



BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING PACKET

Thursday, October 9, 2025, at 3:00 PM
Main Library, Board Room, and via Zoom

Zoom Link:

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



FINANCE COMMITTEE MEETING

Thursday, October 9, 2025, at 3:00 PM
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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 the budgetary impact of current vacancies and recent hiring
- C. Quarterly and Monthly Development Report

6. EXECUTIVE SESSION

7. ADJOURNMENT

Next Meeting: November 13, 2025, at 3:00 pm via Zoom and hybrid

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



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Library Fund Bills

Date: October 03, 2025

Recommended Action

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

Payroll

August 25, 2025, through September 7, 2025,	\$ 214,612.22
September 8, 2025, through September 21, 2025,	\$ 219,073.86

Library Fund Bills List

September 9, 2025	\$ 109,797.72
September 30, 2025	\$ 108,623.54

Purchasing

July 31, 2025	\$ 6,363.85
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4805 - EARLY LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
120231 - SCHOLASTIC LIBRARY PUBLISHING	CHILDREN'S SUPPLIES	08/06/2025	09/09/2025	09/09/2025	897.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$897.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/13/2025	09/09/2025	09/09/2025	372.87
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/18/2025	09/09/2025	09/09/2025	467.31
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	857.27
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 3					\$1,697.45
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	30.42
19521 - PLAYAWAY PRODUCTS LLC	JUV AV	08/11/2025	09/09/2025	09/09/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 2					\$89.41
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 6					\$2,683.86
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
17619 - SUSAN MARKWELL	MISC SUPPLIES FOR WORDS AND PICTURES FILM SCREENING	09/03/2025	09/09/2025	09/09/2025	29.90
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 1					\$29.90
Account 65628 - Library Electronic Resources					
16334 - KANOPY	ONLINE RESOURCES	05/31/2025	09/09/2025	09/09/2025	1,879.00
Account 65628 - Library Electronic Resources Totals Invoice Transactions 1					\$1,879.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	09/09/2025	09/09/2025	1,727.71
100474 - BAKER & TAYLOR	ADULT PRINT	08/12/2025	09/09/2025	09/09/2025	359.08
100474 - BAKER & TAYLOR	ADULT PRINT	08/13/2025	09/09/2025	09/09/2025	173.84
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	1,031.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	1,180.24
100474 - BAKER & TAYLOR	ADULT PRINT	08/14/2025	09/09/2025	09/09/2025	37.69
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	366.98
102572 - INFORMATION TODAY INC	ADULT PRINT	08/04/2025	09/09/2025	09/09/2025	423.53
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	07/29/2025	09/09/2025	09/09/2025	34.99
276974 - OVER DRIVE, INC.	EBOOKS	08/12/2025	09/09/2025	09/09/2025	371.47
276974 - OVER DRIVE, INC.	EBOOKS	08/12/2025	09/09/2025	09/09/2025	347.59
276974 - OVER DRIVE, INC.	EBOOKS	08/13/2025	09/09/2025	09/09/2025	122.99
276974 - OVER DRIVE, INC.	EBOOKS	08/14/2025	09/09/2025	09/09/2025	283.52
276974 - OVER DRIVE, INC.	EBOOKS	08/15/2025	09/09/2025	09/09/2025	333.39
276974 - OVER DRIVE, INC.	EBOOKS	08/15/2025	09/09/2025	09/09/2025	979.65
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/12/2025	09/09/2025	09/09/2025	13.55
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/14/2025	09/09/2025	09/09/2025	233.09
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 17					\$8,021.25
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	221.39
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	54.84
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	22.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	22.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	73.12
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	14.67
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	93.57
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	26.67
103424 - MIDWEST TAPE LLC	ADULT AV	08/13/2025	09/09/2025	09/09/2025	38.34

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 9	\$566.94
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals				Invoice Transactions 28	\$10,497.09
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
13544 - BIBLIOTHECA + 3M	RFID CONVERSION PROJECT FOR EPL 2025 SO-US68429	08/01/2025	09/09/2025	09/09/2025	24,706.28
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/21/2025	09/09/2025	09/09/2025	294.72
101406 - DEMCO, INC.	LIBRARY SUPPLIES	08/26/2025	09/09/2025	09/09/2025	552.12
19521 - PLAYAWAY PRODUCTS LLC	ACCESS SUPPLIES	08/12/2025	09/09/2025	09/09/2025	90.63
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	07/01/2025	09/09/2025	09/09/2025	29.55
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	06/01/2025	09/09/2025	09/09/2025	39.40
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	08/01/2025	09/09/2025	09/09/2025	68.95
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 7	\$25,781.65
Account 65555 - IT COMPUTER HARDWARE					
13544 - BIBLIOTHECA + 3M	RFID CONVERSION PROJECT FOR EPL 2025 SO-US68429	08/01/2025	09/09/2025	09/09/2025	40,000.00
Account 65555 - IT COMPUTER HARDWARE Totals				Invoice Transactions 1	\$40,000.00
Business Unit 4820 - ACCESS SERVICES Totals				Invoice Transactions 8	\$65,781.65
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65001 - FEDERAL GRANT EXPENSE					
101189 - CONNELLY'S ACADEMY	PROFESSIONAL SERVICES AGE OPTIONS GRANT	08/19/2025	09/09/2025	09/09/2025	100.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 1	\$100.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals				Invoice Transactions 1	\$100.00
Business Unit 4826 - ROBERT CROWN OPERATIONS					
Account 65100 - LIBRARY SUPPLIES					
15006 - ALFONSO NIEVES RUIZ	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS PROGRAM	07/31/2025	09/09/2025	09/09/2025	300.00
21427 - PAIGE DYER	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/13/2025	09/09/2025	09/09/2025	300.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$600.00
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/06/2025	09/09/2025	09/09/2025	188.49
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/13/2025	09/09/2025	09/09/2025	42.83
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	30.34
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/14/2025	09/09/2025	09/09/2025	38.31
100474 - BAKER & TAYLOR	CROWN AND JUV PRINT	08/18/2025	09/09/2025	09/09/2025	21.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	51.72
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/18/2025	09/09/2025	09/09/2025	34.75
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 7	\$408.25
Account 65641 - AUDIO VISUAL COLLECTIONS					
19521 - PLAYAWAY PRODUCTS LLC	CROWN AV	08/11/2025	09/09/2025	09/09/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$58.99
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals				Invoice Transactions 10	\$1,067.24
Business Unit 4835 - INNOVATION & DIGITAL LEARNING					
Account 65001 - FEDERAL GRANT EXPENSE					
120748 - EDITH ARMSTRONG	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
21457 - JOSE BONO	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
132135 - Marvin Tate	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
21458 - MIGUEL A. ONTIVEROS	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	08/28/2025	09/09/2025	09/09/2025	200.00
Account 65001 - FEDERAL GRANT EXPENSE Totals				Invoice Transactions 4	\$800.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals				Invoice Transactions 4	\$800.00
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
100162 - ALARM DETECTION SYSTEMS, INC.	BUILDING ALARM SYSTEM SEPT-NOV 2025	08/10/2025	09/09/2025	09/09/2025	689.73
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/14/2025	09/09/2025	09/09/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	08/21/2025	09/09/2025	09/09/2025	248.31

Library Bills List

G/L Date Range 09/09/25 - 09/09/25

151986 - CINTAS CORPORATION #769	MAT SERVICE	08/28/2025	09/09/2025	09/09/2025	248.31
18805 - M&R ELECTRONIC SYSTEMS INC.	LIBRARY CARD ACCESS WORK ORDER	08/14/2025	09/09/2025	09/09/2025	9,322.00
18805 - M&R ELECTRONIC SYSTEMS INC.	LIBRARY CARD ACCESS WORK ORDER	08/14/2025	09/09/2025	09/09/2025	1,585.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2025	09/09/2025	09/09/2025	227.14
Account 62225 - BLDG MAINTENANCE SERVICES Totals Invoice Transactions 7					\$12,568.80
Account 64005 - ELECTRICITY					
15016 - DYNEGY	SERVICE 6/3/2025-7/1/2025	06/03/2025	09/09/2025	09/09/2025	9,815.38
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					\$9,815.38
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/19/2025	09/09/2025	09/09/2025	812.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	08/29/2025	09/09/2025	09/09/2025	130.88
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 2					\$942.88
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	KEY CABINET	08/18/2025	09/09/2025	09/09/2025	295.39
Account 65050 - BLDG MAINTENANCE MATERIAL Totals Invoice Transactions 1					\$295.39
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 11					\$23,622.45
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	HR AND RECRUITING SERVICES	08/31/2025	09/09/2025	09/09/2025	3,535.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICES	08/21/2025	09/09/2025	09/09/2025	112.29
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 2					\$3,647.29
Account 62290 - TUITION					
18611 - KENNEDY JOSEPH	TUITION REIMBURSEMENT SUMMER 2025	08/22/2025	09/09/2025	09/09/2025	1,342.00
Account 62290 - TUITION Totals Invoice Transactions 1					\$1,342.00
Account 62295 - TRAINING & TRAVEL					
20062 - YOLANDE WILBURN	TRAVEL REIMBURSEMENT DIGIPALOOZA CONFERENCE	08/22/2025	09/09/2025	09/09/2025	200.20
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 1					\$200.20
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	08/15/2025	09/09/2025	09/09/2025	55.94
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 1					\$55.94
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 5					\$5,245.43
Department 48 - LIBRARY Totals Invoice Transactions 73					\$109,797.72
Fund 185 - LIBRARY FUND Totals Invoice Transactions 73					\$109,797.72
* = Prior Fiscal Year Activity					\$109,797.72

