

evanston public library
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EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

BOARD MEETING PACKET

WEDNESDAY, May 20, 2015

6:30 P.M.

BOARD ROOM



EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Wednesday, May 20, 2015

6:30 P.M.

Evanston Public Library, 1703 Orrington Avenue, Library Board Room

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. CITIZEN COMMENT

Not to exceed 15 minutes

3. CONSENT AGENDA

- A. Approval of Minutes of April 15, 2015 Regular Meeting
- B. Approval of Bills and Payroll

4. INFORMATION/COMMUNICATIONS

- A. Presentation from the Evanston Library Friends

5. LIBRARY DIRECTOR'S REPORT

6. STAFF REPORTS

- A. Youth Outreach Presentation (Laura Antolin)
- B. Administrative Services Report (Paul Gottschalk)

7. BOARD REPORTS

- A. Development Committee (Margaret Lurie)

8. BOARD DEVELOPMENT

- A. RAILS/United for Libraries "Succession Planning and New Board Orientation" Video

9. NEW BUSINESS

- A. Nominating Committee Report (Margaret Lurie)
- A. Closed Session - Personnel

10. ADJOURNMENT

Next Meeting: June 17, 2015 at 6:30 pm

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 48 hours in advance of the meeting so that arrangements can be made for the accommodation if possible.



**MEETING MINUTES
EVANSTON PUBLIC LIBRARY BOARD OF TRUSTEES**

Wednesday, April 15, 2015
6:30 PM

Evanston Public Library, 1703 Orrington Avenue, Board Room

Members Present: Diane Allen, Shawn Iles, Margaret Lurie, Vaishali Patel, Benjamin Schapiro, Leora Siegel, Michael Tannen

Members Absent: Tori Foreman, Sandra Smith

Staff: Karen Danczak Lyons, Karen Hansen, Renee Neumeier, Paul Gottschalk

Guest: Diane Piron Gelman

Presiding Member: Michael Tannen, President

CALL TO ORDER/DECLARATION OF QUORUM - A quorum was present and President Tannen called the meeting to order at 6:37 pm.

CITIZEN COMMENT - none

ACCEPTANCE OF “SISTERS IN CRIME” GRANT – Diane Piron Gelman, the President of the Chicagoland Chapter of Sisters in Crime (SIC), presented the Library Director and Board President with a \$1,000 “We Love Libraries” grant check. SIC is a national organization dedicated to developing writers.

COLLECTION DEVELOPMENT PRESENTATION – Karen Hansen, the Library’s Collection Development Manager, gave an overview of her work in developing the Library’s collections. She has been using Collection HQ, a powerful analytical application to assist with selection and weeding of the collection. Evanston has the highest rate of lending e-books among the 60+ members of the e-book consortium.

SUMMER READING PROGRAM PRESENTATION – Renee Neumeier, the Library’s Teen Librarian, shared an overview of the 2015 Summer Reading program that runs from June 1st through July 31st. There will be expanded involvement with summer camps and a community wide goal for children, teens and adults. If the goal is reached, staff proposes a fine amnesty for participants from August 30th through September 5th.

Motion by Benjamin Schapiro, second by Leora Siegel – approval of the Summer Reading Program fine amnesty from August 30th through September 5th. Approved unanimously on a roll call vote.

ADMINISTRATIVE SERVICES REPORT – Paul Gottschalk reported on the progress of the capital projects underway. An underground oil storage tank was removed from the

rear of 2022 Central Street at an estimated cost of \$22,000. Reimbursement funds are being sought.

CONSENT AGENDA – Approval of the Meeting Minutes of the March 18, 2015 regular meeting and approval of the bills and payroll.

Benjamin Schapiro moved, and Diane Allen seconded, a motion to approve the consent agenda consisting of the minutes of the March 18th regular meeting and the bills and payroll -- the motion passed unanimously in a voice vote.

LIBRARY DIRECTOR'S REPORT -- Director Danczak Lyons reviewed highlights of her monthly report (see report attached):

- Karen shared a report from the Illinois State Library Advisory Committee on funding (report attached).
- The Library is conducting a community-wide survey for National Library Week. Results will be analyzed by a Library School Professor and her students.
- Staff Development Day is scheduled for Friday, April 17th.
- The City Council Rules Committee discussion on creating a library district is scheduled for May 4th.

BOARD REPORTS

Development Committee – Margaret Lurie shared a development data analysis report created by Wynn Shawver.

Executive Committee – Michael Tannen said that the committee met to discuss proposed goals for the Director. These will be shared in closed session later in the meeting.

NEW BUSINESS

Approval of the Chicago Avenue/Main Street Branch Lease Extension – Karen expressed the importance of continuing branch services in southeast Evanston and recommended exercising the extension option in the lease for one year at a cost of \$41,422.56 for 900 Chicago Avenue, Suite 102 for use as the Chicago Avenue/Main Street Branch. This represents a 1.8% increase over 2014.

Motion by Benjamin Schapiro, second by Vaishali Patel – approve the one year lease extension option. Passed unanimously on a roll call vote.

Approval of National Able Network Lease Extension – Karen recommended approval of a lease extension with National Able Network for the workforce development and training space in the Main Library. The extension includes a 2% rent increase. Motion by Benjamin Schapiro, second by Leora Siegel – approve the one year lease extension with National Able Network. Passed unanimously on a roll call vote.

Approval of Change in Non-Resident Card Fee – State Library Law requires an annual review and adjustment, if necessary, of the non-resident card fee. The fee is based on a formula that considers local per capita property tax support.

Motion by Benjamin Schapiro, second by Diane Allen – approve the increase in the non-resident card fee to \$176 effective May 1, 2015. Passed unanimously on a roll call vote.

Appointment of the Nominating Committee – President Tannen announced the appointment of Margaret Lurie (chair), Vaishali Patel and Leora Siegel to the Board Nominating Committee.

CLOSED SESSION – Michael Tannen read the official language for convening a Closed Executive session for personnel matters. Motion by Michael Tannen, second by Benjamin Schapiro – move into Closed Session. Approved on a unanimous roll call vote. The Board moved into Closed Session at 8:03 p.m.

The Board re-convened into Open Session at 8:45 pm.

ADJOURNMENT Benjamin Schapiro moved, second by Vaishali Patel – adjournment of the meeting. The motion passed on a voice vote. Adjourned at 8:47 pm.

Respectfully Submitted,

Margaret Lurie, Secretary

Library Director's Report
April 15, 2015

Updates:

- The 2014 Annual Report was mailed to our donors and volunteers.

For the first time we included a return envelope which assisted recipients in indicating their interest in becoming a volunteer and/or donating to the Evanston Public Library. There has been a generous and immediate response. Thanks to Wynn for suggesting this approach and for creating the text for the envelope.

A special thanks to Jill Schacter for managing the production of the annual report including creating the new format and content, and Wynn Shawver and her volunteer for assisting with the annual report and creating the mailing list of donors.

The beautiful photos included in the annual report reflect the work of our volunteer photographer Katie Barthelemy. Katie came to us with the idea of creating the "Readers of Evanston" photo series, and has been a dedicated volunteer, taking hundreds of photos of regular Evanston citizens.

Today we learned that our work study student, Emma Gordon won the 2015 Work-Study Student Employee of the Year for her work at the Evanston Public Library and her work to promote the story of the Evanston Public Library including interviewing our hundreds of residents our "Readers of Evanston" photo series and capturing the meaning of reading and ideas in people's lives.

- I am delighted to announce the appointment of our new Latino Outreach Coordinator - Jose Cruz. In his last position, Jose was as a part-time Children's Associate at the Oak Park Public Library. Fully bilingual in Spanish and English, Jose planned and executed bilingual literacy programming including story times. Adept at reference and reader's advisory services, Jose has also completed his MLIS degree.

While Monday was his first day as a member of the EPL family, Jose graciously joined Kasandra Trejo and me on Sunday at the outreach event to the Latino parishioners of St. Nicholas church. Both Kasandra and Jose welcomed our residents, answered questions and distributed our Community surveys. Jose also accompanied Jill Skwerski and distributed surveys at the Produce Mobile.

Working in Children's Services and teamed with Laura Antolin, Jose will spend the next few weeks focused on connecting with members of our Latino community and collaborating on bi-lingual programs for families and children.

- Our spring All Staff Day will be held this Friday morning from 8:30 a.m. until 1:00 p.m. We will be open for public service in the afternoon at all locations. This program will feature presentations from Oakton Community College staff.

- This week is National Library Week. We have expanded our survey and are seeking new ways to reach residents throughout the City connecting to members of our library family and those who do not use our services. Distribution of the survey includes a two page (English and Spanish version) feature in last week's *Roundtable*, an online version, highlights in our newsletter, tables at all three locations on both Saturday April 11th and 18th staffed by members of the Evanston Public Library Friends and distribution and collection by staff and Northwestern University volunteers throughout the City of Evanston. Locations targeted include: barbershops, Laundromats, Fleetwood Jourdain, Robert Crown Center, Levy Center, Jewel, Whole Foods and Trader Joe's, the Produce Mobile and a class of GED students.

Thanks to Jill Schacter for managing this project and EPL staff who contributed suggestions and are assisting with the distribution. I will use this as a baseline and point of comparison to capture information now and again in a few years after we open the Robert Crown Center library. I will share the results of the survey at a future Board meeting. The data is being analyzed by Professor Mary Wilkens Jordan, on the faculty at Simmons College and her students.

- Our second annual Donor and Volunteer Recognition Reception on May 7th will feature a presentation by Jennifer Pritzker, Colonel (IL) , Illinois Army National Guard (Retired) President & CEO Tawani Enterprises and Founder & Chairwoman Pritzker Military Museum and Library titled:

"Over There"

100 Years Later: How the War to End All Wars is still being fought

- Included at the end of this report are materials which were prepared by the Illinois State Library and shared with the Illinois State Library Advisory Committee (I am a member) last week. Please note the number of programs that are supported through the General Revenue Fund. The Governor's Budget proposal includes a 10% across the board cut to the General Revenue Fund. Also included are summaries of funding received by the Illinois State Library from the federal government (LSTA) through the Institute of Museums and Libraries. Though President Obama's budget proposal includes increased funding for IMLS, the Senate's budget eliminates the agency completely. In previous years, LSTA funds have been allocated to support Illinois libraries when state funding was reduced.

Assessments, metrics and initiative results:

	Foot traffic: March, 2015	February, 2015
Main:	46,701	37,843
North:	4,205	3,749
CAMS:	4,351	3,446

Total: 55,257 45,038

Website visits in March: 47,987; February: 41,344

Overall Computer/Internet Use – all locations: February: 5,902; March: 7,219

Wi-Fi usage – all three locations for February: 11,154 March: 14,156

Services and collaborations:

- On April 13th the third in our series of programs in partnership with Northwestern University's Middle East and North African Studies Program (MENA) was another success (standing room only).

Lecture Title: "Four Myths about the Middle East"

Brian Edwards, Henri Lauzière, Wendy Pearlman, Jessica Winegar, Northwestern MENA Faculty

- *Teen Services highlights include:*

Kayla wrapped up the first EPL Teen Improv class in March, and she was very pleased with the results. We had very consistent attendance. We had a pretty strong turnout (about 18) for the showcase during the last half hour of the last class. We held the showcase in the back corner of The Loft, and I think that was a good location choice. Parents and students alike expressed interest in continuing in the program come summertime.

New shelving was installed outside the Loft to address our shelving overflow issues in the space. YA graphic novels, audiobooks and nonfiction were moved out there. Then the fiction collection was shifted in the Loft and all the materials that had been housed on top of the shelves were interfiled with the rest of the fiction collection. Everything fit and there are even a couple of shelves to spare. The whole teen services team helped with the shifting process, which made it go quickly.

