



**EVANSTON
PUBLIC
LIBRARY**

Finance Committee Meeting

Meeting Packet

April 9, 2026, at 3:00 pm

Main Library, 4th Floor Board Room, and via Zoom

[Join the Finance Committee Zoom Meeting](#)



Evanston Public Library Finance Committee

- **Date:** Thursday, April 9, 2026
- **Time:** 3:00 PM
- **Location:** Main Library, Library Board Room, and Remote
- **Zoom Link:** [Join the Finance Committee Meeting](#)

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.

- **Written Comments:** [Submit comments via the Online Form](#)
- **Note:** Written comments will be attached to the Board minutes and distributed to Trustees.

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 least 48 hours in advance of the meeting so that arrangements can be made.

- **Phone:** 847-448-8650
- **TDD/TTY:** 847-866-5095

Meeting Agenda

1. **Call to Order / Declaration of Quorum**
2. **Land Acknowledgment**
3. **Citizen Comment**
 - Not to exceed 45 minutes.
4. **Old Business**
 - a. Intergovernmental Agreement and Lease update
 - b. FY2026 non-union merit increase
5. **New Business**
 - a. Review the upcoming board packet finance items
 - b. Monthly Development Report
 - c. Quarterly Development Report
 - d. Endowment update
 - e. Resourcing Director Search Process
6. **Executive Session**
7. **Adjournment**

Next Meeting: May 14, 2026, at 3:00 PM via Zoom and hybrid.



Memorandum

To: Evanston Public Library Finance Committee

From: Heather Norborg, Interim Executive Director
Sameer Notta, Finance Manager

Subject: Merit Increase Consideration for Non-Union Library Staff

Date: April 9, 2026

This memo provides consideration of merit increases for non-union Library employees.

The majority of Library employees are covered by the terms of the AFSCME contract and receive regular step increases to their salaries as negotiated through collective bargaining. Management and non-union employees of the Library do not receive comparable guaranteed compensation increases, and we have traditionally followed the City Manager's determinations regarding annual merit increases.

As a result, wage compression may occur when regular pay increases for union staff bring their salaries to or near those of their non-union supervisors. The Library's non-union leadership team is talented, dedicated, and flexible. When additional effort is required or staff shortages create service gaps, the non-union leadership team consistently steps forward to ensure continuity of service.

Providing the ability to recognize performance through merit increases will allow the Library to more equitably compensate its non-union leadership team while also supporting recruitment and retention efforts.

Funding options for merit increases are outlined below for your reference:

- Merit Increase 1%: \$3,991
- Merit Increase 2%: \$23,550
- Merit Increase 2.5%: \$33,330
- Merit Increase 3%: \$43,109

In the previous year, non-union staff received a 2.5% merit increase. We recommend a similar increase this year.



Memorandum

To: Evanston Public Library Finance Committee
From: Sameer Notta, Finance Manager
Lea Hernandez-Solis, Office Coordinator
Subject: Library Fund Bills
Date: March 07, 2026

Recommended Action

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

Payroll

February 23, 2026, through March 8, 2026,	\$ 444,171.03
March 9, 2026, through March 22, 2026,	\$ 217,421.85

Library Fund Bills List

March 10, 2026	\$ 125,760.59
March 24, 2026	\$ 57,231.04

Purchasing Card

December 31, 2025	\$ 15,081.09
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Attachment: Bills List, Purchasing Card

Library Bills List

G/L Date Range 03/10/26 - 03/10/26

Vendor	Invoice Description	Invoice Date	G/L Date	Payment Date	Invoice Amount
Fund 185 - LIBRARY FUND					
Department 48 - LIBRARY					
Business Unit 4806 - LIFELONG LEARNING & LITERACY					
Account 65100 - LIBRARY SUPPLIES					
20518 - XINMING GUO	PROFESSIONAL SERVICES	02/02/2026	03/10/2026	03/10/2026	280.00
				Invoice 1	\$280.00
				Transactions	
				Invoice 1	\$280.00
				Transactions	
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals					
				Invoice 2	\$1,099.92
				Transactions	
Business Unit 4820 - ACCESS SERVICES					
Account 65100 - LIBRARY SUPPLIES					
101406 - DEMCO, INC.	OFFICE SUPPLIES	02/11/2026	03/10/2026	03/10/2026	142.03
206940 - ULINE	ZEBRA SCANNER AND PRINTER	02/19/2026	03/10/2026	03/10/2026	957.89
				Invoice 2	\$1,099.92
				Transactions	
				Invoice 2	\$1,099.92
				Transactions	
Business Unit 4825 - ENGAGEMENT SERVICES					
Account 65100 - LIBRARY SUPPLIES					
21669 - AZTEC SOFTWARE, LLC	PROGRAM SUPPLIES GED TEST PREP	02/04/2026	03/10/2026	03/10/2026	974.53
21601 - BOLIVAR, GABRIEL DARIO	PROFESSIONAL SERVICE SPANISH GED CLASSES	02/17/2026	03/10/2026	03/10/2026	840.00
				Invoice 2	\$1,814.53
				Transactions	
				Invoice 2	\$1,814.53
				Transactions	
Business Unit 4840 - LIBRARY MAINTENANCE					
Account 62225 - BLDG MAINTENANCE SERVICES					
151986 - CINTAS CORPORATION #769	MAT SERVICES	02/25/2026	03/10/2026	03/10/2026	248.31
101063 - CINTAS FIRST AID & SUPPLY	FIRST AID KIT SERVICE	02/20/2026	03/10/2026	03/10/2026	199.50
19941 - PLUNKETT'S PEST CONTROL	10401568	02/01/2026	03/10/2026	03/10/2026	227.14
				Invoice 3	\$674.95
				Transactions	
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	PELADOW 50# BAG CALCIUM CHLORIDE	01/22/2026	03/10/2026	03/10/2026	1,030.00
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	02/12/2026	03/10/2026	03/10/2026	67.12
				Invoice 2	\$1,097.12
				Transactions	
				Invoice 5	\$1,772.07
				Transactions	
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20988 - MADDEN CREATIVE SERVICES, LLC	Q4 2025 STOCK/OPEN CALL PHOTOSHOOT	02/26/2026	03/10/2026	03/10/2026	3,000.00
12151 - MULTILINGUAL CONNECTIONS LLC	EPL BROCHURE TRANSLATION	03/02/2026	03/10/2026	03/10/2026	95.00
				Invoice 2	\$3,095.00
				Transactions	
Account 62210 - PRINTING					

Library Bills List

G/L Date Range 03/10/26 - 03/10/26

14818 - FISHEYE GRAPHIC SERVICES, INC.	GENERAL USE TRIFOLD BROCHURE	03/02/2026	03/10/2026	03/10/2026	300.00	
14818 - FISHEYE GRAPHIC SERVICES, INC.	BUSINESS CARD W BRUCE	03/02/2026	03/10/2026	03/10/2026	48.00	
				Account 62210 - PRINTING Totals	Invoice 2	\$348.00
					Transactions	
Account 62295 - TRAINING & TRAVEL						
21227 - PAVE PREVENTION INC.	STAFF TRAINING PROGRAM ON DE- ESCALATION, DEIJA AND TRAUMA	02/26/2026	03/10/2026	03/10/2026	49,797.00	
				Account 62295 - TRAINING & TRAVEL Totals	Invoice 1	\$49,797.00
					Transactions	
Account 65095 - OFFICE SUPPLIES						
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/09/2026	03/10/2026	03/10/2026	859.80	
				Account 65095 - OFFICE SUPPLIES Totals	Invoice 1	\$859.80
					Transactions	
Account 65628 - Library Electronic Resources						
16334 - KANOPY	ONLINE RESOURCES	02/28/2026	03/10/2026	03/10/2026	1,705.00	
103731 - NEWS BANK INC	ONLINE RESOURCES	01/28/2026	03/10/2026	03/10/2026	12,486.00	
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	03/01/2026	03/10/2026	03/10/2026	14,599.28	
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	03/01/2026	03/10/2026	03/10/2026	11,142.68	
104226 - PROQUEST INFO & LEARNING COMPANY	ONLINE RESOURCES	03/01/2026	03/10/2026	03/10/2026	9,830.86	
16465 - TUMBLEWEED PRESS, INC.	ONLINE RESOURCES	03/01/2026	03/10/2026	03/10/2026	2,800.00	
				Account 65628 - Library Electronic Resources Totals	Invoice 6	\$52,563.82
					Transactions	
Account 65630 - LIBRARY BOOKS						
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	02/10/2026	03/10/2026	03/10/2026	110.21	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	01/27/2026	03/10/2026	03/10/2026	41.98	
120319 - CENGAGE LEARNING INC./GALE RESEARCH	MAIN PRINT	01/27/2026	03/10/2026	03/10/2026	111.73	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/28/2026	03/10/2026	03/10/2026	284.38	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	01/28/2026	03/10/2026	03/10/2026	452.64	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	01/29/2026	03/10/2026	03/10/2026	1,671.73	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/16/2026	03/10/2026	03/10/2026	37.20	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/17/2026	03/10/2026	03/10/2026	34.80	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/09/2026	03/10/2026	03/10/2026	17.37	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/10/2026	03/10/2026	03/10/2026	51.00	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/12/2026	03/10/2026	03/10/2026	50.40	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/12/2026	03/10/2026	03/10/2026	199.57	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/10/2026	03/10/2026	03/10/2026	47.97	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/11/2026	03/10/2026	03/10/2026	11.39	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/11/2026	03/10/2026	03/10/2026	10.80	
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/11/2026	03/10/2026	03/10/2026	16.79	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/13/2026	03/10/2026	03/10/2026	52.80	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND A/V	02/19/2026	03/10/2026	03/10/2026	1,364.65	
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/18/2026	03/10/2026	03/10/2026	639.38	
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	02/20/2026	03/10/2026	03/10/2026	1,423.60	
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	02/11/2026	03/10/2026	03/10/2026	747.80	

Library Bills List

G/L Date Range 03/10/26 - 03/10/26

102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/10/2026	03/10/2026	03/10/2026	419.11
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	01/27/2026	03/10/2026	03/10/2026	3,956.11
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/05/2026	03/10/2026	03/10/2026	548.98
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/06/2026	03/10/2026	03/10/2026	290.82
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/02/2026	03/10/2026	03/10/2026	419.77
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/19/2026	03/10/2026	03/10/2026	17.97

Account 65630 - LIBRARY BOOKS Totals	Invoice 27	\$13,030.95
	Transactions	

Account **65641 - AUDIO VISUAL COLLECTIONS**

102576 - INGRAM LIBRARY SERVICES	MAIN PRINT AND A/V	02/19/2026	03/10/2026	03/10/2026	24.75
103424 - MIDWEST TAPE LLC	MAIN AV	02/12/2026	03/10/2026	03/10/2026	18.42
103424 - MIDWEST TAPE LLC	MAIN A/V	02/12/2026	03/10/2026	03/10/2026	31.17
103424 - MIDWEST TAPE LLC	MAIN A/V	02/12/2026	03/10/2026	03/10/2026	62.86
103424 - MIDWEST TAPE LLC	MAIN A/V	02/12/2026	03/10/2026	03/10/2026	65.18
103424 - MIDWEST TAPE LLC	MAIN AV	02/12/2026	03/10/2026	03/10/2026	79.17
103424 - MIDWEST TAPE LLC	MAIN AV	02/12/2026	03/10/2026	03/10/2026	235.11
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	46.26
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	73.26
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	31.17
103424 - MIDWEST TAPE LLC	MAIN AV	02/19/2026	03/10/2026	03/10/2026	258.60
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	53.34
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	95.79
103424 - MIDWEST TAPE LLC	MAIN A/V	02/19/2026	03/10/2026	03/10/2026	24.42

