



BOARD OF TRUSTEES

FINANCE COMMITTEE MEETING PACKET

Thursday, November 13, 2025, at 3:00 PM
Main Library, Board Room, and via Zoom

Zoom Link:

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



FINANCE COMMITTEE MEETING

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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. Monthly Development Report

6. EXECUTIVE SESSION

7. ADJOURNMENT

Next Meeting: December 11, 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: November 9, 2025

Recommended Action

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

Payroll

September 22, 2025, through October 5, 2025,	\$ 214,612.22
October 6, 2025, through October 19, 2025,	\$ 218,543.21
October 20, 2025, through November 2, 2025	\$ 220,792.66

Library Fund Bills List

October 14, 2025	\$ 76,700.74
October 28, 2025	\$ 18,655.76

Purchasing

July 31, 2025	\$ 12,755.91
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Attachment: Bills List; Purchasing Card

Library Bills List

G/L Date Range 10/14/25 - 10/14/25

Vendor	Invoice Description	Invoice Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND				
Department 48 - LIBRARY				
Business Unit 4805 - EARLY LEARNING & LITERACY				
Account 65100 - LIBRARY SUPPLIES				
19563 - ELIZABETH STEIMLE	PROGRAM SUPPLIES REIMBURSEMENT	09/21/2025	10/14/2025	13.79
15944 - JESSICA IVERSON WU	REIMBURSEMENT MID-AUTUMN	09/29/2025	10/14/2025	59.76
15944 - JESSICA IVERSON WU	REIMBURSEMENT NORYO FESTIVAL	09/29/2025	10/14/2025	67.23
Account 65100 - LIBRARY SUPPLIES Totals 3				\$140.78
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/18/2025	10/14/2025	279.84
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/19/2025	10/14/2025	526.86
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/23/2025	10/14/2025	12.48
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT AND JUV PRINT	07/29/2025	10/14/2025	53.98
Account 65630 - LIBRARY BOOKS Totals 4				\$873.16
Business Unit 4805 - EARLY LEARNING & LITERACY Totals 7				\$1,013.94
Business Unit 4806 - LIFELONG LEARNING & LITERACY				
Account 65628 - Library Electronic Resources				
16334 - KANOPY	ONLINE RESOURCES	09/30/2025	10/14/2025	1,851.00
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	09/30/2025	10/14/2025	7,499.90
11577 - REACHING ACROSS ILLINOIS LIBRARY	ONLINE RESOURCES	09/23/2025	10/14/2025	2,800.00
Account 65628 - Library Electronic Resources Totals 3				\$12,150.90
Account 65630 - LIBRARY BOOKS				
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/09/2025	10/14/2025	95.25
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/18/2025	10/14/2025	26.99
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/18/2025	10/14/2025	30.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/18/2025	10/14/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/18/2025	10/14/2025	24.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/18/2025	10/14/2025	86.97
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/19/2025	10/14/2025	25.49
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/22/2025	10/14/2025	24.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/19/2025	10/14/2025	36.64
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/19/2025	10/14/2025	116.99
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/19/2025	10/14/2025	51.48
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/19/2025	10/14/2025	138.77
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/19/2025	10/14/2025	39.29
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/19/2025	10/14/2025	13.09
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT AND JUV PRINT	07/29/2025	10/14/2025	138.24
276974 - OVER DRIVE, INC.	EBOOKS	09/15/2025	10/14/2025	347.49
276974 - OVER DRIVE, INC.	EBOOKS	09/19/2025	10/14/2025	758.28
276974 - OVER DRIVE, INC.	EBOOKS	09/19/2025	10/14/2025	358.48
276974 - OVER DRIVE, INC.	EBOOKS	09/23/2025	10/14/2025	627.58
276974 - OVER DRIVE, INC.	EBOOKS	09/22/2025	10/14/2025	823.93
276974 - OVER DRIVE, INC.	EBOOKS	09/23/2025	10/14/2025	1,346.63
276974 - OVER DRIVE, INC.	EBOOKS	09/24/2025	10/14/2025	257.46
276974 - OVER DRIVE, INC.	EBOOKS	09/25/2025	10/14/2025	239.77
276974 - OVER DRIVE, INC.	EBOOKS	09/26/2025	10/14/2025	774.39
276974 - OVER DRIVE, INC.	EBOOKS	09/26/2025	10/14/2025	494.95
276974 - OVER DRIVE, INC.	EBOOKS	09/29/2025	10/14/2025	157.48
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	77.12
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	1,248.17
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	59.99
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	595.99
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	549.17
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	605.20
276974 - OVER DRIVE, INC.	EBOOKS	09/30/2025	10/14/2025	132.00
Account 65630 - LIBRARY BOOKS Totals 33				\$10,330.50
Account 65641 - AUDIO VISUAL COLLECTIONS				
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	67.52
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	19.17
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	48.84
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	26.67

103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	22.92
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	115.68
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	40.19
103424 - MIDWEST TAPE LLC	ADULT AV	09/25/2025	10/14/2025	25.92
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	118.68
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	89.04
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	179.92
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	157.01
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	48.84
103424 - MIDWEST TAPE LLC	ADULT AV	10/02/2025	10/14/2025	11.67
Account 65641 - AUDIO VISUAL COLLECTIONS Totals 14				\$972.07
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals 50				\$23,453.47
Business Unit 4820 - ACCESS SERVICES				
Account 62340 - IT COMPUTER SOFTWARE				
137361 - COOPERATIVE COMPUTER SERVICES	ACCESS SOFTWARE	09/24/2025	10/14/2025	8,580.00
Account 62340 - IT COMPUTER SOFTWARE Totals 1				\$8,580.00
Account 65100 - LIBRARY SUPPLIES				
10893 - LUCAS COLOR CARD	LIBRARY CARD ORDER NUMBER	09/25/2025	10/14/2025	1,183.50
Account 65100 - LIBRARY SUPPLIES Totals 1				\$1,183.50
Business Unit 4820 - ACCESS SERVICES Totals 2				\$9,763.50
Business Unit 4825 - ENGAGEMENT SERVICES				
Account 65100 - LIBRARY SUPPLIES				
289146 - FLEETWOOD-JOURDAIN THEATRE	PARTNERSHIP ON THE BALDWIN/GIOVANNI EXPERIENCE	09/25/2025	10/14/2025	6,100.00
Account 65100 - LIBRARY SUPPLIES Totals 1				\$6,100.00
Business Unit 4825 - ENGAGEMENT SERVICES Totals 1				\$6,100.00
Business Unit 4826 - ROBERT CROWN OPERATIONS				
Account 65630 - LIBRARY BOOKS				
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/18/2025	10/14/2025	38.82
100474 - BAKER & TAYLOR	JUV AND CROWN PRINT	09/19/2025	10/14/2025	21.46
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/19/2025	10/14/2025	560.45
102576 - INGRAM LIBRARY SERVICES	JUV AND CROWN PRINT	09/23/2025	10/14/2025	692.36
Account 65630 - LIBRARY BOOKS Totals 4				\$1,313.09
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals 4				\$1,313.09
Business Unit 4835 - INNOVATION & DIGITAL LEARNING				
Account 65001 - FEDERAL GRANT EXPENSE				
21496 - LT IN THE CITY MEDIA, LLC	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	09/23/2025	10/14/2025	200.00
21495 - MARZANA EDITORIAL	PROFESSIONAL SERVICES CELEBRATING OUR ROOTS	09/23/2025	10/14/2025	200.00
Account 65001 - FEDERAL GRANT EXPENSE Totals 2				\$400.00
Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals 2				\$400.00
Business Unit 4840 - LIBRARY MAINTENANCE				
Account 62225 - BLDG MAINTENANCE SERVICES				
100891 - CARRIER CORPORATION	AC CHILLER SERVICE	10/01/2025	10/14/2025	792.16
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/02/2025	10/14/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	09/25/2025	10/14/2025	248.31
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	10/01/2025	10/14/2025	227.14
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2025	10/14/2025	156.83
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	08/01/2025	10/14/2025	227.14
145106 - TOTAL BUILDING SERVICES	2025 SERVICE CONTRACT FOR MAIN AND ROBERT CROWN LIBRARY	10/02/2025	10/14/2025	12,085.71
Account 62225 - BLDG MAINTENANCE SERVICES Totals 7				\$13,985.60
Account 64005 - ELECTRICITY				
15016 - DYNEGY	ACCT#4591156705 7/2/2025 TO 7/2/2025	07/31/2025	10/14/2025	11,907.47
Account 64005 - ELECTRICITY Totals 1				\$11,907.47
Business Unit 4840 - LIBRARY MAINTENANCE Totals 8				\$25,893.07
Business Unit 4845 - LIBRARY ADMINISTRATION				
Account 62185 - CONSULTING SERVICES				
21045 - AMLING CONSULTING	PROFESSIONAL SERVICES	10/01/2025	10/14/2025	2,000.00
20953 - HR SOURCE	HR AND RECRUITING SERVICES	09/30/2025	10/14/2025	3,770.00
20953 - HR SOURCE	JOB POSTING	09/30/2025	10/14/2025	714.45
Account 62185 - CONSULTING SERVICES Totals 3				\$6,484.45
Account 62210 - PRINTING				
21027 - FASTSIGNS OF SKOKIE	VINYL WINDOW COVERING	06/05/2025	10/14/2025	1,276.25
Account 62210 - PRINTING Totals 1				\$1,276.25
Account 62295 - TRAINING & TRAVEL				
19706 - IRENE WILLIAMS	TRAVEL REIMBURSEMENT CONFERENCE FFBWW IWILLIAMS	10/02/2025	10/14/2025	714.68
Account 62295 - TRAINING & TRAVEL Totals 1				\$714.68
Account 65095 - OFFICE SUPPLIES				
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/22/2025	10/14/2025	80.41
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/22/2025	10/14/2025	21.19
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/23/2025	10/14/2025	45.99

