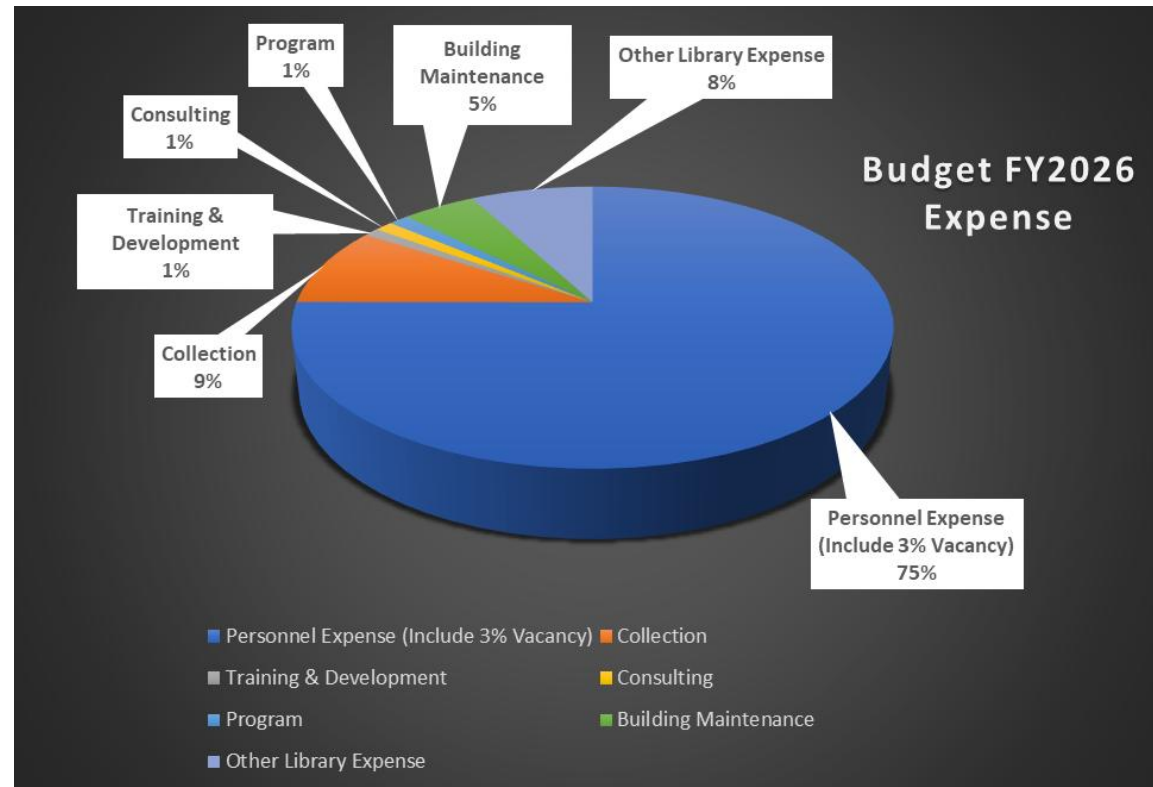
The City of Evanston and the Evanston Public Library are committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the Library at 847-448-8650 or TDD/TTY number 847-866-5095 at least 48 hours in advance of the meeting so that arrangements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



FY 2026 Budget

185.Operating Budget FY2026 Expense

	Budget 2025	Budget 2026	Percentage Change
Personnel Expense (Include 3% Vacancy)	7,523,423	7,793,709	3.59%
Collection	875,000	942,100	7.67%
Training & Development	30,000	99,000	230.00%
Consulting	100,000	120,000	20.00%
Program	104,000	132,500	27.40%
Building Maintenance	483,602	489,270	1.17%
Other Library Expense	890,342	810,800	-8.93%
Total	10,006,367	10,387,379	3.81%



Revenue

	Budget 2025	Budget 2026 7% Levy	Budget 2026 8% Levy	Budget 2026 9% Levy	Budget 2026 10% Levy	Budget 2026 11% Levy	Budget 2026 12% Levy
Property Tax	8,624,347	9,228,051	9,314,295	9,400,538	9,486,782	9,573,025	9,659,269
Donation	400,000	600,000	600,000	600,000	600,000	600,000	600,000
Grants	195,000	161,000	161,000	161,000	161,000	161,000	161,000
Transfer from Endowment	173,750	173,750	173,750	173,750	173,750	173,750	173,750
Investment Income	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Other Revenues	45,000	55,000	55,000	55,000	55,000	55,000	55,000
Total Revenue	9,463,097	10,242,801	10,329,045	10,415,288	10,501,532	10,587,775	10,674,019
Less Operating Expense	(10,006,367)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)	(10,387,379)
Surplus/Deficit	(543,270)	(144,578)	(58,335)	27,909	114,152	200,396	286,639
Library Reserve		5,198,547	5,198,547	5,198,547	5,198,547	5,198,547	5,198,547
Total Reserve end of Year 2026		5,053,969	5,140,212	5,226,456	5,312,699	5,398,943	5,485,186

Impact on Evanston Household

	Budget 2025	Budget 2026 7% Levy	Budget 2026 8% Levy	Budget 2026 9% Levy	Budget 2026 10% Levy	Budget 2026 11% Levy	Budget 2026 12% Levy
Property Tax	8,624,347	9,228,051	9,314,295	9,400,538	9,486,782	9,573,025	9,659,269
Difference compare with Budget 2025		603,704	689,948	776,191	862,435	948,678	1,034,922
Impact on Residence Per Year*		\$19.58	\$22.38	\$25.18	\$27.98	\$30.78	\$33.57
Impact on Residence Per Month*		\$1.63	\$1.87	\$2.10	\$2.33	\$2.57	\$2.80

**Assuming a \$1 million increase in the project cost, Evanston residents with a household property valued at \$400,000 would pay an additional \$32.44 per year in taxes.*

186.Library Debt Service

Account Name	Budget 2025	Budget 2026	Percentage Change
Revenue			
PROPERTY TAXES	576,946	547,823	-5.05%
Expense			
DEBT SERVICE- PRINCIPAL	(370,083)	(356,396)	-3.70%
DEBT SERVICE- INTEREST	(206,863)	(191,427)	-7.46%
Total	-	-	

Debt Maturity Schedule

		2016A	2017A	2017B	2018B	2019B		
Acct No.		186.48.4861	186.48.5733	186.48.4861	186.48.4861			
FISCAL YEAR ENDING		LIBRARY	Library Unabated	Library	Library Unabated	Library Unabated	Total	
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	
Total		\$474,969	\$1,148,944	\$165,876	\$2,295,947	\$2,061,235	\$6,146,971	

187. Capital Improvement Service

Account Name	Budget 2025	Budget 2026	Percentage Change
Revenue			
BOND PROCEEDS	1,900,000	1,155,000	-39.21%
Expense			
OTHER IMPROVEMENTS (ROOF)	(1,900,000)	(1,155,000)	-39.21%
Total	-	-	

Conclusion

The FY2026 budget is built on a foundation of **financial responsibility, community impact awareness, and strategic planning for long-term stability**. Continued monitoring of trends, prudent reserve management, and collaborative agreements for capital improvements will guide the City in delivering essential services without compromising fiscal health.