Account 65641 - AUDIO VISUAL COLLECTIONS Totals	Invoice 14	\$1,099.50
	Transactions	

Business Unit 4845 - LIBRARY ADMINISTRATION Totals	Invoice 53	\$120,794.07
	Transactions	

Department 48 - LIBRARY Totals	Invoice 63	\$125,760.59
	Transactions	

Fund 185 - LIBRARY FUND Totals	Invoice 63	\$125,760.59
	Transactions	

* = Prior Fiscal Year Activity

	Invoice 63	\$125,760.59
	Transactions	

Library Bills List

G/L Date Range 03/24/26 - 03/24/26

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						
14818 - FISHEYE GRAPHIC SERVICES, INC.	2025 BLUEBERRY AWARD BOOKLET	03/11/2026	03/24/2026	03/24/2026	1,025.00	
218833 - POSITIVE CONNECTIONS, INC.	SCHOOL BUS FROM ORRINGTON SCHOOL	03/02/2026	03/24/2026	03/24/2026	191.33	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice 2	<u>\$1,216.33</u>
					Transactions	
				Business Unit 4805 - EARLY LEARNING & LITERACY Totals	Invoice 2	<u>\$1,216.33</u>
					Transactions	
Business Unit 4806 - LIFELONG LEARNING & LITERACY						
Account 65100 - LIBRARY SUPPLIES						
21697 - EMBODIED THERAPEUTIC SERVICES, LLC.	PROFESSIONAL SERVICES INTERSECTION OF SPIRITUALITY AND MENTAL	03/02/2026	03/24/2026	03/24/2026	150.00	
21696 - FREEMAN-ALLEN, QUINTEL M.	BUILDING BLACK FUTURES - BLACK HISTORY PROGRAM	03/02/2026	03/24/2026	03/24/2026	500.00	
17296 - HEATHER ROSS	OFFICE SUPPLIES	03/11/2026	03/24/2026	03/24/2026	72.26	
17296 - HEATHER ROSS	REIMBURSEMENT PROGRAM	03/11/2026	03/24/2026	03/24/2026	16.53	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice 4	<u>\$738.79</u>
					Transactions	
				Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals	Invoice 4	<u>\$738.79</u>
					Transactions	
Business Unit 4820 - ACCESS SERVICES						
Account 65100 - LIBRARY SUPPLIES						
121187 - UNIQUE MANAGEMENT SERVICES	ACCESS SUPPLIES	03/01/2026	03/24/2026	03/24/2026	98.50	
				Account 65100 - LIBRARY SUPPLIES Totals	Invoice 1	<u>\$98.50</u>
					Transactions	
				Business Unit 4820 - ACCESS SERVICES Totals	Invoice 1	<u>\$98.50</u>
					Transactions	
Business Unit 4835 - INNOVATION & DIGITAL LEARNING						
Account 65002 - STATE GRANT EXPENSE						
103862 - OAKTON COLLEGE	SPANISH IN THE WORKPLACE NOV 12-DEC 19	01/23/2026	03/24/2026	03/24/2026	800.00	
				Account 65002 - STATE GRANT EXPENSE Totals	Invoice 1	<u>\$800.00</u>
					Transactions	
				Business Unit 4835 - INNOVATION & DIGITAL LEARNING Totals	Invoice 1	<u>\$800.00</u>
					Transactions	
Business Unit 4840 - LIBRARY MAINTENANCE						
Account 62225 - BLDG MAINTENANCE SERVICES						
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/12/2026	03/24/2026	03/24/2026	248.31	
151986 - CINTAS CORPORATION #769	MAT SERVICE	03/05/2026	03/24/2026	03/24/2026	248.31	
19941 - PLUNKETT'S PEST CONTROL	PEST CONTROL	03/03/2026	03/24/2026	03/24/2026	156.83	
145106 - TOTAL BUILDING SERVICES	JANITORIAL SERVICES	03/02/2026	03/24/2026	03/24/2026	10,835.60	

Library Bills List

G/L Date Range 03/24/26 - 03/24/26

Account 62225 - BLDG MAINTENANCE SERVICES Totals			Invoice 4		\$11,489.05
			Transactions		
Account 65040 - JANITORIAL SUPPLIES					
10546 - SUPERIOR INDUSTRIAL SUPPLY	JANITORIAL SERVICES	03/10/2026	03/24/2026	03/24/2026	702.07
Account 65040 - JANITORIAL SUPPLIES Totals			Invoice 1		\$702.07
			Transactions		
Account 65050 - BLDG MAINTENANCE MATERIAL					
102137 - GRAINGER, INC., W.W.	REPLACEMENT BATTERIES	02/24/2026	03/24/2026	03/24/2026	19.56
102137 - GRAINGER, INC., W.W.	3 ADDITIONAL WALKIE TALKIE REPLACEMENT	02/27/2026	03/24/2026	03/24/2026	1,254.81
102137 - GRAINGER, INC., W.W.	AIR FILTER REPLACEMENT	03/01/2026	03/24/2026	03/24/2026	301.24
102137 - GRAINGER, INC., W.W.	AIR FILTER REPLACEMENT	03/09/2026	03/24/2026	03/24/2026	43.01
Account 65050 - BLDG MAINTENANCE MATERIAL Totals			Invoice 4		\$1,618.62
			Transactions		
Business Unit 4840 - LIBRARY MAINTENANCE Totals			Invoice 9		\$13,809.74
			Transactions		
Business Unit 4845 - LIBRARY ADMINISTRATION					
Account 62185 - CONSULTING SERVICES					
20953 - HR SOURCE	JOB POSTING	02/28/2026	03/24/2026	03/24/2026	92.98
Account 62185 - CONSULTING SERVICES Totals			Invoice 1		\$92.98
			Transactions		
Account 62295 - TRAINING & TRAVEL					
100255 - AMERICAN LIBRARY ASSOC.	CONFIRM# 1525558, 1518090, 1518253,1521790,1520927,1518174	03/17/2026	03/24/2026	03/24/2026	2,608.00
Account 62295 - TRAINING & TRAVEL Totals			Invoice 1		\$2,608.00
			Transactions		
Account 62340 - IT COMPUTER SOFTWARE					
21717 - LYNGSOE SYSTEMS INC.	IT SOFTWARE	03/12/2026	03/24/2026	03/24/2026	5,319.00
Account 62340 - IT COMPUTER SOFTWARE Totals			Invoice 1		\$5,319.00
			Transactions		
Account 65095 - OFFICE SUPPLIES					
17296 - HEATHER ROSS	OFFICE SUPPLIES	03/11/2026	03/24/2026	03/24/2026	72.26
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/19/2026	03/24/2026	03/24/2026	13.44
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/20/2026	03/24/2026	03/24/2026	37.69
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/20/2026	03/24/2026	03/24/2026	149.41
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/26/2026	03/24/2026	03/24/2026	(42.79)
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/26/2026	03/24/2026	03/24/2026	142.55
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	03/05/2026	03/24/2026	03/24/2026	21.89
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/06/2026	03/24/2026	03/24/2026	31.94
103883 - ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES - LIBRARY	02/20/2026	03/24/2026	03/24/2026	155.78
206940 - ULINE	OFFICE SUPPLIES	02/18/2026	03/24/2026	03/24/2026	140.00

Library Bills List

G/L Date Range 03/24/26 - 03/24/26

Account 65095 - OFFICE SUPPLIES Totals				Invoice 10		\$722.17
				Transactions		
Account 65628 - Library Electronic Resources						
103424 - MIDWEST TAPE LLC	ONLINE RESOURCES	02/28/2026	03/24/2026	03/24/2026		8,999.97
120231 - SCHOLASTIC LIBRARY PUBLISHING	ONLINE RESOURCE	02/27/2026	03/24/2026	03/24/2026		4,955.00
Account 65628 - Library Electronic Resources Totals				Invoice 2		\$13,954.97
				Transactions		
Account 65630 - LIBRARY BOOKS						
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/02/2026	03/24/2026	03/24/2026		432.10
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/03/2026	03/24/2026	03/24/2026		236.90
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/03/2026	03/24/2026	03/24/2026		465.71
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	03/03/2026	03/24/2026	03/24/2026		1,265.01
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	02/28/2026	03/24/2026	03/24/2026		1,079.79
10797 - CHILDREN'S PLUS, INC. DBA LIBRARIA	MAIN BOOKS	02/26/2026	03/24/2026	03/24/2026		536.72
102576 - INGRAM LIBRARY SERVICES	JUV PRINT	03/09/2026	03/24/2026	03/24/2026		11.39
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/23/2026	03/24/2026	03/24/2026		2,018.63
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/20/2026	03/24/2026	03/24/2026		61.30
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/03/2026	03/24/2026	03/24/2026		126.58
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/11/2026	03/24/2026	03/24/2026		66.07
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/02/2026	03/24/2026	03/24/2026		305.95
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/12/2026	03/24/2026	03/24/2026		327.66
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/19/2026	03/24/2026	03/24/2026		381.66
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	03/04/2026	03/24/2026	03/24/2026		17.39
102576 - INGRAM LIBRARY SERVICES	ADULT PRINT	02/09/2026	03/24/2026	03/24/2026		109.05
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	03/03/2026	03/24/2026	03/24/2026		250.85
102576 - INGRAM LIBRARY SERVICES	ADULT AND CROWN PRINT	03/02/2026	03/24/2026	03/24/2026		2,676.55
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/09/2026	03/24/2026	03/24/2026		322.11
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/02/2026	03/24/2026	03/24/2026		441.23
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/13/2026	03/24/2026	03/24/2026		251.23
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/24/2026	03/24/2026	03/24/2026		266.37
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/11/2026	03/24/2026	03/24/2026		194.23
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/12/2026	03/24/2026	03/24/2026		158.89
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	03/06/2026	03/24/2026	03/24/2026		2,367.87
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/02/2026	03/24/2026	03/24/2026		17.99
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/26/2026	03/24/2026	03/24/2026		18.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/25/2026	03/24/2026	03/24/2026		36.00
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	02/20/2026	03/24/2026	03/24/2026		56.39
102576 - INGRAM LIBRARY SERVICES	MAIN AND CROWN PRINT	02/10/2026	03/24/2026	03/24/2026		2,496.47
102576 - INGRAM LIBRARY SERVICES	MAIN PRINT	03/03/2026	03/24/2026	03/24/2026		33.60
21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	03/03/2026	03/24/2026	03/24/2026		91.38