103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	09/12/2025	10/14/2025	41.09
206940 - ULINE	OFFICE SUPPLIES	09/19/2025	10/14/2025	99.61
	Account	65095 - OFFICE SUPPLIES	Totals	5
				\$288.29
	Business Unit	4845 - LIBRARY ADMINISTRATION	Totals	10
				\$8,763.67
	Department	48 - LIBRARY	Totals	84
				\$76,700.74
	Fund	185 - LIBRARY FUND	Totals	84
				\$76,700.74
				\$76,700.74

* = Prior Fiscal Year Activity

Library Bills List

G/L Date Range 10/28/25 - 10/28/25

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					
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/07/2025	10/28/2025	10/28/2025	27.99
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/07/2025	10/28/2025	10/28/2025	42.62
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/09/2025	10/28/2025	10/28/2025	34.29
103883 - ODP BUSINESS SOLUTIONS, LLC	GENERAL OFFICE SUPPLIES	10/07/2025	10/28/2025	10/28/2025	22.14
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 4	\$127.04
Account 65630 - LIBRARY BOOKS					
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/23/2025	10/28/2025	10/28/2025	12.74
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	09/25/2025	10/28/2025	10/28/2025	11.97
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	09/25/2025	10/28/2025	10/28/2025	21.46
Account 65630 - LIBRARY BOOKS Totals				Invoice Transactions 3	\$46.17
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	JUV AV	10/09/2025	10/28/2025	10/28/2025	203.19
Account 65641 - AUDIO VISUAL COLLECTIONS Totals				Invoice Transactions 1	\$203.19
Business Unit 4805 - EARLY LEARNING & LITERACY Totals				Invoice Transactions 8	\$376.40
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20855 - TERESA PANGAN PLLC	WELLNESS WEDNESDAY - OCTOBER	10/17/2025	10/28/2025	10/28/2025	125.00
19014 - WEALTH I AM LLC	PROFESSIONAL SERVICES	08/03/2025	10/28/2025	10/28/2025	400.00
Account 65100 - LIBRARY SUPPLIES Totals				Invoice Transactions 2	\$525.00
Account 65628 - Library Electronic Resources					
101653 - ENCYCLOPAEDIA BRITANNICA INC.	ONLINE RESOURCES	09/24/2025	10/28/2025	10/28/2025	5,135.00
Account 65628 - Library Electronic Resources Totals				Invoice Transactions 1	\$5,135.00
Account 65630 - LIBRARY BOOKS					
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/25/2025	10/28/2025	10/28/2025	149.20
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/30/2025	10/28/2025	10/28/2025	27.74
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/30/2025	10/28/2025	10/28/2025	83.22
120319 - CENGAGE LEARNING INC./GALE RESEARCH	ADULT PRINT	09/25/2025	10/28/2025	10/28/2025	28.49
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	10/28/2025	10/28/2025	184.08
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	10/28/2025	10/28/2025	18.11
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	10/28/2025	10/28/2025	200.48
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	10/28/2025	10/28/2025	14.83
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	10/28/2025	10/28/2025	1.19
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	10/02/2025	10/28/2025	10/28/2025	83.15
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	21.31
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/30/2025	10/28/2025	10/28/2025	42.41
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/30/2025	10/28/2025	10/28/2025	47.77
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/29/2025	10/28/2025	10/28/2025	54.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/29/2025	10/28/2025	10/28/2025	145.20
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	6.30
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/29/2025	10/28/2025	10/28/2025	67.80
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	5.08
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/25/2025	10/28/2025	10/28/2025	3.80
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/25/2025	10/28/2025	10/28/2025	1.22
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/25/2025	10/28/2025	10/28/2025	10.74
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/26/2025	10/28/2025	10/28/2025	393.00
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/25/2025	10/28/2025	10/28/2025	87.61
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/25/2025	10/28/2025	10/28/2025	164.71
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/23/2025	10/28/2025	10/28/2025	67.96
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/23/2025	10/28/2025	10/28/2025	87.33

102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	09/23/2025	10/28/2025	10/28/2025	36.04
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/23/2025	10/28/2025	10/28/2025	2.54
102576 - INGRAM LIBRARY SERVICES	ADULT AND JUV PRINT	09/25/2025	10/28/2025	10/28/2025	413.88
276974 - OVER DRIVE, INC.	EBOOKS	10/01/2025	10/28/2025	10/28/2025	171.96
276974 - OVER DRIVE, INC.	EBOOKS	10/03/2025	10/28/2025	10/28/2025	606.00
276974 - OVER DRIVE, INC.	EBOOKS	10/03/2025	10/28/2025	10/28/2025	547.12
276974 - OVER DRIVE, INC.	EBOOKS	10/03/2025	10/28/2025	10/28/2025	400.18
276974 - OVER DRIVE, INC.	EBOOKS	10/06/2025	10/28/2025	10/28/2025	236.10
19914 - SOLUTIONS FROM EBSCO YANKEE BOOK PEDDLER, INC. DBA GOBI LIBRARY	ADULT PRINT	09/24/2025	10/28/2025	10/28/2025	19.53

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 35	\$4,430.08
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Account **65641 - AUDIO VISUAL COLLECTIONS**

103424 - MIDWEST TAPE LLC	ADULT AV	10/09/2025	10/28/2025	10/28/2025	34.17
103424 - MIDWEST TAPE LLC	ADULT AV	10/09/2025	10/28/2025	10/28/2025	81.88

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice Transactions 2	\$116.05
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Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice Transactions 40	\$10,206.13
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Business Unit **4820 - ACCESS SERVICES**

Account **65100 - LIBRARY SUPPLIES**

101406 - DEMCO, INC.	LIBRARY SUPPLIES	10/13/2025	10/28/2025	10/28/2025	266.98
206940 - ULINE	LIBRARY SUPPLIES	10/03/2025	10/28/2025	10/28/2025	45.00
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	10/01/2025	10/28/2025	10/28/2025	157.60

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 3	\$469.58
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Business Unit 4820 - ACCESS SERVICES Totals	Invoice Transactions 3	\$469.58
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Business Unit **4825 - ENGAGEMENT SERVICES**

Account **65001 - FEDERAL GRANT EXPENSE**

105668 - MCGAW YMCA	AHA! FACILITATOR	10/14/2025	10/28/2025	10/28/2025	100.00
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Account 65001 - FEDERAL GRANT EXPENSE Totals	Invoice Transactions 1	\$100.00
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Account **65100 - LIBRARY SUPPLIES**

20522 - CANINE THERAPY CORPS, INC.	OASIS FACILITATOR	10/14/2025	10/28/2025	10/28/2025	200.00
19494 - SHAWN SHEEHY	PROFESSIONAL SERVICES POP UP CARDS ART WORKSHOP	10/15/2025	10/28/2025	10/28/2025	300.00

Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 2	\$500.00
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Business Unit 4825 - ENGAGEMENT SERVICES Totals	Invoice Transactions 3	\$600.00
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Business Unit **4826 - ROBERT CROWN OPERATIONS**

Account **65100 - LIBRARY SUPPLIES**

102576 - INGRAM LIBRARY SERVICES	CROWN PROGRAMMING	09/26/2025	10/28/2025	10/28/2025	239.80
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Account 65100 - LIBRARY SUPPLIES Totals	Invoice Transactions 1	\$239.80
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Account **65630 - LIBRARY BOOKS**

102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	10/02/2025	10/28/2025	10/28/2025	10.77
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	278.81
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	74.11
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/30/2025	10/28/2025	10/28/2025	73.40
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/25/2025	10/28/2025	10/28/2025	43.06
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/25/2025	10/28/2025	10/28/2025	16.92
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	09/23/2025	10/28/2025	10/28/2025	22.43