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



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Library Fund Bills

Date: September 5, 2025

Recommended Action

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

Payroll

July 28, 2025, through August 10, 2025,	\$ 214,612.22
August 11, 2025, through August 24, 2025,	\$ 217,184.94

Library Fund Bills List

August 19, 2025	\$ 170,493.75
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Purchasing

June 30, 2025	\$ 8,144.64
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 08/19/25 - 08/19/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV PRINT	07/09/2025	08/19/2025	08/19/2025	26.90
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	1,075.08
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	126.48
100474 - BAKER & TAYLOR	JUV PRINT	07/17/2025	08/19/2025	08/19/2025	332.75
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/21/2025	08/19/2025	08/19/2025	47.51
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	1,286.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/28/2025	08/19/2025	08/19/2025	1,334.47
100474 - BAKER & TAYLOR	JUV PRINT	07/28/2025	08/19/2025	08/19/2025	251.77
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/31/2025	08/19/2025	08/19/2025	930.56
100474 - BAKER & TAYLOR	JUV CROWN PRINT	08/05/2025	08/19/2025	08/19/2025	566.28
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	9.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2025	08/19/2025	08/19/2025	1,072.06
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/12/2025	08/19/2025	08/19/2025	1,118.33
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	07/17/2025	08/19/2025	08/19/2025	35.56
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	34.49
103424 - MIDWEST TAPE LLC	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	53.98
Account 65630 - LIBRARY BOOKS Totals				Invoice 16 Transactions	\$8,301.81
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	07/31/2025	08/19/2025	08/19/2025	1,286.38
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice 1 Transactions	\$1,286.38
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice 17 Transactions	\$9,588.19
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
102576 - INGRAM LIBRARY SERVICES	LLL SUPPLIES	07/14/2025	08/19/2025	08/19/2025	94.37
102576 - INGRAM LIBRARY SERVICES	LLL SUPPLIES	07/14/2025	08/19/2025	08/19/2025	74.53
21415 - STEVEN J. ROSS	PROFESSIONAL SERVICES WORDS & PICTURES PROGRAM	08/14/2025	08/19/2025	08/19/2025	500.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice 3 Transactions	\$668.90
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	07/31/2025	08/19/2025	08/19/2025	1,917.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	07/31/2025	08/19/2025	08/19/2025	7,499.68
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	3,028.04
276974 - OVER DRIVE, INC.	EBOOKS	07/21/2025	08/19/2025	08/19/2025	1,243.27
Account 65628 - Library Electronic Resources Totals				Invoice 4 Transactions	\$13,687.99
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	07/14/2025	08/19/2025	08/19/2025	386.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	1,262.67
100474 - BAKER & TAYLOR	ADULT PRINT	07/16/2025	08/19/2025	08/19/2025	792.74

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	483.80
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	143.93
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	247.82
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	896.64
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	1,083.53
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	233.00
100474 - BAKER & TAYLOR	ADULT PRINT	07/24/2025	08/19/2025	08/19/2025	656.48
100474 - BAKER & TAYLOR	ADULT PRINT	07/24/2025	08/19/2025	08/19/2025	189.59
100474 - BAKER & TAYLOR	ADULT PRINT	07/23/2025	08/19/2025	08/19/2025	102.33
100474 - BAKER & TAYLOR	ADULT PRINT	07/28/2025	08/19/2025	08/19/2025	157.86
100474 - BAKER & TAYLOR	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	235.98
100474 - BAKER & TAYLOR	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	111.23
100474 - BAKER & TAYLOR	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	590.66
100474 - BAKER & TAYLOR	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	127.37
100474 - BAKER & TAYLOR	ADULT PRINT	08/06/2025	08/19/2025	08/19/2025	164.27
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	269.61
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	599.43
100474 - BAKER & TAYLOR	ADULT PRINT	08/07/2025	08/19/2025	08/19/2025	145.97
100474 - BAKER & TAYLOR	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	451.27
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/25/2025	08/19/2025	08/19/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/25/2025	08/19/2025	08/19/2025	103.46
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	50.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/31/2025	08/19/2025	08/19/2025	135.71
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/15/2025	08/19/2025	08/19/2025	78.72
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	07/15/2025	08/19/2025	08/19/2025	56.23
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/07/2025	08/19/2025	08/19/2025	76.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/09/2025	08/19/2025	08/19/2025	444.59
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/17/2025	08/19/2025	08/19/2025	33.93
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/17/2025	08/19/2025	08/19/2025	339.85
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	102.44
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	93.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	82.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/18/2025	08/19/2025	08/19/2025	31.23
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	22.51
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	144.62
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	07/29/2025	08/19/2025	08/19/2025	582.62
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	12.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	99.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/05/2025	08/19/2025	08/19/2025	175.98
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2024	08/19/2025	08/19/2025	24.41
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	74.27
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/11/2025	08/19/2025	08/19/2025	213.61
103424 - MIDWEST TAPE LLC	JUV PRINT	07/29/2025	08/19/2025	08/19/2025	138.24
276974 - OVER DRIVE, INC.	EBOOKS	07/14/2025	08/19/2025	08/19/2025	1,562.63
276974 - OVER DRIVE, INC.	EBOOKS	07/15/2025	08/19/2025	08/19/2025	240.00
276974 - OVER DRIVE, INC.	EBOOKS	07/12/2025	08/19/2025	08/19/2025	445.19
276974 - OVER DRIVE, INC.	EBOOKS	07/16/2025	08/19/2025	08/19/2025	274.96

276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	2,484.02
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	37,019.00
276974 - OVER DRIVE, INC.	EBOOKS	07/22/2025	08/19/2025	08/19/2025	124.98
276974 - OVER DRIVE, INC.	EBOOKS	07/22/2025	08/19/2025	08/19/2025	544.48
276974 - OVER DRIVE, INC.	EBOOKS	07/23/2025	08/19/2025	08/19/2025	673.39
276974 - OVER DRIVE, INC.	EBOOKS	07/24/2025	08/19/2025	08/19/2025	420.88
276974 - OVER DRIVE, INC.	EBOOKS	07/25/2025	08/19/2025	08/19/2025	958.44
276974 - OVER DRIVE, INC.	EBOOKS	07/25/2025	08/19/2025	08/19/2025	2,042.09
276974 - OVER DRIVE, INC.	EBOOKS	07/28/2025	08/19/2025	08/19/2025	302.99
276974 - OVER DRIVE, INC.	EBOOKS	07/29/2025	08/19/2025	08/19/2025	162.50
276974 - OVER DRIVE, INC.	EBOOKS	07/29/2025	08/19/2025	08/19/2025	175.39
276974 - OVER DRIVE, INC.	EBOOKS	07/30/2025	08/19/2025	08/19/2025	347.77
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	1,227.72
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	866.76
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	292.97
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	1,097.88
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	725.25
276974 - OVER DRIVE, INC.	EBOOKS	07/18/2025	08/19/2025	08/19/2025	157.45
276974 - OVER DRIVE, INC.	EBOOKS	07/17/2025	08/19/2025	08/19/2025	154.99
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	8.55
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	59.95
276974 - OVER DRIVE, INC.	EBOOKS	07/31/2025	08/19/2025	08/19/2025	229.53
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2025	08/19/2025	08/19/2025	462.91
276974 - OVER DRIVE, INC.	EBOOKS	08/01/2025	08/19/2025	08/19/2025	1,031.47
276974 - OVER DRIVE, INC.	EBOOKS	08/04/2025	08/19/2025	08/19/2025	299.67
276974 - OVER DRIVE, INC.	EBOOKS	08/05/2025	08/19/2025	08/19/2025	195.45
276974 - OVER DRIVE, INC.	EBOOKS	08/06/2025	08/19/2025	08/19/2025	113.00
276974 - OVER DRIVE, INC.	EBOOKS	08/06/2025	08/19/2025	08/19/2025	289.45
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	780.30
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	408.99
276974 - OVER DRIVE, INC.	EBOOKS	08/08/2025	08/19/2025	08/19/2025	534.61
276974 - OVER DRIVE, INC.	EBOOKS	08/11/2025	08/19/2025	08/19/2025	353.67
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	07/30/2025	08/19/2025	08/19/2025	18.02