Library Bills List

G/L Date Range 03/24/26 - 03/24/26

21156 - MIDWEST LIBRARY SERVICE, INC.	ADULT PRINT	02/17/2026	03/24/2026	03/24/2026	122.24
21156 - MIDWEST LIBRARY SERVICE, INC.	JUV PRINT	12/10/2025	03/24/2026	03/24/2026	29.99
Account 65630 - LIBRARY BOOKS Totals			Invoice	34	<hr/> \$17,273.30
			Transactions		
Account 65641 - AUDIO VISUAL COLLECTIONS					
103424 - MIDWEST TAPE LLC	MAIN A/V	02/27/2026	03/24/2026	03/24/2026	109.68
103424 - MIDWEST TAPE LLC	MAIN A/V	02/27/2026	03/24/2026	03/24/2026	158.52
103424 - MIDWEST TAPE LLC	MAIN A/V	02/27/2026	03/24/2026	03/24/2026	118.68
103424 - MIDWEST TAPE LLC	MAIN A/V	02/27/2026	03/24/2026	03/24/2026	22.92
103424 - MIDWEST TAPE LLC	MAIN A/V	02/27/2026	03/24/2026	03/24/2026	109.68
103424 - MIDWEST TAPE LLC	MAIN A/V	03/06/2026	03/24/2026	03/24/2026	35.69
103424 - MIDWEST TAPE LLC	MAIN A/V	03/06/2026	03/24/2026	03/24/2026	19.17
103424 - MIDWEST TAPE LLC	MAIN A/V	03/06/2026	03/24/2026	03/24/2026	22.92
Account 65641 - AUDIO VISUAL COLLECTIONS Totals			Invoice	8	<hr/> \$597.26
			Transactions		
Business Unit 4845 - LIBRARY ADMINISTRATION Totals			Invoice	57	<hr/> \$40,567.68
			Transactions		
Department 48 - LIBRARY Totals			Invoice	74	<hr/> \$57,231.04
			Transactions		
Fund 185 - LIBRARY FUND Totals			Invoice	74	<hr/> \$57,231.04
			Transactions		
			Invoice	74	<hr/> <hr/> \$57,231.04
			Transactions		

* = Prior Fiscal Year Activity

REPORTS TO INTERMEDIATE	MERCHANT NAME	MERCHANT STATE	MERCHANT ZIP CODE	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION	PROJECT NUMBER	ACCOUNT HOLDER LAST NAME	ACCOUNT HOLDER FIRST NAME	BUSINESS UNIT
LIBRARY	WALMART.COM	AR	72716	\$ 40.44	11/26/2025	65100 LIBRARY SUPPLIES	RC PROGRAM SUPPLIES REBEL STEAMERS		Hernandez-Solis	Lea	185.48.4826
LIBRARY	AMAZON MARK B2P2P36U2	WA	98109	\$ 55.23	11/26/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES		Hernandez-Solis	Lea	185.48.4835
LIBRARY	SP TONIES US	CA	94306	\$ 39.48	11/26/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPL FOR THE LABOUR PARTY		Hernandez-Solis	Lea	185.48.4835
LIBRARY	TARGET 0000274	IL	60202	\$ 74.62	11/27/2025	65630 LIBRARY BOOKS	TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT		Madison	Eliecha	185.48.4805
LIBRARY	TARGET 0000274	IL	60202	\$ 1,006.86	11/27/2025	65630 LIBRARY BOOKS	TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT		Madison	Eliecha	185.48.4805
LIBRARY	TARGET 0000274	IL	60202	\$ 1,087.53	11/28/2025	65630 LIBRARY BOOKS	TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT		Madison	Eliecha	185.48.4805
LIBRARY	SANSLUB.COM	WA	72712	\$ 34.34	11/27/2025	65100 LIBRARY SUPPLIES	RC ROLL OUT AND BOOKCLUB SUPPLIES		Hernandez-Solis	Lea	185.48.4826
LIBRARY	AMAZON MARK B24HW5S91	AR	98109	\$ 39.45	11/27/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES		Hernandez-Solis	Lea	185.48.4835
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 1,493.85	11/28/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	SP TONIES US	CA	94306	\$ 1,471.43	11/28/2025	65630 LIBRARY BOOKS	TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT		Madison	Eliecha	185.48.4805
LIBRARY	SP TONIES US	CA	94306	\$ (136.97)	12/1/2025	65630 LIBRARY BOOKS	REFUND ON TAXES FOR TONIES ORDER AMOUNT \$1,471.43		Madison	Eliecha	185.48.4805
LIBRARY	TARGET 0000274	IL	60202	\$ (137.91)	12/1/2025	65630 LIBRARY BOOKS	RETURN OF DUPLICATE ITEMS. TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT.		Madison	Eliecha	185.48.4805
LIBRARY	SP TONIES US	CA	94306	\$ 829.43	12/1/2025	65630 LIBRARY BOOKS	TONES/IAV COLLECTION FOR EARLY LEARNING AND LITERACY DEPARTMENT		Madison	Eliecha	185.48.4805
LIBRARY	WPENGIN.COM	TX	78701	\$ 290.00	12/2/2025	65100 LIBRARY SUPPLIES	LIBRARY MONTHLY WEBSITE MAINTENANCE AND STORAGE		Hernandez-Solis	Lea	185.48.4835
LIBRARY	DOLLAR TREE	IL	60645	\$ 30.25	12/2/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPLIES FOR MAKERS ON THE MOVE AT KING ARTS AND NICHOLS		Madison	Eliecha	185.48.4835
LIBRARY	DOLLAR TREE	IL	60645	\$ 36.28	12/2/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES PROGRAM SUPPL FOR THE LABOUR PARTY		Madison	Eliecha	185.48.4835
LIBRARY	DOLLAR TREE	IL	60202	\$ 36.75	12/2/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES SUPPLIES FOR MAKERS ON THE MOVE		Madison	Eliecha	185.48.4835
LIBRARY	TARGET.COM	MN	55445	\$ 32.73	12/3/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION MURDER MYSTERY BOX FOR PROGRAM 2 OF 4 RECEIPTS PURCHASE TOTAL WAS \$190.86		Madison	Eliecha	185.48.4835
LIBRARY	TARGET.COM	MN	55445	\$ 14.02	12/3/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION MURDER MYSTERY BOX FOR PROGRAM 4 OF 4 RECEIPTS PURCHASE TOTAL WAS \$190.86		Madison	Eliecha	185.48.4835
LIBRARY	TARGET.COM	MN	55445	\$ 99.90	12/3/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 10 SETS OF HEADPHONES FOR THE PATRON COMPUTERS. 1 OF 2 ORDERS		Madison	Eliecha	185.48.4835
LIBRARY	TARGET.COM	MN	55445	\$ 99.90	12/3/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 10 SETS OF HEADPHONES FOR THE PATRON COMPUTERS. 2 OF 2 ORDERS		Madison	Eliecha	185.48.4835
LIBRARY	BESTBUYCOM807117448043	MN	55423	\$ 799.96	12/3/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 2 TELEVISIONS FOR STUDYROOMS AND 2 CLICKERS. ORDER BROKEN UP IN 4 RECEIPTS 1,348 TOTAL		Madison	Eliecha	185.48.4835
LIBRARY	BESTBUYCOM807117448043	MN	55423	\$ 518.89	12/3/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 2 WEBCAMS FOR CONFERENCE ROOM AND 8 PORT NET GEARS ORDER IN 4 RECEIPTS 1,348 TOTAL		Madison	Eliecha	185.48.4835
LIBRARY	TARGET.COM	MN	55445	\$ 102.99	12/3/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES BOARD GAMES AND PSS REMOTE. 3 OF 4 RECEIPTS PURCHASE TOTAL WAS \$190.86		Madison	Eliecha	185.48.4835
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 58.00	12/3/2025	65095 OFFICE SUPPLIES	SAFETY UNIFORM LOGO PLACEMENT		Madison	Eliecha	185.48.4845
LIBRARY	SP TONIES.COM	CA	94306	\$ (72.18)	12/4/2025	65630 LIBRARY BOOKS	REFUND ON TAXES FOR TONIES ORDER OF \$294.34		Hernandez-Solis	Lea	185.48.4805
LIBRARY	TARGET.COM	MN	55445	\$ 23.39	12/4/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION MURDER MYSTERY BOX FOR PROGRAM 1 OF 4 RECEIPTS PURCHASE TOTAL WAS \$190.86		Madison	Eliecha	185.48.4835
LIBRARY	BESTBUYMKT07117430181	MN	55423	\$ 39.99	12/4/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 1 CLICKER FOR CONFERENCE ROOM. ORDER BROKEN UP IN 4 RECEIPTS 1,348 TOTAL		Hernandez-Solis	Lea	185.48.4835
LIBRARY	SWAGGER EVANSTON LBR	CA	94549	\$ 196.17	12/4/2025	65095 OFFICE SUPPLIES	CROSSBODY BAG WITH EPL LOGO		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK B19Y8290	WA	98109	\$ 392.23	12/5/2025	65095 OFFICE SUPPLIES	ELL OFFICE SUPPLIES 996 GRANT		Madison	Eliecha	185.48.4805
LIBRARY	BESTBUYMKT07117430181	MN	55423	\$ 56.64	12/5/2025	65100 LIBRARY SUPPLIES	TECH SUPPLIES 2 CLICKERS FOR CONFERENCE ROOMS. ORDER BROKEN UP IN 4 RECEIPTS 1,348 TOTAL		Hernandez-Solis	Lea	185.48.4835
LIBRARY	EVANSTON CHAMBER	IL	60201	\$ 260.00	12/5/2025	62360 MEMBERSHIP DUES	ANNUAL MEMBERSHIP FEE		Hernandez-Solis	Lea	185.48.4845
LIBRARY	LACON THE HOME DEPOT	WA	98109	\$ 165.60	12/5/2025	65095 OFFICE SUPPLIES	ACOM ANNUAL MEMBERSHIP		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK B19X2K200	WA	98109	\$ 49.76	12/8/2025	65100 LIBRARY SUPPLIES	ELL OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	AMAZON MARK B19X2K200	WA	98109	\$ 7.99	12/8/2025	65100 LIBRARY SUPPLIES	RC EVENT SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	D J BARRONS	IN	46038	\$ 32.83	12/8/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		Hernandez-Solis	Lea	185.48.4806
LIBRARY	GAN USATODAYCIRC	IN	46038	\$ 32.83	12/8/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		Hernandez-Solis	Lea	185.48.4806
LIBRARY	AMAZON MARK B10IC1Q80	WA	98109	\$ 137.99	12/8/2025	65100 LIBRARY SUPPLIES	ACCESS OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4820
LIBRARY	AMAZON MTKPL B17W45V10	WA	98109	\$ 44.47	12/8/2025	65100 LIBRARY SUPPLIES	ACCESS OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4820
LIBRARY	WALMART.COM	AR	72716	\$ 47.98	12/9/2025	65100 LIBRARY SUPPLIES	ELL EVENT SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 688.64	12/9/2025	65100 LIBRARY SUPPLIES	ELL REPLACEMENT TOYS FOR KIDS SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	SANSLUB.COM	AR	72712	\$ 40.58	12/9/2025	65100 LIBRARY SUPPLIES	RC AND ADMIN OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4826
LIBRARY	AMAZON MARK ZH8EC59C3	IL	60202	\$ 41.44	12/9/2025	65095 OFFICE SUPPLIES	ELL PROGRAM SUPPLIES DIS GRANT		Hernandez-Solis	Lea	185.48.4835
LIBRARY	DOLLAR TREE	IL	60202	\$ 30.25	12/9/2025	65100 LIBRARY SUPPLIES	TEEN SERVICES MAKERS ON THE MOVE PROGRAM SUPPLIES		Madison	Eliecha	185.48.4835
LIBRARY	SANSLUB.COM	AR	72712	\$ 33.70	12/9/2025	65095 OFFICE SUPPLIES	RC AND ADMIN OFFICE SUPPLIES		Hernandez-Solis	Lea	185.48.4845
LIBRARY	TARGET.COM	MN	55445	\$ 179.86	12/9/2025	65100 LIBRARY SUPPLIES	REPLACEMENT UTENSILS FOR THE STAFF KITCHEN		Hernandez-Solis	Lea	185.48.4845
LIBRARY	THE HOME DEPOT #1902	MN	620200000	\$ 103.81	12/10/2025	65100 LIBRARY SUPPLIES	LIBRARY CHARGE INFORMATION NEEDED		Hernandez-Solis	Lea	185.48.4805
LIBRARY	TARGET.COM	MN	55445	\$ 65.23	12/10/2025	65095 OFFICE SUPPLIES	UTENSILS AND OTHER MATERIALS FOR HOLIDAY PARTY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK B19D21PL0	WA	98109	\$ 159.98	12/11/2025	65025 FOOD	HOLIDAY TREAT - FOR TUESDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AGLESORFACE	NC	28739	\$ 95.00	12/11/2025	65025 FOOD	HOLIDAY TREATS FOR SUNDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	SO TEN MILE HOUSE	IL	60201	\$ 98.33	12/11/2025	65025 FOOD	HOLIDAY TREATS FOR SUNDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	FLORIDA BADGES LLC	FL	33556	\$ 132.00	12/11/2025	65095 OFFICE SUPPLIES	ADMIN GENERAL SUPPLIES BADGES		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK O2B1483F3	WA	98109	\$ 23.99	12/11/2025	65095 OFFICE SUPPLIES	ADMIN GENERAL SUPPLIES TEAS		Hernandez-Solis	Lea	185.48.4845
LIBRARY	LANDS END BUS OUTFITTE	WI	53595	\$ 157.50	12/11/2025	65095 OFFICE SUPPLIES	NEW SAFETY UNIFORMS		Madison	Eliecha	185.48.4845
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 14.90	12/12/2025	65100 LIBRARY SUPPLIES	ELL GENERAL SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	LAKESHORE LEARNING MAT	CA	90895	\$ 46.67	12/12/2025	65100 LIBRARY SUPPLIES	ELL GENERAL SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	D J BARRONS	NJ	98852	\$ 29.89	12/12/2025	65635 PERIODICALS	MONTHLY NEWSPAPER SUBSCRIPTION		Hernandez-Solis	Lea	185.48.4806
LIBRARY	HOBBY LOBBY ECOMM	OK	73179	\$ 202.59	12/12/2025	65100 LIBRARY SUPPLIES	ENGAGEMENT TEA & TALK PROGRAM SUPPLIES		Hernandez-Solis	Lea	185.48.4825
LIBRARY	TRADER JOE S #702	IL	60202	\$ 21.43	12/12/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAM SUPPLIES FOR MOCKTAIL PROGRAM		Madison	Eliecha	185.48.4835
LIBRARY	DUNKIN #34892 036	IL	60000	\$ 89.97	12/15/2025	65100 LIBRARY SUPPLIES	TWI PTA LIBRARY COMMUNITY EVENT		Rojcorquez	Mariana P	185.48.4826
LIBRARY	FRESH FARMS	IL	60000	\$ 32.56	12/15/2025	65100 LIBRARY SUPPLIES	TWI PTA LIBRARY COMMUNITY EVENT		Rojcorquez	Mariana P	185.48.4826
LIBRARY	WM SUPERCENTER #1735	IL	60000	\$ 7.37	12/15/2025	65100 LIBRARY SUPPLIES	TWI PTA LIBRARY COMMUNITY EVENT		Rojcorquez	Mariana P	185.48.4826
LIBRARY	AMAZON MARK K70A0DN33	WA	98109	\$ 89.38	12/15/2025	65100 LIBRARY SUPPLIES	RC TEA AND TALK PROGRAM SUPPLIES		Hernandez-Solis	Lea	185.48.4826
LIBRARY	WELCO 3428	IL	60202	\$ 49.36	12/15/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION MOCKTAIL PROGRAM SUPPLIES		Madison	Eliecha	185.48.4835
LIBRARY	EINSTEIN BROS-ONLINE C	CO	80228	\$ 91.11	12/15/2025	65025 FOOD	HOLIDAY TREATS - FOR SATURDAY STAFF		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK B2930A3	WA	98109	\$ 22.89	12/15/2025	65095 OFFICE SUPPLIES	BULK ORDER HOLIDAY CUPS FOR THE STAFF PARTY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MTKPL B17W45V10	WA	98109	\$ 33.06	12/15/2025	65095 OFFICE SUPPLIES	COFFEE FROTHER FOR HOT CHOCOLATE DAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK O5G5O93W3	WA	98109	\$ 54.12	12/15/2025	65095 OFFICE SUPPLIES	HOLIDAY DECORATIONS FOR THE STAFF PARTY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MTKPL B14681YR3	WA	98109	\$ 17.08	12/15/2025	65095 OFFICE SUPPLIES	WRONG CREDIT CARD CHARGED - WILL REIMBURSE		Hernandez-Solis	Lea	185.48.4845
LIBRARY	MICHAEL S STORES 3949	IL	60077	\$ 62.98	12/16/2025	65100 LIBRARY SUPPLIES	PROGRAM SUPPLIES		Amelio	Stella	185.48.4805
LIBRARY	DOLLAR TREE	IL	60202	\$ 13.26	12/16/2025	65100 LIBRARY SUPPLIES	INNOVATION STATION PROGRAM SUPPLIES FOR MOCKTAIL PROGRAM		Madison	Eliecha	185.48.4835
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 31.89	12/16/2025	65025 FOOD	HOLIDAY TREAT FOR SATURDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON.COM B2B07K03	WA	98109	\$ 199.38	12/16/2025	65025 FOOD	HOLIDAY TREATS FOR MONDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	WHOLEFDS EVN 10076	IL	60201	\$ 132.40	12/17/2025	65025 FOOD	HOLIDAY TREATS FOR MONDAY-FRIDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	WORLD MARKET #147	IL	60201	\$ 23.33	12/18/2025	65100 LIBRARY SUPPLIES	TEEN ANIME CLUB PROGRAM SUPPLIES		Madison	Eliecha	185.48.4835
LIBRARY	SANSLUB.COM	AR	72712	\$ 138.80	12/18/2025	65025 FOOD	HOLIDAY TREATS FOR FRIDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	HABIBI IN MEDITERRANEA	IL	60201	\$ 88.76	12/19/2025	65025 FOOD	HOLIDAY TREAT FOR THURSDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON.COM XM2WN7N03	WA	98109	\$ 81.77	12/19/2025	65025 FOOD	HOLIDAY TREAT FOR WEDNESDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	VALLI PRODUCE	IL	60202	\$ 40.78	12/19/2025	65025 FOOD	HOLIDAY TREATS FOR TUESDAY		Hernandez-Solis	Lea	185.48.4845
LIBRARY	AMAZON MARK B2145V3	WA	98109	\$ 113.98	12/22/2025	65100 LIBRARY SUPPLIES	ELL FLOOR SEATING CUSHIONS		Hernandez-Solis	Lea	185.48.4805
LIBRARY	AMAZON MARK 288K1003	WA	98109	\$ 14.10	12/23/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES		Hernandez-Solis	Lea	185.48.4805
LIBRARY	BESTBUYCOM80712672488	MN	55423	\$ 59.99	12/23/2025	65100 LIBRARY SUPPLIES	ELL PROGRAM SUPPLIES		Hernandez-Solis		