Account 65630 - LIBRARY BOOKS Totals	Invoice Transactions 7	\$519.50
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Business Unit 4826 - ROBERT CROWN OPERATIONS Totals	Invoice Transactions 8	\$759.30
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Business Unit **4835 - INNOVATION & DIGITAL LEARNING**

Account **62340 - IT COMPUTER SOFTWARE**

287918 - TODAY'S BUSINESS SOLUTIONS, INC.	ANNUAL SERVICE AGREEMENT PRINTER/COPIER KIOSKS	10/16/2025	10/28/2025	10/28/2025	1,075.00
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Account 62340 - IT COMPUTER SOFTWARE Totals	Invoice Transactions 1	\$1,075.00
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Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice Transactions 1	\$1,075.00
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Business Unit **4840 - LIBRARY MAINTENANCE**

Account **62225 - BLDG MAINTENANCE SERVICES**

151986 - CINTAS CORPORATION #769	MAT SERVICE	10/09/2025	10/28/2025	10/28/2025	248.31
151986 - CINTAS CORPORATION #769	MAT SERVICE	10/16/2025	10/28/2025	10/28/2025	248.31
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	10/07/2025	10/28/2025	10/28/2025	156.83
Account 62225 - BLDG MAINTENANCE SERVICES Totals				Invoice Transactions 3	\$653.45
Business Unit 4840 - LIBRARY MAINTENANCE Totals				Invoice Transactions 3	\$653.45
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	JOB POSTING INDEED	10/20/2025	10/28/2025	10/28/2025	373.65
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	FINAL BILL TO CLOSE 10/2025 FINAL PAYMENT	10/14/2025	10/28/2025	10/28/2025	176.25
15403 - LAW OFFICES OF ANCEL, GLINK, DIAMOND, BUSH, DICIAN	LEGAL CONSULTATION FEE	10/08/2025	10/28/2025	10/28/2025	2,071.25
Account 62185 - CONSULTING SERVICES Totals				Invoice Transactions 3	\$2,621.15
Account 62360 - MEMBERSHIP DUES					
100254 - AMERICAN LIBRARY ASSOCIATION	MEMBER ID# 0022802 MEMBERSHIP DUES	10/21/2025	10/28/2025	10/28/2025	820.00
Account 62360 - MEMBERSHIP DUES Totals				Invoice Transactions 1	\$820.00
Account 65095 - OFFICE SUPPLIES					
103883 - ODP BUSINESS SOLUTIONS, LLC	BULK ORDER COPY PAPER	10/07/2025	10/28/2025	10/28/2025	1,074.75
Account 65095 - OFFICE SUPPLIES Totals				Invoice Transactions 1	\$1,074.75
Business Unit 4845 - LIBRARY ADMINISTRATION Totals				Invoice Transactions 5	\$4,515.90
Department 48 - LIBRARY Totals				Invoice Transactions 71	\$18,655.76
Fund 185 - LIBRARY FUND Totals				Invoice Transactions 71	\$18,655.76
* = Prior Fiscal Year Activity				Invoice Transactions 71	\$18,655.76