- *Children's Services highlights include:*

Connections for the Homeless:

Jill Skwerski, Renee Neumeier and Laura Antolin met to map out a program for the girls' mentoring group from Connections for the Homeless. Initially they planned to visit on March 31 from 4:30-5:30pm and tour the space and get cards – some downstairs and some in the Loft. Anna Johnson from Connections was interested, however, in the kids participating in Tail Waggin' Tutors. Although this was not on a regularly-scheduled day for Tail Waggin' Tutors, Laura contacted them to see if any would be interested and available in coming on March 31 for a special program. Six handlers and dogs volunteered to come and Anna opened up the program to boys as well. Jill and Laura put together books, pens, bags, Library information, and coloring books for the families to take. 5 Connections families ended up coming to the Library.

A message from Linda Balla captured the spirit of our Children's Services department on a busy Friday in March: I wish you could have seen the Children's Room this morning! It was buzzing! We started out with a visit from the ESL class from Chute Middle School, with some extra help from Renee because . . .we also had 3 kindergartens from Orrington School here for story time, tours, and a craft, as well as the regular Friday Mandarin Meet-up, as well as all the regular Friday patrons, plus Chiaravalle had no school today so we had some of those kids. It was a zoo, but a wonderful zoo, and it made me very proud of our team for doing it ALL!

Laura Antolin is working with the staff at Fleetwood Jourdain to add a convenient additional location for EPL book returns. We are repurposing one of the book drops that we recently replaced: Maintenance staff repainted the book drop and delivered it to Fleetwood Jourdain. Betsy Jenkins is working on a design. They will make sure the EPL decal is visible but it's important for the center to feel investment and ownership.

Upcoming events of note:

- This Thursday, April 16th we will welcome author Michael Tyler: Parents and educators are invited to come for a conversation with Michael Tyler, Chicago author of the Mom's Choice Award book, "The Skin You Live In". Studies have shown that children can be imprinted by racism and sexism as early as age two. Through his book, Tyler invites us to explore the relationship each child has with his/her skin through shared experiences common to children around the world. Tyler recounts the personal incident that led to the book's creation and discusses the semantics of discrimination as well as the idea that social activism is a personal decision that can initiate a social transformation.
- Money Smarts Week is April 18th – 25th and will feature a series of wonderful programs. Please refer to our calendar and the Money Smart Week flyer included at the end of this report for more information.
- The Thirty-Seventh Evanston Public Library Jo-Anne Hirshfield Poetry Ceremony will be held on May 3rd. Please check our website for the names of this year's winners and information about our judge, poet Allison Funk, author of "The Knot Garden."
- EPL is a partner in the first annual Evanston Literary Festival, which will be held from May 12-18, 2015. The goal is to promote various literary events happening around Evanston that week, organize some additional author events, and create a website to promote Evanston's bookstores, libraries, and authors. Chicago Book Expo is the lead organizer and wanted to coordinate it with the Northwestern Spring Writer's Festival being held May 12-14.
- Special thanks to Barb Levie and Connie Heneghan for continuing our collaboration on the Senior Spelling Bee. Practice sessions begin next month and the Spelling Bee will be held on May 10th. Please refer to the flyer at the end of my report for more details.
- My thanks to both Renee Neumeier and former staff member Jarrett Dapier for working with the Dajae Coleman Foundation on another summer reading initiative in partnership with the Evanston Public Library:

The Dajae Coleman Foundation has chosen the recent Newbery winner, “The Crossover”, as the book which will be the focus of both programming and discussions this summer. Like last summer, new copies of the book will be provided for free to Evanston youth.

The book’s author Kwame Alexander will provide a program at the Evanston Public Library. Kwame is excited to visit Evanston and run some workshops with the Dajae Coleman Foundation. He'll also be bringing along a friend who runs empowerment workshops for African-American male youth.

DRAFT

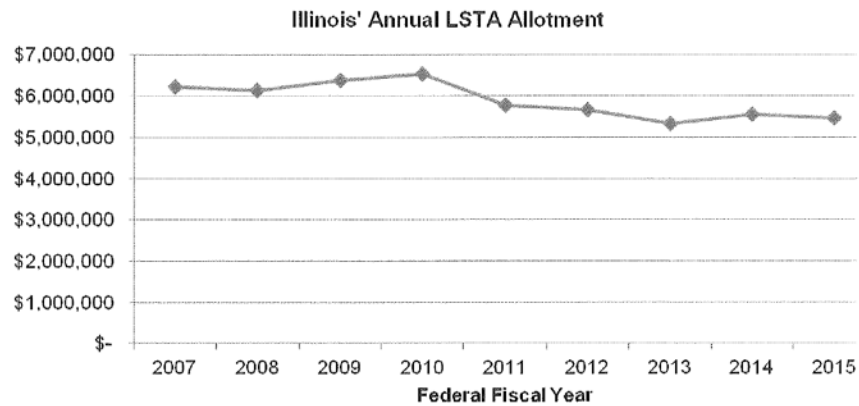
Secretary of State/Illinois State Library - Library Grant Programs
State Fiscal Years (FY) 14 and FY15; FY16 Request
FY16 contained in HB 2950
 (state fiscal year=July 1-June 30)

Grant Program	FUND	FY14 Funding Available	FY15 Funding Available	FY16 Request
Blind & Physically Handicapped	General Revenue	\$865,400	\$865,400	\$865,400
	Live & Learn	\$300,000	\$300,000	\$300,000
	Accessible Electronic	\$60,000	\$60,000	\$60,000
Chicago Public Library	General Revenue	\$1,288,800	\$1,288,800	\$1,288,800
Equalization Aid, Pub Lib Per Capita, System Area & Per Capita	General Revenue	\$12,482,400	\$12,482,400	\$12,482,400
	Live & Learn	\$16,004,200	\$16,004,200	\$16,004,200
Illinois Veterans Home Libraries	Special Plates	\$50,000	\$50,000	\$50,000
Library Services-I STA	Library Services	\$7,000,000	\$7,000,000	\$7,000,000
Library System Automation	Live & Learn	\$274,000		
	SOS Special Services	\$226,000		
Literacy	General Revenue	\$3,718,300	\$3,718,300	\$3,718,300
	Live & Learn	\$500,000	\$750,000	\$750,000
	SOS Special Services	\$1,300,000	\$1,300,000	\$1,300,000
Public Library Construction	Live & Learn	\$620,800	\$870,800	\$870,800
School Library Per Capita	General Revenue	\$214,700	\$225,000	\$225,000
	Live & Learn	\$1,145,000	\$1,145,000	\$1,145,000
Technology Grants	General Revenue	\$35,000	\$35,000	\$35,000
	Live & Learn	\$306,000	\$580,000	\$580,000
	SOS Special Services	\$1,600,000	\$1,826,000	\$1,826,000
Subtotal		\$47,990,600	\$48,500,900	\$48,500,900
Public Library Construction	Illinois Bond	\$49,780,402	\$35,355,419	To be determined*
Oak Park PL	General Revenue	\$100,000		
North Riverside PL	General Revenue	\$100,000		
LaGrange PL	General Revenue	\$50,000		
LaGrange Park PL	General Revenue	\$50,000		
GRAND TOTAL		\$98,071,002	\$83,856,319	*\$48,500,900

**Illinois State Library
Library Services & Technology Act (LSTA) Funding in Illinois
The Annual Allotment and Use**

The [Institute of Museum & Library Services](#) (IMLS) is funded through the annual federal appropriations process as a federal agency that administers discretionary programs including the federal Library Services and Technology Act (LSTA) funds. IMLS is a stand-alone federal agency. The Director of IMLS is appointed by and reports directly to the President of the United States.

Through the [Grants to States](#) program, IMLS provides LSTA funds to state libraries using a population-based formula. Illinois, as the fifth most populated state, historically receives the fifth highest allotment.



The *Grants to States* annual LSTA allotment for Illinois:

Federal Fiscal Year	Illinois' Annual Allotment
2007	\$ 6,216,116
2008	\$ 6,133,883
2009	\$ 6,376,914
2010	\$ 6,520,136
2011	\$ 5,766,746
2012	\$ 5,664,245
2013	\$ 5,333,615
2014	\$ 5,536,935
2015	\$ 5,451,043

Decreases in the LSTA allotment are generally the result of cuts at the federal level by Congress to the overall IMLS budget for LSTA Grants to States.

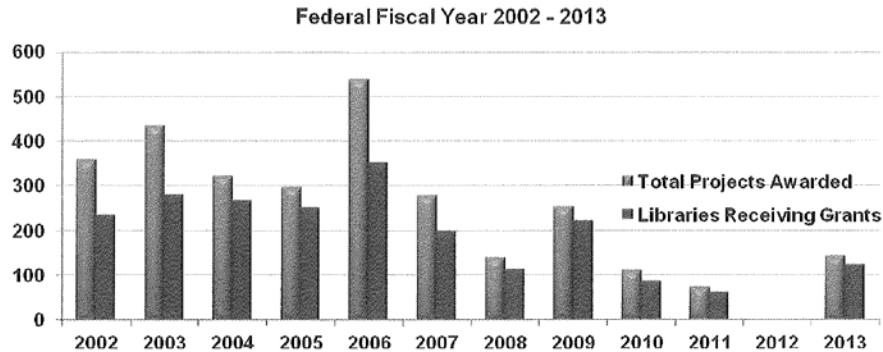
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For more information about grants from the Secretary of State/Illinois State Library, please contact 1-800-665-5576 x 2, or isl_grants@ilsos.net
April 2015

**Illinois State Library
Library Services & Technology Act (LSTA) Funding in Illinois
The Annual Allotment and Use**

State libraries are authorized to use the appropriation in support of statewide initiatives and services. States also may distribute the funds through sub-grant competitions or cooperative agreements to eligible public, academic, research, school, and special libraries in their state.

All projects awarded are in support of the goals of Illinois' *Long Range Plan for the Use of LSTA Funds*.



Prior to state fiscal year 2009, the Secretary of State/Illinois State Library primarily used LSTA to annually offer multiple, sub-grant competitions funding appropriate applications from eligible academic, public, school and special libraries, regional library systems and the state's professional library organizations. Since the economic downturn in 2008, LSTA funds have primarily been used in support of statewide initiatives and library services with fewer annual sub-grant competitive offerings.

Federal Fiscal Year	Total Projects Awarded	Number of Library Agencies Receiving Grants
2002	357	234
2003	434	278
2004	320	266
2005	296	250
2006	537	352
2007	278	198
2008	139	113
2009	252	222
2010	109	86
2011	71	62
2012	*	*
2013	142	123

* Starting in 2012, Illinois participated as a pilot state to test a new reporting tool for IMLS. Statistics are not available at this time for 2012.

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**Illinois State Library
Library Services & Technology Act (LSTA) Funding in Illinois
Comparing "Block" and "Competitive" Grants**

The Institute of Museum & Library Services (IMLS) is funded through the annual federal appropriations process as a federal agency that administers discretionary programs including the federal Library Services and Technology Act (LSTA) funds. In Illinois, the terms "block" and "competitive" are frequently used to describe different types of grant programs administered by IMLS. All IMLS funding to the Illinois State Library is LSTA funding, whether block or competitive, and is awarded by IMLS under the Museum and Library Services Act General Provisions.