Library Bills List

G/L Date Range 09/30/25 - 09/30/25

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	YA PRINT AND JUV PRINT	08/21/2025	09/30/2025	09/30/2025	33.17
100474 - BAKER & TAYLOR	JUV PRINT	08/21/2025	09/30/2025	09/30/2025	115.24
100474 - BAKER & TAYLOR	JUV PRINT	08/22/2025	09/30/2025	09/30/2025	169.71
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2025	09/30/2025	09/30/2025	1,182.04
100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	09/05/2025	09/30/2025	09/30/2025	785.87
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2025	09/30/2025	09/30/2025	9.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/08/2025	09/30/2025	09/30/2025	636.81
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	634.61
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/09/2025	09/30/2025	09/30/2025	47.18
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/12/2025	09/30/2025	09/30/2025	448.90
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	14.17
323474 - CAVENDISH SQUARE PUBLISHING, LLC	JUV PRINT	08/20/2025	09/30/2025	09/30/2025	186.03
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	JUV PRINT	09/08/2025	09/30/2025	09/30/2025	17.86
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	08/25/2025	09/30/2025	09/30/2025	60.22
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	1.92
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	08/27/2025	09/30/2025	09/30/2025	17.06
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/02/2025	09/30/2025	09/30/2025	11.08
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/02/2025	09/30/2025	09/30/2025	18.02
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/15/2025	09/30/2025	09/30/2025	63.95
Account 65630 - LIBRARY BOOKS Totals Invoice Transactions 19					\$4,453.26
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	08/22/2025	09/30/2025	09/30/2025	54.84
103424 - MIDWEST TAPE LLC	JUV AV	08/22/2025	09/30/2025	09/30/2025	93.51
103424 - MIDWEST TAPE LLC	JUV AV	08/28/2025	09/30/2025	09/30/2025	93.51
103424 - MIDWEST TAPE LLC	JUV AV	09/05/2025	09/30/2025	09/30/2025	109.56
103424 - MIDWEST TAPE LLC	JUV AV	09/18/2025	09/30/2025	09/30/2025	83.04
Account 65641 - AUDIO VISUAL COLLECTIONS Totals Invoice Transactions 5					\$434.46
Business Unit 4805 - EARLY LEARNING & LITERACY Totals Invoice Transactions 24					\$4,887.72
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20446 - NEHANDA JULOT	PROFESSIONAL SERVICES	09/22/2025	09/30/2025	09/30/2025	400.00
20855 - TERESA PANGAN PLLC	WELLNESS WEDNESDAY PROGRAM	09/15/2025	09/30/2025	09/30/2025	250.00
Account 65100 - LIBRARY SUPPLIES Totals Invoice Transactions 2					\$650.00
Account 65628 - Library Electronic Resources					
19203 - DATABASEUSA.COM LLC	ONLINE RESOURCES	09/01/2025	09/30/2025	09/30/2025	6,900.00
16334 - KANOPI	ONLINE RESOURCES	08/31/2025	09/30/2025	09/30/2025	1,879.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	08/31/2025	09/30/2025	09/30/2025	7,499.88
Account 65628 - Library Electronic Resources Totals Invoice Transactions 3					\$16,278.88
Account 65630 - LIBRARY BOOKS					
100474 - BAKER & TAYLOR	ADULT PRINT	08/18/2025	09/30/2025	09/30/2025	106.75

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/19/2025	09/30/2025	09/30/2025	1,002.94
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/20/2025	09/30/2025	09/30/2025	1,250.65
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2025	09/30/2025	09/30/2025	731.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	419.54
100474 - BAKER & TAYLOR	ADULT PRINT	08/26/2025	09/30/2025	09/30/2025	291.83
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	1,038.55
100474 - BAKER & TAYLOR	ADULT PRINT	08/25/2025	09/30/2025	09/30/2025	87.22
100474 - BAKER & TAYLOR	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	48.96
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/03/2025	09/30/2025	09/30/2025	1,774.51
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	42.74
100474 - BAKER & TAYLOR	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	1,053.17
100474 - BAKER & TAYLOR	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	171.34
100474 - BAKER & TAYLOR	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	316.06
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	189.40
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/19/2025	09/30/2025	09/30/2025	28.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	55.48
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	25.50
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	20.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/02/2025	09/30/2025	09/30/2025	65.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	109.50
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	14.34
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	08/27/2025	09/30/2025	09/30/2025	163.53
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	1,308.76
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	17.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	32.66
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	55.64
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	161.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	16.98
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	23.63
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	438.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	329.24
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/29/2025	09/30/2025	09/30/2025	21.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	08/29/2025	09/30/2025	09/30/2025	22.46
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	167.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	21.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/03/2025	09/30/2025	09/30/2025	623.54
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/04/2025	09/30/2025	09/30/2025	26.25
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2025	09/30/2025	09/30/2025	51.27
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2023	09/30/2025	09/30/2025	33.75
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/08/2025	09/30/2025	09/30/2025	1,793.72
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/09/2025	09/30/2025	09/30/2025	84.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	90.65
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	124.73
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	24.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/10/2025	09/30/2025	09/30/2025	108.10
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	17.00
102576 - INGRAM LIBRARY SERVICES	ADULT AV	09/11/2025	09/30/2025	09/30/2025	2,341.47
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	19.78
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	122.68
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/11/2025	09/30/2025	09/30/2025	69.16
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/15/2025	09/30/2025	09/30/2025	186.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/15/2025	09/30/2025	09/30/2025	90.00