Memorandum

To: Evanston Public Library Finance Committee

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

Subject: Administrative Services Update

Date: March 18, 2026

This memo provides an update on significant administrative activities.

Human Resources

Business Unit:	Status:	Title:
Innovation & Digital Learning	PT	Library Assistant
Innovation & Digital Learning	PT	Library Assistant
Maintenance/Safety	FT	Facilities Manager

Financial Resources

As of **March 31, 2026**, the Library has recognized **\$1,588,248** in revenue from property tax, donations, rental income, investments, and other sources, representing **15%** of the FY2026 budget. Year-to-date expenditures total **\$2,381,031**, or **22%** of the approved FY2026 expenditure budget. Capital expenditures include **\$990,679** incurred to date for the roof project.

The Library has recorded **\$1,446,208** in levy revenue in FY2026. In accordance with audit guidance, levy receipts received through **February 2026** have been applied to FY2025, while receipts collected in **March 2026** have been recognized in FY2026.

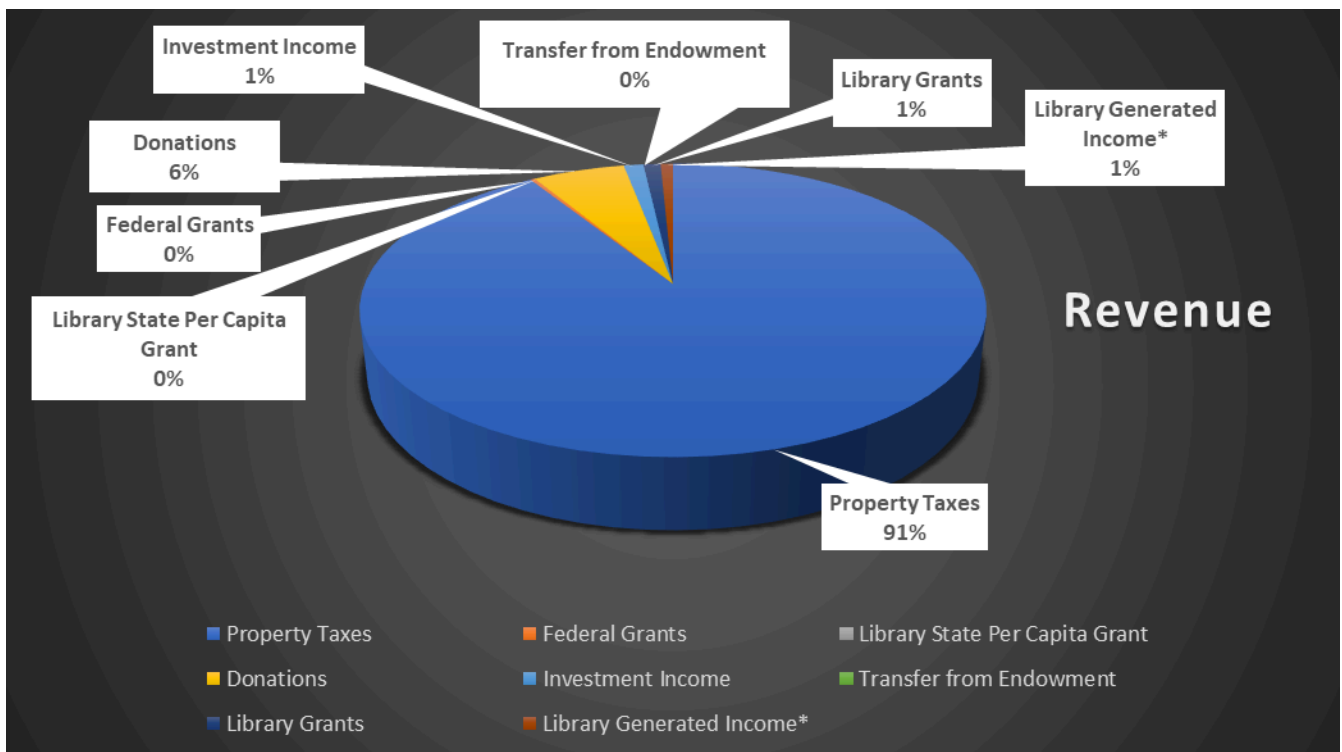
Total levy revenue recognized for FY2025 was **\$7,891,784**, resulting in a **budget deficit of \$732,563**.