Account **65630 - LIBRARY BOOKS** Totals

Invoice 83
Transactions

\$69,564.38

Account **65635 - PERIODICALS**

276974 - OVER DRIVE, INC.	EBOOKS	07/01/2025	08/19/2025	08/19/2025	5,000.00
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Account **65635 - PERIODICALS** Totals

Invoice 1
Transactions

\$5,000.00

Account **65641 - AUDIO VISUAL COLLECTIONS**

100474 - BAKER & TAYLOR	ADULT AV	07/14/2025	08/19/2025	08/19/2025	82.72
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	82.26
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	39.09
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	45.84
103424 - MIDWEST TAPE LLC	ADULT AV	07/16/2025	08/19/2025	08/19/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	52.94
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	124.68
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	94.59
103424 - MIDWEST TAPE LLC	ADULT AV	07/23/2025	08/19/2025	08/19/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	07/31/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	07/31/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	57.51

103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	45.84
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	109.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	112.73
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	30.68
103424 - MIDWEST TAPE LLC	ADULT AV	08/07/2025	08/19/2025	08/19/2025	26.67
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice 22		\$1,092.76
			Transactions		
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals			Invoice 113		\$90,014.03
			Transactions		
Business Unit 4820 - ACCESS SERVICES					
Account 62340 - IT COMPUTER SOFTWARE					
137361 - COOPERATIVE COMPUTER SERVICES	ACCESS SOFTWARE	07/15/2025	08/19/2025	08/19/2025	22,542.25
19589 - MOBILE BEACON	ACCESS SOFTWARE REF#A-118296-20250717-1142	07/17/2025	08/19/2025	08/19/2025	2,400.00
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice 2		\$24,942.25
			Transactions		
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	LIBRARY PROGRAM SUPPLIES	07/21/2025	08/19/2025	08/19/2025	27.54
206940 - ULINE	OFFICE SUPPLIES	07/24/2025	08/19/2025	08/19/2025	108.96
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 2		\$136.50
			Transactions		
Business Unit 4820 - ACCESS SERVICES Totals			Invoice 4		\$25,078.75
			Transactions		
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	07/28/2025	08/19/2025	08/19/2025	50.44
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/11/2025	08/19/2025	08/19/2025	116.47
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 2		\$166.91
			Transactions		
Business Unit 4825 - ENGAGEMENT SERVICES Totals			Invoice 2		\$166.91
			Transactions		
Business Unit 4826 - ROBERT CROWN OPERATIONS					
Account 65100 - LIBRARY SUPPLIES					
19953 - ALEJANDRO SALINAS	PROFESSIONAL SERVICES DEATH CAFE PROGRAM	08/08/2025	08/19/2025	08/19/2025	700.00
16932 - SHOREFRONT LEGACY CENTER	COLORFUL LEGACIES COLORING BOOKS	07/25/2025	08/19/2025	08/19/2025	300.00
206940 - ULINE	OFFICE SUPPLIES	07/17/2025	08/19/2025	08/19/2025	217.20
20518 - XINMING GUO	PROFESSIONAL SERVICE MAHJONG WORKSHOP	08/11/2025	08/19/2025	08/19/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice 4		\$1,467.20
			Transactions		
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	184.61
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/15/2025	08/19/2025	08/19/2025	117.01
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	30.38
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/16/2025	08/19/2025	08/19/2025	16.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	49.16
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/17/2025	08/19/2025	08/19/2025	36.16

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	55.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/23/2025	08/19/2025	08/19/2025	45.20
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	33.34
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/24/2025	08/19/2025	08/19/2025	116.45
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/28/2025	08/19/2025	08/19/2025	98.48
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	07/31/2025	08/19/2025	08/19/2025	66.29
100474 - BAKER & TAYLOR	JUV CROWN PRINT	08/05/2025	08/19/2025	08/19/2025	36.09
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	10.70
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	158.55
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	08/19/2025	08/19/2025	13.06
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/11/2025	08/19/2025	08/19/2025	63.76
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/12/2025	08/19/2025	08/19/2025	66.42
Account 65630 - LIBRARY BOOKS Totals				Invoice 18 Transactions	\$1,197.39
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals				Invoice 22 Transactions	\$2,664.59
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 62340 - IT COMPUTER SOFTWARE					
287918 - TODAY'S BUSINESS SOLUTIONS, INC.	AGREEMENT PAPER CUT, MYPC, EPRINTIT, KIOSKS	08/12/2025	08/19/2025	08/19/2025	4,098.60
Account 62340 - IT COMPUTER SOFTWARE Totals				Invoice 1 Transactions	\$4,098.60
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	YA AND JUV PRINT	07/21/2025	08/19/2025	08/19/2025	100.49
100474 - BAKER & TAYLOR	YA PRINT, CROWN AND PROCESSING	08/05/2025	08/19/2025	08/19/2025	10.70
Account 65630 - LIBRARY BOOKS Totals				Invoice 2 Transactions	\$111.19
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice 3 Transactions	\$4,209.79
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100309 - ANDERSON LOCK CO. LTD	BUILDING REKEYING SERVICES	08/05/2025	08/19/2025	08/19/2025	18,190.00
151986 - CINTAS CORPORATION #769	CARPET CLEANING	08/07/2025	08/19/2025	08/19/2025	248.31
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/24/2025	08/19/2025	08/19/2025	248.31
151986 - CINTAS CORPORATION #769	CARPET CLEANING	07/31/2025	08/19/2025	08/19/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	08/05/2025	08/19/2025	08/19/2025	136.53
19941 - PLUNKETT'S PEST CONTROL	RODENT CONTROL	06/01/2025	08/19/2025	08/19/2025	218.40
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	08/04/2025	08/19/2025	08/19/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice 7 Transactions	\$31,375.57
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	07/30/2025	08/19/2025	08/19/2025	720.26
Account 65040 - JANITORIAL SUPPLIES Totals				Invoice 1 Transactions	\$720.26
Account 65050 - BLDG MAINTENANCE MATERIAL					

10727 - GENERAL MEDICAL DEVICES dba AED PROFESSIONALS	REPLACEMENT BATTERY KIT FOR LIFEPAK	08/07/2025	08/19/2025	08/19/2025	295.00
102137 - GRAINGER, INC., W.W.	HANDHELD WALKIE TALKIE FOR MAINTENANCE	07/14/2025	08/19/2025	08/19/2025	1,019.76
Account 65050 - BLDG MAINTENANCE MATERIAL Totals				Invoice 2 Transactions	<hr/> \$1,314.76
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice 10 Transactions	<hr/> \$33,410.59
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	OUTSOURCED HR SERVICES	07/31/2025	08/19/2025	08/19/2025	1,687.50
20953 - HR SOURCE	JOB POSTING AD	07/23/2025	08/19/2025	08/19/2025	206.32
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES LEGAL	08/08/2025	08/19/2025	08/19/2025	1,057.50
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	07/31/2025	08/19/2025	08/19/2025	900.00
Account 62185 - CONSULTING SERVICES Totals				Invoice 4 Transactions	<hr/> \$3,851.32
Account 62210 - PRINTING					
18494 - ANCHORFISH PRINTING & EMBROIDERY	PROMOTIONAL BULK ORDER EPL PENS	08/06/2025	08/19/2025	08/19/2025	555.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	EPL BOOKMARK BULK PRINTING	08/01/2025	08/19/2025	08/19/2025	320.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD PRINTING	08/01/2025	08/19/2025	08/19/2025	48.00
Account 62210 - PRINTING Totals				Invoice 3 Transactions	<hr/> \$923.00
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/25/2025	08/19/2025	08/19/2025	106.73
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/25/2025	08/19/2025	08/19/2025	320.20
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/15/2025	08/19/2025	08/19/2025	134.27
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	07/28/2025	08/19/2025	08/19/2025	25.38
Account 65095 - OFFICE SUPPLIES Totals				Invoice 4 Transactions	<hr/> \$586.58
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice 11 Transactions	<hr/> \$5,360.90
Department 48 - LIBRARY Totals				Invoice 182 Transactions	<hr/> \$170,493.75
Fund 185 - LIBRARY FUND Totals				Invoice 182 Transactions	<hr/> \$170,493.75
				Invoice 182 Transactions	<hr/> <hr/> \$170,493.75