102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.25
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	25.84
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	179.73
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	12.13
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/16/2025	09/30/2025	09/30/2025	49.70
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/18/2025	09/30/2025	09/30/2025	10.40
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	08/27/2025	09/30/2025	09/30/2025	28.99
276974 - OVER DRIVE, INC.	EBOOKS	09/04/2025	09/30/2025	09/30/2025	36.59
276974 - OVER DRIVE, INC.	EBOOKS	09/02/2025	09/30/2025	09/30/2025	429.65
276974 - OVER DRIVE, INC.	EBOOKS	09/02/2025	09/30/2025	09/30/2025	309.98
276974 - OVER DRIVE, INC.	EBOOKS	09/03/2025	09/30/2025	09/30/2025	380.23
276974 - OVER DRIVE, INC.	EBOOKS	08/22/2025	09/30/2025	09/30/2025	427.66
276974 - OVER DRIVE, INC.	EBOOKS	08/22/2025	09/30/2025	09/30/2025	64.95
276974 - OVER DRIVE, INC.	EBOOKS	08/21/2025	09/30/2025	09/30/2025	376.42
276974 - OVER DRIVE, INC.	EBOOKS	08/20/2025	09/30/2025	09/30/2025	381.47
276974 - OVER DRIVE, INC.	EBOOKS	08/20/2025	09/30/2025	09/30/2025	187.99
276974 - OVER DRIVE, INC.	EBOOKS	08/19/2025	09/30/2025	09/30/2025	153.25
276974 - OVER DRIVE, INC.	EBOOKS	08/19/2025	09/30/2025	09/30/2025	521.22
276974 - OVER DRIVE, INC.	EBOOKS	08/18/2025	09/30/2025	09/30/2025	474.55
276974 - OVER DRIVE, INC.	EBOOKS	08/25/2025	09/30/2025	09/30/2025	562.03
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	1,285.48
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	291.04
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	83.95
276974 - OVER DRIVE, INC.	EBOOKS	08/31/2025	09/30/2025	09/30/2025	1,384.82
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	570.42
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	630.38
276974 - OVER DRIVE, INC.	EBOOKS	08/26/2025	09/30/2025	09/30/2025	236.42
276974 - OVER DRIVE, INC.	EBOOKS	08/26/2025	09/30/2025	09/30/2025	529.77
276974 - OVER DRIVE, INC.	EBOOKS	08/29/2025	09/30/2025	09/30/2025	95.97
276974 - OVER DRIVE, INC.	EBOOKS	08/27/2025	09/30/2025	09/30/2025	86.49
276974 - OVER DRIVE, INC.	EBOOKS	08/28/2025	09/30/2025	09/30/2025	596.44
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	873.42
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	91.95
276974 - OVER DRIVE, INC.	EBOOKS	09/05/2025	09/30/2025	09/30/2025	1,561.81
276974 - OVER DRIVE, INC.	EBOOKS	09/08/2025	09/30/2025	09/30/2025	609.27
276974 - OVER DRIVE, INC.	EBOOKS	09/09/2025	09/30/2025	09/30/2025	267.93
276974 - OVER DRIVE, INC.	EBOOKS	09/09/2025	09/30/2025	09/30/2025	751.57
276974 - OVER DRIVE, INC.	EBOOKS	09/10/2025	09/30/2025	09/30/2025	89.99
276974 - OVER DRIVE, INC.	EBOOKS	09/10/2025	09/30/2025	09/30/2025	89.99
276974 - OVER DRIVE, INC.	EBOOKS	09/11/2025	09/30/2025	09/30/2025	393.65
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	443.28
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	653.82
276974 - OVER DRIVE, INC.	EBOOKS	09/12/2025	09/30/2025	09/30/2025	217.95
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2025	09/30/2025	09/30/2025	462.49
276974 - OVER DRIVE, INC.	EBOOKS	09/16/2025	09/30/2025	09/30/2025	231.79
276974 - OVER DRIVE, INC.	EBOOKS	09/17/2025	09/30/2025	09/30/2025	298.24
276974 - OVER DRIVE, INC.	EBOOKS	09/18/2025	09/30/2025	09/30/2025	694.41
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/28/2025	09/30/2025	09/30/2025	88.27
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/21/2025	09/30/2025	09/30/2025	13.56
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/18/2025	09/30/2025	09/30/2025	70.19
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	08/21/2025	09/30/2025	09/30/2025	33.33

Account **65641 - AUDIO VISUAL COLLECTIONS**

102576 - INGRAM LIBRARY SERVICES	ADULT AV	09/11/2025	09/30/2025	09/30/2025	21.99
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	223.11
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	32.18
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	49.59
103424 - MIDWEST TAPE LLC	ADULT AV	08/22/2025	09/30/2025	09/30/2025	53.34
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	21.42
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	08/28/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	95.82
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	143.07
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	62.86
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/05/2025	09/30/2025	09/30/2025	153.62
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	31.43
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	37.19
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	59.36
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	09/11/2025	09/30/2025	09/30/2025	45.09
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	121.68
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	154.76
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	15.42
103424 - MIDWEST TAPE LLC	ADULT AV	09/18/2025	09/30/2025	09/30/2025	234.36

Account **65641 - AUDIO VISUAL COLLECTIONS** Totals

Invoice Transactions 28

\$1,802.93

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

Invoice Transactions 140

\$54,526.77

Business Unit **4820 - ACCESS SERVICES**Account **65100 - LIBRARY SUPPLIES**

100736 - BRODART COMPANY	LIBRARY SUPPLIES	09/15/2025	09/30/2025	09/30/2025	419.10
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 1		\$419.10

Business Unit **4820 - ACCESS SERVICES** Totals

Invoice Transactions 1

\$419.10

Business Unit **4825 - ENGAGEMENT SERVICES**Account **65100 - LIBRARY SUPPLIES**

100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/19/2025	09/30/2025	09/30/2025	54.69
100474 - BAKER & TAYLOR	ENGAGEMENT SUPPLIES	08/29/2025	09/30/2025	09/30/2025	25.12
21381 - WELL FIT LLC	SUMMER FITNESS PROGRAM SERIES	09/18/2025	09/30/2025	09/30/2025	375.00
Account 65100 - LIBRARY SUPPLIES Totals			Invoice Transactions 3		<hr/> \$454.81

Business Unit **4825 - ENGAGEMENT SERVICES** Totals

Invoice Transactions 3

\$454.81

Business Unit **4826 - ROBERT CROWN OPERATIONS**Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/19/2025	09/30/2025	09/30/2025	16.39
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/20/2025	09/30/2025	09/30/2025	39.56
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/21/2025	09/30/2025	09/30/2025	11.87
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	93.80
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	08/26/2025	09/30/2025	09/30/2025	118.88

100474 - BAKER & TAYLOR	JUV PRINT AND CROWN	09/05/2025	09/30/2025	09/30/2025	36.09
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/03/2025	09/30/2025	09/30/2025	72.41
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/08/2025	09/30/2025	09/30/2025	33.27
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	39.30
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	77.42
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/12/2025	09/30/2025	09/30/2025	32.28
100474 - BAKER & TAYLOR	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	21.42
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	7.13
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	08/25/2025	09/30/2025	09/30/2025	89.71
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/02/2025	09/30/2025	09/30/2025	99.46
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/10/2025	09/30/2025	09/30/2025	297.23
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	22.19
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	9.07
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/16/2025	09/30/2025	09/30/2025	20.48
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 19			<hr/> \$1,137.96

Account **65641 - AUDIO VISUAL COLLECTIONS**

19521 - PLAYAWAY PRODUCTS LLC	CROWN AV	04/10/2025	09/30/2025	09/30/2025	58.99
Account 65641 - AUDIO VISUAL COLLECTIONS Totals		Invoice Transactions 1			<hr/> \$58.99

Business Unit 4826 - ROBERT CROWN OPERATIONS Totals	Invoice Transactions 20	<hr/> \$1,196.95
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **65100 - LIBRARY SUPPLIES**

206940 - ULINE	DRY ERASE PARTITION BOARD	09/10/2025	09/30/2025	09/30/2025	463.20
Account 65100 - LIBRARY SUPPLIES Totals		Invoice Transactions 1			<hr/> \$463.20

Account **65630 - LIBRARY BOOKS**

100474 - BAKER & TAYLOR	YA PRINT AND JUV PRINT	08/21/2025	09/30/2025	09/30/2025	66.21
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/05/2025	09/30/2025	09/30/2025	16.05
100474 - BAKER & TAYLOR	YA AND JUV PRINT	09/09/2025	09/30/2025	09/30/2025	83.82
100474 - BAKER & TAYLOR	YA, JUV AND CROWN PRINT	09/18/2025	09/30/2025	09/30/2025	18.99
Account 65630 - LIBRARY BOOKS Totals		Invoice Transactions 4			<hr/> \$185.07

Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 5	<hr/> \$648.27
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Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	09/04/2025	09/30/2025	09/30/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/11/2025	09/30/2025	09/30/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICES	09/18/2025	09/30/2025	09/30/2025	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	09/03/2025	09/30/2025	09/30/2025	145.54
13463 - GARLAND /DBS, INC.	ROOFING MATERIAL AND SERVICES	06/26/2025	09/30/2025	09/30/2025	3,511.00
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	09/02/2025	09/30/2025	09/30/2025	156.83
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	09/02/2025	09/30/2025	09/30/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals		Invoice Transactions 7			<hr/> \$16,644.01