BMO Credit Card Statement for the Period ending August 25, 2025

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	BUSINESS UNIT	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME
LIBRARY	AMAZON MARK C40JA7683	WA	98109	\$ 119.98	7/28/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM CRATES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK GK46R9YK3	WA	98109	\$ 129.60	7/28/2025	65100 LIBRARY SUPPLIES	REPLACEMENT CHARGER FOR HOTSPOTS	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	OTC BRANDS OTC BRAND	NE	68137	\$ 69.98	7/28/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	600202000	\$ 50.61	7/28/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES BATTERIES	185.48.4840	-	HERNANDEZ	CARLOS
LIBRARY	UPS 12RE07130399512382	GA	30328	\$ 24.69	7/28/2025	62315 POSTAGE	ILL SHIPPING	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TST CUPITOL COFFEE & E	IL	60077	\$ 66.46	7/28/2025	65025 FOOD	ACCIDENTAL USE OF COORPORATE CREDIT CARD. WILL REIMBURSE	185.48.4845	-	HERNANDEZ	CARLOS
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 550.00	7/29/2025	65100 LIBRARY SUPPLIES	ILLINOIS LIBRARY ASSOCIATION CONFERENCE REGISTRATION - MARCHE PERNELL	185.48.4826	-	PERNELL	MARCHE
LIBRARY	HOBBY LOBBY ECOMM	OK	73179	\$ 40.57	7/29/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES BOOK BUDDIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	FTP FINANCIAL TIMES	NY	10013	\$ 74.75	7/30/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM	AR	72716	\$ 28.41	7/30/2025	65100 LIBRARY SUPPLIES	LIBRARY SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SNACKIN & READIN	IL	60201	\$ 20.00	7/31/2025	65630 LIBRARY BOOKS	ADULT PRINT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA W267Y1YF3	WA	98109	\$ 55.02	8/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES AFTERSCHOOL & EPL FLY	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK RZ7HY6393	WA	98109	\$ 18.77	8/4/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES AFTERSCHOOL AND EPL ON THE FLY	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	GAN USA TODAYCIRC	IN	46038	\$ 38.00	8/4/2025	65635 PERIODICALS	NEWSPAPER SUBSCRIPTIONS	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS #9490	TX	75063	\$ 13.93	8/4/2025	65100 LIBRARY SUPPLIES	EPL PROGRAM SUPPLIES	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP SPHERO	CO	80301	\$ 422.78	8/4/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEAMERS	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WPENGINE.COM	TX	78701	\$ 290.00	8/4/2025	62340 IT COMPUTER SOFTWARE	EPL MONTHLY WEB MANAGER AND STORAGE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	GOOGLE GSUITE EPL.ORG	CA	94043	\$ 100.63	8/4/2025	62340 IT COMPUTER SOFTWARE	MONTHLY SUBSCRIPTION FEE	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AFP LIBRARY MARKETING	MO	63021	\$ 550.00	8/4/2025	62295 TRAINING & TRAVEL	LIBRARY MARKETING AND COMMUNICATION CONFERENCE E RIGGSBEE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP APOSTROPHEGAMES.COM	CA	95765	\$ 59.96	8/6/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES GAME ON PROGRAM	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ADVENTURE IN A BOX	PE	COA 1G0	\$ 5.00	8/6/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES MID AUTUM FESTIVAL	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	CALTEAMONE.COM	GA	30024	\$ 1,414.00	8/6/2025	65100 LIBRARY SUPPLIES	BULK ORDER RECEIPT PAPER	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	WALMART.COM 8009256278	AR	72716	\$ 63.26	8/6/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEAMERS	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 57.35	8/7/2025	65100 LIBRARY SUPPLIES	ELL PRORAM SUPPLIES GAME ON	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	PAYFLOW/PAYPAL	NE	68128	\$ 90.00	8/7/2025	62340 IT COMPUTER SOFTWARE	MONTHLY ACCOUNT SUBSCRIPTION	185.48.4835	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SP APOSTROPHEGAMES.COM	CA	95765	\$ (7.00)	8/8/2025	65100 LIBRARY SUPPLIES	CREDIT	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	SAMSCUB.COM	AR	72712	\$ 24.48	8/8/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SNACK	185.48.4826	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET 00009274	IL	60202	\$ 124.83	8/8/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES AND PRIZE FOR MURDER MYSTERY PROGRAMS IN THE TEEN LOFT AND INNOVATION STATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	VALLI PRODUCE	IL	60202	\$ 18.73	8/8/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - SUMMER	186.48.4805	-	ANTOLIN	LAURA
LIBRARY	VALLI PRODUCE	IL	60202	\$ 11.92	8/8/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - SUMMER	186.48.4805	-	ANTOLIN	LAURA
LIBRARY	PAYPAL RNATKE	CA	95131	\$ (75.00)	8/11/2025	65630 LIBRARY BOOKS	CREDIT	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	NYTIMES	NY	10018	\$ 689.44	8/11/2025	65635 PERIODICALS	NEWSPAPER BI-YERLY SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ZEFFY OCWALKREDLINE	DE	19709	\$ 287.50	8/11/2025	65100 LIBRARY SUPPLIES	PROGRAM CONTRIBUTION	185.48.4825	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BOOKENDS & BEGINNINGS	IL	60201-3775	\$ 40.00	8/11/2025	65100 LIBRARY SUPPLIES	GIFT CARDS PURCHASED FOR 8/12 TRIVIA PROGRAM	185.48.4826	-	PERNELL	MARCHE
LIBRARY	PAPA JOHNS 5056	IL	60201	\$ 60.93	8/11/2025	65100 LIBRARY SUPPLIES	PIZZA FOR MIDNIGHT SOCIETY PROGRAM ON 8/8	185.48.4826	-	PERNELL	MARCHE
LIBRARY	WALGREENS #4218	IL	60202	\$ 13.21	8/11/2025	65100 LIBRARY SUPPLIES	SNACKS FOR ROMANCE NOVELS TRIVIA PROGRAM ON 8/12	185.48.4826	-	PERNELL	MARCHE
LIBRARY	ADAFRUIT ELECTRONICS	NY	11232	\$ 1,499.80	8/11/2025	65001 FEDERAL GRANT EXPENSE	CODE IT AND CARDBOARD CARNIVAL PYBADGES SUPPLIES FUNDING THROUGH PNG GRANT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	PY FBFWW	WI	53719	\$ 191.66	8/11/2025	62295 TRAINING & TRAVEL	CONFERENCE BLACK WOMEN'S WELLNESS DAY I WILLIAMS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BLICK ART MATERIALS	IL	61401	\$ 5.00	8/11/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES - SUMMER READING	186.48.4805	-	ANTOLIN	LAURA
LIBRARY	AMAZON MARK 118ID6AV3	WA	98109	\$ 12.98	8/12/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK H25501WD3	WA	98109	\$ 229.96	8/12/2025	65100 LIBRARY SUPPLIES	PORTABLE POWER STATION	185.48.4820	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 450.00	8/12/2025	62295 TRAINING & TRAVEL	ILA CONFERENCE REGISTRATION S VINANZACA	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	USPS.COM CLICKNSHIP	DC	20260	\$ 6.03	8/12/2025	62315 POSTAGE	POSTAGE FEE	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	VISTAPRINT	MA	02451	\$ 95.07	8/13/2025	65100 LIBRARY SUPPLIES	ELL OUTREACH BANNER	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	NATIONAL AUTISM RESOUR	MO	65653	\$ 96.08	8/13/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES SENSORY STORYTIME	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 17.99	8/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ (22.81)	8/13/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES RETURN	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 450.00	8/13/2025	62295 TRAINING & TRAVEL	ILA CONFERENCE REGISTRATION 2025 FOR M BELK	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	HOO HOOTSUITE INC	TX	77043	\$ 1,188.00	8/13/2025	62340 IT COMPUTER SOFTWARE	MARKETING COMMUNICATION ONLINE SUPPORT	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ILLINOIS LIBRARY ASSOC	IL	60654	\$ 250.00	8/13/2025	62360 MEMBERSHIP DUES	ILA MEMBERSHIP 2025-2026 Y WILBURN	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK H83T75KD3	WA	98109	\$ 76.00	8/15/2025	65040 JANITORIAL SUPPLIES	BUILDING MATERIAL SUPPLIES	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J WSJ	NJ	08852	\$ 64.99	8/18/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	THE HOME DEPOT #1902	IL	600202000	\$ 252.13	8/18/2025	65100 LIBRARY SUPPLIES	DOUBLE-SIDED CARPET TAPE FOR THE TEEN LOFT CARPET RENOVATION PROJECT.	185.48.4840	-	MADISON	ELACSHA
LIBRARY	UPS 12RE07130395008194	GA	30328	\$ 25.11	8/18/2025	62315 POSTAGE	SHIPPING TO BACKSTAGE LIBRARY WORKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UPS 12RE0713039536400	GA	30328	\$ 31.27	8/18/2025	62315 POSTAGE	SHIPPING TO BACKSTAGE LIBRARY WORKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UPS 12RE07130395514020	GA	30328	\$ 32.34	8/18/2025	62315 POSTAGE	SHIPPING TO BACKSTAGE LIBRARY WORKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	UPS 12RE07130398793018	GA	30328	\$ 68.62	8/18/2025	62315 POSTAGE	SHIPPING TO BACKSTAGE LIBRARY WORKS	185.48.4845	-	HERNANDEZ-SOLIS	LEA
LIBRARY	TARGET 00032839	IL	60201	\$ (19.99)	8/19/2025	65100 LIBRARY SUPPLIES	REFUND, BROKEN SUPPLIES FOR MURDER MYSTERY PROGRAM.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	TARGET 00032839	IL	60201	\$ 15.57	8/19/2025	65100 LIBRARY SUPPLIES	TEEN LOFT BON FIRE PROGRAM SUPPLIES.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 90.85	8/20/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES	185.48.4805	-	ANTOLIN	LAURA
LIBRARY	AMAZON MARK PD9418M93	WA	98109	\$ 55.07	8/20/2025	65050 BUILDING MAINTENANCE MATERIAL	BOARD ROOM PROJECTOR REPLACEMENT BULB	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	JANUS FILMS	NY	10530	\$ 150.00	8/21/2025	65100 LIBRARY SUPPLIES	LLL PROGRAM FILM SHOWING FEE	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON MARK MU8U781U3	WA	98109	\$ 13.70	8/21/2025	65050 BUILDING MAINTENANCE MATERIAL	BUILDING SUPPLIES	185.48.4840	-	HERNANDEZ-SOLIS	LEA
LIBRARY	AMAZON RETA W267Y1YF3	WA	98109	\$ (55.02)	8/22/2025	65100 LIBRARY SUPPLIES	CREDIT	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	DBC BLICK ART MATERIAL	IL	61401	\$ 76.88	8/22/2025	65100 LIBRARY SUPPLIES	ELL GENERAL SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	D J BARRONS	NJ	08852	\$ 29.99	8/22/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION	185.48.4806	-	HERNANDEZ-SOLIS	LEA
LIBRARY	ONEBOOKSHEL	NV	89074	\$ 9.99	8/22/2025	65100 LIBRARY SUPPLIES	KIDS ON BIKES RULEBOOK FOR TEEN TABLETOP PROGRAM.	185.48.4826	-	PERNELL	MARCHE
LIBRARY	SAMSCUB.COM	AR	72712	\$ 69.96	8/25/2025	65100 LIBRARY SUPPLIES	ELL GENERAL PROGRAM SUPPLIES	185.48.4805	-	HERNANDEZ-SOLIS	LEA
LIBRARY	BESTBUYMKT807081425553	MN	55423	\$ 153.35	8/25/2025	65100 LIBRARY SUPPLIES	EPSON FLATBED SCANNER FOR DIGITIZATION PROJECT IN LIFE LONG LEARNING AND FLASHDRIVE.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BESTBUYCOM807081368694	MN	55423	\$ 65.96	8/25/2025	65100 LIBRARY SUPPLIES	HEADPHONES FOR THE PUBLIC COMPUTERS.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BESTBUYCOM807081368694	MN	55423	\$ 799.00	8/25/2025	65100 LIBRARY SUPPLIES	MACBOOK FOR PROGRAMMING IN THE INNOVATION STATION AND LOFT.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	MICHAELS STORES 3849	IL	60077	\$ 229.74	8/25/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES FOR THE TEEN LOFT AND INNOVATION STATION.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BESTBUYCOM807081368694	MN	55423	\$ 220.89	8/25/2025	65100 LIBRARY SUPPLIES	REPLACEMENT CORDS FOR THE OWLS. USB-C ADAPTERS FOR THE RFID PROJECT AND FLASH DRIVES.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BESTBUYCOM807081368694	MN	55423	\$ 35.99	8/25/2025	65100 LIBRARY SUPPLIES	SUBLIMATION PAPER FOR THE SUBLIMATION PRINTER.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BEST BUY 00003020	IL	60077	\$ 249.98	8/25/2025	65100 LIBRARY SUPPLIES	TEEN LOFT LEGO ROBOTICS KITS.	185.48.4835	-	MADISON	ELACSHA
LIBRARY	BESTBUYCOM807081368694	MN	55423	\$ 19.99	8/25/2025	65100 LIBRARY SUPPLIES	USB FLASH DRIVE FOR IT.	185.48.4835	-	MADISON	ELACSHA
	LIBRARY AUGUST 2025 TOTAL			\$ 12,755.91							

BMO Credit Card Statement for the Period ending August 25, 2025

[illegible]



MEMORANDUM

To: Evanston Public Library Finance Committee

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

Subject: Administrative Services Update

Date: November 19, 2025

This memo provides an update on significant administrative activities.

Human Resources

Dept.	Position	Status
Innovation & Digital Lrng	PT Library Assistant	Reposting
Lifelong Learning & Lit	PT Library Assistant	Interviewing
Maintenance/Safety	FT Asst Fac Manager	External Recruitment Ongoing

New Hires Began 11/03/2025

2 PT Clerks in Access Services & 1 FT Safety Monitor in Maintenance/Safety.

New Hires Scheduled to Begin 11/17/2025

1 PT Clerk in Robert Crown Library Branch and 1 PT Library Shelver in Access Services.

Financial Resources

As of October 2025, Operating Fund revenue collections are at 56% of the projected budget, while expenditures are at 73%. In the Capital Fund, expenditures remain at 0% of the budget.