Financial Report March 2026

Revenues

	YTD	2026 Budget	Deviation	Budget Utilized
Property Taxes	\$1,446,208	\$9,486,782	8,040,574	15%
Federal Grants	\$4,358	\$40,000	35,642	11%
Library State Per Capita Grant	\$0	\$115,000	115,000	0%
Donations	\$89,822	\$600,000	510,178	15%
Investment Income	\$19,106	\$25,000	5,894	76%
Transfer from Endowment	\$0	\$173,750	173,750	0%
Library Grants	\$16,710	\$6,000	(10,710)	279%
Library Generated Income*	\$12,044	\$55,000	42,956	22%
Total	\$1,588,248	\$10,501,532	8,913,284	15%

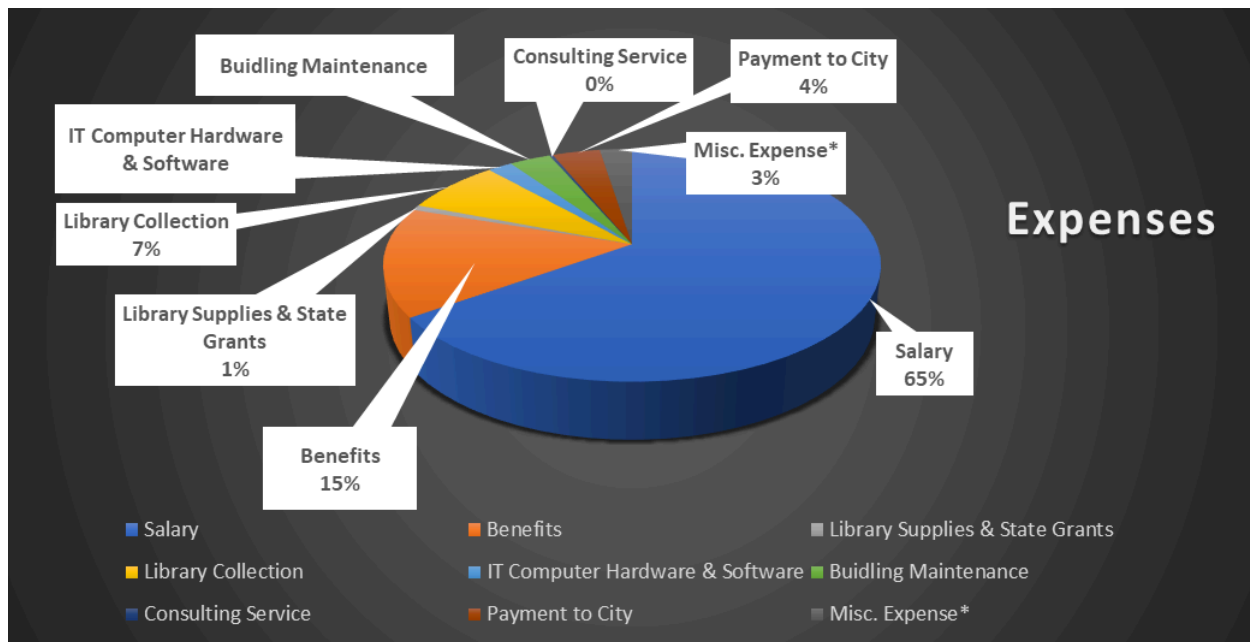
**Includes Vending Machine, Misc Revenue, Fees & Merchandise Sale, Library Material Replacement Charges, Library Book Sale, Copy Charges & Rental Income*



Expenses

	YTD	2026 Budget	Deviation	Budget Utilized
Salary	\$1,549,138	\$6,437,396	4,888,258	24%
Benefits	\$361,501	\$1,760,942	1,399,441	21%
Library Supplies & State Grants	\$17,749	\$143,500	125,751	12%
Library Collection	\$178,362	\$978,600	800,238	18%
IT Computer Hardware & Software	\$45,244	\$313,600	268,356	14%
Buidling Maintenance	\$75,794	\$488,325	412,531	16%
Consulting Service	\$6,394	\$120,000	113,606	5%
Payment to City	\$87,500	\$350,000	262,500	25%
Misc. Expense*	\$59,351	\$198,700	139,349	30%
Total	\$2,381,031	\$10,791,063	8,410,032	22%

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





Budget Performance Report

Date Range 01/01/26 - 03/31/26

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	9,486,782.00	.00	9,486,782.00	1,446,208.26	.00	1,446,208.26	8,040,573.74	15
53200	BEV SNACK VENDING MACHINE	1,000.00	.00	1,000.00	14.97	.00	85.00	915.00	8
55201	Federal Grants	40,000.00	.00	40,000.00	.00	.00	4,358.00	35,642.00	11
55245	LIBRARY STATE PER CAPITA GRANT	115,000.00	.00	115,000.00	.00	.00	.00	115,000.00	0
56011	DONATIONS	600,000.00	.00	600,000.00	.00	.00	89,822.23	510,177.77	15
56045	MISCELLANEOUS REVENUE	2,000.00	.00	2,000.00	.00	.00	1,703.23	296.77	85
56501	INVESTMENT INCOME	25,000.00	.00	25,000.00	12,532.08	.00	19,105.65	5,894.35	76
57002	TRANSFER FROM ENDOWMENT	173,750.00	.00	173,750.00	.00	.00	.00	173,750.00	0
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	20,000.00	.00	20,000.00	.00	.00	2,714.14	17,285.86	14
57526	LIBRARY BOOK SALE	3,000.00	.00	3,000.00	(109.00)	.00	(109.00)	3,109.00	-4
57535	LIBRARY COPY MACH. CHG	5,000.00	.00	5,000.00	.00	.00	2,382.25	2,617.75	48
57540	LIBRARY MEETING RM RENTAL	4,000.00	.00	4,000.00	.00	.00	1,110.00	2,890.00	28
57545	RENTAL INCOME	20,000.00	.00	20,000.00	.00	.00	4,158.00	15,842.00	21
57551	LIBRARY GRANTS	6,000.00	.00	6,000.00	.00	.00	16,710.00	(10,710.00)	278
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$1,458,646.31	\$0.00	\$1,588,247.76	\$8,913,284.24	15%
Department 48 - LIBRARY Totals		\$10,501,532.00	\$0.00	\$10,501,532.00	\$1,458,646.31	\$0.00	\$1,588,247.76	\$8,913,284.24	15%
REVENUE TOTALS		\$10,501,532.00	\$0.00	\$10,501,532.00	\$1,458,646.31	\$0.00	\$1,588,247.76	\$8,913,284.24	15%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4805 - EARLY LEARNING & LITERACY									
61010	REGULAR PAY	483,462.00	.00	483,462.00	36,786.20	.00	105,464.24	377,997.76	22
61050	PERMANENT PART-TIME	252,712.00	.00	252,712.00	19,518.58	.00	55,530.91	197,181.09	22
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	265.00	.00	350.00	4,650.00	7
61510	HEALTH INSURANCE	112,744.00	.00	112,744.00	8,698.28	.00	21,745.70	90,998.30	19
61513	VISION INSURANCE	73.00	.00	73.00	6.01	.00	18.03	54.97	25
61615	LIFE INSURANCE	91.00	.00	91.00	14.57	.00	43.71	47.29	48
61710	IMRF	36,434.00	.00	36,434.00	2,785.07	.00	8,310.80	28,123.20	23
61725	SOCIAL SECURITY	43,862.00	.00	43,862.00	3,396.19	.00	9,767.19	34,094.81	22
61730	MEDICARE	10,262.00	.00	10,262.00	794.30	.00	2,284.28	7,977.72	22
62506	WORK- STUDY	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0
65100	LIBRARY SUPPLIES	42,000.00	.00	42,000.00	1,216.33	.00	2,519.89	39,480.11	6
Business Unit 4805 - EARLY LEARNING & LITERACY Totals		\$987,840.00	\$0.00	\$987,840.00	\$73,480.53	\$0.00	\$206,034.75	\$781,805.25	21%
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61010	REGULAR PAY	529,591.00	.00	529,591.00	41,028.89	.00	117,709.02	411,881.98	22
61050	PERMANENT PART-TIME	233,877.00	.00	233,877.00	19,616.12	.00	56,996.81	176,880.19	24
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	330.00	.00	515.00	4,485.00	10



Budget Performance Report

Date Range 01/01/26 - 03/31/26

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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4806 - LIFELONG LEARNING & LITERACY									
61510	HEALTH INSURANCE	97,615.00	.00	97,615.00	7,272.60	.00	18,181.50	79,433.50	19
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	9.48	28.52	25
61615	LIFE INSURANCE	135.00	.00	135.00	10.76	.00	32.28	102.72	24
61710	IMRF	36,749.00	.00	36,749.00	3,117.15	.00	9,403.77	27,345.23	26
61725	SOCIAL SECURITY	47,340.00	.00	47,340.00	3,654.17	.00	10,616.94	36,723.06	22
61730	MEDICARE	11,077.00	.00	11,077.00	854.64	.00	2,483.02	8,593.98	22
65001	FEDERAL GRANT EXPENSE	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
65100	LIBRARY SUPPLIES	10,000.00	.00	10,000.00	1,018.79	.00	3,338.79	6,661.21	33
65141	FITNESS INCENTIVE	.00	.00	.00	.00	.00	500.00	(500.00)	+++
65635	PERIODICALS	.00	.00	.00	.00	.00	234.48	(234.48)	+++
Business Unit 4806 - LIFELONG LEARNING & LITERACY Totals		\$973,922.00	\$0.00	\$973,922.00	\$76,906.28	\$0.00	\$220,021.09	\$753,900.91	23%
Business Unit 4820 - ACCESS SERVICES									
61010	REGULAR PAY	825,257.00	.00	825,257.00	63,259.68	.00	181,478.65	643,778.35	22
61050	PERMANENT PART-TIME	279,931.00	.00	279,931.00	23,138.31	.00	68,140.62	211,790.38	24
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	.00	.00	337.50	4,662.50	7
61510	HEALTH INSURANCE	194,085.00	.00	194,085.00	16,726.28	.00	41,815.70	152,269.30	22
61513	VISION INSURANCE	111.00	.00	111.00	12.33	.00	36.99	74.01	33
61615	LIFE INSURANCE	290.00	.00	290.00	30.09	.00	90.13	199.87	31
61710	IMRF	52,985.00	.00	52,985.00	4,137.26	.00	12,437.45	40,547.55	23
61725	SOCIAL SECURITY	64,804.00	.00	64,804.00	5,119.05	.00	15,004.77	49,799.23	23
61730	MEDICARE	15,167.00	.00	15,167.00	1,197.24	.00	3,509.23	11,657.77	23
65100	LIBRARY SUPPLIES	17,000.00	.00	17,000.00	1,198.42	.00	4,565.55	12,434.45	27
Business Unit 4820 - ACCESS SERVICES Totals		\$1,454,630.00	\$0.00	\$1,454,630.00	\$114,818.66	\$0.00	\$327,416.59	\$1,127,213.41	23%
Business Unit 4825 - ENGAGEMENT SERVICES									
61010	REGULAR PAY	307,040.00	.00	307,040.00	23,964.09	.00	68,524.89	238,515.11	22
61050	PERMANENT PART-TIME	51,912.00	.00	51,912.00	5,435.16	.00	14,499.59	37,412.41	28
61510	HEALTH INSURANCE	46,233.00	.00	46,233.00	3,852.60	.00	9,631.50	36,601.50	21
61513	VISION INSURANCE	38.00	.00	38.00	3.16	.00	9.48	28.52	25
61615	LIFE INSURANCE	142.00	.00	142.00	12.08	.00	36.24	105.76	26
61710	IMRF	18,453.00	.00	18,453.00	1,511.10	.00	4,482.14	13,970.86	24
61725	SOCIAL SECURITY	22,257.00	.00	22,257.00	1,757.63	.00	5,003.13	17,253.87	22
61730	MEDICARE	5,206.00	.00	5,206.00	411.03	.00	1,170.06	4,035.94	22
62295	TRAINING & TRAVEL	.00	.00	.00	.00	.00	1,938.88	(1,938.88)	+++
65001	FEDERAL GRANT EXPENSE	3,500.00	.00	3,500.00	.00	.00	473.62	3,026.38	14
65100	LIBRARY SUPPLIES	27,000.00	.00	27,000.00	1,814.53	.00	2,877.83	24,122.17	11
Business Unit 4825 - ENGAGEMENT SERVICES Totals		\$481,781.00	\$0.00	\$481,781.00	\$38,761.38	\$0.00	\$108,647.36	\$373,133.64	23%