Account **64005 - ELECTRICITY**

15016 - DYNEGY	ACCT #4591156705 SERVICE PERIOD 5/2/25 TO 6/2/2025	06/02/2025	09/30/2025	09/30/2025	7,557.09
Account 64005 - ELECTRICITY Totals Invoice Transactions 1					<hr/> \$7,557.09
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	09/18/2025	09/30/2025	09/30/2025	1,188.22
Account 65040 - JANITORIAL SUPPLIES Totals Invoice Transactions 1					<hr/> \$1,188.22
Business Unit 4840 - LIBRARY MAINTENANCE Totals Invoice Transactions 9					<hr/> \$25,389.32
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
14118 - ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES INC.	BOND RENEWAL FEE	09/09/2025	09/30/2025	09/30/2025	1,000.00
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	PROFESSIONAL SERVICES LEGAL	09/10/2025	09/30/2025	09/30/2025	822.50
20988 - MADDEN CREATIVE SERVICES, LLC	PROFESSIONAL SERVICES 2025 ABC BOOSTER VIDEO	07/11/2025	09/30/2025	09/30/2025	2,500.00
12151 - MULTILINGUAL CONNECTIONS LLC	TRANSLATION SERVICE	07/31/2025	09/30/2025	09/30/2025	97.01
Account 62185 - CONSULTING SERVICES Totals Invoice Transactions 4					<hr/> \$4,419.51
Account 62210 - PRINTING					
14818 - FISHEYE GRAPHIC SERVICES, INC.	PRINTING BUSINESS CARD R GRASSI	09/08/2025	09/30/2025	09/30/2025	42.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	NOTE CARDS & ENVELOPES	09/14/2025	09/30/2025	09/30/2025	595.00
14818 - FISHEYE GRAPHIC SERVICES, INC.	ENGLISH AND SPANISH BOOKMARKS	09/16/2025	09/30/2025	09/30/2025	420.00
Account 62210 - PRINTING Totals Invoice Transactions 3					<hr/> \$1,057.00
Account 62295 - TRAINING & TRAVEL					
19292 - KASANDRA TREJO	MILEAGE REIMBURSEMENT KTREJO	09/17/2025	09/30/2025	09/30/2025	27.64
Account 62295 - TRAINING & TRAVEL Totals Invoice Transactions 1					<hr/> \$27.64
Account 62340 - IT COMPUTER SOFTWARE					
11009 - BLACKBAUD INC.	RENEWAL DEVELOPMENT DATABASE	09/03/2025	09/30/2025	09/30/2025	15,067.60
Account 62340 - IT COMPUTER SOFTWARE Totals Invoice Transactions 1					<hr/> \$15,067.60
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/12/2025	09/30/2025	09/30/2025	164.03
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/11/2025	09/30/2025	09/30/2025	364.82
Account 65095 - OFFICE SUPPLIES Totals Invoice Transactions 2					<hr/> \$528.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals Invoice Transactions 11					<hr/> \$21,100.60
Department 48 - LIBRARY Totals Invoice Transactions 213					<hr/> \$108,623.54
Fund 185 - LIBRARY FUND Totals Invoice Transactions 213					<hr/> \$108,623.54
* = Prior Fiscal Year Activity Invoice Transactions 213					<hr/> <hr/> \$108,623.54



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Administrative Services Update

Date: October 03, 2025

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Title:	Notes:
Access Services	PT Library Shelver	Pending HR
Access Services	PT Library Clerk (2)	Pending HR
Innovation & Digital Learning	PT Library Assistant	Closes 10/09/2025
Lifelong Learning & Literacy	PT Library Assistant	Closes 10/10/2025
Maintenance/Safety	FT Assistant Facilities Manager	Interviewing
Maintenance/Safety	FT Safety Monitor	Interviewing
Robert Crown Library Branch	PT Library Clerk	Pending HR

FT Safety Monitor (Maintenance/Safety) begins 10/07/2025.

Financial Resources

As of September 2025, Operating Fund revenue collections are at 56% of the projected budget, while expenditures are at 69%. In the Capital Fund, expenditures remain at 0% of the budget.

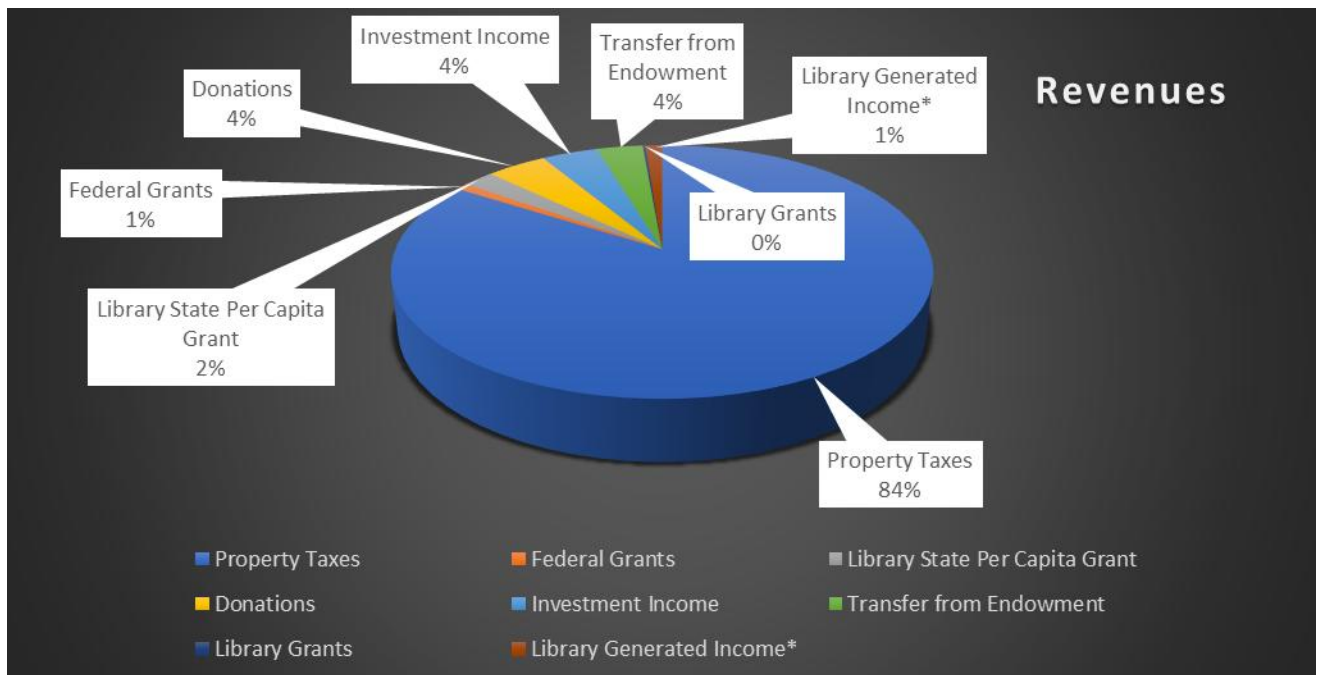
Note that County tax revenues are not expected to be received until the first week of November 2025.

Financial Report September 2025

Revenues

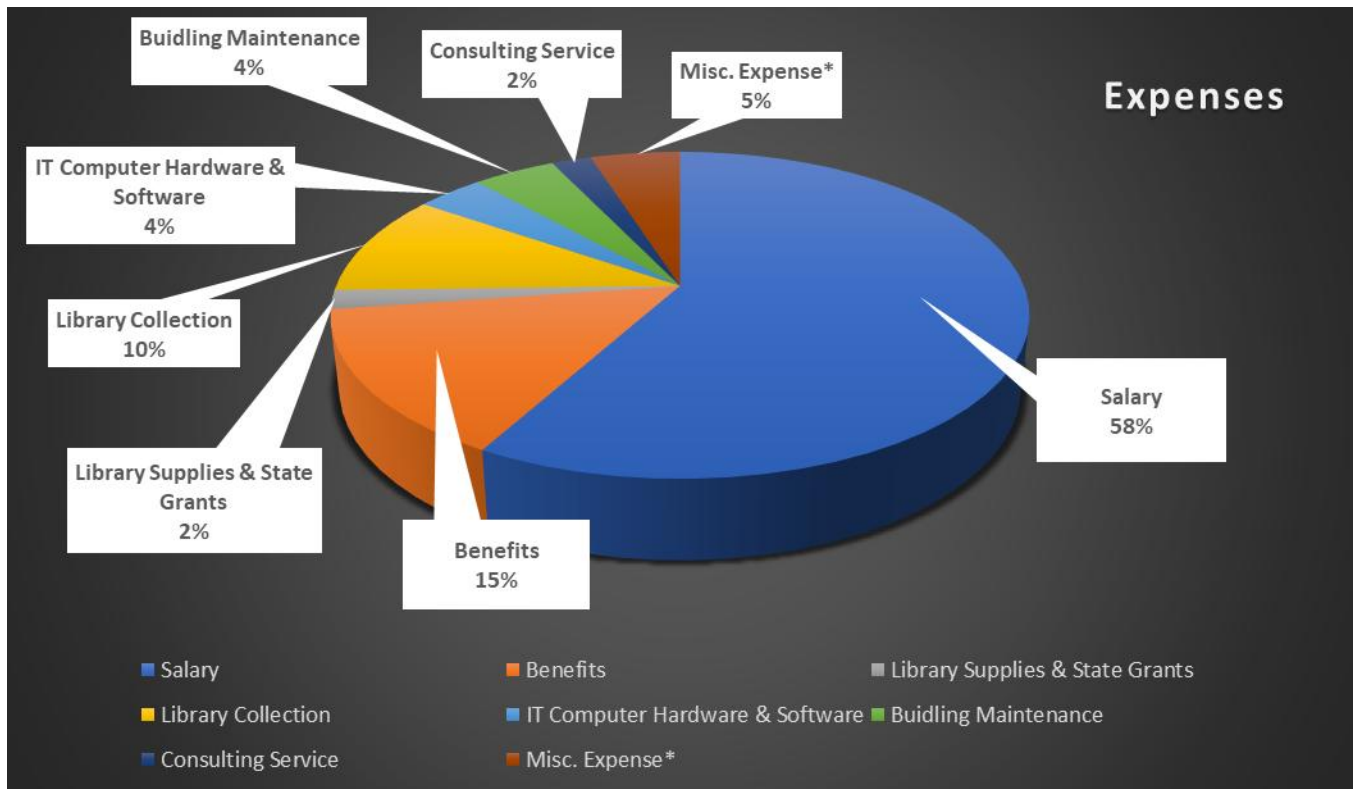
	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,440,832	\$8,624,347	4,183,515	51%
Federal Grants	\$46,982	\$40,000	(6,982)	117%
Library State Per Capita Grant	\$115,212	\$115,000	(212)	100%
Donations	\$224,464	\$400,000	175,536	56%
Investment Income	\$209,170	\$25,000	(184,170)	837%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$62,574	\$45,000	(17,574)	139%
Total	\$5,282,754	\$9,463,097	4,180,343	56%