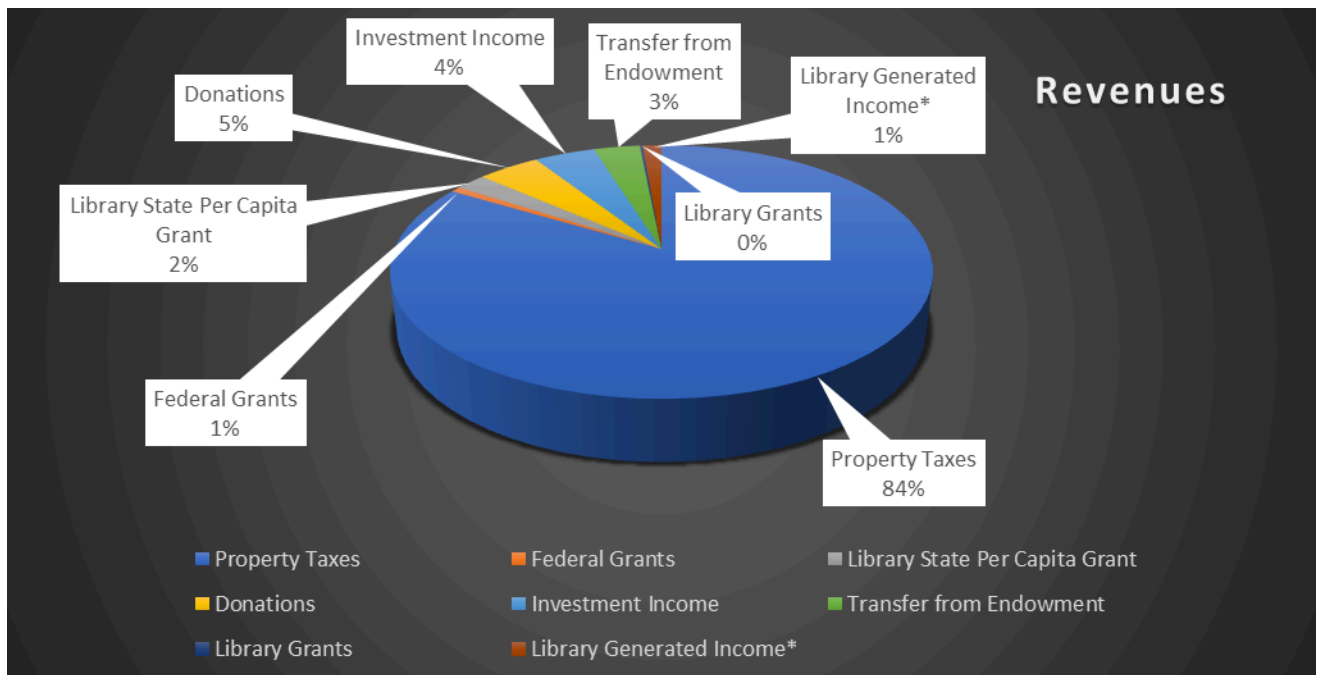
Note that County tax revenues are not expected to be received until the end of December 2025 or next year 2026.

Financial Report October 2025

Revenues

	YTD	2025 Budget	Deviation	Budget Utilized
Property Taxes	\$4,444,135	\$8,624,347	4,180,212	52%
Federal Grants	\$37,183	\$40,000	2,817	93%
Library State Per Capita Grant	\$115,212	\$115,000	(212)	100%
Donations	\$233,873	\$400,000	166,127	58%
Investment Income	\$229,717	\$25,000	(204,717)	919%
Transfer from Endowment	\$173,570	\$173,750	180	100%
Library Grants	\$9,951	\$40,000	30,049	25%
Library Generated Income*	\$71,384	\$45,000	(26,384)	159%
Total	\$5,315,025	\$9,463,097	4,148,072	56%

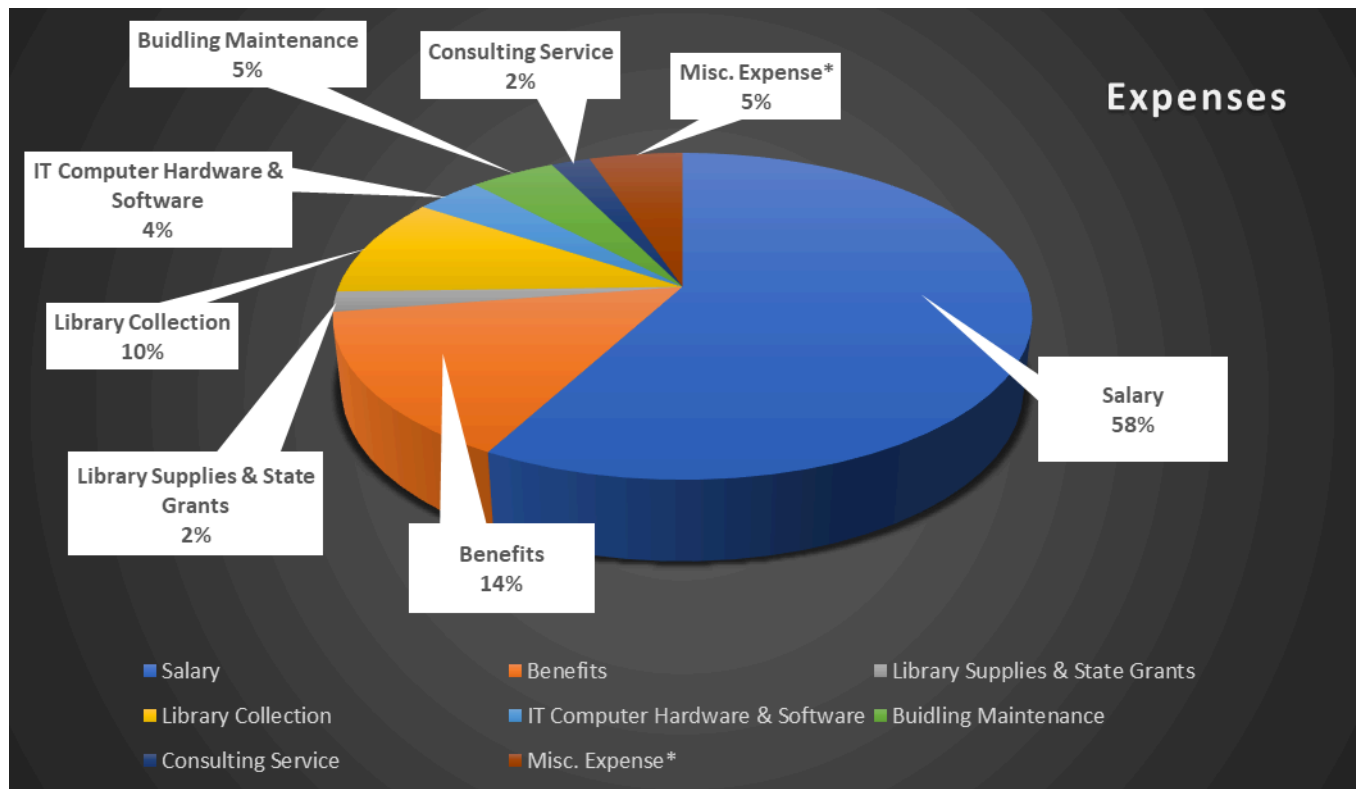
**Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



Expenses

	YTD	2025 Budget	Deviation	Budget Utilized
Salary	\$4,306,248	\$6,127,893	1,821,645	70%
Benefits	\$1,090,005	\$1,628,212	538,208	67%
Library Supplies & State Grants	\$148,595	\$182,542	33,947	81%
Library Collection	\$733,016	\$911,537	178,521	80%
IT Computer Hardware & Software	\$271,909	\$317,800	45,891	86%
Buidling Maintenance	\$348,124	\$473,602	125,478	74%
Consulting Service	\$159,646	\$100,000	(59,646)	160%
Misc. Expense *	\$381,529	\$497,500	115,971	77%
Total	\$7,439,072	\$10,239,087	2,800,015	73%