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME	BUSINESS UNIT	PROJECT NUMBER
LIBRARY	APOSTROPHEG	CA	95765	\$ 124.95	5/26/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES BOARD GAME DESIGN PROGRAM	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NZ61E42R1	WA	98109	\$ 39.90	5/26/2025	65100 LIBRARY SUPPLIES	ACCESS SERVICES OFFICE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 99.94	5/26/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SNACKS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	TARGET.COM	MN	45212	\$ 38.58	5/26/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	DOLLARTREE	IL	60076	\$ 21.25	5/26/2025	65100 LIBRARY SUPPLIES	STORAGE BINS FOR ORGANIZING IDL SUPPLIES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	DOLLARTREE	IL	60202	\$ 37.50	5/26/2025	65100 LIBRARY SUPPLIES	STORAGE BINS FOR ORGANIZING IDL SUPPLIES.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	MICHAELS.COM	TX	75063	\$ 24.18	5/27/2025	65100 LIBRARY SUPPLIES	TAPE FOR CELEBRATING OUR ROOTS	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	AMAZON MKTPL N64W5S0B2	WA	98109	\$ 13.99	5/28/2025	65100 LIBRARY SUPPLIES	ELL PRIDE PARADE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	D J W&J	NJ	08852	\$ 64.99	5/28/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	SO FRESH PRINTS OF EV	IL	60202	\$ 538.75	5/28/2025	65095 OFFICE SUPPLIES	SUMMER READING SHIRTS FOR STAFF	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON MARK NN3FE3VW1	WA	98109	\$ 9.99	5/29/2025	65100 LIBRARY SUPPLIES	STICKERS FOR THE PRIDE PARADE	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	STAPLES INC	MA	01702	\$ 107.13	5/29/2025	65100 LIBRARY SUPPLIES	ACCESS SERVICES LIBRARY SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	MICHAELS #9490	TX	75063	\$ 39.99	5/29/2025	65100 LIBRARY SUPPLIES	COLORING MARKERS FOR CELEBRATING OUR ROOTS EVENT	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	WALMART.COM	AR	72716	\$ 186.07	5/29/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES DEATH CAFE, STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 312.15	5/30/2025	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS FOR LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ 547.03	5/30/2025	65100 LIBRARY SUPPLIES	ELL EARLY BOOSTERS LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NN7G06Q01	WA	98109	\$ 18.00	5/30/2025	65630 LIBRARY BOOKS	ADULT PRINT	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	5/30/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	AMAZON MARK NN1DI07D11	WA	98109	\$ 119.96	5/30/2025	65095 OFFICE SUPPLIES	SAFETY TEAM EMERGENCY FLASHLIGHTS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON MARK NN61O2K61	WA	98109	\$ 769.30	6/2/2025	65100 LIBRARY SUPPLIES	ELL ABC BOOSTERS LIT BAG	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	CHICAGO SUN-TIMES CIRC	IL	60654	\$ 36.50	6/2/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	STICKER MULE	NY	12010	\$ 508.00	6/2/2025	65100 LIBRARY SUPPLIES	BULK ORDER PRIDE PARADE GIVEAWAYS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	GOOGLE GSUITE_EPL_ORG	CA	94043	\$ 86.40	6/2/2025	62340 IT COMPUTER SOFTWARE	G SUITE MONTHLY SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	W&PENGINE.COM	TX	78701	\$ 290.00	6/2/2025	62340 IT COMPUTER SOFTWARE	LIBRARY MONTHLY WEB STORAGE AND MAINTENANCE.	MADISON	ELACSHA	185.48.4805	-
LIBRARY	THE HOME DEPOT #1902	IL	602020000	\$ 132.21	6/2/2025	65040 JANITORIAL SUPPLIES	TABLE DOLLYDRAIN CLEANER	PARKER	ERIC	185.48.4840	-
LIBRARY	AMAZON MARK N66Wx2B01	WA	98109	\$ 172.16	6/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS AND PRIDE PARADE GIVEAWAYS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	DOLLARTREE	IL	60202	\$ 26.25	6/5/2025	65100 LIBRARY SUPPLIES	PRIDE PARTY CRAFT SUPPLIES FOR FAIRY GARDENS.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	PLUNKETTS PEST CONTROL	MN	55421	\$ 150.80	6/5/2025	62225 BLDG MAINTENANCE SERVICES	PEST CONTROL PAST DUE	HERNANDEZ-SOLIS	LEA	185.48.4840	-
LIBRARY	4IMPRINT_INC	WI	54901	\$ 398.53	6/9/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS BAGS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	WAL-MART #1998	IL	60076	\$ 15.36	6/9/2025	65100 LIBRARY SUPPLIES	SUPPLIES FOR CELEBRATE YOUR ROOTS PROGRAM	BOJORQUEZ	MARIANA P	185.48.4825	-
LIBRARY	LIB OF CONGRESS	DC	20540	\$ 600.00	6/9/2025	62340 IT COMPUTER SOFTWARE	CLASS WEB SUBSCRIPTION 7/1/2025-7/31/2026	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	PAYPAL WILUG	CA	95131	\$ 41.88	6/9/2025	62360 MEMBERSHIP DUES	WILUG MEMBERSHIP FEE 2025-2026 FOR ACCESS	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	AMAZON RETA NA4JK9FB2	WA	98109	\$ 109.20	6/10/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NH4Z78PJ0	WA	98109	\$ 46.99	6/10/2025	65100 LIBRARY SUPPLIES	TECH SERVICE OFFICE SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4820	-
LIBRARY	STICKER MULE	NY	12010	\$ 181.00	6/10/2025	62210 PRINTING	EPL LABELS BULK ORDER	HERNANDEZ-SOLIS	LEA	185.48.4845	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 71.76	6/11/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	OFFICEMAX/DEPOT 6152	WA	60077	\$ 146.16	6/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - ABC BOOSTERS	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	AMAZON MARK NH2P12I01	WA	98109	\$ 1,468.12	6/13/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES ABC BOOSTERS	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON RETA NA9MT89I2	WA	98109	\$ 40.52	6/16/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 44.95	6/16/2025	65100 LIBRARY SUPPLIES	PIZZA FOR MIDNIGHT SOCIETY PROGRAM	PERNELL	MARCHE	185.48.4826	-
LIBRARY	SAMSClub.COM	AR	72712	\$ 45.86	6/16/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACKS AND DRINKS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 15.98	6/16/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEAMERS	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	AMAZON MARK NA2Q4U0J2	WA	98109	\$ 214.13	6/16/2025	65100 LIBRARY SUPPLIES	IDL GENERAL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	AMAZON MARK NA0431301	WA	98109	\$ 110.92	6/16/2025	65100 LIBRARY SUPPLIES	IDL PROGRAM GENERAL SUPPLIES	HERNANDEZ-SOLIS	LEA	185.48.4835	-
LIBRARY	ETSY.COM BASKETWEAVING	NY	11201	\$ 51.16	6/16/2025	65100 LIBRARY SUPPLIES	ILL PROGRAM SUPPLIES	HERNANDEZ-SOLIS	MARTIN	185.48.4840	-
LIBRARY	THE HOME DEPOT #1902	IL	60202-0000	\$ 79.70	6/16/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	MELENDEZ	MARTIN	185.48.4840	-
LIBRARY	TARGET 00032839	IL	60201	\$ 29.84	6/17/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR PRIDE TRIVIA.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	SAMS CLUB #6444	IL	60202	\$ 43.18	6/18/2025	65100 LIBRARY SUPPLIES	ITEMS PURCHASED FOR PRIDE PARTY. PART OF ORDER WAS REFUNDED BASED ON MISTAKEN ITEMS CHARGED.	PERNELL	MARCHE	185.48.4826	-
LIBRARY	SAMSClub #6444	IL	60202	\$ 10.72	6/18/2025	65100 LIBRARY SUPPLIES	ITEMS REFUNDED BECAUSE OF MISTAKEN CHARGES AT THE REGISTER. REMAINDER ITEMS FOR PRIDE PROGRAMS	PERNELL	MARCHE	185.48.4826	-
LIBRARY	AMERICAN RED CROSS	DC	20006	\$ 37.00	6/18/2025	65100 LIBRARY SUPPLIES	PROFESSIONAL DEVELOPMENT/CPR/FIRST AID TRAINING FOR STAFF MEMBER	PERNELL	MARCHE	185.48.4826	-
LIBRARY	DOLLARTREE	IL	60202	\$ 13.75	6/18/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR PRIDE PARTY CRAFT FAIRY GARDENS.	MADISON	ELACSHA	185.48.4835	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (49.73)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (49.73)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (99.48)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (149.19)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	AMAZON MARK NN59B4V50	WA	98109	\$ (198.92)	6/19/2025	65100 LIBRARY SUPPLIES	RETURN CREDIT	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	SP LAMINATION DEPOT	CA	92056	\$ 16.28	6/19/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT PROGRAM SUPPLIES OASIS	HERNANDEZ-SOLIS	LEA	185.48.4825	-
LIBRARY	SAMS CLUB #6444	IL	60202	\$ (10.72)	6/19/2025	65100 LIBRARY SUPPLIES	ITEMS REFUNDED BECAUSE OF MISTAKEN CHARGES AT THE REGISTER. REMAINDER ITEMS FOR PRIDE PROGRAMS	PERNELL	MARCHE	185.48.4826	-
LIBRARY	TARGET PLUS	MN	11203	\$ 35.25	6/19/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES STORYTIME	HERNANDEZ-SOLIS	LEA	185.48.4826	-
LIBRARY	AMAZON MARK N05DE8NG1	WA	98109	\$ 163.30	6/20/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SUMMER CAMP	HERNANDEZ-SOLIS	LEA	185.48.4805	-
LIBRARY	D J W&J	NJ	08852	\$ 64.99	6/23/2025	65635 PERIODICALS	NEWSPAPE SUBSCRIPTION	HERNANDEZ-SOLIS	LEA	185.48.4806	-
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	6/24/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 5.00	6/25/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	ANTOLIN	LAURA	185.48.4805	-
LIBRARY	TST SOUL & SMOKE KTC	IL	60201	\$ 50.00	6/25/2025	65100 LIBRARY SUPPLIES	BLACK FAMILY GAME NIGHT - CARMEN/TRACY	BOJORQUEZ	MARIANA P	185.48.4825	-
	LIBRARY JUNE 2025 TOTAL			\$ 8,144.64							