**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	\$4,089,479	\$6,127,893	2,038,415	67%
Benefits	\$1,032,773	\$1,628,212	595,440	63%
Library Supplies & State Grants	\$133,100	\$182,542	49,442	73%
Library Collection	\$706,553	\$911,537	204,984	78%
IT Computer Hardware & Software	\$261,661	\$317,800	56,139	82%
Buidling Maintenance	\$320,836	\$473,602	152,766	68%
Consulting Service	\$153,161	\$100,000	(53,161)	153%
Misc. Expense*	\$347,712	\$497,500	149,788	70%
Total	\$7,045,274	\$10,239,087	3,193,813	69%
<i>*Advertising, Printing, Postage, Bank Fee, Credit Card Fees, Utilities & Office Supplies</i>				



Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 185 - LIBRARY FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
51015	PROPERTY TAXES	8,624,347.00	.00	8,624,347.00	.00	.00	4,440,831.73	4,183,515.27	51
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	37.47	.00	276.77	723.23	28
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	46,981.70	(6,981.70)	117
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	115,212.25	(212.25)	100
56011	DONATIONS	400,000.00	.00	400,000.00	.00	.00	224,464.31	175,535.69	56
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	11,946.33	(9,946.33)	597
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	209,169.95	(184,169.95)	837
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	19,615.89	384.11	98
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	11,254.12	(6,254.12)	225
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	4,262.84	(262.84)	107
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	15,218.00	(5,218.00)	152
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	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$37.47	\$0.00	\$5,282,754.46	\$4,180,342.54	56%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	35,673.53	.00	275,239.38	249,670.52	52
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	17,978.40	.00	167,962.17	36,863.92	82
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	240.00	.00	1,815.00	3,185.00	36
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	62,395.91	33,628.87	65
61513	VISION INSURANCE	72.12	.00	72.12	6.01	.00	54.09	18.03	75
61615	LIFE INSURANCE	193.32	.00	193.32	7.57	.00	75.69	117.63	39
61710	IMRF	31,287.22	.00	31,287.22	2,296.64	.00	19,980.63	11,306.59	64
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	3,244.83	.00	28,065.73	17,177.90	62
61730	MEDICARE	10,581.16	.00	10,581.16	758.87	.00	6,563.73	4,017.43	62
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	897.00	.00	26,337.85	1,662.15	94
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	6,150.71	.00	78,058.10	71,941.90	52
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	523.87	.00	6,502.83	3,497.17	65
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$1,115,338.22	\$0.00	\$1,115,338.22	\$74,986.89	\$0.00	\$693,535.87	\$421,802.35	62%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	38,914.65	.00	354,735.25	85,539.75	81
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	16,897.49	.00	157,002.70	163,643.30	49
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	80.00	.00	2,250.00	2,750.00	45
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	7,483.14	.00	53,203.62	28,875.38	65
61513	VISION INSURANCE	.00	.00	.00	3.16	.00	28.44	(28.44)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	10.52	.00	93.89	(57.89)	261
61710	IMRF	32,617.00	.00	32,617.00	2,480.08	.00	22,971.19	9,645.81	70
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	3,339.97	.00	30,981.22	16,196.78	66

Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

61730	MEDICARE	11,031.00	.00	11,031.00	781.10	.00	7,245.58	3,785.42	66
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	679.90	.00	8,934.44	1,065.56	89
65628	Library Electronic Resources	320,000.00	.00	320,000.00	18,157.88	.00	237,159.54	82,840.46	74
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	43,816.21	.00	337,505.54	(2,505.54)	101
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	11,986.68	(5,486.68)	184
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	2,369.87	.00	12,191.44	18,808.56	39
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$135,013.97	\$0.00	\$1,240,372.82	\$403,489.18	75%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	61,556.59	.00	581,985.63	259,212.72	69
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	17,152.88	.00	186,519.27	152,810.07	55
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	350.00	.00	3,582.50	1,417.50	72
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	363.44	.00	1,498.43	(1,498.43)	+++
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	128,954.82	71,311.74	64
61513	VISION INSURANCE	75.84	.00	75.84	9.17	.00	82.53	(6.69)	109
61615	LIFE INSURANCE	345.41	.00	345.41	29.18	.00	226.59	118.82	66
61710	IMRF	45,924.92	.00	45,924.92	3,322.40	.00	32,455.13	13,469.79	71
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	4,707.63	.00	46,237.19	26,955.49	63
61730	MEDICARE	17,117.64	.00	17,117.64	1,100.95	.00	10,813.48	6,304.16	63
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	.00	.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	26,200.75	1,778.87	35,225.94	(22,004.81)	247
65555	IT COMPUTER HARDWARE	.00	.00	.00	40,000.00	.00	40,000.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$169,707.71	\$1,778.87	\$1,154,525.20	\$524,146.67	69%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	22,891.34	.00	213,867.81	156,178.19	58
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	3,725.05	.00	35,613.11	12,709.89	74
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.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	30,207.98	38,595.02	44
61513	VISION INSURANCE	39.00	.00	39.00	3.16	.00	28.44	10.56	73
61615	LIFE INSURANCE	131.00	.00	131.00	11.66	.00	104.03	26.97	79
61710	IMRF	18,433.00	.00	18,433.00	1,184.42	.00	11,184.34	7,248.66	61
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	1,583.25	.00	14,993.23	10,946.77	58
61730	MEDICARE	6,063.00	.00	6,063.00	370.25	.00	3,506.45	2,556.55	58
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	100.00	.00	2,110.97	2,889.03	42
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	454.81	699.37	12,550.60	10,750.03	55
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$33,877.82	\$699.37	\$331,041.26	\$245,537.37	57%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	34,756.01	.00	312,096.78	(11,103.78)	104
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	6,205.79	.00	70,335.34	93,520.66	43
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	6,864.00	(6,864.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	1,639.46	.00	1,984.22	(1,984.22)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	6,788.62	.00	57,703.27	13,854.73	81
61513	VISION INSURANCE	76.00	.00	76.00	6.33	.00	56.97	19.03	75
61615	LIFE INSURANCE	117.00	.00	117.00	16.36	.00	102.64	14.36	88
61710	IMRF	19,948.00	.00	19,948.00	1,895.76	.00	18,632.40	1,315.60	93
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	2,545.37	.00	25,446.12	3,374.88	88
61730	MEDICARE	6,737.00	.00	6,737.00	595.28	.00	5,951.14	785.86	88

Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

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	600.00	345.53	9,437.17	4,217.30	70
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	879.80	1,120.20	44
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	1,546.21	.00	17,974.06	17,025.94	51
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	117.98	.00	635.89	864.11	42
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$56,713.17	\$345.53	\$559,866.04	\$86,994.43	87%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	38,150.98	.00	314,215.65	129,580.35	71
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	14,640.56	.00	130,055.81	153,305.19	46
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	710.00	.00	9,323.00	(4,323.00)	186
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	59,768.99	41,141.01	59
61513	VISION INSURANCE	38.00	.00	38.00	12.46	.00	112.14	(74.14)	295
61615	LIFE INSURANCE	114.00	.00	114.00	10.10	.00	90.31	23.69	79
61710	IMRF	31,618.00	.00	31,618.00	2,349.22	.00	20,288.32	11,329.68	64
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	3,205.42	.00	27,665.90	17,418.10	61
61730	MEDICARE	10,540.00	.00	10,540.00	749.68	.00	6,470.26	4,069.74	61
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	.00	.00	25,180.57	14,819.43	63
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	800.00	.00	15,698.88	14,943.12	51
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	813.28	.00	9,415.93	3,584.07	72
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	185.07	.00	4,509.17	15,490.83	23
65641	AUDIO VISUAL COLLECTIONS	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals		\$1,099,603.00	\$0.00	\$1,099,603.00	\$68,611.79	\$59.00	\$663,332.78	\$436,211.22	60%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	38,050.91	.00	393,897.99	354,698.81	53
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	.00	.00	5,676.76	(5,676.76)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	6,505.28	.00	73,696.44	89,180.36	45
61513	VISION INSURANCE	150.00	.00	150.00	12.46	.00	137.42	12.58	92
61615	LIFE INSURANCE	3.40	.00	3.40	9.09	.00	75.02	(71.62)	2206
61626	CELL PHONE ALLOWANCE	.00	.00	.00	56.00	.00	168.00	(168.00)	+++
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	1,693.26	.00	17,933.21	15,153.70	54
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	2,287.63	.00	24,013.38	22,443.22	52
61730	MEDICARE	10,865.38	.00	10,865.38	535.02	.00	5,616.05	5,249.33	52
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	29,212.81	75,351.42	229,878.10	(10,229.52)	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	4,077.00	1,363.00	75
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	3,663.00	1,222.00	75
64005	ELECTRICITY	100,000.00	.00	100,000.00	17,372.47	.00	42,767.60	57,232.40	43
64015	NATURAL GAS	30,000.00	.00	30,000.00	430.26	.00	12,499.50	17,500.50	42
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	2,131.10	.00	13,678.35	1,321.65	91
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	295.39	.00	14,047.42	5,952.58	70
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	\$99,451.68	\$75,351.42	\$844,445.34	\$563,531.13	62%

Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

Business Unit 4845 - LIBRARY ADMINISTRATION

61010	REGULAR PAY	957,928.00	.00	957,928.00	76,171.71	.00	728,883.88	229,044.12	76
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	8,311.50	.00	72,169.53	35,639.47	67
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	9,439.84	.00	78,058.94	41,935.06	65
61513	VISION INSURANCE	114.00	.00	114.00	9.30	.00	83.70	30.30	73
61615	LIFE INSURANCE	579.00	.00	579.00	56.71	.00	499.12	79.88	86
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	300.00	.00	2,700.00	900.00	75
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	117.00	.00	1,053.00	855.00	55
61710	IMRF	38,105.00	.00	38,105.00	3,264.12	.00	34,675.35	3,429.65	91
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	5,122.70	.00	47,670.56	18,342.44	72
61730	MEDICARE	15,534.00	.00	15,534.00	1,198.06	.00	11,148.77	4,385.23	72
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	8,066.80	17,307.80	149,786.05	(67,093.85)	167
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	1,057.00	.00	25,023.06	14,976.94	63
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	3,375.00	(3,375.00)	+++
62290	TUITION	15,000.00	.00	15,000.00	1,342.00	.00	3,584.00	11,416.00	24
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	227.84	57,810.00	24,092.07	(51,902.07)	273
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	15,067.60	63,966.31	79,658.71	(60,725.02)	173
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	151.35	(151.35)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,672.65	3,327.35	33
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	2,062.96	.00	9,915.28	84.72	99
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	584.79	1,475.65	13,717.55	14,806.80	51
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	680.60	(680.60)	+++
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,167.00	.00	262,503.00	87,497.00	75
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$161,566.93	\$140,559.76	\$2,251,718.81	(\$400,294.57)	120%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$799,929.96	\$218,793.95	\$7,738,838.12	\$2,281,417.78	78%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$799,929.96	\$218,793.95	\$7,738,838.12	\$2,281,417.78	78%

Fund 185 - LIBRARY FUND Totals

REVENUE TOTALS	9,463,097.00	.00	9,463,097.00	37.47	.00	5,282,754.46	4,180,342.54	56%
EXPENSE TOTALS	10,239,049.85	.00	10,239,049.85	799,929.96	218,793.95	7,738,838.12	2,281,417.78	78%

Fund 185 - LIBRARY FUND Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$799,892.49)	(\$218,793.95)	(\$2,456,083.66)	\$1,898,924.76	
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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%

Budget Performance Report

Date Range 01/01/25 - 09/30/25

Include Rollup Account and Rollup to Object Account

EXPENSE TOTALS	\$576,946.00	\$0.00	\$576,946.00	\$0.00	\$0.00	\$103,432.61	\$473,513.39	18%
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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%
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EXPENSE TOTALS	576,946.00	.00	576,946.00	.00	.00	103,432.61	473,513.39	18%
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Fund 186 - LIBRARY DEBT SERVICE FUND Totals

	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$185,040.39	(\$185,040.39)	
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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	1,900,000.00	0
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57057	TRANSFER FROM OTHER FUNDS	.00	.00	.00	.00	.00	693,564.00	(693,564.00) +++
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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%
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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%
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REVENUE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	\$0.00	\$693,564.00	\$1,206,436.00	37%
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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)	1,986,570.57	-5
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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%
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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%
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EXPENSE TOTALS	\$1,900,000.00	\$0.00	\$1,900,000.00	\$0.00	(\$86,570.57)	\$0.00	\$1,986,570.57	-5%
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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%
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EXPENSE TOTALS	1,900,000.00	.00	1,900,000.00	.00	(86,570.57)	.00	1,986,570.57	-5%
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Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$86,570.57	\$693,564.00	(\$780,134.57)	
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Grand Totals

REVENUE TOTALS	11,940,043.00	.00	11,940,043.00	37.47	.00	6,264,791.46	5,675,251.54	52%
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EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	799,929.96	132,223.38	7,842,270.73	4,741,501.74	63%
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Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$799,892.49)	(\$132,223.38)	(\$1,577,479.27)	\$933,749.80	
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Evanston Public Library Consolidated Endowment Fund
Statement of Activity

August 01, 2025 through August 31, 2025

Beginning Balance \$4,520,016.72

Revenue

Investment results	119,106.05
Online donations	10.00

Total Revenues: \$119,116.05

Distributions/Grants and Expenses

Foundation support charge	-2,544.41
Online processing fees - STRIPE	-0.52

Total Distributions: \$-2,544.93

Ending Balance \$4,636,587.84

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 Facilities Committee

From: Wynn Shawver, Development Manager

Subject: September 2025 Development Report for the Library Board

Date: October 15, 2025

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

September Total Non-Tax Revenue:

Fund	Sept Cash	Sept Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Individual Donations	\$7,820	\$0	\$190,652	\$550,000	35%
Federal Grants	\$0	\$0	\$37,183	\$40,000	93%
Non-Federal Grants	\$0	\$15,380	\$25,330	\$40,000	63%
Per Capita Grant	\$0	\$0	\$115,212	\$115,212	100%
Sponsorship	\$0	\$0	\$9,100	\$20,000	46%
Misc Revenue	\$0	\$0	\$3,905	\$2,000	195%
Total Revenue	\$7,820	\$15,380	\$381,382	\$767,212	50%

Individual Donor Activity:

In September, we received \$7,820 in individual donations and we have reached 35% of our stretch goal of \$550,000, and 47% of our budgeted goal of \$400,000. In comparison to September 2024 when we received \$154,692, which was 32% towards our total funds raised of \$480,000 and 38% of the budgeted goal of \$400,000.