IMLS Appropriations History, 2013–2016
(Budget Authority in 000's)

	FY 2013	FY 2014	FY 2015	FY 2016 Request
Museum and Library Services Act (MLSA) General Provisions				
Research, Evaluation, and Data Collection	1,787	1,820	1,820	1,787
Library Services Technology Act (LSTA)				
Grants to States	150,000	154,848	154,848	154,500
Native American Library Services	3,667	3,861	3,861	4,063
National Leadership: Libraries	11,377	12,200	12,200	17,500
Laura Bush 21st Century Librarian	10,000	10,000	10,000	10,500
SUBTOTAL, LSTA	175,044	180,909	180,909	186,563
Museum Services Act (MSA)				
Museums for America	19,564	20,200	20,200	21,457
Native American/Hawaiian Museum Services	877	924	924	972
National Leadership: Museums	7,468	7,600	7,600	11,168
SUBTOTAL, MSA	27,909	28,724	28,724	33,597
African American History Culture Act				
Museum Grants for African American History and Culture	1,336	1,407	1,407	1,481
Agency Wide				
Administration	13,745	14,000	15,000	14,000
TOTAL	219,821	226,860	227,860	237,428

"Block" →

"Competitive"
Awarded to
ISL in the past →

Institute of Museum and Library Services, [Legislation & Budget](#)

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April 2015

**Illinois State Library
Library Services & Technology Act (LSTA) Funding in Illinois
Comparing "Block" and "Competitive" Grants**

Institute of Museum and Library Services, [Grant Search](#)

Grant Search

Awarded Grants Results

24 Grants matched your search terms. [Back To Search](#)

Competitive

Illinois State Library - Springfield, IL
Year: 2014
Amount: \$100,000

Grant: [National Leadership Grants for Libraries](#)

The Illinois State Library will manage a National Leadership Forum Grant to explore how libraries can communities to address the topic of Autism Spectrum Disorders (ASD). This project will provide a model to develop partnerships with multi-type libraries, education, government, medical and ASD services organizations, and other organizations whose work intersects with this special needs population. Two convenings in Springfield, IL, in March and September 2015 to: 1) develop an implementation plan to increase autism awareness, education and support services; 2) develop an implementation plan to increase and streamline on-line access to the wealth of information that provides support for families and individuals with ASDs; and 3) establish sustainable inter-organizational partnerships committed to enhancing support statewide.

- Applied for separately
- Grant limits depend on appropriation from Congress
- Reviewed by peers
- Annual application rounds

Competitive

Illinois State Library - Springfield, IL
Year: 2014
Amount: \$500,000

Grant: [Laura Bush 21st Century Librarians Program - Continuing Education](#)

The Illinois State Library will expand its successful ILEAD USA program to the states of Connecticut, Delaware, Maine, Maryland, New Jersey, Pennsylvania, and Vermont, and hold convenings in the existing ILEAD USA states of Colorado, Ohio, Utah, and Illinois in 2015. ILEAD USA is a leadership and technology immersion program that brings diverse teams of library staff together to work cooperatively over the course of nine months to address a community need related to IMLS priorities. The teams use technology tools to craft a project that meets these needs. Their learning is not only at three in-person sessions, but also virtually during two intersessions.

- All states receive
- Based on formula
- Amount depends on appropriation from Congress
- MOE

Block

Illinois State Library - Springfield, IL
Year: 2012
Amount: \$5,664,245

Grant: [Grants to State Library Administrative Agencies](#)

Illinois State Library - Springfield, IL
Year: 2012
Amount: \$470,000

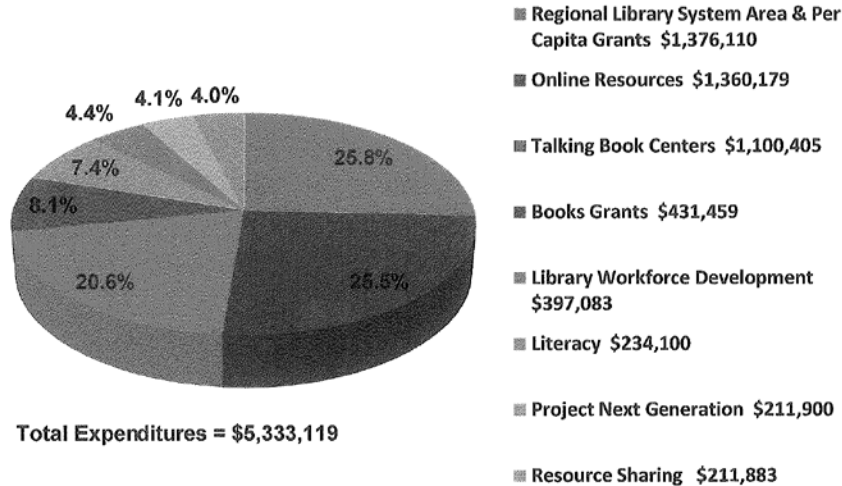
Grant: [Laura Bush 21st Century Librarians Program - Continuing Education](#)

The ILEAD USA project, sponsored by the Illinois State Library, seeks to help librarians develop new technology skills by meeting a specific community need, all the while being supported by peer learners in a network of collaborating teams. Building on a successful statewide project in Illinois, the 18-month continuing education immersion initiative is designed to expand librarians' leadership abilities and help them

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**Illinois State Library
Library Services & Technology Act (LSTA) Funding in Illinois
Federal Fiscal Year 2013 Expenditures**



The above chart reflects projects funded October 1, 2012 – September 30, 2013, using the federal 2013 LSTA allotment provided by the Institute of Museum and Library Services. The federal fiscal year (October - September) overlaps two State of Illinois fiscal years (July - June); therefore, in some instances, the total amounts for continuing projects reflect two contracts.

- **Regional Library System Area & Per Capita Grants** (\$1,376,110 or 25.8%) - Funds were used in support of regional library system services for academic, public, school and special libraries with emphasis on support for the sharing of resources through the cooperative network of libraries, the provision of talking book and braille services and collaboration for library services statewide. This reflects the first payment under the FY13 plans of service with subsequent payments funded with state grant dollars.
- **Online Resources** (\$1,360,179 or 25.5%) - Funds were used for *FirstSearch* databases for the entire ILLINET library community
- **Talking Book Centers** (\$1,100,405 or 20.6%) - LSTA funds supplemented the regional talking book centers providing services to people unable to read standard print.
- **Another Opportunity for Back to Books Competitive Grant Offering** (\$431,459 or 8.1%) – This grant for books in multiple formats and covering all topics, paired collection development of books with programming or an activity to engage the target audience in reading, learning or using the new materials.
- **Library Workforce Development** (\$397,083 or 7.4%) - Funds supported learning opportunities for library staff.
- **Literacy** (\$234,100 or 4.4%) - Family Literacy and Adult Volunteer Literacy projects were funded that impacted individuals and families with limited functional literacy skills.
- **Project Next Generation** (\$211,900 or 4.0%) - Sixteen programs at public libraries were funded to mentor at-risk teens, teaching them leadership and developing life skills through the use of technology.
- **Resource Sharing** (\$211,883 or 4.0%) - Funds supported statewide library resources and allowed for the cataloging of unique resources into statewide databases.

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April 2015



OFFICE OF THE SECRETARY OF STATE

JESSE WHITE • Secretary of State

MEMORANDUM

TO: Illinois State Library Advisory Committee Members
 FROM: Anne Craig, Director, Illinois State Library
 SUBJECT: Preparation for the April 9, 2015, "Big Picture" Discussion
 DATE: April 6, 2015

Following are general categories of Illinois State Library grant program expenditures to help you prepare for the April 9 Big Picture discussion. Please note that this is a discussion document only. Statutory programs like the per capita grants are not included in the list.

Illinois State Library Grant Programs including CE	
Adobe Connect (web conferencing service)	
Automation (SUSI staff, server maintenance)	
Cataloging Maintenance Center (cataloging services for Illinois libraries)	
Continuing Education	
	ILEAD USA
	On the Front Lines
	SPLMI
	Synergy
	Targeting Autism
Collection development	
	Back to Books (small grants to libraries for materials)
	Patron Driven Acquisitions (program to let patrons select materials)
Data collection (mandated by the federal government)	
Delivery (delivery backbone routes, staff)	
Digital imaging	
	Digital imaging grants (grants to libraries)
	Digital Public Library of America (grant to support staff)
	Newspaper digitization
	CONTENTdm (support for hosting: Illinois Digital Archives & Electronic Docs of IL)
Dream Grant (adds libraries to consortial catalogs)	
Edge Assessment (planning tool for public libraries)	
eRead Illinois (ebook program)	
OCLC WorldShare (support for exposure to open web for libraries' holdings)	
OCLC contract administration (support for billing services)	
Project Next Generation (supported at public libraries; at-risk youth program)	
Talking Book and Braille (supported at 3 systems & ISL)	
Videoconferencing (support for services statewide)	
WebJunction (online training classes for Illinois library staff)	

Springfield, Illinois 62756



MONEY SMART WEEK®

APRIL 18-25, 2015 | I L L I N O I S

All events will be held at the Main Library. Register online for any event, www.epl.org/calendar, or call the Reference Desk at 847-448-8630.

Home Sweet Home

Saturday, April 18, 10 am,
Community Meeting Room

Ideal for first time home buyers, move-up buyers, real estate investors, and current homeowners. Learn what down payment assistance is available; what preapproval will do for you; why now is the best time to buy; and the Top 10 Home Buyer and Homeowner Mistakes.

ABCs of Stock Investing

Sunday, April 19, 3:30 pm, Small Meeting Room

If you generally find financial classes intimidating, boring or confusing, join lecturer Helene Turner, who will demystify the language of stock investing using illustrative case studies.

Kids Read: Story time and activity for kids 3 and up

Saturday April 18, 10 am, Barbara Friedberg Storytelling Room

Money Smart kids have fun with money! This session includes a story, "Lemonade for Sale," kid-friendly activities, and some take-home items

Credit Reports and Credit Scores

Monday, April 20, 7 pm, Small Meeting Room

Accurate information in your credit report is the key to obtaining the best credit terms and rates. A counselor from Money Management International will explain how to obtain, read, understand, and dispute inaccurate information in your credit report.

Everything You Need to Know about Reverse Mortgages

Tuesday, April 21, 10:30 am, Seminar Room

Learn about Home Equity Conversion Mortgages, aka Reverse Mortgages, including the Basics, Common Uses, and Case Studies.

"Unload" Your 401(k)

Tuesday, April 21, 7 pm, Community Meeting Room

Many investment portfolios, including mutual funds, contain stocks that you may find unfavorable. Learn how to socially improve your investments. Join Neil Gardner, of Edward Jones, Inc., for this informative presentation

Tax-Free Investing: It's Not What You Make, It's What You Keep

Wednesday, April 22, Third Floor Seminar Room

Learn how certain investments can deliver tax-free income and possibly keep you in a lower tax bracket. Participants will learn: Tax-advantaged investments and their features; Tax-free investment returns vs. taxable investment returns

Taking Control of Your Retirement

Thursday, April 23, 7 pm, Seminar Room

This seminar focuses on maintaining good credit; insuring against the unexpected, putting money to work by investing; building a healthy nest egg for retirement; and maximizing social security benefits. Also, learn what to do if you face financial hardship such as divorce or widowhood.

7 Steps to Home Buying Today

Saturday, April 25, 10 am, Community Meeting Room

Packed with great info for first time buyers, investors, and down payment assistance programs, learn about today's ins and outs on how to qualify for a mortgage and avoid the most common deal breakers.

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Memorandum

To: Evanston Public Library Board of Trustees

From: Finance Committee
Karen Danczak Lyons, Library Director
Paul Gottschalk, Assistant Director

Subject: Library Fund Payroll and Bills

Date: May 15, 2015

Recommended Action

Staff and the Finance Committee recommend Library Board approval of the Library Fund payroll, bills lists and purchasing card activity.