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Administrative Services Update

Date: September 05, 2025

This memo provides an update on significant administrative activities.

Human Resources

Dept.	Position	Status
Access Services/Crown	PT Clerk (3)	Interviewing
Access Services	PT Shelver	Pending HR
Maintenance/Safety	FT Safety Monitor	Pending HR
Maintenance/Safety	FT Asst Fac Manager	Interviewing

Part-time Shelver began in Access Services 09/08/2025.

Financial Resources

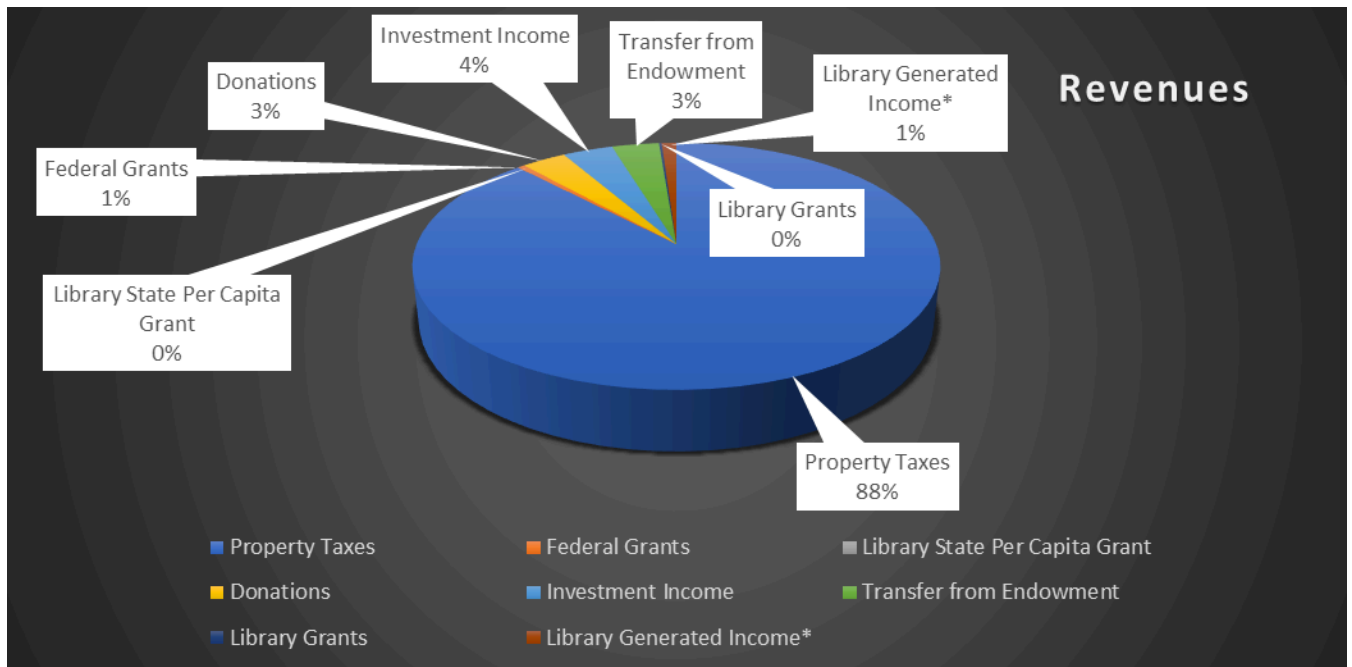
As of August 31, 2025, the Operating Fund's revenue collections are 53% of the projected budget, while expenditures are at 61%. In the Capital Fund, expenditures are at 0% of the budget.