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



Budget Performance Report

Date Range 01/01/25 - 10/31/25

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	.00	.00	4,444,135.47	4,180,211.53	52
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	.00	.00	276.77	723.23	28
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	37,182.71	2,817.29	93
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	233,872.86	166,127.14	58
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	14,624.33	(12,624.33)	731
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	.00	.00	229,716.67	(204,716.67)	919
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	21,709.45	(1,709.45)	109
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	12,523.70	(7,523.70)	250
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	5,192.84	(1,192.84)	130
57545	RENTAL INCOME	10,000.00	.00	10,000.00	.00	.00	17,057.00	(7,057.00)	171
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	\$0.00	\$0.00	\$5,315,024.62	\$4,148,072.38	56%
Department 48 - LIBRARY Totals		\$9,463,097.00	\$0.00	\$9,463,097.00	\$0.00	\$0.00	\$5,315,024.62	\$4,148,072.38	56%
REVENUE TOTALS		\$9,463,097.00	\$0.00	\$9,463,097.00	\$0.00	\$0.00	\$5,315,024.62	\$4,148,072.38	56%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	524,909.90	.00	524,909.90	17,638.02	.00	292,877.40	232,032.50	56
61050	PERMANENT PART-TIME	204,826.09	.00	204,826.09	9,203.27	.00	177,165.44	27,660.65	86
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.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	4,001.05	.00	66,396.96	29,627.82	69
61513	VISION INSURANCE	72.12	.00	72.12	.00	.00	54.09	18.03	75
61615	LIFE INSURANCE	193.32	.00	193.32	.00	.00	75.69	117.63	39
61710	IMRF	31,287.22	.00	31,287.22	1,149.01	.00	21,129.64	10,157.58	68
61725	SOCIAL SECURITY	45,243.63	.00	45,243.63	1,602.86	.00	29,668.59	15,575.04	66
61730	MEDICARE	10,581.16	.00	10,581.16	374.86	.00	6,938.59	3,642.57	66
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0
65100	LIBRARY SUPPLIES	28,000.00	.00	28,000.00	140.78	.00	27,212.34	787.66	97
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	873.16	.00	78,931.26	71,068.74	53
65635	PERIODICALS	.00	.00	.00	.00	.00	29.99	(29.99)	+++
65641	AUDIO VISUAL COLLECTIONS	10,000.00	.00	10,000.00	.00	.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	\$34,983.01	\$0.00	\$729,252.59	\$386,085.63	65%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	440,275.00	.00	440,275.00	19,693.02	.00	374,428.27	65,846.73	85
61050	PERMANENT PART-TIME	320,646.00	.00	320,646.00	8,510.45	.00	165,513.15	155,132.85	52
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	60.00	.00	2,310.00	2,690.00	46
61510	HEALTH INSURANCE	82,079.00	.00	82,079.00	3,741.57	.00	56,945.19	25,133.81	69
61513	VISION INSURANCE	.00	.00	.00	.00	.00	28.44	(28.44)	+++
61615	LIFE INSURANCE	36.00	.00	36.00	.00	.00	93.89	(57.89)	261
61710	IMRF	32,617.00	.00	32,617.00	1,255.05	.00	24,226.24	8,390.76	74
61725	SOCIAL SECURITY	47,178.00	.00	47,178.00	1,692.10	.00	32,673.32	14,504.68	69

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61730	MEDICARE	11,031.00	.00	11,031.00	395.74	.00	7,641.32	3,389.68	69
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	.00	.00	9,084.44	915.56	91
65628	Library Electronic Resources	320,000.00	.00	320,000.00	12,150.90	2,802.00	249,310.44	67,887.56	79
65630	LIBRARY BOOKS	335,000.00	.00	335,000.00	10,330.50	.00	347,781.04	(12,781.04)	104
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	12,864.85	(6,364.85)	198
65641	AUDIO VISUAL COLLECTIONS	31,000.00	.00	31,000.00	972.07	.00	13,163.51	17,836.49	42
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$1,643,862.00	\$0.00	\$1,643,862.00	\$58,801.40	\$2,802.00	\$1,300,147.39	\$340,912.61	79%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	841,198.35	.00	841,198.35	30,619.76	.00	612,605.39	228,592.96	73
61050	PERMANENT PART-TIME	339,329.34	.00	339,329.34	8,869.51	.00	195,388.78	143,940.56	58
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	150.00	.00	3,732.50	1,267.50	75
61110	OVERTIME PAY	.00	.00	.00	.00	.00	36.07	(36.07)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.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	7,457.36	.00	136,412.18	63,854.38	68
61513	VISION INSURANCE	75.84	.00	75.84	.00	.00	82.53	(6.69)	109
61615	LIFE INSURANCE	345.41	.00	345.41	.00	.00	226.59	118.82	66
61710	IMRF	45,924.92	.00	45,924.92	1,656.72	.00	34,111.85	11,813.07	74
61725	SOCIAL SECURITY	73,192.68	.00	73,192.68	2,334.59	.00	48,571.78	24,620.90	66
61730	MEDICARE	17,117.64	.00	17,117.64	546.01	.00	11,359.49	5,758.15	66
62340	IT COMPUTER SOFTWARE	140,000.00	.00	140,000.00	8,580.00	.00	94,671.20	45,328.80	68
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	1,183.50	595.37	38,183.00	(23,778.37)	259
65555	IT COMPUTER HARDWARE	.00	.00	.00	.00	.00	40,000.00	(40,000.00)	+++
Business Unit 4820 - ACCESS SERVICES Totals		\$1,680,450.74	\$0.00	\$1,680,450.74	\$61,397.45	\$595.37	\$1,217,696.21	\$462,159.16	72%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	370,046.00	.00	370,046.00	11,446.72	.00	225,314.53	144,731.47	61
61050	PERMANENT PART-TIME	48,323.00	.00	48,323.00	1,844.08	.00	37,457.19	10,865.81	78
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	1,776.94	.00	31,984.92	36,818.08	46
61513	VISION INSURANCE	39.00	.00	39.00	.00	.00	28.44	10.56	73
61615	LIFE INSURANCE	131.00	.00	131.00	.00	.00	104.03	26.97	79
61710	IMRF	18,433.00	.00	18,433.00	591.44	.00	11,775.78	6,657.22	64
61725	SOCIAL SECURITY	25,940.00	.00	25,940.00	787.30	.00	15,780.53	10,159.47	61
61730	MEDICARE	6,063.00	.00	6,063.00	184.16	.00	3,690.61	2,372.39	61
65001	FEDERAL GRANT EXPENSE	5,000.00	.00	5,000.00	.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	6,100.00	699.37	18,938.10	4,362.53	82
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$577,278.00	\$0.00	\$577,278.00	\$22,730.64	\$699.37	\$354,059.40	\$222,519.23	61%
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	300,993.00	.00	300,993.00	17,378.01	.00	329,474.79	(28,481.79)	109
61050	PERMANENT PART-TIME	163,856.00	.00	163,856.00	2,443.29	.00	72,778.63	91,077.37	44
61060	SEASONAL EMPLOYEES	.00	.00	.00	.00	.00	6,864.00	(6,864.00)	+++
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	1,984.22	(1,984.22)	+++
61510	HEALTH INSURANCE	71,558.00	.00	71,558.00	3,394.31	.00	61,097.58	10,460.42	85
61513	VISION INSURANCE	76.00	.00	76.00	.00	.00	56.97	19.03	75
61615	LIFE INSURANCE	117.00	.00	117.00	.00	.00	102.64	14.36	88
61710	IMRF	19,948.00	.00	19,948.00	882.05	.00	19,514.45	433.55	98
61725	SOCIAL SECURITY	28,821.00	.00	28,821.00	1,174.53	.00	26,620.65	2,200.35	92
61730	MEDICARE	6,737.00	.00	6,737.00	274.69	.00	6,225.83	511.17	92