Summary

Library Payroll	
April 6 through April 19, 2015	\$ 130,521.77
Library Fund Bills List	
April 28, 2015	\$ 48,960.86
May 12, 2015	\$ 33,980.15
(includes March purchasing card expenses of \$6,516.79)	
Supplemental Bills List	\$ 1,889.72
Library Debt Service Fund Bills List	
April 28, 2015	\$ 6,750.00
May 12, 2015	\$ 2,805.00

Attachment: Bills Lists, Purchasing Card Report

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.28.2015

185 LIBRARY FUND

4805 LIBRARY YOUTH SERVICES

65100 ILLINOIS LIBRARY ASSOCIATION	SUMMER READING SUPPLIES	220.10
65630 BAKER & TAYLOR	JUV PRINT	5,380.36
65641 BAKER & TAYLOR	ADULT AV	40.00
65641 MIDWEST TAPE	AUDIO VISUAL	187.87
65641 PENGUIN RANDOM HOUSE LLC	JUV AV	36.00
65641 FINDAWAY WORLD, LLC	CREDIT MEMO	-85.83
65641 FINDAWAY WORLD, LLC	JUV AV	<u>3,932.82</u>

4805 LIBRARY YOUTH SERVICES Total 9,711.32

4806 LIBRARY ADULT SERVICES

65630 AMAZON / GE CAPITAL RETAIL BANK	ADULT BOOKS AND SUPPLIES	1,894.30
65630 BAKER & TAYLOR	ADULT PRINT	8,533.80
65630 CENTER POINT INC	ADULT PRINT	125.22
65630 GALE RESEARCH INC.	ADULT PRINT	293.88
65630 INNOVATION EXPERTS	SALARY SURVEY	55.00
65641 BAKER & TAYLOR	ADULT AV	63.75
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV	90.00
65641 MIDWEST TAPE	AUDIO VISUAL	1,915.93
65641 RECORDED BOOKS INC.	ADULT AV	874.95
65641 PENGUIN RANDOM HOUSE LLC	ADULT AV	<u>142.50</u>

4806 LIBRARY ADULT SERVICES Total 13,989.33

4820 LIBRARY CIRCULATION

52610 UNIQUE MANAGEMENT SERVICES	COLLECTION CHARGES	<u>268.50</u>
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4820 LIBRARY CIRCULATION Total 268.50

4825 LIBRARY NEIGHBORHOOD SERVICES

62375 ESSKAY DEVELOPMENT LLC	MAY 2015 RENT AND APRIL ADJUSTMENT	3,553.29
65630 BAKER & TAYLOR	ADULT PRINT	476.05
65630 BAKER & TAYLOR	JUV PRINT	464.13
65641 MIDWEST TAPE	AUDIO VISUAL	<u>64.98</u>

4825 LIBRARY NEIGHBORHOOD SERVICES Total 4,558.45

4835 LIBRARY TECHNICAL SERVICES

62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER	1,059.89
62341 EVANCED SOLUTIONS, LLC	SUMMER READING PROGRAM DATABASE	<u>1,651.13</u>

4835 LIBRARY TECHNICAL SERVICES Total 2,711.02

4840 LIBRARY MAINTENANCE

62225 TOTAL BUILDING SERVICES	JANITORIAL SERVICES	7,160.00
62225 CINTAS CORPORATION #769	MAT SERVICE	259.62
62225 CONQUEST PEST SOLUTIONS	PEST CONTROL	210.00
64015 NICOR	UTILITIES	827.47
65050 THOMAS FLEMING CO. INC.	NEW ROPE MATERIAL	<u>385.00</u>

4840 LIBRARY MAINTENANCE Total 8,842.09

4845 LIBRARY ADMINISTRATION

56140 ILLINOIS DEPT OF REVENUE	*SALES TAX MARCH	1,488.00
62185 EVANSTON ROUNDTABLE LLC	2015 LIBRARY SURVEY AD	2,600.00
62185 KLING, MARY	VOLUNTEER COORDINATOR SERVICE	1,666.66

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.28.2015

62295 ILLINOIS LIBRARY ASSOCIATION	2015-2016 ILA PUBLIC LIBRARY MEMBERSHIP	375.00
64540 VERIZON WIRELESS	WIRELESS INTERNET AND CELLPHONES	238.81
65095 AMERICAN LIBRARY ASSOC.	BOOK MARKS	35.16
65095 OFFICE DEPOT	GENERAL OFFICE SUPPLIES	45.57
65095 OFFICE DEPOT	OFFICE SUPPLIES	9.08
65095 ON TRACK FULFILLMENT INC.	ANNUAL REPORT MAILING	615.12
65095 4IMPRINT	EPL STICKERS	223.78
65095 IRIS B. BRANDING & COMMUNICATIONS	ANNUAL REPORT DESIGN	<u>1,295.00</u>
4845 LIBRARY ADMINISTRATION Total		<u>8,592.18</u>
4850 LIBRARY GRANTS		
65100 POSITIVE CONNECTIONS, INC.	K-TOUR BUS	<u>287.97</u>
4850 LIBRARY GRANTS Total		<u>287.97</u>
185 LIBRARY FUND Total		<u>48,960.86</u>
186 LIBRARY DEBT SERVICE FUND		
4870 MAIN LIBRARY MECHANICAL SYSTEMS		
62911 NESTBUILDERS, INC DBA DBHMS	HVAC SYSTEM AND PLUMBING	<u>6,750.00</u>
4870 MAIN LIBRARY MECHANICAL SYSTEMS Total		<u>6,750.00</u>
186 LIBRARY DEBT SERVICE FUND Total		<u>6,750.00</u>

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 04.28.2015

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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SUPPLEMENTAL BILLS LIST ATTACHMENT

0.00

GRAND TOTAL 55,710.86

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.12.2015

185 LIBRARY FUND

185 LIBRARY SUPPORT FUND			
22730 BANK OF AMERICA	*BANK CARD PURCHASES-MARCH2015		6516.79
185 LIBRARY SUPPORT FUND Total			<u>6516.79</u>

4805 LIBRARY YOUTH SERVICES			
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY PROGRAM		195.75
65630 BAKER & TAYLOR	JUV PRINT		4,963.09
65641 BAKER & TAYLOR	ADULT AND JUV AV		27.50
65641 MIDWEST TAPE	JUV AV		398.13
4805 LIBRARY YOUTH SERVICES Total			<u>5,584.47</u>

4806 LIBRARY ADULT SERVICES			
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY PROGRAM		236.25
65630 BAKER & TAYLOR	ADULT PRINT		6,447.99
65630 INFORMATION TODAY INC	ADULT PRINT		404.05
65630 GALE RESEARCH INC.	ADULT PRINT		142.44
65641 BAKER & TAYLOR	ADULT AND JUV AV		78.07
65641 BAKER & TAYLOR	ADULT AV		17.99
65641 BLACKSTONE AUDIO BOOKS INC.	ADULT AV		221.98
65641 MIDWEST TAPE	ADULT AV		1,022.97
65641 RECORDED BOOKS INC.	ADULT AV		82.20
4806 LIBRARY ADULT SERVICES Total			<u>8,653.94</u>

4820 LIBRARY CIRCULATION			
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY PROGRAM		1,302.76
4820 LIBRARY CIRCULATION Total			<u>1,302.76</u>

4825 LIBRARY NEIGHBORHOOD SERVICES			
65630 BAKER & TAYLOR	ADULT PRINT		415.33
65630 BAKER & TAYLOR	JUV PRINT		995.47
4825 LIBRARY NEIGHBORHOOD SERVICES Total			<u>1,410.80</u>

4835 LIBRARY TECHNICAL SERVICES			
62341 COOPERATIVE COMPUTER SERVICES	INTERNET SOLUTION PROVIDER		4,255.39
65100 MINITEX - CPP	DVD CASES		886.00
65100 FINDAWAY WORLD, LLC	PLAYAWAY MATERIALS		27.27
4835 LIBRARY TECHNICAL SERVICES Total			<u>5,168.66</u>

4840 LIBRARY MAINTENANCE			
62225 CINTAS CORPORATION #769	MAT SERVICE		259.62
62225 CONQUEST PEST SOLUTIONS	PEST SOLUTION		210.00
64015 NICOR	UTILITIES		680.79
4840 LIBRARY MAINTENANCE Total			<u>1,150.41</u>

4845 LIBRARY ADMINISTRATION			
57540 MATHER LIFE WAYS	ROOM CANCELLATION MEETING ROOM		390.00
62295 ILLINOIS LIBRARY ASSOCIATION	REACHING FORWARD CONFERENCE		700.00
62295 KAREN DANCZAK LYONS	2015-2016 ILA MEMBERSHIP		210.00
62506 NORTHWESTERN UNIVERSITY	NORTHWESTERN WORK-STUDY PROGRAM		191.48
65095 4IMPRINT	PROMOTIONAL PENS		346.41
4845 LIBRARY ADMINISTRATION Total			<u>1,837.89</u>

4850 LIBRARY GRANTS			
65100 CARTER INVESTMENTS INC., DBA FEAST AND IMBIBE	*CATERING FOR DONOR/EVENT		1,976.10
65100 H & H PRINTING	BOOKLET PRINTING FOR HIRSHFIELD		378.33
4850 LIBRARY GRANTS Total			<u>2,354.43</u>

185 LIBRARY FUND Total 33,980.15

186 LIBRARY DEBT SERVICE FUND			
4872 MAIN LIBRARY WEATHERPROOFING			
62912 CTL GROUP	NORTH BRANCH WEATHERPROOFING		2,805.00
4872 MAIN LIBRARY WEATHERPROOFING Total			<u>2,805.00</u>

186 LIBRARY DEBT SERVICE FUND Total 2,805.00

CITY OF EVANSTON
LIBRARY BILLS LIST
PERIOD ENDING 05.12.2015

<u>ACCOUNT NUMBER</u>	<u>SUPPLIER NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
SUPPLEMENTAL BILLS LIST ATTACHMENT			
4840.64015	TWIN EAGLE	NATURAL GAS -MARCH, 2015	1,889.72
			<u>1,889.72</u>
		GRAND TOTAL	<u><u>38,674.87</u></u>