Financial Report August 2025

Revenues

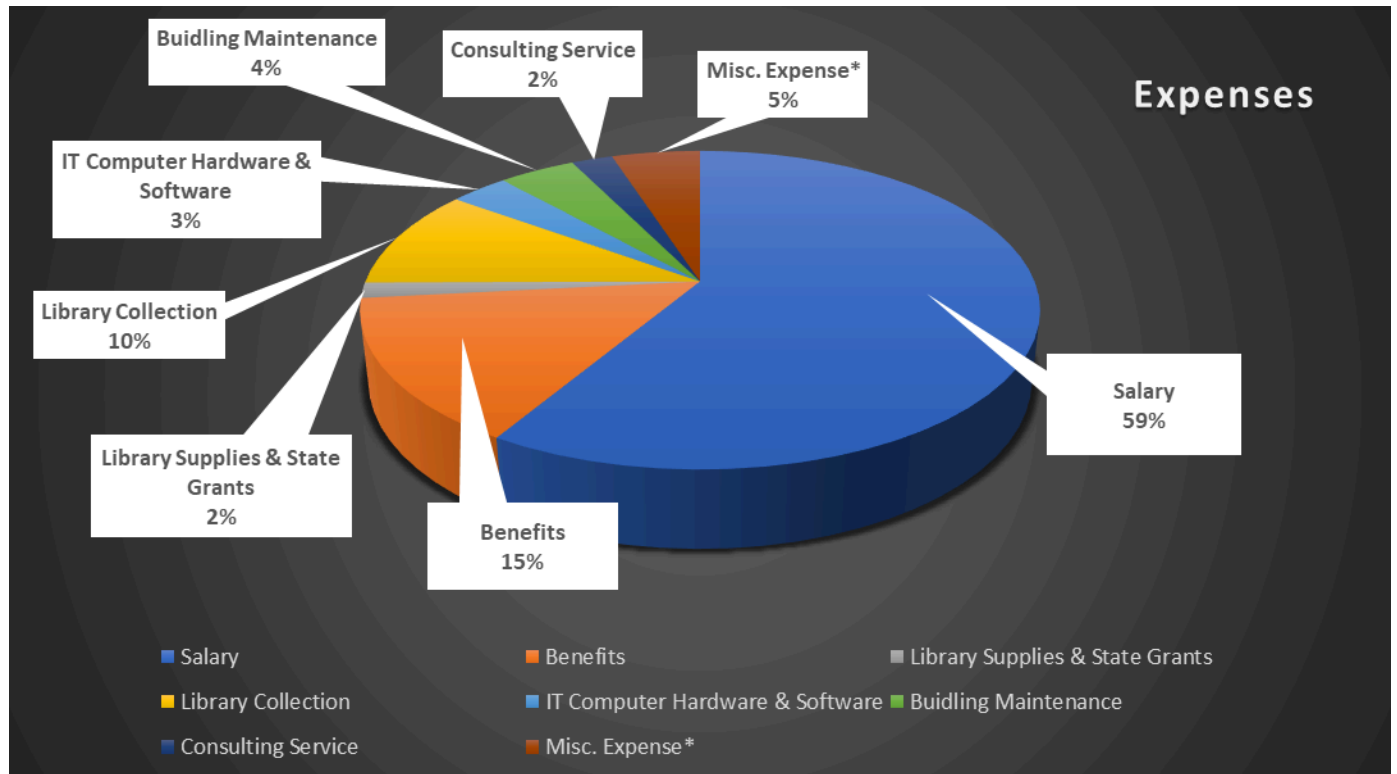
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,440,823	\$8,624,347	4,183,524	51%
Federal Grants	\$26,084	\$40,000	13,916	65%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$163,243	\$400,000	236,757	41%
Investment Income	\$184,959	\$25,000	(159,959)	740%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$53,733	\$45,000	(8,733)	119%
Total	\$5,052,362	\$9,463,097	4,410,735	53%

**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	\$3,655,019	\$6,127,893	2,472,875	60%
Benefits	\$918,594	\$1,628,212	709,618	56%
Library Supplies & State Grants	\$97,902	\$182,542	84,640	54%
Library Collection	\$633,287	\$911,537	278,250	69%
IT Computer Hardware & Software	\$206,507	\$317,800	111,293	65%
Buidling Maintenance	\$270,160	\$473,602	203,442	57%
Consulting Service	\$145,094	\$100,000	(45,094)	145%
Misc. Expense*	\$311,473	\$497,500	186,027	63%
Total	\$6,238,035	\$10,239,087	4,001,052	61%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	6,257.67	.00	4,440,822.73	4,183,524.27	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	.00	.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	163,242.69	236,757.31	41
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	9,594.83	(7,594.83)	480
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.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	17,237.74	2,762.26	86
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	9,852.65	(4,852.65)	197
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	13,325.50	(3,325.50)	133
57551	LIBRARY GRANTS	40,000.00	.00	40,000.00	.00	.00	9,950.57	30,049.43	25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$6,257.67	\$0.00	\$5,052,361.85	\$4,410,735.15	53%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	45,312.74	.00	239,565.85	285,344.05	46
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	26,872.82	.00	149,983.77	54,842.32	73
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	80.00	.00	1,575.00	3,425.00	32
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	55,186.45	40,838.33	57
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	48.08	24.04	67
61615	LIFE INSURANCE	193.32	.00	193.32	7.57	.00	68.12	125.20	35
61710	IMRF	31,287.22	.00	31,287.22	3,075.92	.00	17,683.99	13,603.23	57
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	4,376.33	.00	24,820.90	20,422.73	55
61730	MEDICARE	10,581.16	.00	10,581.16	1,023.48	.00	5,804.86	4,776.30	55
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	.00	.00	24,955.77	3,044.23	89
65555	IT COMPUTER HARDWARE	8,300.00	.00	8,300.00	.00	.00	.00	8,300.00	0
65630	LIBRARY BOOKS	150,000.00	.00	150,000.00	8,301.81	.00	71,907.39	78,092.61	48
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	1,286.38	.00	5,978.96	4,021.04	60
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$97,552.52	\$0.00	\$618,033.91	\$497,304.31	55%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	59,038.22	.00	315,820.60	124,454.40	72
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	24,449.21	.00	140,105.21	180,540.79	44
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	2,170.00	2,830.00	43
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	45,720.48	36,358.52	56
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	25.28	(25.28)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	83.37	(47.37)	232
61710	IMRF	32,617.00	.00	32,617.00	3,715.18	.00	20,491.11	12,125.89	63
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	5,044.29	.00	27,641.25	19,536.75	59

Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

61730	MEDICARE	11,031.00	.00	11,031.00	1,179.73	.00	6,464.48	4,566.52	59
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	668.90	.00	8,254.54	1,745.46	83
65628	Library Electronic Resources	320,000.00	.00	320,000.00	13,687.99	.00	219,001.66	100,998.34	68
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	69,564.38	.00	293,573.39	41,426.61	88
65635	PERIODICALS	6,500.00	.00	6,500.00	5,000.00	.00	11,733.70	(5,233.70)	181
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	1,092.76	.00	9,821.57	21,178.43	32
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$190,937.48	\$0.00	\$1,104,989.93	\$538,872.07	67%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	91,852.39	.00	520,429.04	320,769.31	62
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	26,716.79	.00	169,366.39	169,962.95	50
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	525.00	.00	3,232.50	1,767.50	65
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.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	114,040.10	86,226.46	57
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	73.36	2.48	97
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	197.41	148.00	57
61710	IMRF	45,924.92	.00	45,924.92	4,975.29	.00	29,132.73	16,792.19	63
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	7,164.11	.00	41,529.56	31,663.12	57
61730	MEDICARE	17,117.64	.00	17,117.64	1,675.44	.00	9,712.53	7,405.11	57
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	24,942.25	.00	86,091.20	53,908.80	61
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	136.50	26,485.15	8,870.27	(20,355.42)	236
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	40,000.00	.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$172,940.84	\$66,485.15	\$984,662.57	\$629,303.02	63%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	34,037.65	.00	190,976.47	179,069.53	52
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	5,550.68	.00	31,888.06	16,434.94	66
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	675.00	.00	1,430.00	3,570.00	29
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	26,654.10	42,148.90	39
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	25.28	13.72	65
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	92.37	38.63	71
61710	IMRF	18,433.00	.00	18,433.00	1,761.68	.00	9,999.92	8,433.08	54
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	2,418.87	.00	13,409.98	12,530.02	52
61730	MEDICARE	6,063.00	.00	6,063.00	565.71	.00	3,136.20	2,926.80	52
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.00	.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	166.91	699.37	12,082.47	11,218.16	53
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$48,745.20	\$699.37	\$297,150.12	\$279,428.51	52%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	51,897.21	.00	277,340.77	23,652.23	92
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	13,192.90	.00	64,129.55	99,726.45	39
61060	SEASONAL EMPLOYEES	.00	.00	.00	320.00	.00	6,864.00	(6,864.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	269.50	.00	344.76	(344.76)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	50,914.65	20,643.35	71
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	50.64	25.36	67
61615	LIFE INSURANCE	117.00	.00	117.00	16.36	.00	86.28	30.72	74
61710	IMRF	19,948.00	.00	19,948.00	2,908.50	.00	16,736.64	3,211.36	84
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	3,970.92	.00	22,900.75	5,920.25	79

Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

61730	MEDICARE	6,737.00	.00	6,737.00	928.68	.00	5,355.86	1,381.14	79
62130	LEGAL SERVICES-GENERAL	.00	.00	.00	.00	.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	1,467.20	345.53	7,880.53	5,773.94	59
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	1,197.39	.00	16,427.85	18,572.15	47
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	517.91	982.09	35
Business Unit 4826 - ROBERT CROWN OPERATIONS		\$647,206.00	\$0.00	\$647,206.00	\$82,963.61	\$345.53	\$501,316.43	\$145,544.04	78%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		Totals							
61010	REGULAR PAY	443,796.00	.00	443,796.00	52,653.01	.00	276,064.67	167,731.33	62
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	22,165.23	.00	115,415.25	167,945.75	41
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,403.00	.00	8,613.00	(3,613.00)	172
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	52,783.97	48,126.03	52
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	99.68	(61.68)	262
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	80.21	33.79	70
61710	IMRF	31,618.00	.00	31,618.00	3,329.42	.00	17,939.10	13,678.90	57
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	4,611.85	.00	24,460.48	20,623.52	54
61730	MEDICARE	10,540.00	.00	10,540.00	1,078.56	.00	5,720.58	4,819.42	54
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	4,098.60	.00	25,094.17	14,905.83	63
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	.00	.00	8,048.84	4,951.16	62
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	111.19	.00	4,324.10	15,675.90	22
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	\$96,458.44	\$59.00	\$592,907.89	\$506,636.11	54%
Business Unit 4840 - LIBRARY MAINTENANCE		Totals							
61010	REGULAR PAY	748,596.80	.00	748,596.80	61,417.45	.00	355,847.08	392,749.72	48
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	3,993.33	.00	5,676.76	(5,676.76)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	7,022.80	.00	67,191.16	95,685.64	41
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	124.96	25.04	83
61615	LIFE INSURANCE	3.40	.00	3.40	15.25	.00	65.93	(62.53)	1939
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	112.00	(112.00)	+++
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	2,910.78	.00	16,239.95	16,846.96	49
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	3,978.34	.00	21,725.75	24,730.85	47
61730	MEDICARE	10,865.38	.00	10,865.38	930.40	.00	5,081.03	5,784.35	47
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	31,375.57	101,855.13	200,665.29	(7,520.42)	103
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	3,624.00	1,816.00	67
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,256.00	1,629.00	67
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	25,395.13	74,604.87	25
64015	NATURAL GAS	30,000.00	.00	30,000.00	430.26	.00	12,023.66	17,976.34	40
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	720.26	.00	11,547.25	3,452.75	77
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	1,314.76	.00	13,423.41	6,576.59	67
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++

Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

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	\$115,040.82	\$101,855.13	\$744,619.46	\$636,853.30	57%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	957,928.00	.00	957,928.00	108,677.76	.00	652,712.17	305,215.83	68
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	17,506.31	.00	63,858.03	43,950.97	59
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	68,619.10	51,374.90	57
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	74.40	39.60	65
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	442.41	136.59	76
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	2,400.00	1,200.00	67
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	936.00	972.00	49
61710	IMRF	38,105.00	.00	38,105.00	5,615.22	.00	31,411.23	6,693.77	82
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	7,705.07	.00	42,547.86	23,465.14	64
61730	MEDICARE	15,534.00	.00	15,534.00	1,801.99	.00	9,950.71	5,583.29	64
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	3,851.32	17,307.80	141,719.25	(59,027.05)	159
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	923.00	.00	23,696.43	16,303.57	59
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	.00	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	.00	63,966.31	64,591.11	(45,657.42)	155
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	2,834.79	165.21	94
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	999.42	1,500.58	40
62703	BANK FEES	.00	.00	.00	.00	.00	136.15	(136.15)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,481.50	3,518.50	30
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	7,852.32	2,147.68	79
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	586.58	2,004.50	13,006.59	14,988.91	50
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	233,336.00	116,664.00	67
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$185,757.10	\$141,088.61	\$2,087,919.00	(\$237,023.61)	112%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$990,396.01	\$310,532.79	\$6,931,599.31	\$2,996,917.75	71%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$990,396.01	\$310,532.79	\$6,931,599.31	\$2,996,917.75	71%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		9,463,097.00	.00	9,463,097.00	6,257.67	.00	5,052,361.85	4,410,735.15	53%
EXPENSE TOTALS		10,239,049.85	.00	10,239,049.85	990,396.01	310,532.79	6,931,599.31	2,996,917.75	71%
Fund 185 - LIBRARY FUND Totals		(\$775,952.85)	\$0.00	(\$775,952.85)	(\$984,138.34)	(\$310,532.79)	(\$1,879,237.46)	\$1,413,817.40	
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

Budget Performance Report

Date Range 01/01/25 - 08/31/25

Include Rollup Account and Rollup to Object Account

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	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
	Totals								
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	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
	Totals								
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	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
	Totals								
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	6,257.67	.00	6,034,398.85	5,905,644.15	51%
	EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	990,396.01	223,962.22	7,035,031.92	5,457,001.71	57%
	Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$984,138.34)	(\$223,962.22)	(\$1,000,633.07)	\$448,642.44	



Evanston Public Library Consolidated Endowment Fund
Statement of Activity

July 01, 2025 through July 31, 2025

Beginning Balance \$4,501,401.56

Revenue

Investment results	21,147.76
Total Revenues:	\$21,147.76

Distributions/Grants and Expenses

Foundation support charge	-2,532.60
Total Distributions:	\$-2,532.60

Ending Balance \$4,520,016.72

Questions about your statement?

Please contact Cynthia Dominguez dominguez@evanstonforever.org or Andrea Schroering schroering@evanstonforever.org



Do Not Use For Account Transactions
PO BOX 3009
MONROE, WI 53566-8309

EVANSTON PUBLIC LIBRARY
310 S MICHIGAN AVE UNIT 705
CHICAGO IL 60604-4225

August 31, 2025, month-to-date statement
View your statements online at vanguard.com.

Vanguard Personal Investor

877-662-7447

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

Statement overview

\$316,986.19

Total value of all accounts as of August 31, 2025

Accounts	Value on 07/31/2025	Value on 08/31/2025
Evanston Public Library		
Organization account	\$315,856.12	\$316,986.19

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	316,986.19
0.0%	Other	0.00

\$316,986.19

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

\$316,986.19

Total account value as of August 31, 2025

Year-to-date income

Taxable income	\$8,790.48
Nontaxable income	0.00
Total	\$8,790.48

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 07/31/2025	Balance on 08/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$315,856.12	\$316,986.19
			\$315,856.12	\$316,986.19

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,130.07
7-day SEC yield as of 08/29/2025*		4.21%

*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 7/31/2025		\$1.00		315,856.120	\$315,856.12

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
08/29	Income dividend	\$1,130.07	1.00	1,130.070	316,986.190	
Ending balance on 8/31/2025			\$1.00		316,986.190	\$316,986.19

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



EVANSTON PUBLIC LIBRARY

MEMORANDUM

To: Evanston Public Library Finance Committee

From: Wynn Shawver, Development Manager

Subject: August 2025 Development Report for the Library Board

Date: September 11, 2025

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

August Total Non-Tax Revenue:

Fund	August Cash	August Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Individual Donations	\$13,480	\$1,537	\$173,482	\$550,000	32%
Federal Grants	\$11,099	\$0	\$37,183	\$40,000	93%
Non-Federal Grants	\$0	\$0	\$9,950	\$40,000	25%
Per Capita Grant	\$115,212	\$0	\$115,212	\$115,212	100%
Sponsorship	\$4,100	\$0	\$9,100	\$20,000	46%
Misc Revenue	\$0	\$0	\$3,905	\$2,000	195%
Total Revenue	\$143,891	\$1,537	\$348,832	\$767,212	45%

Individual Donor Activity:

In August, we received \$13,480 in individual donations, and pled ges totalling \$1,537. In comparison to August 2024 when we received \$10,859 and did not record any pledges.