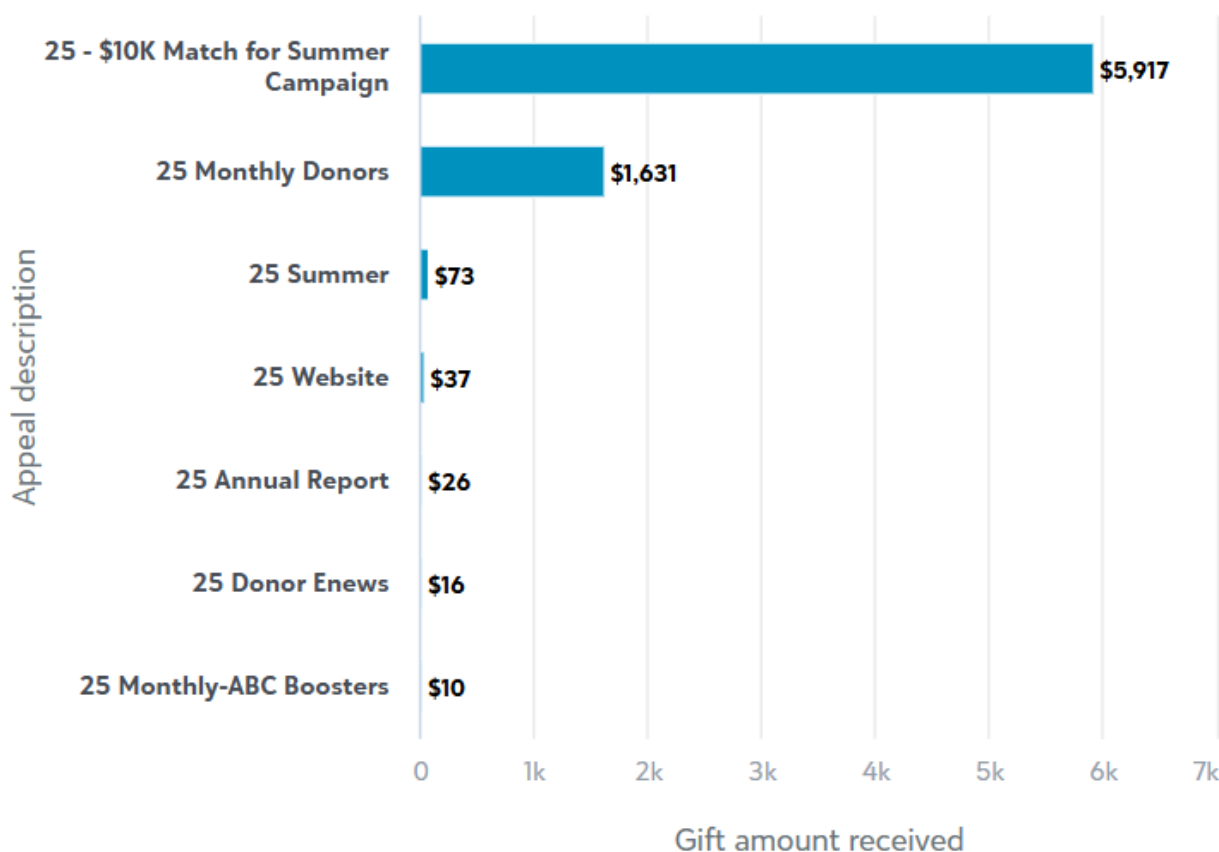


Revenue Received by Campaigns in September 2025:

Campaign	Total 2025 Campaign Goal	Sept Revenue	Sept Number of Gifts	Sept Number of Donors
2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$160	9	9
2022 Library Donations	\$5,000	\$355	16	16
2023 Library Donations	\$5,000	\$765	28	28
2024 Library Donations	\$1,000	\$216	14	14
2024 Year-End Camp.	\$10,000	\$15	1	1
2025 Annual Report	\$7,000	\$26	1	1
2025 Library Donations	\$85,000	\$170	10	10
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$6,000	18	16
2025 Year-End Campaign	\$283,000	\$0	0	0
2025 Sponsorship	\$20,000	\$0	0	1
Total Revenue	\$570,000	\$7,819	102	101

Revenue by Appeals in September 2025:

2025 Giving by Appeal



Donor Engagement and Appeals:

10K Match Challenge: Created to help us end the Summer Campaign strong, this appeal was successful in raising a total of \$23,358 - which includes the original \$10,000 match challenge provided by one generous donor. This match challenge helped us to continue giving activity through the end of summer and position us in our targeted range for this point in the year.

September newsletter to donors: The September e-newsletter was sent on 9/30/25 and was the 6th e-newsletter sent to donors and volunteers in 2025. The intention of the e-newsletter is to thank and engage our donors, it yielded a 61% open rate. We are reviewing the results of all newsletters and will incorporate the most effective tactics in future efforts.

Foundation and Corporate Support: In September we approached 24 funders with a request for general operating support and one request specified support for Engagement Services; requests totalled \$240,000.



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

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Awarded	Evanston Community Foundation	\$14,880	7/28/25	9/30/2025	middle school STEM
Awarded	Cook County Board of Commissioners	\$500	8/15/2022	9/30/2025	Digital Equity week program stipend



MEMORANDUM

To: Evanston Public Library Finance Committee

From: Wynn Shawver, Development Manager
Evanston Public Library

Subject: **3rd Quarter 2025** Development Report for the Library Board

Date: October 15, 2025

This memo provides an update on non tax revenue activity for the 3rd quarter 2025.

Total non-tax revenue updates:

In the third quarter of this year we received a total of \$215,453, and reached a total of \$356,902 raised from various funding sources. Our overall total for the year is \$190,652 which represents 35% of the budgeted revenue and 19% of our newly established “stretch” goal.

FY25 2nd Quarter:

Type	Q3 Revenue	As of 3rd Quarter 2025	FY25 Budget	FY25 Goal	% to Goal
Individual Donations	\$87,267	\$190,652	\$400,000	\$550,000	35%
Federal Grants	\$11,099	\$37,183	\$40,000	\$40,000	93%
Non-Federal Grants	\$0	\$25,380	\$40,000	\$40,000	63%
Per Capita Grant	\$115,212	\$115,212	\$115,212	\$115,212	100%
Sponsorship	\$4,100	\$9,100	\$0	\$20,000	46%
Misc Revenue	\$1,875	\$3,905	\$2,000	\$2,000	195%
Total Revenue	\$219,553	\$381,432	\$597,212	\$767,212	50%



Individual Donor Activity:

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

Individual donor contributions surpassed last year’s Q3 levels and we are tracking campaign and appeal performance to identify the strategies driving growth. Of note to date, we’ve secured two new sponsorships and secured one major gift earlier in the year as compared to this time last year.

FY25 Campaigns and Progress to Goal:

Campaign	Total 2025 Campaign Goal	Q1 Revenue	Q2 Revenue	Q3 Revenue	Total as of Q3	Percent to Goal
2020 Library Donations	\$1,000	\$396	\$316	\$336	\$1,048	105%
2021 Library Donations	\$3,000	\$790	\$880	\$580	\$2,250	75%
2022 Library Donations	\$5,000	\$1,678	\$1,175	\$1,065	\$3,918	78%
2023 Library Donations	\$5,000	\$1,975	\$2,185	\$2,285	\$6,445	129%
2024 Library Donations	\$1,000	\$775	\$875	\$669	\$2,319	232%
2024 Year-End Camp.	\$10,000	\$12,089	\$1,215	\$145	\$13,449	134%
2025 Annual Report	\$7,000	\$11	\$6,708	\$179	\$6,898	99%