Prepared by _____ Date _____
Accounts Payable Coordinator

Approved by _____ Date _____
Library Administrative Services Manager

Approved by _____ Date _____
Library Director

Approved by _____ Date _____
Library Board Treasurer

REPORTS TO INTERMEDIATE	MERCHANT NAME	TRANSACTION AMOUNT	POSTING DATE	COST ALLOCATION - EXPENSE OBJECT	EXPENSE DESCRIPTION
LIBRARY/ADMIN	MCMASER-CARR	\$ 205.31	03/02/2015	65050 BUILDING MAINTENANCE MATERIAL	2 CASES OF 55 GALLON TRASH BAGS
LIBRARY/ADMIN	PAYPAL BUILDASIGN	\$ 87.99	03/02/2015	65095 OFFICE SUPPLIES	BOOK SALE SIGNAGE
LIBRARY/ADMIN	FACEBOOK XRHNA72H42	\$ 10.99	03/02/2015	65095 OFFICE SUPPLIES	GENERAL LIBRARY AD
LIBRARY/ADMIN	ATM AND POS EQUIPMENT	\$ 269.80	03/02/2015	65100 LIBRARY SUPPLIES	NEW CREDIT CARD MACHINE FOR NORTH BRANCH
LIBRARY/ADMIN	EVANSTON LUMBER	\$ 38.40	03/05/2015	65050 BUILDING MAINTENANCE MATERIAL	4 PIECES OF 3/4" TREATED PLYWOOD CUT TO SIZE
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 12.99	03/09/2015	65050 BUILDING MAINTENANCE MATERIAL	1/8" AUDIO EXTENSION CABLE
LIBRARY/ADMIN	RADIOSHACK COR00164145	\$ 7.99	03/09/2015	65050 BUILDING MAINTENANCE MATERIAL	2-WAY AUDIO SPLITTER
LIBRARY/ADMIN	SP PATH PRESS, INC	\$ 44.95	03/09/2015	65630 LIBRARY BOOKS	ADULT PRINT
LIBRARY/ADMIN	NEWTON DISTRIBUTING CO	\$ 112.55	03/09/2015	65050 BUILDING MAINTENANCE MATERIAL	HAND DRYER SPLASH GUARDS FOR NORTH BRANCH BATHROOM HAND DRYERS
LIBRARY/ADMIN	FOURPAIR COM	\$ 307.75	03/09/2015	65100 LIBRARY SUPPLIES	RACKMOUNT CABINET FOR TEEN LOFT AV SYSTEM WITH SHELVING
LIBRARY/ADMIN	DOLRTREE 673 00006734	\$ 23.00	03/09/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN DIY ARTBOTS PROGRAM
LIBRARY/ADMIN	MICHAELS STORES 1040	\$ 43.44	03/09/2015	65100 LIBRARY SUPPLIES	SUPPLIES FOR TEEN DIY MOD PODGE PROGRAM
LIBRARY/ADMIN	COMCAST CHICAGO	\$ 203.77	03/10/2015	62341 INTERNET SOLUTION PROVIDERS	CAMS INTERNET SOLUTION PROVIDER
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 117.00	03/10/2015	65635 PERIODICALS	CHICAGO TRIBUNE SUBSCRIPTION MAIN
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 81.72	03/11/2015	65100 LIBRARY SUPPLIES	APPLE TV UNIT FOR TEEN LOFT AV SYSTEM
LIBRARY/ADMIN	FACEBOOK N5BS676H42	\$ 50.05	03/11/2015	65095 OFFICE SUPPLIES	BOOK SALE AD
LIBRARY/ADMIN	COMCAST CHICAGO CS 1X	\$ 99.85	03/11/2015	65095 OFFICE SUPPLIES	NORTH BRANCH INTERNET AND CABLE
LIBRARY/ADMIN	CDW GOVERNMENT	\$ 190.11	03/12/2015	65100 LIBRARY SUPPLIES	HDMI CABLES AND SWITCHING EQUIPMENT FOR TEEN LOFT AV INSTALL
LIBRARY/ADMIN	EVANSTON LUMBER	\$ 99.60	03/13/2015	65050 BUILDING MAINTENANCE MATERIAL	4 PIECES OF 3/4" TREATED PLYWOOD CUT TO SIZE
LIBRARY/ADMIN	GOTPRINT.COM	\$ 100.69	03/13/2015	65100 LIBRARY SUPPLIES	BOOK DONATED/WITHDRAWN LABELS
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 49.00	03/13/2015	65050 BUILDING MAINTENANCE MATERIAL	HARDWARE FOR BOOKDROP AND WORK GLOVES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ (14.40)	03/13/2015	65050 BUILDING MAINTENANCE MATERIAL	RETURNED UNUSED HARDWARE
LIBRARY/ADMIN	CHICAGO TRIB SUBSCRIPT	\$ 415.48	03/16/2015	65635 PERIODICALS	NORTH BRANCH CHICAGO TRIBUNE
LIBRARY/ADMIN	ITECH AUTOMATION	\$ 81.42	03/17/2015	65100 LIBRARY SUPPLIES	BARCODE LABEL MATERIALS
LIBRARY/ADMIN	JC LICHT #1252	\$ 97.60	03/18/2015	65040 JANITORIAL SUPPLIES	2 GALLONS GREY FLOOR PAINT FOR TELEPHONE CLOSETS/IT ROOMS FLOORS
LIBRARY/ADMIN	SHOWCASES	\$ 19.99	03/19/2015	65100 LIBRARY SUPPLIES	ALBUM CASE
LIBRARY/ADMIN	PRATHER PAINT AND WALL	\$ 26.72	03/19/2015	65040 JANITORIAL SUPPLIES	QUART ORANGE PAINT FOR CHILDREN'S ROOM TOUCH-UP PAINTING
LIBRARY/ADMIN	COASTAL TOOL & SUPPLY	\$ 264.96	03/20/2015	65040 JANITORIAL SUPPLIES	ZIP WALL TEMPORARY CONSTRUCTION/ PAINTING WALL KIT
LIBRARY/ADMIN	AMERICAN LIBRARY ASSOC	\$ 186.00	03/23/2015	62295 TRAINING & TRAVEL	ALA MEMBERSHIP RENEWAL
LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 268.33	03/23/2015	65050 BUILDING MAINTENANCE MATERIAL	MAKITA JIG-SAW, JIG-SAW BLADE SET, WORKLIGHT, AV SURGE PROTECTOR, SHELF BRACKETS
LIBRARY/ADMIN	IRIS B PRINTING	\$ 1,175.00	03/23/2015	65095 OFFICE SUPPLIES	PRINTING ANNUAL REPORT AND LETTER
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 165.29	03/23/2015	65050 BUILDING MAINTENANCE MATERIAL	WHITE SPRAY PAINT 6 CANS, MASKING TAPE, TERRY CLOTH TOWELS, SPIRAL CFL BULBS 150
LIBRARY/ADMIN	EVANSTON BLUE PRINT	\$ 50.50	03/25/2015	65050 BUILDING MAINTENANCE MATERIAL	80% CONSTRUCTION BLUE PRINTS FOR MAIN LIBRARY HVAC
LIBRARY/ADMIN	CURT'S CAFE	\$ 204.50	03/25/2015	65095 OFFICE SUPPLIES	CCS MEETING FOOD
LIBRARY/ADMIN	D J WALL ST JOURNAL	\$ 80.97	03/26/2015	65635 PERIODICALS	NORTH BRANCH NEWSPAPER SUBSCRIPTION
LIBRARY/ADMIN	OFFICE DEPOT #510	\$ 49.99	03/26/2015	65040 JANITORIAL SUPPLIES	POWER POINT CLICKER FOR COMMUNITY MEETING ROOM EVENTS

Bank of America Credit Card Statement for the Period ending March 31, 2015

LIBRARY/ADMIN	THE HOME DEPOT #8598	\$ 124.86	03/26/2015	65050 BUILDING MAINTENANCE MATERIAL	RJ-45 CONNECTORS, RJ-45, CAT5 & 6 CIRCUIT TESTER.
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 119.38	03/26/2015	65050 BUILDING MAINTENANCE MATERIAL	WOOD SHIMS, GLOVES, PLASTIC SHIMS, NUTS AND BOLTS, CONTRACTOR TRASH BAGS.
LIBRARY/ADMIN	ITECH AUTOMATION	\$ 590.55	03/27/2015	65100 LIBRARY SUPPLIES	BARCODE RIBBON LABEL MATERIALS
LIBRARY/ADMIN	JC LICHT #1252	\$ (0.81)	03/27/2015	65040 JANITORIAL SUPPLIES	EXCHANGED 1 GALLON FLAT FLOOR PAINT TO GLOSS
LIBRARY/ADMIN	GOTPRINT.COM	\$ 35.41	03/27/2015	62210 PRINTING	HIRSHFIELD INVITATION PRINTING
LIBRARY/ADMIN	BUILDASIGN.COM	\$ 79.99	03/27/2015	62210 PRINTING	MOVIE NIGHT BANNER
LIBRARY/ADMIN	GOTPRINT.COM	\$ 81.94	03/27/2015	62210 PRINTING	PRINTING DONOR PARTY
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 66.95	03/30/2015	65050 BUILDING MAINTENANCE MATERIAL	1 ROLL OF POLY SHEETING, MASKING TAPE
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ 155.86	03/30/2015	65050 BUILDING MAINTENANCE MATERIAL	10X100' ROLL OF POLY SHEETING, 14 TUBES OF SIKAFLEX CAULK
LIBRARY/ADMIN	ADVANCE AUTO PARTS #88	\$ 36.98	03/30/2015	65050 BUILDING MAINTENANCE MATERIAL	2 PACKS OF BLACK NITRILE GLOVES
LIBRARY/ADMIN	CHECKOUT STORE INC	\$ 39.63	03/30/2015	65100 LIBRARY SUPPLIES	CD JEWEL CASES
LIBRARY/ADMIN	LEMOI ACE HARDWARE	\$ 4.99	03/30/2015	65050 BUILDING MAINTENANCE MATERIAL	NUTS AND BOLTS FOR BOOK DROP
LIBRARY/ADMIN	GOTPRINT.COM	\$ 26.70	03/30/2015	62210 PRINTING	PRINTING DONOR PARTY
LIBRARY/ADMIN	THE HOME DEPOT 1902	\$ (74.94)	03/30/2015	65050 BUILDING MAINTENANCE MATERIAL	RETURNED POLY SHEETING
MARCH STATEMENT TOTAL		\$ 6,516.79			



Memorandum

To: Evanston Public Library Board of Trustees
From: Paul Gottschalk, Assistant Director
Subject: Administrative Services Update
Date: May 15, 2015

This memo provides an update on significant administrative activities.

Human Resources

Robin Meher has resigned from her joint CAMS & Circulation Clerk positions to accept a full-time position at Purdue University. We wish Robin the best in her library career.

Mallory Cline was promoted from a Shelver position to a Clerk position in Circulation. Interviews are underway to fill her Shelver position.

Mustafa (Stan) Azeem has been hired as a Security Monitor effective June 1st.

Interviews for the full-time Collection Development Manager are underway and we have several excellent candidates for this important position.

Interviews have been completed and job offers are pending for three summer workers in Youth Services and a Technology Associate in Adult Services.

Financial Resources

The financial report for the period ending April 30th is attached. Year to date, Library Fund revenues exceeded expenditures by \$1,075,424. This is principally due to the receipt of the majority of the first installment of property taxes.

A summary of the Endowment portfolio as of April 30th is attached.

Facilities Management

Construction bids are due on May 19th for the HVAC work at the Main Library and North Branch. Approval of this work will come before the Board at the June meeting.

Agenda Item 6.B

The City Council will be asked to approve the engineering and design work for the parking garage renovation at their June 8th meeting. This work is funded by the Parking Fund.