Budget Performance Report

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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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4826 - ROBERT CROWN OPERATIONS									
61010	REGULAR PAY	475,952.00	.00	475,952.00	36,440.69	.00	104,395.01	371,556.99	22
61050	PERMANENT PART-TIME	86,020.00	.00	86,020.00	5,354.07	.00	16,360.08	69,659.92	19
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	320.00	.00	320.00	4,680.00	6
61510	HEALTH INSURANCE	88,555.00	.00	88,555.00	7,932.46	.00	19,831.15	68,723.85	22
61513	VISION INSURANCE	76.00	.00	76.00	9.49	.00	28.47	47.53	37
61615	LIFE INSURANCE	130.00	.00	130.00	17.06	.00	51.18	78.82	39
61710	IMRF	28,890.00	.00	28,890.00	2,129.76	.00	6,406.69	22,483.31	22
61725	SOCIAL SECURITY	34,847.00	.00	34,847.00	2,494.00	.00	7,253.13	27,593.87	21
61730	MEDICARE	8,153.00	.00	8,153.00	583.28	.00	1,696.30	6,456.70	21
62225	BLDG MAINTENANCE SERVICES	20,000.00	.00	20,000.00	2,174.08	.00	2,174.08	17,825.92	11
62340	IT COMPUTER SOFTWARE	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0
65100	LIBRARY SUPPLIES	11,500.00	.00	11,500.00	60.00	.00	832.85	10,667.15	7
65503	FURNITURE / FIXTURES / EQUIPMENT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
65630	LIBRARY BOOKS	35,000.00	.00	35,000.00	747.65	.00	1,520.86	33,479.14	4
65641	AUDIO VISUAL COLLECTIONS	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
Business Unit 4826 - ROBERT CROWN OPERATIONS		\$803,223.00	\$0.00	\$803,223.00	\$58,262.54	\$0.00	\$160,869.80	\$642,353.20	20%
		Totals							
Business Unit 4835 - INNOVATION & DIGITAL LEARNING									
61010	REGULAR PAY	514,788.00	.00	514,788.00	40,629.49	.00	117,541.11	397,246.89	23
61050	PERMANENT PART-TIME	206,397.00	.00	206,397.00	12,509.09	.00	35,555.91	170,841.09	17
61060	SEASONAL EMPLOYEES	5,000.00	.00	5,000.00	1,073.00	.00	3,045.00	1,955.00	61
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,540.44	(1,540.44)	+++
61510	HEALTH INSURANCE	109,706.00	.00	109,706.00	8,406.80	.00	21,017.00	88,689.00	19
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	46.86	103.14	31
61615	LIFE INSURANCE	128.00	.00	128.00	10.42	.00	31.26	96.74	24
61710	IMRF	37,074.00	.00	37,074.00	2,731.33	.00	8,299.58	28,774.42	22
61725	SOCIAL SECURITY	44,720.00	.00	44,720.00	3,226.36	.00	9,495.21	35,224.79	21
61730	MEDICARE	10,465.00	.00	10,465.00	754.57	.00	2,220.71	8,244.29	21
62340	IT COMPUTER SOFTWARE	.00	.00	.00	.00	.00	350.00	(350.00)	+++
65001	FEDERAL GRANT EXPENSE	.00	.00	.00	.00	.00	99.50	(99.50)	+++
65002	STATE GRANT EXPENSE	.00	.00	.00	800.00	.00	1,366.48	(1,366.48)	+++
65100	LIBRARY SUPPLIES	25,000.00	.00	25,000.00	483.86	.00	1,674.15	23,325.85	7
Business Unit 4835 - INNOVATION & DIGITAL LEARNING		\$953,428.00	\$0.00	\$953,428.00	\$70,640.54	\$0.00	\$202,283.21	\$751,144.79	21%
		Totals							
Business Unit 4840 - LIBRARY MAINTENANCE									
61010	REGULAR PAY	746,195.00	.00	746,195.00	39,731.21	.00	115,331.33	630,863.67	15
61060	SEASONAL EMPLOYEES	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0



Budget Performance Report

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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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4840 - LIBRARY MAINTENANCE									
61110	OVERTIME PAY	5,000.00	.00	5,000.00	228.20	.00	855.75	4,144.25	17
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	2,642.23	(2,642.23)	+++
61510	HEALTH INSURANCE	130,707.00	.00	130,707.00	7,517.40	.00	18,516.89	112,190.11	14
61513	VISION INSURANCE	150.00	.00	150.00	15.62	.00	43.70	106.30	29
61615	LIFE INSURANCE	92.00	.00	92.00	5.98	.00	12.20	79.80	13
61626	CELL PHONE ALLOWANCE	672.00	.00	672.00	.00	.00	.00	672.00	0
61630	SHOE ALLOWANCE	1,380.00	.00	1,380.00	.00	.00	.00	1,380.00	0
61710	IMRF	34,904.00	.00	34,904.00	2,053.92	.00	6,344.92	28,559.08	18
61725	SOCIAL SECURITY	42,229.00	.00	42,229.00	2,392.43	.00	7,196.75	35,032.25	17
61730	MEDICARE	9,879.00	.00	9,879.00	559.52	.00	1,683.08	8,195.92	17
62225	BLDG MAINTENANCE SERVICES	275,000.00	.00	275,000.00	12,164.00	45,276.50	45,981.98	183,741.52	33
62305	RENTAL OF AUTO-FLEET MAINTENANCE	5,440.00	.00	5,440.00	453.33	.00	1,359.99	4,080.01	25
62309	RENTAL OF AUTO REPLACEMENT	4,885.00	.00	4,885.00	407.08	.00	1,221.24	3,663.76	25
64005	ELECTRICITY	100,000.00	.00	100,000.00	.00	.00	6,966.47	93,033.53	7
64009	UTILITIES - COE WATER	13,000.00	.00	13,000.00	.00	.00	2,265.01	10,734.99	17
64015	NATURAL GAS	30,000.00	.00	30,000.00	2,581.29	.00	7,459.86	22,540.14	25
65040	JANITORIAL SUPPLIES	20,000.00	.00	20,000.00	1,799.19	.00	4,385.16	15,614.84	22
65050	BLDG MAINTENANCE MATERIAL	20,000.00	.00	20,000.00	1,618.62	.00	1,813.95	18,186.05	9
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$1,441,533.00	\$0.00	\$1,441,533.00	\$71,527.79	\$45,276.50	\$224,080.51	\$1,172,175.99	19%
Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	1,356,883.00	.00	1,356,883.00	65,124.95	.00	208,486.91	1,148,396.09	15
61050	PERMANENT PART-TIME	55,379.00	.00	55,379.00	4,595.92	.00	17,058.38	38,320.62	31
61415	TERMINATION PAYOUTS	.00	.00	.00	224,999.93	.00	256,458.40	(256,458.40)	+++
61510	HEALTH INSURANCE	179,242.00	.00	179,242.00	12,415.00	.00	28,775.89	150,466.11	16
61513	VISION INSURANCE	112.00	.00	112.00	9.30	.00	27.90	84.10	25
61615	LIFE INSURANCE	706.00	.00	706.00	36.66	.00	135.94	570.06	19
61625	AUTO ALLOWANCE	3,600.00	.00	3,600.00	.00	.00	600.00	3,000.00	17
61626	CELL PHONE ALLOWANCE	1,404.00	.00	1,404.00	.00	.00	150.00	1,254.00	11
61710	IMRF	69,280.00	.00	69,280.00	3,583.68	.00	13,889.38	55,390.62	20
61725	SOCIAL SECURITY	86,942.00	.00	86,942.00	12,641.28	.00	24,196.89	62,745.11	28
61730	MEDICARE	20,558.00	.00	20,558.00	4,223.42	.00	6,925.92	13,632.08	34
62185	CONSULTING SERVICES	120,000.00	.00	120,000.00	3,187.98	49,797.00	6,394.23	63,808.77	47
62205	ADVERTISING	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
62210	PRINTING	39,000.00	.00	39,000.00	348.00	11,575.00	348.00	27,077.00	31
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
62295	TRAINING & TRAVEL	99,000.00	.00	99,000.00	52,405.00	.00	54,836.00	44,164.00	55
62315	POSTAGE	3,000.00	.00	3,000.00	.00	.00	32.20	2,967.80	1