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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	.00	345.53	10,767.71	2,886.76	79
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	1,313.09	.00	19,287.15	15,712.85	55
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	635.89	864.11	42
Business Unit 4826 - ROBERT CROWN OPERATIONS Totals		\$647,206.00	\$0.00	\$647,206.00	\$26,859.97	\$345.53	\$588,056.55	\$58,803.92	91%
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	443,796.00	.00	443,796.00	18,886.94	.00	333,102.59	110,693.41	75
61050	PERMANENT PART-TIME	283,361.00	.00	283,361.00	5,993.37	.00	136,049.18	147,311.82	48
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	9,323.00	(4,323.00)	186
61415	TERMINATION PAYOUTS	.00	.00	.00	1,110.55	.00	8,348.40	(8,348.40)	+++
61510	HEALTH INSURANCE	100,910.00	.00	100,910.00	3,783.28	.00	63,552.27	37,357.73	63
61513	VISION INSURANCE	38.00	.00	38.00	.00	.00	112.14	(74.14)	295
61615	LIFE INSURANCE	114.00	.00	114.00	.00	.00	90.31	23.69	79
61710	IMRF	31,618.00	.00	31,618.00	1,156.59	.00	21,444.91	10,173.09	68
61725	SOCIAL SECURITY	45,084.00	.00	45,084.00	1,540.15	.00	29,206.05	15,877.95	65
61730	MEDICARE	10,540.00	.00	10,540.00	360.18	.00	6,830.44	3,709.56	65
62340	IT COMPUTER SOFTWARE	40,000.00	.00	40,000.00	.00	.00	25,661.20	14,338.80	64
65001	FEDERAL GRANT EXPENSE	30,642.00	.00	30,642.00	400.00	.00	17,598.68	13,043.32	57
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	11,311.24	1,688.76	87
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	.00	.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	\$33,231.06	\$59.00	\$700,439.58	\$399,104.42	64%
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	748,596.80	.00	748,596.80	19,269.54	.00	413,167.53	335,429.27	55
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	127.21	.00	154.36	4,845.64	3
61415	TERMINATION PAYOUTS	.00	.00	.00	1,412.64	.00	7,089.40	(7,089.40)	+++
61510	HEALTH INSURANCE	162,876.80	.00	162,876.80	3,252.64	.00	76,949.08	85,927.72	47
61513	VISION INSURANCE	150.00	.00	150.00	.00	.00	137.42	12.58	92
61615	LIFE INSURANCE	3.40	.00	3.40	.00	.00	75.02	(71.62)	2206
61626	CELL PHONE ALLOWANCE	.00	.00	.00	.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	926.02	.00	18,859.23	14,227.68	57
61725	SOCIAL SECURITY	46,456.60	.00	46,456.60	1,246.41	.00	25,259.79	21,196.81	54
61730	MEDICARE	10,865.38	.00	10,865.38	291.50	.00	5,907.55	4,957.83	54
62225	BLDG MAINTENANCE SERVICES	295,000.00	.00	295,000.00	13,985.60	69,413.71	243,863.70	(18,277.41)	106
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	4,530.00	910.00	83
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.00	.00	4,070.00	815.00	83
64005	ELECTRICITY	100,000.00	.00	100,000.00	11,907.47	.00	54,675.07	45,324.93	55
64015	NATURAL GAS	30,000.00	.00	30,000.00	87.57	.00	12,587.07	17,412.93	42
65040	JANITORIAL SUPPLIES	15,000.00	.00	15,000.00	.00	.00	13,754.35	1,245.65	92
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	.00	.00	14,166.80	5,833.20	71
65095	OFFICE SUPPLIES	.00	.00	.00	.00	.00	891.15	(891.15)	+++
65100	LIBRARY SUPPLIES	.00	.00	.00	.00	.00	343.93	(343.93)	+++
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,483,327.89	\$0.00	\$1,483,327.89	\$53,366.60	\$69,413.71	\$898,259.45	\$515,654.73	65%

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Business Unit 4845 - LIBRARY ADMINISTRATION

61010	REGULAR PAY	957,928.00	.00	957,928.00	37,931.37	.00	766,815.25	191,112.75	80
61050	PERMANENT PART-TIME	107,809.00	.00	107,809.00	4,181.51	.00	76,351.04	31,457.96	71
61510	HEALTH INSURANCE	119,994.00	.00	119,994.00	4,719.92	.00	82,778.86	37,215.14	69
61513	VISION INSURANCE	114.00	.00	114.00	.00	.00	83.70	30.30	73
61615	LIFE INSURANCE	579.00	.00	579.00	.00	.00	499.12	79.88	86
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	.00	.00	2,700.00	900.00	75
61626	CELL PHONE ALLOWANCE	1,908.00	.00	1,908.00	.00	.00	1,053.00	855.00	55
61710	IMRF	38,105.00	.00	38,105.00	1,565.08	.00	36,240.43	1,864.57	95
61725	SOCIAL SECURITY	66,013.00	.00	66,013.00	2,527.19	.00	50,197.75	15,815.25	76
61730	MEDICARE	15,534.00	.00	15,534.00	591.04	.00	11,739.81	3,794.19	76
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	6,484.45	20,307.80	156,270.50	(76,578.30)	177
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	1,276.25	.00	26,299.31	13,700.69	66
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	3,584.00	11,416.00	24
62295	TRAINING & TRAVEL	30,000.00	.00	30,000.00	714.68	57,810.00	26,448.41	(54,258.41)	281
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	446.49	2,553.51	15
62340	IT COMPUTER SOFTWARE	82,900.00	.00	82,900.00	.00	63,966.31	80,846.71	(61,913.02)	175
62360	MEMBERSHIP DUES	3,000.00	.00	3,000.00	.00	.00	3,084.79	(84.79)	103
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	168.83	(168.83)	+++
62705	CREDIT CARD FEES	5,000.00	.00	5,000.00	.00	.00	1,880.23	3,119.77	38
64009	UTILITIES - COE WATER	10,000.00	.00	10,000.00	.00	.00	9,915.28	84.72	99
65025	FOOD	7,000.00	.00	7,000.00	.00	.00	3,026.46	3,973.54	43
65095	OFFICE SUPPLIES	30,000.00	.00	30,000.00	288.29	1,286.97	14,005.84	14,707.19	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	291,670.00	58,330.00	83
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,991,984.00	\$0.00	\$1,991,984.00	\$89,446.78	\$143,371.08	\$2,344,724.83	(\$496,111.91)	125%
Department 48 - LIBRARY Totals		\$10,239,049.85	\$0.00	\$10,239,049.85	\$380,816.91	\$217,286.06	\$8,132,636.00	\$1,889,127.79	82%
EXPENSE TOTALS		\$10,239,049.85	\$0.00	\$10,239,049.85	\$380,816.91	\$217,286.06	\$8,132,636.00	\$1,889,127.79	82%

Fund 185 - LIBRARY FUND Totals

REVENUE TOTALS	9,463,097.00	.00	9,463,097.00	.00	.00	5,315,024.62	4,148,072.38	56%
EXPENSE TOTALS	10,239,049.85	.00	10,239,049.85	380,816.91	217,286.06	8,132,636.00	1,889,127.79	82%

Fund 185 - LIBRARY FUND Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$380,816.91)	(\$217,286.06)	(\$2,817,611.38)	\$2,258,944.59	
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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 - 10/31/25

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	\$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	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	.00	.00	6,297,061.62	5,642,981.38	53%
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EXPENSE TOTALS	12,715,995.85	.00	12,715,995.85	380,816.91	130,715.49	8,236,068.61	4,349,211.75	66%
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Grand Totals	(\$775,952.85)	\$0.00	(\$775,952.85)	(\$380,816.91)	(\$130,715.49)	(\$1,939,006.99)	\$1,293,769.63	
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Evanston Public Library Consolidated Endowment Fund
Statement of Activity

September 01, 2025 through September 30, 2025

Beginning Balance \$4,636,587.84

Revenue

Investment results	68,851.51
Total Revenues:	\$68,851.51

Distributions/Grants and Expenses

Foundation support charge	-2,606.67
Total Distributions:	\$-2,606.67

Ending Balance \$4,702,832.68

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

October 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

\$319,158.20

Total value of all accounts as of October 31, 2025

Accounts	Value on 09/30/2025	Value on 10/31/2025
Evanston Public Library		
Organization account	\$318,066.45	\$319,158.20

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	319,158.20
0.0%	Other	0.00

\$319,158.20

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

\$319,158.20

Total account value as of October 31, 2025

Year-to-date income

Taxable income	\$10,962.49
Nontaxable income	0.00
Total	\$10,962.49

Balances and holdings for Vanguard funds

Symbol	Name	Fund and account	Balance on 09/30/2025	Balance on 10/31/2025
VMFXX	Federal Money Mkt Fund	0033-XXXXXXX9620	\$318,066.45	\$319,158.20
			\$318,066.45	\$319,158.20

Account activity for Vanguard funds

Federal Money Mkt Fund 0033-XXXXXXX9620

Purchases	Withdrawals	Dividends
\$0.00	\$0.00	\$1,091.75
7-day SEC yield as of 10/31/2025*		4.01%

*Average annualized income dividend over the past 7 days. For updated information, visit vanguard.com.

Date	Transaction	Amount	Share price	Shares transacted	Total shares owned	Value
	Beginning balance on 9/30/2025		\$1.00		318,066.450	\$318,066.45



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
10/31	Income dividend	\$1,091.75	1.00	1,091.750	319,158.200	
Ending balance on 10/31/2025			\$1.00		319,158.200	\$319,158.20

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



MEMORANDUM

To: Evanston Public Library Finance Committee

From: Wynn Shawver, Development Manager

Subject: October 2025 Development Report for the Finance Committee

Date: November 10, 2025

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

Fund	October Cash	October Pledges	YTD Cash & Pledges	2025 Goal	Percent to Goal
Individual Donations	\$20,055	\$25,000	\$227,132	\$550,000	41%
Federal Grants	\$0	\$4,358	\$41,541	\$40,000	104%
Non-Federal Grants	\$14,885	\$10,000	\$34,835	\$40,000	87%
Per Capita Grant	\$0	\$0	\$115,212	\$115,212	100%
Sponsorship	\$0	\$0	\$9,000	\$20,000	45%
Misc Revenue	\$0	\$0	\$3,905	\$2,000	195%
Total Revenue	\$34,940	\$39,358	\$431,625	\$767,212	56%

Individual Donor Activity:

In October, we received \$20,055 in individual donations, and pledges from individuals totalling \$25,000. In comparison to August 2024 when we received \$14,921 and did not record any pledges.