Budget Performance Report

Fiscal Year to Date 04/30/15

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	Prior Year Total
Fund 185 - LIBRARY FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4820 - LIBRARY CIRCULATION										
52610	LIBRARY FINES & FEES	156,000.00	.00	156,000.00	16,109.32	.00	53,977.48	102,022.52	35	157,637.36
57510	NON-RESIDENT LIBRARY CARDS	1,300.00	.00	1,300.00	.00	.00	.00	1,300.00	0	260.00
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	12,000.00	.00	12,000.00	1,069.08	.00	3,395.73	8,604.27	28	12,311.99
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$169,300.00	\$0.00	\$169,300.00	\$17,178.40	\$0.00	\$57,373.21	\$111,926.79	34%	\$170,209.35
Business Unit 4840 - LIBRARY MAINTENANCE										
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	(376.14)
Business Unit 4840 - LIBRARY MAINTENANCE Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$376.14)
Business Unit 4845 - LIBRARY ADMINISTRATION										
51015	PROPERTY TAXES	.00	.00	.00	73,902.22	.00	2,674,983.94	(2,674,983.94)	+++	5,066,308.26
51016	PROPERTY TAX ALLOCATION TO LIBRARY	5,813,505.00	.00	5,813,505.00	.00	.00	.00	5,813,505.00	0	.00
51025	PRIOR YEAR'S TAXES	.00	.00	.00	1,479.74	.00	45,323.98	(45,323.98)	+++	138,971.07
51605	PERSONAL PROPERTY REPLACEMENT TAX	.00	.00	.00	.00	.00	.00	.00	+++	50,200.00
51616	PERS PROP REPL TAX LIBRARY	50,200.00	.00	50,200.00	.00	.00	.00	50,200.00	0	.00
55245	LIBRARY STATE PER CAPITA GRANT	94,177.00	.00	94,177.00	.00	.00	.00	94,177.00	0	97,107.50
56011	DONATIONS	.00	.00	.00	.00	.00	.00	.00	+++	22,379.43
56045	MISCELLANEOUS REVENUE	.00	.00	.00	51.36	.00	107.80	(107.80)	+++	370.85
56140	FEES AND MERCHANDISE SALE	.00	.00	.00	(1,354.87)	.00	162.57	(162.57)	+++	(88.71)
56501	INVESTMENT INCOME	.00	.00	.00	188.38	.00	324.71	(324.71)	+++	2,869.01
57002	TRANSFER FROM ENDOWMENT	171,000.00	.00	171,000.00	.00	.00	.00	171,000.00	0	199,315.00
57005	FROM GENERAL FUND	.00	.00	.00	.00	.00	.00	.00	+++	.16
57515	LIBRARY MATERIAL REPLACEMENT CHARGES	.00	.00	.00	.00	.00	.00	.00	+++	188.07
57526	LIBRARY BOOK SALE	57,000.00	.00	57,000.00	1,479.20	.00	20,461.49	36,538.51	36	59,147.68
57527	LIBRARY FUND FOR EXCELLENCE	135,000.00	.00	135,000.00	360.00	.00	25,995.00	109,005.00	19	128,402.00
57535	LIBRARY COPY MACH. CHG	17,500.00	.00	17,500.00	1,771.47	.00	5,476.87	12,023.13	31	16,540.64
57540	LIBRARY MEETING RM RENTAL	12,500.00	.00	12,500.00	975.00	.00	4,180.00	8,320.00	33	15,321.67
57545	NORTH BRANCH RENTAL INCOME	22,360.00	.00	22,360.00	2,063.33	.00	6,503.33	15,856.67	29	23,977.85
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$6,373,242.00	\$0.00	\$6,373,242.00	\$80,915.83	\$0.00	\$2,783,519.69	\$3,589,722.31	44%	\$5,821,010.48
Business Unit 4850 - LIBRARY GRANTS										
55146	STATE, COUNTY AND OTHER GRANTS	.00	.00	.00	9,355.00	.00	14,355.00	(14,355.00)	+++	94,961.83
57551	LIBRARY GRANTS & DONATIONS	89,150.00	.00	89,150.00	.00	.00	.00	89,150.00	0	.00
Business Unit 4850 - LIBRARY GRANTS Totals		\$89,150.00	\$0.00	\$89,150.00	\$9,355.00	\$0.00	\$14,355.00	\$74,795.00	16%	\$94,961.83
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$107,449.23	\$0.00	\$2,855,247.90	\$3,776,444.10	43%	\$6,085,805.52
REVENUE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$107,449.23	\$0.00	\$2,855,247.90	\$3,776,444.10	43%	\$6,085,805.52

EXPENSE



Budget Performance Report

Fiscal Year to Date 04/30/15

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	Prior Year Total
Department 48 - LIBRARY										
Business Unit 4805 - LIBRARY YOUTH SERVICES										
61010	REGULAR PAY	383,543.00	.00	383,543.00	30,798.04	.00	113,797.32	269,745.68	30	313,884.71
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	3,685.74
61050	PERMANENT PART-TIME	271,910.00	.00	271,910.00	15,857.94	.00	57,004.16	214,905.84	21	244,922.71
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,400.59
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	311.43
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	26,544.58
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	2,896.98
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	940.91
61510	HEALTH INSURANCE	59,512.00	.00	59,512.00	5,697.90	.00	19,774.16	39,737.84	33	73,952.88
61615	LIFE INSURANCE	.00	.00	.00	1.06	.00	3.84	(3.84)	+++	78.18
61710	IMRF	67,579.00	.00	67,579.00	4,528.64	.00	16,745.32	50,833.68	25	57,452.14
61725	SOCIAL SECURITY	44,952.00	.00	44,952.00	2,838.33	.00	10,369.09	34,582.91	23	36,424.58
61730	MEDICARE	10,514.00	.00	10,514.00	663.78	.00	2,425.05	8,088.95	23	8,518.66
62185	CONSULTING SERVICES	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	(5,735.00)
62340	COMPTER LICENSE & SUPP	.00	.00	.00	.00	.00	.00	.00	+++	(37,206.11)
62341	INTERNET SOLUTION PROVIDERS	3,570.00	.00	3,570.00	.00	3,659.00	.00	(89.00)	102	3,485.00
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	420.38
65100	LIBRARY SUPPLIES	20,540.00	.00	20,540.00	1,601.73	.00	2,712.28	17,827.72	13	21,668.01
65503	FURNITURE / FIXTURES / EQUIPMENT	3,900.00	.00	3,900.00	.00	.00	4,256.46	(356.46)	109	.00
65630	LIBRARY BOOKS	144,000.00	.00	144,000.00	14,567.23	.00	39,188.73	104,811.27	27	121,754.85
65635	PERIODICALS	1,000.00	.00	1,000.00	.00	.00	917.20	82.80	92	.00
65641	AUDIO VISUAL COLLECTIONS	33,200.00	.00	33,200.00	5,461.65	.00	11,676.70	21,523.30	35	29,489.44
66025	TRANSFER TO DEBT SERVICE - ERI	14,644.00	.00	14,644.00	.00	.00	3,660.99	10,983.01	25	14,138.04
Business Unit 4805 - LIBRARY YOUTH SERVICES Totals		\$1,069,764.00	\$0.00	\$1,069,764.00	\$82,016.30	\$3,659.00	\$282,531.30	\$783,573.70	27%	\$921,028.70
Business Unit 4806 - LIBRARY ADULT SERVICES										
61010	REGULAR PAY	533,974.00	.00	533,974.00	41,250.23	.00	157,732.51	376,241.49	30	518,705.72
61050	PERMANENT PART-TIME	277,838.00	.00	277,838.00	16,352.77	.00	65,082.64	212,755.36	23	258,158.36
61110	OVERTIME PAY	.00	.00	.00	.00	.00	.00	.00	+++	790.47
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	3,854.12
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	382.48
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	7,752.12
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	3,368.48	(3,368.48)	+++	3,441.77
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,491.32
61510	HEALTH INSURANCE	84,759.00	.00	84,759.00	5,391.80	.00	19,020.37	65,738.63	22	83,547.96
61615	LIFE INSURANCE	.00	.00	.00	3.01	.00	11.41	(11.41)	+++	46.61



Budget Performance Report

Fiscal Year to Date 04/30/15

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	Prior Year Total
61710	IMRF	91,631.00	.00	91,631.00	5,621.44	.00	21,818.34	69,812.66	24	81,167.11
61725	SOCIAL SECURITY	53,134.00	.00	53,134.00	3,505.77	.00	13,817.44	39,316.56	26	48,114.22
61730	MEDICARE	12,427.00	.00	12,427.00	819.85	.00	3,231.46	9,195.54	26	11,252.56
62272	OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	5,735.00
62340	COMPTER LICENSE & SUPP	.00	.00	.00	5,350.78	.00	17,544.66	(17,544.66)	+++	38,926.85
62341	INTERNET SOLUTION PROVIDERS	123,264.00	.00	123,264.00	.00	2,000.00	25,009.55	96,254.45	22	144,818.83
62506	WORK- STUDY	900.00	.00	900.00	.00	.00	.00	900.00	0	894.38
65100	LIBRARY SUPPLIES	4,030.00	.00	4,030.00	(1,150.00)	.00	(475.30)	4,505.30	-12	5,950.16
65503	FURNITURE / FIXTURES / EQUIPMENT	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
65630	LIBRARY BOOKS	333,900.00	.00	333,900.00	25,184.26	.00	87,994.15	245,905.85	26	233,265.02
65635	PERIODICALS	15,640.00	.00	15,640.00	.00	.00	770.84	14,869.16	5	18,076.98
65641	AUDIO VISUAL COLLECTIONS	87,000.00	.00	87,000.00	7,070.15	.00	20,856.37	66,143.63	24	68,747.56
66025	TRANSFER TO DEBT SERVICE - ERI	19,995.00	.00	19,995.00	.00	.00	4,998.75	14,996.25	25	19,304.04
Business Unit 4806 - LIBRARY ADULT SERVICES Totals		\$1,640,492.00	\$0.00	\$1,640,492.00	\$109,400.06	\$2,000.00	\$440,781.67	\$1,197,710.33	27%	\$1,556,423.64
Business Unit 4820 - LIBRARY CIRCULATION										
61010	REGULAR PAY	201,541.00	.00	201,541.00	17,025.16	.00	62,753.37	138,787.63	31	192,044.83
61012	LIBRARY SUBSTITUES	11,333.00	.00	11,333.00	.00	.00	.00	11,333.00	0	1,150.44
61050	PERMANENT PART-TIME	261,920.00	.00	261,920.00	20,286.35	.00	80,166.35	181,753.65	31	220,287.20
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,116.85
61410	AFSCME SHIFT DIFFERENTIAL	.00	.00	.00	.00	.00	.00	.00	+++	279.58
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	1,471.90
61510	HEALTH INSURANCE	66,460.00	.00	66,460.00	2,931.66	.00	10,304.19	56,155.81	16	17,819.04
61615	LIFE INSURANCE	104.00	.00	104.00	.00	.00	.00	104.00	0	66.96
61710	IMRF	59,353.00	.00	59,353.00	3,045.99	.00	11,533.04	47,819.96	19	42,406.99
61725	SOCIAL SECURITY	27,986.00	.00	27,986.00	2,290.00	.00	8,791.14	19,194.86	31	25,586.88
61730	MEDICARE	2,670.00	.00	2,670.00	535.58	.00	2,056.04	613.96	77	5,983.95
62506	WORK- STUDY	5,400.00	.00	5,400.00	.00	.00	.00	5,400.00	0	4,838.68
65100	LIBRARY SUPPLIES	4,000.00	.00	4,000.00	.00	.00	2,909.84	1,090.16	73	6,722.03
66025	TRANSFER TO DEBT SERVICE - ERI	12,899.00	.00	12,899.00	.00	.00	3,224.76	9,674.24	25	12,453.00
Business Unit 4820 - LIBRARY CIRCULATION Totals		\$653,666.00	\$0.00	\$653,666.00	\$46,114.74	\$0.00	\$181,738.73	\$471,927.27	28%	\$533,228.33
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES										
61010	REGULAR PAY	181,611.00	.00	181,611.00	8,562.06	.00	35,373.54	146,237.46	19	102,434.51
61012	LIBRARY SUBSTITUES	.00	.00	.00	.00	.00	.00	.00	+++	21,876.02
61050	PERMANENT PART-TIME	147,320.00	.00	147,320.00	12,944.89	.00	52,350.54	94,969.46	36	145,366.79
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	877.28
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	1,454.63	(1,454.63)	+++	1,342.18
61510	HEALTH INSURANCE	43,373.00	.00	43,373.00	2,176.34	.00	7,818.23	35,554.77	18	21,639.48
61615	LIFE INSURANCE	82.00	.00	82.00	.17	.00	.80	81.20	1	6.08