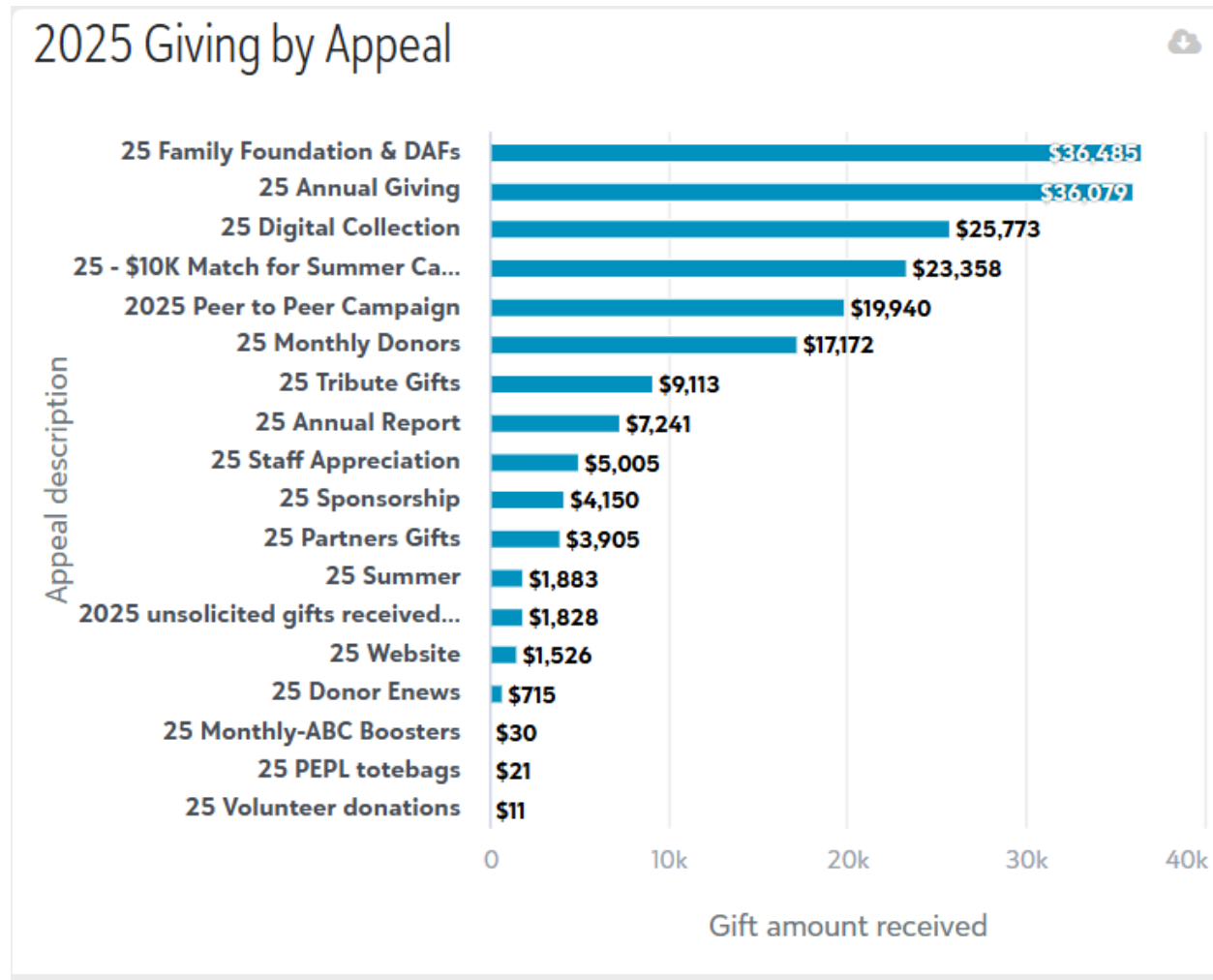


EVANSTON PUBLIC LIBRARY

2025 Library Donations	\$75,000	\$18,379	\$32,514	\$14,409	\$65,302	87%
2025 Major Gifts	\$100,000	\$0	\$0	\$45,000	\$45,000	45%
2025 Summer Campaign	\$50,000	\$0	\$16,295	\$18,499	\$34,794	70%
2025 Year-End Campaign	\$283,000	\$0	\$0	\$0	\$0	0%
2025 Sponsorship	\$10,000	\$0	\$5,000	\$4,100	\$9,100	91%
Total Revenue	\$550,000	\$36,093	\$67,163	\$87,267	\$190,523	35%



2025 Giving Through 3rd Quarter by Appeals:



Grant activity:

In Q2 we reported that we anticipated \$35K in Federal grants and \$25K in Library Grants for the year. We have surpassed the revised federal grant projections, but not yet met our original goal for the year and we are also on track to meet our revised goal in Library Grants but do not project reaching the originally set goal of \$40,000.

We have implemented the newly revised grant rubric and introduced a grant projection system to better align with our strategic plan. To date, we project meeting budgeted federal grant goals, however local grants are not projected to meet goal.

Federal grants:

Budgeted: \$40,000

Total Anticipated FY25 income: \$40,683

Difference: +\$683

Library grants:



Budgeted: \$40,000

Total Anticipated FY25 income: \$25,000

Difference: \$-15,000

This chart below is a list of all grant proposals that have been submitted in Q3.

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Evanston Community Foundation	\$14,885	7/28/25	9/30/2025	IDL Digital Literacy
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	Cook County Board of Commissioners	\$500	8/30/2025	9/30/2025	Digital Equity Week Program Stipend
Submitted	Mental Health Funding Circle	\$75,000	9/15/2025	12/31/2025	Older adult programs

This is a list of the grant award notifications received in Q3.

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Awarded	Illinois State Library	\$115,212	1/15/2025	7/3/2025	Collection Building
Awarded	Evanston Community Foundation	\$14,880	7/28/25	9/30/2025	Middle School STEM
Awarded	Cook County Board of Commissioners	\$500	8/15/2022	9/30/2025	Digital Equity Week stipend



Quarterly Grant Forecasting: Probability-Weighted Forecasting Model: As outlined in the Strategic Development Advancement Plan, we have created a probability forecast for grants that will be updated quarterly to track our grant progress, anticipate cash flow, compare actual vs. forecasted, and evaluate ROI. We apply the forecast model to the comprehensive grant pipeline, currently totaling nearly 100 grant opportunities in various stages of development.

Once the most viable grants are identified, a weighted scale is applied to determine probability of income. For example, there are three grants that have been submitted but we have not received notice of award or declined, but still have potential for income in 2025.

Submitted to Funder	Rating	Requested Amount	Probability	Weighted Amount
Better World Books	Low	\$3,000.00	20	\$600.00
Mental Health Funding Circle	Low	\$75,000.00	20	\$15,000.00
AgeOptions	High	\$3,500.00	80	\$2,800.00
				\$18,400.00

The following chart demonstrates the grant forecasting as applied today. We will pilot this system through the end of this year and revise in 2026 as needed.

Quarterly Grant Forecast - As of October 2025

			2026				
	4th Quarter	2025 Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2026 Total
Submitted	\$18,400	\$18,400	\$39,945	\$16,000	\$7,996	\$31,945	\$95,886
Awarded	\$15,380	\$15,380	\$0	\$0	\$0	\$0	\$0
Total	\$33,780	\$33,780	\$39,945	\$16,000	\$7,996	\$31,945	\$95,886

Strategic Development Advancement Plan Status Report:

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

Qrter	Task	Growth Strategy	Performance	Status
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			Indicator	
YEAR 1 (2025)				
Q2	Compile a list of Raiser's Edge reports needed to implement strategic plan	Individual Giving	20% of lapsed donors give	Completed
Q2	Launch summer appeal	Individual Giving	10% growth in number of gifts	Completed
Q2	Create grant evaluation rubric	Institutional Giving	Average grant size increases to \$10K	Completed
Q2	Create a new case for support	External Affairs	Case for support updated annually	Completed
Q3	Create personalized cultivation plan for each major donor	Individual Giving	Retain 80% of major donors	Completed
Q3	Update Raiser's Edge database to collect necessary data	Individual Giving	20% of lapsed donors give	Completed
Q3	Personalized thank you notes or calls to summer appeal major donors	Individual Giving	Retain 80% of major donors	In progress
Q3	Collect feedback from fundraising volunteers on how they want to contribute	Individual Giving	Volunteers raise \$20K annually	In progress
Q3	Institute quarterly grant forecast reviews	Institutional Giving	Average grant size increases to \$10K	Completed
Q3	Develop corporate and foundation prospect list	Institutional Giving	1 new foundation award + 2 new corp awards annually	In progress
Q3	Conduct ROI analysis on donor e-newsletter and decide on its future	External Affairs	10% increase in new donors	In progress
Q4	Incorporate donor recognition program into Master Facilities Plan	Individual Giving	Raise \$100K from donor recognition	Planned

Q4	Develop pitch collateral for donor recognition program	Individual Giving	Raise \$100K from donor recognition	Planned
Q4	Launch winter appeal	Individual Giving	10% growth in number of gifts	Planned
Q4	Conduct personal touchpoints with 20 major donors quarterly	Individual Giving	Retain 80% of major donors	In progress
Q4	Pilot peer-to-peer fundraising for winter appeal	Individual Giving	Volunteers raise \$20K annually	In progress
Q4	Apply to 3 new foundations and 5 new corporations annually	Institutional Giving	1 new fdn award + 2 new corp award annually	In progress
Q4	Brainstorm new patron-facing engagement opportunities	External Affairs	10% increase in new donors	In progress
Q4	Establish special event committee and start planning spring 2026 fundraiser	External Affairs	Execute a fundraising event	In progress