Budget Performance Report

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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									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4845 - LIBRARY ADMINISTRATION									
62340	IT COMPUTER SOFTWARE	275,000.00	.00	275,000.00	5,319.00	2,644.00	43,311.90	229,044.10	17
62360	MEMBERSHIP DUES	3,500.00	.00	3,500.00	.00	.00	860.00	2,640.00	25
62506	WORK- STUDY	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0
62703	BANK FEES	.00	.00	.00	15.20	.00	49.98	(49.98)	+++
62705	CREDIT CARD FEES	4,500.00	.00	4,500.00	117.90	.00	534.38	3,965.62	12
64009	UTILITIES - COE WATER	.00	.00	.00	2,165.81	.00	2,165.81	(2,165.81)	+++
65025	FOOD	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0
65095	OFFICE SUPPLIES	21,000.00	.00	21,000.00	1,581.97	6,979.33	2,333.28	11,687.39	44
65555	IT COMPUTER HARDWARE	36,000.00	.00	36,000.00	.00	.00	.00	36,000.00	0
65628	Library Electronic Resources	307,600.00	.00	307,600.00	66,518.79	.00	89,401.60	218,198.40	29
65630	LIBRARY BOOKS	384,500.00	.00	384,500.00	30,304.25	.00	37,630.88	346,869.12	10
65631	LIBRARY ELECTRONIC BOOKS	200,000.00	.00	200,000.00	19,741.44	.00	42,128.51	157,871.49	21
65635	PERIODICALS	6,500.00	.00	6,500.00	.00	.00	3,349.77	3,150.23	52
65641	AUDIO VISUAL COLLECTIONS	43,500.00	.00	43,500.00	1,696.76	.00	4,095.77	39,404.23	9
66131	TRANSFER TO GENERAL FUND	350,000.00	.00	350,000.00	29,166.67	.00	87,500.01	262,499.99	25
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$3,694,706.00	\$0.00	\$3,694,706.00	\$540,198.91	\$70,995.33	\$931,677.93	\$2,692,032.74	27%
Department 48 - LIBRARY Totals		\$10,791,063.00	\$0.00	\$10,791,063.00	\$1,044,596.63	\$116,271.83	\$2,381,031.24	\$8,293,759.93	23%
Department 99 - NON-DEPARTMENTAL									
Business Unit 9988 - OTHER WAGES									
61001	SALARY ADJUSTMENTS	(241,043.00)	.00	(241,043.00)	.00	.00	.00	(241,043.00)	0
Business Unit 9988 - OTHER WAGES Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
Department 99 - NON-DEPARTMENTAL Totals		(\$241,043.00)	\$0.00	(\$241,043.00)	\$0.00	\$0.00	\$0.00	(\$241,043.00)	0%
EXPENSE TOTALS		\$10,550,020.00	\$0.00	\$10,550,020.00	\$1,044,596.63	\$116,271.83	\$2,381,031.24	\$8,052,716.93	24%
Fund 185 - LIBRARY FUND Totals									
REVENUE TOTALS		10,501,532.00	.00	10,501,532.00	1,458,646.31	.00	1,588,247.76	8,913,284.24	15%
EXPENSE TOTALS		10,550,020.00	.00	10,550,020.00	1,044,596.63	116,271.83	2,381,031.24	8,052,716.93	24%
Fund 185 - LIBRARY FUND Totals		(\$48,488.00)	\$0.00	(\$48,488.00)	\$414,049.68	(\$116,271.83)	(\$792,783.48)	\$860,567.31	
Fund 186 - LIBRARY DEBT SERVICE FUND									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
51015	PROPERTY TAXES	547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
Department 48 - LIBRARY Totals		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%
REVENUE TOTALS		\$547,822.00	\$0.00	\$547,822.00	\$0.00	\$0.00	\$0.00	\$547,822.00	0%



Budget Performance Report

Date Range 01/01/26 - 03/31/26

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 186 - LIBRARY DEBT SERVICE FUND									
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	356,396.00	.00	356,396.00	.00	.00	.00	356,396.00	0
68315	DEBT SERVICE- INTEREST	191,427.00	.00	191,427.00	.00	.00	.00	191,427.00	0
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
Department 48 - LIBRARY Totals		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
EXPENSE TOTALS		\$547,823.00	\$0.00	\$547,823.00	\$0.00	\$0.00	\$0.00	\$547,823.00	0%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
REVENUE TOTALS		547,822.00	.00	547,822.00	.00	.00	.00	547,822.00	0%
EXPENSE TOTALS		547,823.00	.00	547,823.00	.00	.00	.00	547,823.00	0%
Fund 186 - LIBRARY DEBT SERVICE FUND Totals		(\$1.00)	\$0.00	(\$1.00)	\$0.00	\$0.00	\$0.00	(\$1.00)	
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD									
REVENUE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
56060	BOND PROCEEDS	1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
Department 48 - LIBRARY Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
REVENUE TOTALS		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$0.00	\$0.00	\$1,155,000.00	0%
EXPENSE									
Department 48 - LIBRARY									
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT									
65515	OTHER IMPROVEMENTS	1,155,000.00	.00	1,155,000.00	.00	990,679.00	.00	164,321.00	86
Business Unit 4862 - LIBRARY CAPITAL IMPROVEMENT Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$990,679.00	\$0.00	\$164,321.00	86%
Department 48 - LIBRARY Totals		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$990,679.00	\$0.00	\$164,321.00	86%
EXPENSE TOTALS		\$1,155,000.00	\$0.00	\$1,155,000.00	\$0.00	\$990,679.00	\$0.00	\$164,321.00	86%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals									
REVENUE TOTALS		1,155,000.00	.00	1,155,000.00	.00	.00	.00	1,155,000.00	0%
EXPENSE TOTALS		1,155,000.00	.00	1,155,000.00	.00	990,679.00	.00	164,321.00	86%
Fund 187 - LIBRARY CAPITAL IMPROVEMENT FD Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$990,679.00)	\$0.00	\$990,679.00	
Grand Totals									
REVENUE TOTALS		12,204,354.00	.00	12,204,354.00	1,458,646.31	.00	1,588,247.76	10,616,106.24	13%
EXPENSE TOTALS		12,252,843.00	.00	12,252,843.00	1,044,596.63	1,106,950.83	2,381,031.24	8,764,860.93	28%
Grand Totals		(\$48,489.00)	\$0.00	(\$48,489.00)	\$414,049.68	(\$1,106,950.83)	(\$792,783.48)	\$1,851,245.31	

EVANSTON COMMUNITY FOUNDATION

Evanston Public Library Consolidated Endowment Fund Statement of Activity

February 01, 2026 through February 28, 2026

	Beginning Balance	\$4,886,124.43
Revenue		
Investment results		81,381.82
	Total Revenues:	\$81,381.82
Distributions/Grants and Expenses		
Foundation support charge		-2,742.21
	Total Distributions:	\$-2,742.21
	Ending Balance	\$4,964,764.04

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

March 31, 2026, 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.**

Assets listed in this statement are held by Vanguard Brokerage Services® (VBS), a division of Vanguard Marketing Corporation (VMC), member FINRA and SIPC. Summary data are provided solely as a service and are for informational purposes only.

Statement overview

\$324,065.87

Total value of all accounts as of March 31, 2026

Accounts	Value on 02/28/2026	Value on 03/31/2026
Evanston Public Library		
Organization brokerage account	\$0.06	\$0.06
Organization brokerage account	\$323,083.27	\$324,065.81
Total	\$323,083.33	\$324,065.87

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



	Value on 03/31/2026
0.0% Stocks	\$0.00
0.0% Fixed Income	0.00
100.0% Short-term reserves	324,065.87
0.0% Other	0.00
Total	\$324,065.87

Your percentages are based on your holdings as of the prior month-end. Recalculated values are included. See Disclosures for more information.

Organization brokerage account—XXXX0437
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$0.06

Total account value as of March 31, 2026

Year-to-date income

Taxable income	\$0.00
Nontaxable income	0.00
Total	\$0.00

Balances and holdings for Vanguard Brokerage Account—XXXX0437

To get the latest cost basis information, log in online and navigate to Portfolio > Cost Basis. For advised clients, click 'All Accounts' to navigate to Portfolio > Cost Basis. Alternatively, you can call Vanguard.

Your securities are held in your cash account, unless otherwise noted. This section only shows securities that were held in the account at the end of the time period indicated.

Sweep program

Name	Quantity	Price on 03/31/2026	Balance on 02/28/2026	Balance on 03/31/2026
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.58%	0.0600	\$1.00	\$0.06	\$0.06
Total Sweep Balance			\$0.06	\$0.06

Organization brokerage account—XXXX0437

Evanston Public Library

Vanguard Personal Investor

877-662-7447

Account activity for Vanguard Brokerage Account – XXXX0437

This section shows transactions that have settled by March 31, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	0.00	0.00	0.00	0.00	0.00	0.00

Completed transactions

If you had an adjustment to a dividend or interest payment from a previous month, the monthly amount shown under the Income Summary section of your brokerage statement may be overstated.

Per your request, a copy of this statement has been sent to:

KAREN DANCZAK-LYONS
 LEA HERNANDEZ SOLIS
 1703 ORRINGTON AVENUE
 EVANSTON IL 60201

Organization brokerage account—XXXX2609
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Account overview

\$324,065.81

Total account value as of March 31, 2026

Year-to-date income	Mutual fund account(s)***	Brokerage Account
Taxable income	\$897.88	\$1,966.93
Nontaxable income	0.00	0.00
Total	\$897.88	\$1,966.93

***This activity took place in your Vanguard mutual fund account(s) before the transfer into a Vanguard Brokerage Account.

Balances and holdings for Vanguard Brokerage Account—XXXX2609

To get the latest cost basis information, log in online and navigate to Portfolio > Cost Basis. For advised clients, click 'All Accounts' to navigate to Portfolio > Cost Basis. Alternatively, you can call Vanguard.

Your securities are held in your cash account, unless otherwise noted. This section only shows securities that were held in the account at the end of the time period indicated.

Sweep program

Name	Quantity	Price on 03/31/2026	Balance on 02/28/2026	Balance on 03/31/2026
VANGUARD FEDERAL MONEY MARKET FUND	0.0000	\$1.00	-	\$0.00
Total Sweep Balance			\$0.00	\$0.00

Organization brokerage account—XXXX2609
 Evanston Public Library

Vanguard Personal Investor
 877-662-7447

Balances and holdings for Vanguard Brokerage Account—XXXX2609 continued

Mutual funds

Symbol	Name	Quantity	Price on 03/31/2026	Balance on 02/28/2026	Balance on 03/31/2026
VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	324,065.8100	\$1.00	\$323,083.27	\$324,065.81
				\$323,083.27	\$324,065.81

Account activity for Vanguard Brokerage Account —XXXX2609

This section shows transactions that have settled by March 31, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
March	\$982.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	1,966.93	0.00	0.00	0.00	0.00	0.00

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
03/31	03/31	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Dividend	-	-	-	-	\$982.54
03/31	03/31	VMFXX	VANGUARD FEDERAL MONEY MARKET INVESTOR CL	Reinvestment	Cash	982.5400	1.0000	-	-982.54

If you had an adjustment to a dividend or interest payment from a previous month, the monthly amount shown under the Income Summary section of your brokerage statement may be overstated.

Disclosures

For our brokerage clients

Brokerage assets are held by Vanguard Brokerage Services (VBS), a division of Vanguard Marketing Corporation, member FINRA and SIPC. 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. and are not protected by SIPC.

I. General information and key terms

Advice. Vanguard Brokerage Services provides point-in-time recommendations for certain brokerage products, accounts and services, and relating to account transfers and rollovers. However, unless Vanguard Brokerage Services affirmatively states that it is making a recommendation, it is not providing a recommendation. Vanguard Brokerage Services doesn't provide tax or legal advisory services and no one associated with Vanguard Brokerage Services is authorized to render such advice.

Direct Participation Program (DPP) and Real Estate Investment Trust (REIT). DPP and REIT securities are generally illiquid. The value of the security will be different than its purchase price. Any estimated value on your statement may not be realized when you seek to liquidate the security.