Budget Performance Report

Fiscal Year to Date 04/30/15

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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	Prior Year Total
61710	IMRF	24,663.00	.00	24,663.00	2,060.76	.00	8,445.16	16,217.84	34	26,839.07
61725	SOCIAL SECURITY	15,079.00	.00	15,079.00	1,321.34	.00	5,457.00	9,622.00	36	16,575.63
61730	MEDICARE	3,526.00	.00	3,526.00	309.02	.00	1,276.21	2,249.79	36	3,876.48
62225	BLDG MAINTENANCE SERVICES	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	7,474.33
62341	INTERNET SOLUTION PROVIDERS	2,500.00	.00	2,500.00	.00	.00	408.31	2,091.69	16	2,926.03
62375	RENTALS	42,750.00	.00	42,750.00	3,553.29	.00	13,908.93	28,841.07	33	44,224.09
64005	ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	+++	443.63
64015	NATURAL GAS	2,100.00	.00	2,100.00	.00	.00	64.43	2,035.57	3	2,838.60
65040	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	3.99	(3.99)	+++	39.96
65050	BLDG MAINTENANCE MATERIAL	.00	.00	.00	.00	.00	1,220.64	(1,220.64)	+++	7,599.19
65100	LIBRARY SUPPLIES	4,500.00	.00	4,500.00	.00	.00	82.82	4,417.18	2	1,118.23
65503	FURNITURE / FIXTURES / EQUIPMENT	13,030.00	.00	13,030.00	.00	.00	.00	13,030.00	0	3,095.33
65630	LIBRARY BOOKS	29,900.00	.00	29,900.00	2,386.78	.00	5,209.17	24,690.83	17	21,926.44
65635	PERIODICALS	1,500.00	.00	1,500.00	.00	.00	30.00	1,470.00	2	2,237.48
65641	AUDIO VISUAL COLLECTIONS	2,200.00	.00	2,200.00	881.75	.00	966.73	1,233.27	44	664.24
66025	TRANSFER TO DEBT SERVICE - ERI	2,984.00	.00	2,984.00	.00	.00	746.01	2,237.99	25	2,880.96
Business Unit 4825 - LIBRARY NEIGHBORHOOD SERVICES		\$527,618.00	\$0.00	\$527,618.00	\$34,196.40	\$0.00	\$134,817.14	\$392,800.86	26%	\$438,302.03
Business Unit 4835 - LIBRARY TECHNICAL SERVICES										
61010	REGULAR PAY	296,115.00	.00	296,115.00	17,955.14	.00	68,544.99	227,570.01	23	165,512.19
61050	PERMANENT PART-TIME	70,855.00	.00	70,855.00	8,791.39	.00	36,883.09	33,971.91	52	100,067.86
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	2,242.72
61510	HEALTH INSURANCE	36,455.00	.00	36,455.00	3,202.18	.00	11,357.63	25,097.37	31	19,080.60
61615	LIFE INSURANCE	125.00	.00	125.00	.53	.00	2.01	122.99	2	86.15
61710	IMRF	35,413.00	.00	35,413.00	2,853.41	.00	11,242.48	24,170.52	32	31,384.90
61725	SOCIAL SECURITY	18,623.00	.00	18,623.00	1,650.22	.00	6,516.36	12,106.64	35	16,429.98
61730	MEDICARE	4,356.00	.00	4,356.00	385.95	.00	1,524.01	2,831.99	35	3,842.47
62340	COMPTER LICENSE & SUPP	31,070.00	.00	31,070.00	.00	.00	1,718.00	29,352.00	6	28,463.61
62341	INTERNET SOLUTION PROVIDERS	114,700.00	.00	114,700.00	13,751.92	97,338.08	20,891.20	(3,529.28)	103	110,016.84
62506	WORK- STUDY	.00	.00	.00	.00	.00	.00	.00	+++	130.51
65100	LIBRARY SUPPLIES	12,000.00	.00	12,000.00	.00	.00	1,434.67	10,565.33	12	8,242.53
65555	PERSONAL COMPUTER EQUIPMENT	30,500.00	.00	30,500.00	.00	5,468.94	8,303.47	16,727.59	45	12,297.14
66025	TRANSFER TO DEBT SERVICE - ERI	8,318.00	.00	8,318.00	.00	.00	2,079.51	6,238.49	25	8,030.04
Business Unit 4835 - LIBRARY TECHNICAL SERVICES Totals		\$658,530.00	\$0.00	\$658,530.00	\$48,590.74	\$102,807.02	\$170,497.42	\$385,225.56	42%	\$505,827.54
Business Unit 4840 - LIBRARY MAINTENANCE										
61010	REGULAR PAY	226,743.00	.00	226,743.00	17,050.30	.00	66,477.34	160,265.66	29	228,934.82
61050	PERMANENT PART-TIME	86,561.00	.00	86,561.00	6,409.32	.00	24,711.78	61,849.22	29	61,938.21
61110	OVERTIME PAY	9,300.00	.00	9,300.00	1,100.23	.00	3,424.60	5,875.40	37	7,454.43
61210	LONGEVITY	.00	.00	.00	.00	.00	.00	.00	+++	1,735.74



Budget Performance Report

Fiscal Year to Date 04/30/15

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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	Prior Year Total
61415	TERMINATION PAYOUTS	.00	.00	.00	.00	.00	.00	.00	+++	369.27
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	805.60	(805.60)	+++	1,362.94
61510	HEALTH INSURANCE	58,981.00	.00	58,981.00	4,908.04	.00	17,178.14	41,802.86	29	56,949.48
61615	LIFE INSURANCE	129.00	.00	129.00	.00	.00	.00	129.00	0	81.96
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	629.88	570.12	52	2,088.66
61630	SHOE ALLOWANCE	495.00	.00	495.00	.00	.00	.00	495.00	0	545.00
61710	IMRF	35,944.00	.00	35,944.00	2,591.06	.00	10,066.75	25,877.25	28	34,564.13
61725	SOCIAL SECURITY	18,977.00	.00	18,977.00	1,487.07	.00	5,800.56	13,176.44	31	18,204.76
61730	MEDICARE	4,438.00	.00	4,438.00	347.78	.00	1,356.58	3,081.42	31	4,257.56
62155	CONSTRUCTION MGMT SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	66,900.00
62225	BLDG MAINTENANCE SERVICES	214,507.00	.00	214,507.00	12,510.77	104,193.44	56,983.86	53,329.70	75	150,096.17
62235	OFFICE EQUIPMENT MAINT	12,000.00	.00	12,000.00	.00	.00	1,095.19	10,904.81	9	6,736.36
62245	OTHER EQMT MAINTENANCE	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	165.61
62305	RENTAL OF AUTO-FLEET MAINTENANCE	2,381.00	.00	2,381.00	.00	.00	625.02	1,755.98	26	2,381.04
62309	RENTAL OF AUTO REPLACEMENT	1,700.00	.00	1,700.00	.00	.00	425.01	1,274.99	25	1,700.04
64015	NATURAL GAS	30,900.00	.00	30,900.00	2,717.19	.00	10,128.37	20,771.63	33	29,344.18
65040	JANITORIAL SUPPLIES	10,000.00	.00	10,000.00	767.21	8,772.03	2,534.25	(1,306.28)	113	17,207.01
65050	BLDG MAINTENANCE MATERIAL	21,200.00	.00	21,200.00	385.00	.00	5,973.42	15,226.58	28	28,878.77
65503	FURNITURE / FIXTURES / EQUIPMENT	27,500.00	.00	27,500.00	8,985.58	.00	28,985.58	(1,485.58)	105	.00
66025	TRANSFER TO DEBT SERVICE - ERI	5,248.00	.00	5,248.00	.00	.00	1,311.99	3,936.01	25	5,067.00
	Business Unit 4840 - LIBRARY MAINTENANCE Totals	\$769,204.00	\$0.00	\$769,204.00	\$59,359.55	\$112,965.47	\$238,513.92	\$417,724.61	46%	\$726,963.14
	Business Unit 4845 - LIBRARY ADMINISTRATION									
61010	REGULAR PAY	492,088.00	.00	492,088.00	40,892.84	.00	157,904.25	334,183.75	32	451,077.36
61050	PERMANENT PART-TIME	91,227.00	.00	91,227.00	2,629.56	.00	12,343.76	78,883.24	14	67,721.23
61415	TERMINATION PAYOUTS	69,250.00	.00	69,250.00	.00	.00	2,337.76	66,912.24	3	2,113.85
61420	ANNUAL SICK LEAVE PAYOUT	.00	.00	.00	.00	.00	.00	.00	+++	1,951.33
61430	VACATION PAYOUTS (PREVIOUSLY OTHER PAYOUTS)	.00	.00	.00	.00	.00	.00	.00	+++	3,395.21
61510	HEALTH INSURANCE	99,053.00	.00	99,053.00	7,482.24	.00	26,069.98	72,983.02	26	94,415.90
61615	LIFE INSURANCE	213.00	.00	213.00	.00	.00	.00	213.00	0	288.00
61625	AUTO ALLOWANCE	7,200.00	.00	7,200.00	600.00	.00	2,271.43	4,928.57	32	7,256.33
61626	CELL PHONE ALLOWANCE	1,200.00	.00	1,200.00	100.00	.00	378.57	821.43	32	1,209.39
61710	IMRF	63,362.00	.00	63,362.00	4,607.43	.00	18,021.03	45,340.97	28	61,337.47
61725	SOCIAL SECURITY	31,507.00	.00	31,507.00	2,685.39	.00	10,661.75	20,845.25	34	30,312.07
61730	MEDICARE	7,915.00	.00	7,915.00	628.04	.00	2,493.48	5,421.52	32	7,536.49
62185	CONSULTING SERVICES	35,000.00	.00	35,000.00	5,466.66	12,400.02	8,799.98	13,800.00	61	10,822.50
62210	PRINTING	1,800.00	.00	1,800.00	147.46	.00	760.71	1,039.29	42	6,865.02
62275	POSTAGE CHARGEBACKS	1,600.00	.00	1,600.00	.00	.00	518.63	1,081.37	32	1,844.91
62290	TUITION	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00