Revenue Received by Campaigns in October 2025:

Campaign	Total 2025 Campaign Goal	October Revenue	October Number of Gifts	October Number of Donors
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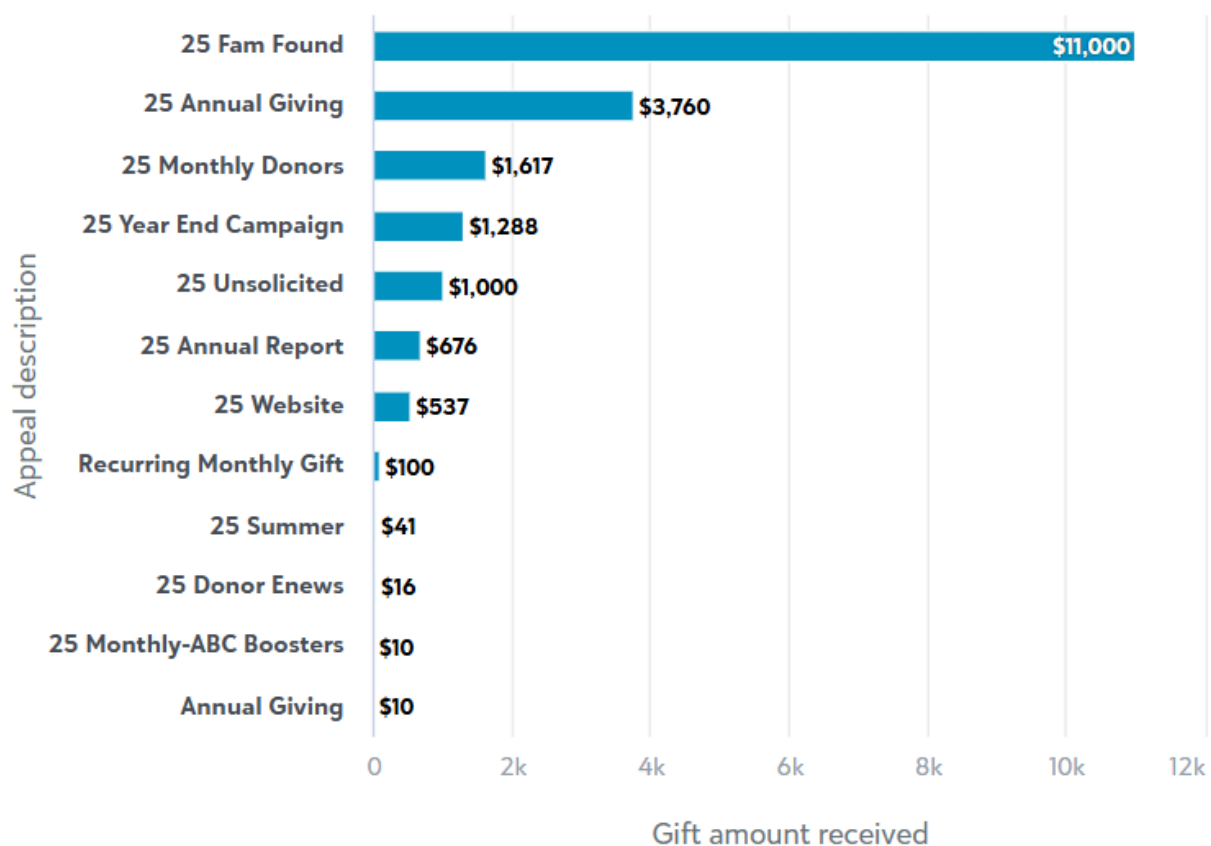


EVANSTON PUBLIC LIBRARY

2020 Library Donations	\$1,000	\$112	5	5
2021 Library Donations	\$3,000	\$180	10	10
2022 Library Donations	\$5,000	\$355	16	16
2023 Library Donations	\$5,000	\$730	26	26
2024 Library Donations	\$1,000	\$216	14	14
2024 Year-End Camp.	\$10,000	\$15	1	1
2025 Annual Report	\$7,000	\$526	2	2
2025 Library Donations	\$85,000	\$16,601	29	25
2025 Major Gifts	\$100,000	\$0	0	0
2025 Summer Campaign	\$50,000	\$31	3	3
2025 Year-End Campaign	\$283,000	\$1,288	6	6
2025 Sponsorship	\$20,000	\$0	0	0
Total Revenue	\$570,000	\$20,054	112	108

Revenue by Appeals in October 2025:

2025 Giving by Appeal



Donor Engagement and Appeals:

The Next Chapter Campaign Launch: In October we launched “The Next Chapter Campaign”: the refreshed annual campaign for the Evanston Public Library, a fundraising initiative aimed at raising \$550,000 by Dec. 31 to sustain and expand the library’s valued programs and services. Everyone has a library story, whether it’s the memory of a beloved childhood book, the spark of curiosity that led to new paths or the welcoming smile that greets them every time they visit. These stories unfold daily at the Evanston Public Library, making the library the heart of the community. Through access to resources, storytelling and the creation of a welcoming space for all, the library continues to empower community members to discover, grow and connect. EPL invites the community to support “The Next Chapter” campaign by spreading the word, sharing their library stories on social media using the hashtags #EPLLibraryStory, #LibraryLove, #CommunityLibraries, #ReadToGrow and #SupportYourLibrary, and by making a meaningful donation.



Contributions can be made online at epl.org/donate or by mailing a check payable to Evanston Public Library to:

ATTN: Office of Development
Evanston Public Library
1703 Orrington Ave.
Evanston, IL 60201

The Next Campaign Post Cards: This year we introduced a new campaign element: "The Next Chapter Campaign Post Cards." These cards allow anyone to make a personal appeal within their network. We created five unique EPL postcards, each featuring a brief campaign message. Community members can pick up these postcards at the front desk of the Main Library or Robert Crown Library, add a personal note, address them, and send them to anyone they know. This is a great opportunity for everyone to reach out to their personal networks and encourage contributions to the campaign.

The Next Chapter Campaign Kickoff: We held a campaign kickoff event in the Innovation Station on October 28th, welcoming about 250 leadership donors, campaign committee members and Library Trustees. The event was attended by 22 individuals. Attendees learned about the launch of the Next Chapter Campaign, shared their own library stories, and participated in a discussion with Library leadership facilitated by the Development Manager. The final portion of the program addressed the Library's need for a tax increase and continued growth in individual donations, and included a Q&A about our ongoing dialogue with the City to formalize our IGA. Participants reported that they now feel better informed about the vision of the Library leadership, as well as our current activities and priorities.

Renewed MOU between PEPL and EPL: The collaborative Memorandum of Understanding (MOU) between the Evanston Public Library (EPL) and the Partners of the Evanston Public Library (PEPL) was officially executed in October. This agreement formalizes the relationship aimed at boosting philanthropic support, increasing community engagement, and enhancing equitable access to literacy. The document, signed by EPL Executive Director Yolande Wilburn, EPL Board President Tracy Fulce and PEPL Board President Seth Himrod, clearly defines the roles and responsibilities of both parties. Key components include PEPL's commitment to fundraising and EPL's reciprocal commitment to sharing strategic planning information.

December 2, Giving Tuesday: This national day of giving is traditionally our largest fundraising day. We will host a \$1:\$1 match challenge, built from the campaign committee pledges, for all gifts received or postmarked on 12/2/25, or mailed earlier with a Giving Tuesday indication, until the matching pool is depleted. We will promote the challenge in advance and share updates on the day via email, social media, and at both library locations. Please help us build excitement by sharing the challenge with your networks.



Grant Activity:

In October, we applied for a grant from the American Heart Association for programs related to social determinants of health, primarily health and wellness programs in Lifelong Learning and programs for older adults that combat social isolation. We also applied for an in-kind grant for mobile hotspots and laptops, with 1 year of mobile service. We were awarded an Age Options grant for older adult programming, and a \$10,000 award from the Carnegie Corporation of New York's special initiative commemorating the 250th anniversary of the signing of the Declaration of Independence. This initiative supports civic institutions fostering participation and community, allowing libraries to use the funds to celebrate the anniversary, further their mission, and benefit their community.

Grants Submitted, Awarded, and Declined in October 2025:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Mobile Beacon	\$0 cash/\$20,000 in kind	10/15/25	12/31/2025	Access Services
Submitted	American Heart Association	\$139,652	10/31/2025	12/31/2025	Lifelong Learning & Older Services
Awarded	Age Options	\$4,358	9/30/2025	12/15/2025	Older Adult Programs
Awarded	Carnegie Corporation of New York	\$10,000	N/A	1/15/2026	General