Financial statement. A Vanguard Brokerage financial statement is available for your inspection at any time upon request to Vanguard Brokerage Services.

Free credit balance. Any free credit balance carried for your account represents funds payable on demand, which, although properly accounted for on Vanguard Brokerage's books of record, aren't segregated and may be used in the conduct of its business to the extent permitted by law. Your settlement fund may be liquidated upon your request and the proceeds remitted to you.

Dividend reinvestment. When reinvesting dividends of eligible stocks, ETFs, and closed-end funds, Vanguard Brokerage Services combines cash distributions from the accounts of all clients who have requested reinvestment in the same security, and then uses that combined total to purchase additional shares of the security in the open market. The new shares are divided proportionately among the clients' accounts, in whole and fractional shares rounded to three decimal places. If the total purchase can't be completed in one trade, clients will receive shares purchased at the weighted average price paid by Vanguard Brokerage Services. Participants in our free dividend reinvestment program should refer to the "Completed transactions" area of the "Account activity for Vanguard Brokerage Account" section of their Vanguard statements for details of transaction history and dates.

For dividend reinvestment of mutual funds held in your brokerage account, the instructions are provided to the fund and the "settlement date" and "trade date" on your statement will generally represent the day the transaction is entered in your account record. Call Vanguard Brokerage Services with any questions.

Reporting brokerage account discrepancies. Promptly report in writing any inaccuracies or discrepancies in your Vanguard Brokerage account (including unauthorized trading) to Vanguard Brokerage Services. Any oral communication must be confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.

Margin accounts. If you maintain a margin account, this is a combined statement of your general account and a special memorandum account maintained for you under Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection upon request to Vanguard Brokerage Services. All securities must be held in your margin account. Note that purchases of open-end mutual funds and Vanguard ETFs® will settle in your cash account and after 30 days be moved into your margin account.

Money market fund transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed pursuant to a periodic plan or an investment company plan, or executed in shares of any open-end registered money market mutual fund.

Orphaned fractional share transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed to liquidate orphaned fractional share positions. Orphaned fractional share positions are fractional share positions held without a corresponding whole share position. Liquidations of these positions are executed by Vanguard Brokerage Services on a principal basis at the previous day's closing price, and the proceeds are credited to your account. No transaction fee is charged.

Open orders. A good-till-canceled (GTC) order will remain in effect for 60 calendar days after the business day on which the order was placed. If the 60th day falls during a weekend or on a holiday, the order will be canceled on the next business day before the markets open. GTC orders are automatically entered on a "do not reduce" (DNR) basis. The limit price won't be adjusted when a stock goes "ex-dividend." Orders for securities undergoing corporate actions such as, but not limited to, stock splits, stock dividends, special cash dividends, and spin-offs may be canceled before the market opening on the ex-dividend date of the corporate action. You must maintain records of all open orders. Be sure to review your open GTC orders periodically.

Option accounts. Information regarding commissions and charges related to the execution of an options transaction is provided in the transaction confirmation sent to you at the time of the transaction. These are also available upon request. You should advise us promptly of any changes in your investment objectives or financial situation.

Tax information. After year-end, Vanguard Brokerage Services is required to provide tax information to the IRS and other governmental authorities. At that time, you'll receive necessary information on the annual tax information statement; use that statement to prepare your tax filings. Note that certain types of assets typically need corrected tax forms.

Trade execution. Vanguard Brokerage Services may have acted as principal, agent, or both in the placement of trades for your account. Details are provided upon request to Vanguard Brokerage Services.

Average pricing. If average price transaction is indicated on this statement, details regarding the actual execution prices are available upon request to Vanguard Brokerage Services.

When issued. A short form of "when, as, and if issued." The term indicates a conditional transaction in a security authorized for issuance but not as yet actually issued. All "when issued" transactions are on an "if" basis, to be settled if and when the actual security is issued.

II. Portfolio holdings

The net market value of the securities in your account, including short positions, is reflected in this statement on a trade-date basis at the close of the statement period. The market prices have been obtained from quotation services that we believe to be reliable; however, we can't guarantee their accuracy. Securities for which a price isn't available are marked " — " and are omitted from the total. Prices listed reflect quotations on the statement date. Current prices are listed to help you track your account and aren't suitable for tax purposes. Account balances provided on the statement are displayed in short-form using only two decimal places.

Please logon to your account at Vanguard.com to review your account balances. Accrued interest represents interest earned but not yet received. Fund data on vanguard.com is generally updated mid-month. Depending on when you log on, there may be a difference between the asset mix shown on your statement and the data shown online. There also may be a difference between your fund's actual asset allocation and its target allocation. For more information about your fund's target allocation, go to vanguard.com.

Estimated values on statements. Vanguard Brokerage Services relies on external vendors to provide estimated, periodic valuation and market-price information for securities listed in your account statement. From time to time, this information isn't available or isn't received in time for posting to your account statement. In this case, the valuation or market price on your statement is marked "-" and the security hasn't been valued for purposes of calculating account totals. For owners of auction-rate securities: If an estimated valuation is provided on your account statement for auction-rate securities, please note that due to market illiquidity, you may not be able to sell the security at or near the estimated valuation listed on your account statement.

Asset mix for some funds recalculated by Vanguard. If the "Asset mix" section of your "Statement overview" page has a footnote that reads "Recalculated values are included," the asset allocation breakdown of particular funds within your portfolio among stocks, bonds, and short-term reserves has been calculated using long positions, margin credit or debit balances; short positions have been excluded. Certain funds employ trading strategies, such as risk hedging, short selling, and use of leverage and derivatives, that could result in significant short positions that can't be displayed using a standard asset allocation pie chart. Exclusion of these short positions may have a significant impact on the "Asset mix" pie chart. For more information about the strategies or holdings of a particular fund, see the fund's prospectus.

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Memorandum

To: Evanston Public Library Board Finance Committee

From: Jennifer Shreve, EPL Development

Subject: April 2026 Development Report for the Finance Committee

Date: April 09, 2026

This memo provides an update on non-tax revenue activity for the month of March 2026.

Fund	March	YTD Cash	March Pledges	YTD Pledges	YTD Cash & Pledges	2026 Goal	% to Goal
Library Donations	\$11,784	\$112,697	\$0	\$0	\$112,697	\$600,000	19%
Federal Grants		\$4,358	\$39,994	\$39,994	\$44,352	\$40,000	111%
Non-Federal Grants		\$16,710	\$0	\$0	\$16,710	\$6,000	279%
Per Capita Grant	\$0	\$0	\$0	\$0	\$0	\$115,000	0%
Total Revenue	\$11,784	\$133,765	\$39,994	\$39,994	\$173,759	\$761,000	23%

Individual Donor Activity:

In March, we received \$11,784 from 119 donors. To date, we are 19% to our overall goal for 2026. In comparison, in March 2025, we received \$8,220 from 84 donors.

The following table summarizes the income by campaigns. We began the Spring Campaign at the end of March. The donations to this campaign, at this point, primarily include ticket purchases to the trivia fundraising event in April.



Memorandum

2026 Campaigns - March

Campaigns	March	YTD	Goal	% to Goal
Monthly Donations	\$1,881	\$5,459	\$25,000	22%
Non-Campaign Related Donations	\$8,178	\$38,122	\$125,000	30%
Spring Campaign	\$1,657	\$1,657	\$20,000	\$0
Summer Campaign			\$75,000	\$0
Year End Campaign	\$68	\$64,800	\$355,000	18%
Misc.		\$2,659		
Total:	\$11,784	\$112,697	\$600,000	19%

March Donor Engagement:

While February was focused on broad outreach, March was focused on targeted outreach as part of the Spring Campaign planning.

- Lapsed donors: Using data on lapsed donors who gave in 2024 but not in 2025, we've prepared a special mailing of the annual report, including specific gift request, to this segment. This will be mailed in April when the annual report is printed, but the letter and lists were prepared in March.
- Former trustees: To rebuild a connection with former trustees, we're also sending them the annual report with a special note and planning a social event in April or May.
- Major donors: We've met with, or are in the process of establishing meetings, with potential new major donors and current donors, and have had personal touch points with several donors.
- Patrons: We are encouraging patrons to become donors through outreach in the library and online. We've increased our fundraising presence through signage in the library, and a special bookmark given to every patron who checks out a book the week of March 27-April 4. As this is spring break week, we anticipate an increase in traffic in the library during this time.



Memorandum

Additionally, we planned and advertised the April 19 Trivia fundraising event, hoping to bring in new donors through this fun activity.

Grant Activity: In March, we submitted one grant request, which was to the Institute for Museum and Library Services through the National Leadership Grants for Library program. If awarded, this grant would provide funding for the ABC Boosters program in 2027 and 2028. ABC Boosters is the largest program expense in Early Learning and Literacy’s budget. This was a complex application with many components, and special thanks to Laura Florian and Renee Grassi for their work and input on the application.

Grants Submitted, Awarded, and Declined in March 2026:

Status	Grant Opportunity	Request Amount	Proposal Deadline	Date Response Anticipated	EPL Program Support
Submitted	Institute for Museum and Library Services (IMLS)	\$95,756	3/13/26	8/1/2026	ABC Boosters



Memorandum

To: Evanston Public Library Finance Committee
From: Jennifer Shreve, EPL Development
Subject: First Quarter Development Report
Date: April 9, 2026

This memo provides an update on first quarter development activity.

Overview of Donations

For all charitable donations (individual donations and grants), at the end of the first quarter, we are at 23% of the annual goal. For library donations specifically, we are at 19% of the goal. Last year at this time, we were 14% of the goal, with a smaller goal.

We are primarily ahead in library donations for 2026 because of :

- Healthy year-end activity that drove the gifts we received in January;
- An increase in PEPL activity, resulting in more donations through them; and,
- Launching the Spring Campaign at the end of March. In past years, the Spring Campaign started until April. This is part of the work to have a more robust first quarter.
- The change in reporting from gift date to post date, which counts donations received in January that were 2025 year-end gifts.

Strategic Development Advancement Plan (SDAP)

Overall, we are meeting the Q1 goals of the SDAP, with more focus on individual giving and external affairs than institutional giving. We have completed several tasks in Q1, as they related to the SDAP, mainly :

- Revamped the annual campaign strategy (new Spring Campaign approach);
- Personalized thank you notes or calls to winter appeal major donors;
- Conducted personal touchpoints with 20 major donors quarterly;
- Updated the case for support for 2026; and,
- Planned a spring fundraiser – Trivia Night on April 19.

The activity around this work includes both planning and outreach. For planning, in the first quarter, we focused on data, strategy, and work flows. For donor outreach, we focused on thanking our 2025 donors, opening lines of communication around library issues, and personal



Memorandum

outreach to several donors.

Tasks on the SDAP that are currently in progress include:

- Developing an annual plan with the PEPL;
- Prospecting foundations and corporations;
- Collecting sponsorship needs.

Tracking Progress Toward Goal

In order to track our progress toward the \$600,000 goal in library donations, we have broken this into quarterly milestones. The 1st quarter milestone was \$50,000, and we recorded \$112,697 in actual donations. This shows our fundraising on track toward our annual goal. However, there is still a big hill to climb to increase donations from \$400,000 to \$600,00, and success for the remainder of the year depends on growing our donor pool with new donors, and securing major gifts that will make this possible.