Budget Performance Report

Fiscal Year to Date 04/30/15

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	Prior Year Total
62295	TRAINING & TRAVEL	22,500.00	.00	22,500.00	461.40	.00	3,288.18	19,211.82	15	12,964.51
62315	POSTAGE	5,000.00	.00	5,000.00	.00	.00	757.00	4,243.00	15	5,810.82
62360	MEMBERSHIP DUES	2,005.00	.00	2,005.00	.00	.00	400.00	1,605.00	20	2,549.00
62380	COPY MACHINE CHARGES	12,268.00	.00	12,268.00	.00	.00	3,066.99	9,201.01	25	14,232.96
62431	ARMORED CAR SERVICES	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
62506	WORK- STUDY	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	906.50
62705	BANK SERVICE CHARGES	4,000.00	.00	4,000.00	442.24	.00	1,418.45	2,581.55	35	3,872.78
64015	NATURAL GAS	.00	.00	.00	.00	.00	270.10	(270.10)	+++	19.62
64540	TELECOMMUNICATIONS - WIRELESS	2,200.00	.00	2,200.00	238.81	.00	466.89	1,733.11	21	1,863.69
65095	OFFICE SUPPLIES	69,200.00	.00	69,200.00	2,911.90	6,585.16	8,424.25	54,190.59	22	24,952.86
66025	TRANSFER TO DEBT SERVICE - ERI	13,180.00	.00	13,180.00	.00	.00	3,294.99	9,885.01	25	12,723.96
66030	MEDICAL INSURANCE	.00	.00	.00	.00	.00	.00	.00	+++	39,999.96
66148	TRSF OUT TO GEN FUND FROM LIBR	250,000.00	.00	250,000.00	.00	.00	62,499.99	187,500.01	25	210,000.00
Business Unit 4845 - LIBRARY ADMINISTRATION Totals		\$1,298,268.00	\$0.00	\$1,298,268.00	\$69,293.97	\$18,985.18	\$326,448.17	\$952,834.65	27%	\$1,078,043.72
Business Unit 4850 - LIBRARY GRANTS										
61012	LIBRARY SUBSTITUES	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	.00
62185	CONSULTING SERVICES	.00	.00	.00	.00	.00	.00	.00	+++	7,650.00
62225	BLDG MAINTENANCE SERVICES	.00	.00	.00	.00	.00	1,200.00	(1,200.00)	+++	.00
62341	INTERNET SOLUTION PROVIDERS	.00	.00	.00	39.01	.00	99.95	(99.95)	+++	.00
65100	LIBRARY SUPPLIES	8,050.00	.00	8,050.00	287.97	5,596.00	3,195.72	(741.72)	109	19,377.54
65125	OTHER COMMODITIES	1,700.00	.00	1,700.00	.00	.00	.00	1,700.00	0	.00
65630	LIBRARY BOOKS	.00	.00	.00	.00	.00	.00	.00	+++	4,018.96
Business Unit 4850 - LIBRARY GRANTS Totals		\$14,150.00	\$0.00	\$14,150.00	\$326.98	\$5,596.00	\$4,495.67	\$4,058.33	71%	\$31,046.50
Department 48 - LIBRARY Totals		\$6,631,692.00	\$0.00	\$6,631,692.00	\$449,298.74	\$246,012.67	\$1,779,824.02	\$4,605,855.31	31%	\$5,790,863.60
EXPENSE TOTALS		\$6,631,692.00	\$0.00	\$6,631,692.00	\$449,298.74	\$246,012.67	\$1,779,824.02	\$4,605,855.31	31%	\$5,790,863.60
Fund 185 - LIBRARY FUND Totals										
REVENUE TOTALS		6,631,692.00	.00	6,631,692.00	107,449.23	.00	2,855,247.90	3,776,444.10	43	6,085,805.52
EXPENSE TOTALS		6,631,692.00	.00	6,631,692.00	449,298.74	246,012.67	1,779,824.02	4,605,855.31	31	5,790,863.60
Fund 185 - LIBRARY FUND Totals		\$0.00	\$0.00	\$0.00	(\$341,849.51)	(\$246,012.67)	\$1,075,423.88	(\$829,411.21)		\$294,941.92
Fund 186 - LIBRARY DEBT SERVICE FUND										
REVENUE										
Department 48 - LIBRARY										
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN										
51015	PROPERTY TAXES	605,138.00	.00	605,138.00	8,417.32	.00	323,840.16	281,297.84	54	746,111.92
56571	INTEREST INCOME ON LOANS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals		\$606,138.00	\$0.00	\$606,138.00	\$8,417.32	\$0.00	\$323,840.16	\$282,297.84	53%	\$746,111.92
Department 48 - LIBRARY Totals		\$606,138.00	\$0.00	\$606,138.00	\$8,417.32	\$0.00	\$323,840.16	\$282,297.84	53%	\$746,111.92



Budget Performance Report

Fiscal Year to Date 04/30/15

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	Prior Year Total
	REVENUE TOTALS	\$606,138.00	\$0.00	\$606,138.00	\$8,417.32	\$0.00	\$323,840.16	\$282,297.84	53%	\$746,111.92
	EXPENSE									
	Department 48 - LIBRARY									
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN									
68305	DEBT SERVICE- PRINCIPAL	520,100.00	.00	520,100.00	.00	.00	.00	520,100.00	0	641,810.50
68315	DEBT SERVICE- INTEREST	85,038.00	.00	85,038.00	.00	.00	.00	85,038.00	0	106,710.05
	Business Unit 4861 - LIBRARY DEBT SERVICE ADMIN Totals	\$605,138.00	\$0.00	\$605,138.00	\$0.00	\$0.00	\$0.00	\$605,138.00	0%	\$748,520.55
	Business Unit 4870 - MAIN LIBRARY MECHANICAL									
62911	ESSENTIAL REPAIRS	.00	.00	.00	6,750.00	.00	12,750.00	(12,750.00)	+++	.00
	Business Unit 4870 - MAIN LIBRARY MECHANICAL Totals	\$0.00	\$0.00	\$0.00	\$6,750.00	\$0.00	\$12,750.00	(\$12,750.00)	+++	\$0.00
	Business Unit 4871 - NORTH BRANCH MECHANICAL									
62911	ESSENTIAL REPAIRS	.00	.00	.00	1,300.00	.00	1,300.00	(1,300.00)	+++	.00
	Business Unit 4871 - NORTH BRANCH MECHANICAL Totals	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	(\$1,300.00)	+++	\$0.00
	Business Unit 4874 - MAIN LIBRARY ELEVATOR									
63056	ELEVATOR REPAIR	.00	.00	.00	30,638.00	.00	47,135.00	(47,135.00)	+++	.00
	Business Unit 4874 - MAIN LIBRARY ELEVATOR Totals	\$0.00	\$0.00	\$0.00	\$30,638.00	\$0.00	\$47,135.00	(\$47,135.00)	+++	\$0.00
	Department 48 - LIBRARY Totals	\$605,138.00	\$0.00	\$605,138.00	\$38,688.00	\$0.00	\$61,185.00	\$543,953.00	10%	\$748,520.55
	EXPENSE TOTALS	\$605,138.00	\$0.00	\$605,138.00	\$38,688.00	\$0.00	\$61,185.00	\$543,953.00	10%	\$748,520.55
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals									
	REVENUE TOTALS	606,138.00	.00	606,138.00	8,417.32	.00	323,840.16	282,297.84	53	746,111.92
	EXPENSE TOTALS	605,138.00	.00	605,138.00	38,688.00	.00	61,185.00	543,953.00	10	748,520.55
	Fund 186 - LIBRARY DEBT SERVICE FUND Totals	\$1,000.00	\$0.00	\$1,000.00	(\$30,270.68)	\$0.00	\$262,655.16	(\$261,655.16)		(\$2,408.63)
	Grand Totals									
	REVENUE TOTALS	7,237,830.00	.00	7,237,830.00	115,866.55	.00	3,179,088.06	4,058,741.94	44	6,831,917.44
	EXPENSE TOTALS	7,236,830.00	.00	7,236,830.00	487,986.74	246,012.67	1,841,009.02	5,149,808.31	29	6,539,384.15
	Grand Totals	\$1,000.00	\$0.00	\$1,000.00	(\$372,120.19)	(\$246,012.67)	\$1,338,079.04	(\$1,091,066.37)		\$292,533.29

Endowment for the Evanston Public Library
Holdings as of April 30, 2015

	Symbol	Shares/Quantity	Price	Value as of 4/30/2015	% of portfolio	% of portfolio by asset class	
Vanguard S&P 500 Index Fund	VFIAX	6674.460	\$192.53	\$1,285,033.78	31.6%		
Vanguard Small-Cap Index Fund	VSMAX	3576.586	\$57.54	\$205,796.76	5.1%		
Vanguard REIT Index Fund	VGSLX	1602.191	\$112.48	\$180,214.44	4.4%		
Vanguard Total International Stock Index Fund	VTIAX	12948.309	\$28.35	\$367,084.56	9.0%		
Vanguard Emerging Markets Stock Index Fund	VEMAX	6120.062	\$36.54	\$223,627.07	5.5%	55.6%	
Vanguard Prime Money Market Fund	VMMXX	508049.050	\$1.00	\$508,049.05	12.5%		
Vanguard Federal Money Market Fund	VMFXX	28008.860	\$1.00	\$28,008.86	0.7%	13.2%	
US Treasury TIPS Notes, maturing 1/25, 2.375%		100000.000	\$121.609	\$151,409.28	3.7%		
US Treasury TIPS Notes, maturing 1/26, 2.0%		100000.000	\$118.820	\$140,497.52	3.5%		
US Treasury TIPS Notes, maturing 2/40, 2.125%		100000.000	\$132.352	\$143,710.44	3.5%		
US Treasury TIPS Notes, maturing 2/42, 0.75%		300000.000	\$100.000	\$311,586.00	7.7%	18.4%	
Vanguard Short-Term Investment Grade Bond Fund	VFSUX	25083.617	\$10.73	\$269,147.21	6.6%		
Goldman Sachs Group	5/15/2017	4.358% YTM	45000.000	\$108.978	\$49,040.10	1.2%	
Merrill Lynch	8/28/2017	4.352% YTM	45000.000	\$110.453	\$49,703.85	1.2%	
JP Morgan Chase	1/15/2018	4.036% YTM	45000.000	\$111.419	\$50,138.55	1.2%	
HSBC Finance	2/15/2018	4.383% YTM	41000.000	\$109.466	\$44,881.06	1.1%	
General Electric Capital	4/15/2018	4.510% YTM	10000.000	\$112.738	\$11,273.80	0.3%	
Becton Dickinson	8/1/2019	3.122% YTM	43000.000	\$116.309	\$50,012.87	1.2%	12.9%
				\$4,069,215.20		100.0%	

Cash Equivalents	13.2%
US Treasury Inflation Protected Securities	18.4%
Corporate Bonds	12.9%
Domestic Equities	41.1%
International Equities	14.5%
	<u>100.0%</u>



Short Takes for Trustees

Succession Planning and New
Board Orientation

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United for Libraries
859 W. Lancaster Ave
Unit 2-1
Bryn Mawr, PA 19010

Toll Free: (800) 545-2433, ext. 2161
Direct Dial: (312) 280-2161
Fax: (484) 383-3407
Web site: www.ala.org/united
E-mail: united@ala.org

November 2014

TABLE OF CONTENTS

Board Succession Planning and Skills Analysis 1
Board Planning Matrix 2

Board Succession Planning and Skills Analysis

A conscious Board will develop a succession plan that provides guidance on identifying and sourcing potential Board members who can fulfill key requirements. This succession plan helps appoint new directors quickly in a structured manner, and the Board can continue its business without disruption, meeting any business challenges that are encountered.

When developing the succession plan for trustee, the key questions to be asked include:

- What are these skills, talents and attributes that our organization requires?
- How do we find people with these skills, talents and attributes?
- Once we have found the people, how do we attract them to our Board?

Identifying skills, talents and attributes.

- How do we know what are the skills, talents and attributes we require on our library Board? It is crucial to match the method by which a person gets on the Board (elected, appointed or representation) with the organization's required set of skills, talent and attributes.
- Best practice in developing a succession plan involves developing an inventory of current trustees' skills, talents and attributes that are then matched against the requirements of the organization. Identifying the requirements of the organization will involve a mix of the professional skills that make up a high performance Board (accounting, legal, strategic etc), the talents that trustees will be required to use (e.g. networking, questioning skills, non judgmental, conscious awareness etc), and the attributes that each director represents (male/female, age, ethnicity, geographic location etc).

Questions to ask your Board about Board Succession Planning

- Do we have a formal approach to Board succession planning? Have we agreed on our required Board Skills, Talents and Attributes?
- Do we have agreed strategies for identifying potential trustees?
- What role should our library director have in Board succession planning?
- How do we attract high quality trustees to our Board?

Adapted from ConsciousGoverning.com at <http://www.conscious-governance.com/board-succession-planning-and-skills-analysis.html>

Board Planning Matrix												
	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name
Gender												
Female												
35-50												
Age												
19-34												
35-50												
51-65												
66+												
Race/Ethnicity												
African American/Black												
Asian/Pacific Islander												
Caucasian												
Hispanic/Latino												
Native American/Indian												
Other												
Community Connections												
Religious organizations												
Corporate												
Education												
Media												
Political												
Philanthropy (Community Volunteers)												
Small business												
Social services												
Other												
Qualities												
Leadership skills/motivator												
Willingness to work/availability												
Personal connection to the mission												
Personal Style												
Consensus builder												
Good communicator												
Strategist												
Visionary												
Bridge builder												
Areas of Expertise												
Administration/Management												
Entrepreneurship												
Financial management: Accounting												
Financial management: Investments												
Fundraising												
Government												
Law												
Marketing, public relations												
Human resources												
Strategic planning												
Physical plant (architect, engineer)												
Real estate												
Special program focus (education, health, etc.)												
Technology												
Other												
Number of years (Terms on the board)												
Board-Elected (BE) or Commission-Elected (CE)												