Revenue Received by Campaigns in August 2025:

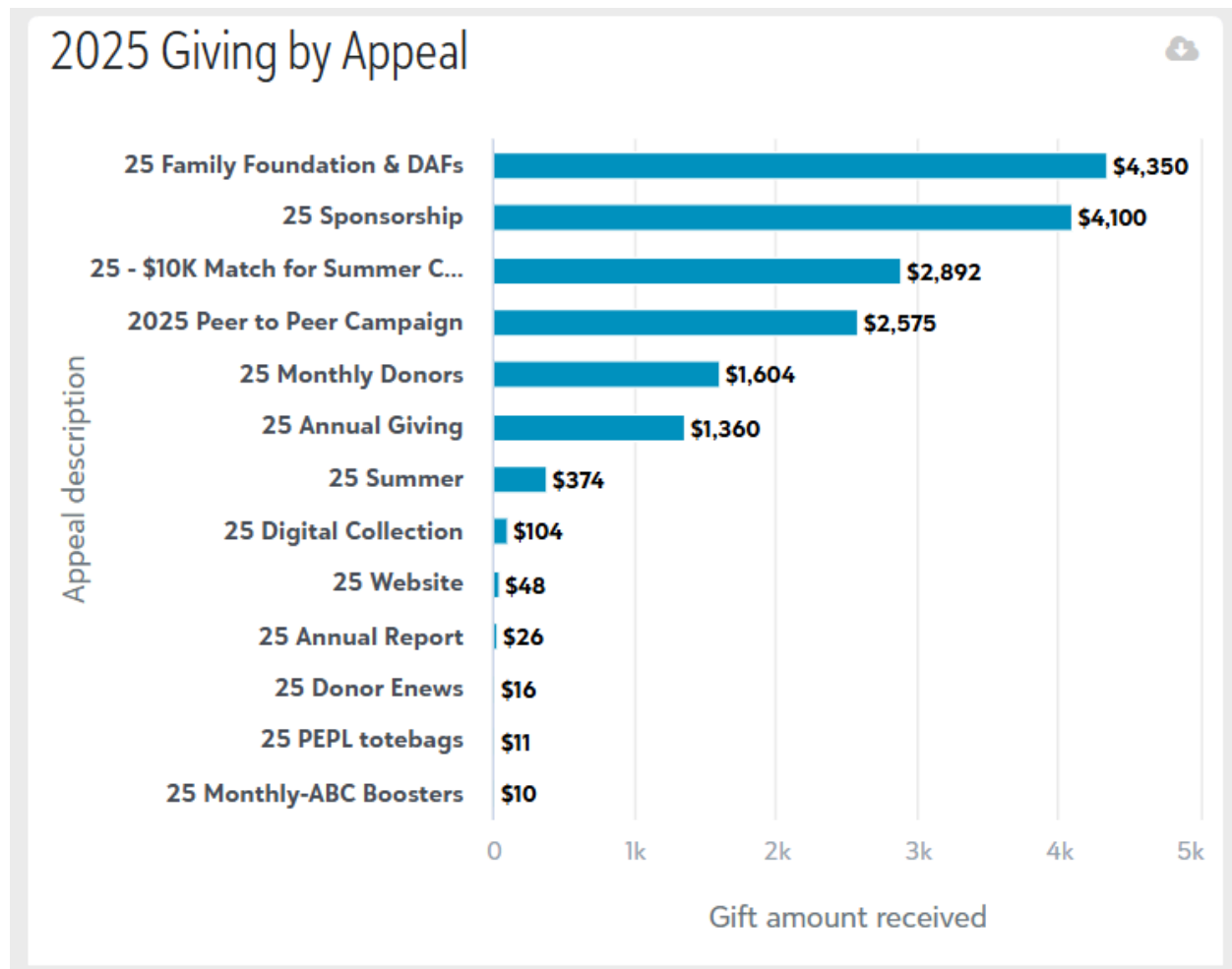
Campaign	Total 2025 Campaign Goal	August Revenue	August Number of Gifts	August Number of Donors
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EVANSTON PUBLIC LIBRARY

2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$345	16	16
2023 Library Donations	\$5,000	\$755	27	27
2024 Library Donations	\$1,000	\$216	14	14
2024 Year-End Camp.	\$10,000	\$115	2	2
2025 Annual Report	\$7,000	\$26	1	1
2025 Library Donations	\$85,000	\$6,155	18	16
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$5,595	35	34
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$20,000	\$4,100	1	1
Total Revenue	\$570,000	\$17,579	128	125

Revenue by Appeals in August 2025:



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 we reached our goal in August.

August esolicitation: An e-solicitation encouraging continued support of the Summer Campaign with a \$10,000 match challenge was sent on 8/13/25. This message was opened by 57% of recipients, yielded nine online donations totalling \$825.

August newsletter to donors: The August newsletter sent on 8/27/25 is the 5th e-newsletter sent to donors in 2025. The intention of the e-newsletter is to thank and engage our donors, it yielded a 60% open rate and two immediate donations of \$311.

Grant Activity:



In August, we submitted three grant applications, all of which would cover current planned program costs in 2026. We also identified additional grants to submit prior to the end of the year for potential 2026 impact.

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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Illinois State Library	\$39,994	8/15/25	11/1/2025	middle school STEM
Submitted	Endeavor Health	\$127,784	8/22/2025	12/31/2025	Staff Training
Submitted	Mental Health Funding Circle	\$75,000	9/15/2025	12/31/2025	Older adult programs



MEMORANDUM

To: Evanston Public Library Finance Committee
Yolande Wilburn, Executive Director

From: Management Committee & Finance Committee
Arikpo Dada, Vice President
Tracy Fulce, President
Michelle Mills, Treasurer

Subject: Approval of Budget and Draft Agenda for October 17–18 Board Retreat

Date: September 05, 2025

Purpose

The Board of Trustees is planning a retreat on October 17–18, 2025. This memorandum provides the items that require Board approval at the September 17, 2025, meeting to comply with the Illinois Open Meetings Act (OMA) and EPL's bylaws regarding expenditures.

Items Requiring Board Approval

1. Retreat Budget:

- Estimated cost: up to \$4,000, inclusive of meals, snacks, and a half-day professional facilitator.
- Meals will be handled in compliance with Evanston Public Library (EPL)/City of Evanston policy (alcohol not covered).
- Meeting space will be at the Library (tentatively the Falcon Room) with no rental cost.

2. Draft Retreat Agenda (high level):

- October 17 (evening): Board dinner (social only, no library business and not noticed).
- October 18 (9:00–4:00): Retreat at EPL, including:
 - Team-building and board culture
 - Trustee governance/orientation
 - Board's role in development and strategic plan support gaps
 - Facilitator-led workshop (half-day)
 - Discussion of mission/vision alignment



MEMORANDUM

- Closing commitments
 - A **more detailed internal agenda** with specific timings and activities will be shared before the retreat.
 - A **public-facing agenda** will also be prepared for OMA, posting the week before the retreat.