

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, May 16, 2018, 6:30 PM, Board Room
128 N County Street, Waukegan, IL 60085

- I. Call to Order Mary Stickels
- II. Roll Call Mary Stickels
- III. Agenda and Minutes Mary Stickels
Motion to approve Agenda for WPL Board of Trustees May 16, 2018 meeting
- IV. Controller's Report Betsy Jung
Roll Call
Motion to approve April 2018 disbursements
- V. Director Report Selina Gomez-Beloz
- VI. President's Report Mary Stickels
- VII. Foundation Report Alicia Garcia
- VIII. Friends Report Amanda Civitello
- IX. City Liaison Report David Villalobos
- X. Committee Reports
- XI. Department Reports Chuck Rizzio
- XII. Unfinished Business
a. Operating Policy revisions (on hold)
- XIII. New Business/Action Agenda
a. Board emails
b. Budget savings
c. Board orientation, Saturday, July 28, 2018
d. Board recruitment
- XIV. Announcements/Trustee Comments
- XV. Public Comment – Comments limited to three minutes.
- XVI. Adjourn
Motion to adjourn at <Time> PM.

The next Board meeting is Wednesday, June 20, 2018

For question or comments, please email the Board at wplboard@aukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.

Waukegan Public Library Board of Trustees

Minutes

Wednesday, March 21, 2018

6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Sylvia England, Mr. Lawrence McShane, Mr. Erick Rivera, Ms. Rachelle Mendez, Mr. David Villalobos, Ms. Jean Smith, Ms. Marge Ferruzzi,

Also present were: Ms. Selina Gomez-Beloz, Executive Director, Ms. Betsy Jung, Controller, Ms. Heide Smith, Assistant Director, Ms. Amanda Civitello, Marketing and Communications Manager, Ms. Patti Turner, Administrative Assistant and Mr. Josh Anderson, Adult Literacy Coordinator

Trustees absent: Ms. Jennifer Salazar and Ms. Mary Stickles

III. Agenda and Minutes

A motion to approve the Agenda for WPL Board of Trustees Meeting of March 21, 2018 was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi.

A motion to approve the minutes of the WPL Board of Trustees Meeting of February 21, 2018 was made by Mr. Lawrence McShane and seconded by Ms. Marge Ferruzzi. Mr. Erick Rivera abstained.

IV. Controller's Report

A motion to approve was made by Ms. Sylvia England and seconded by Ms. Rachelle Mendez. All in favor, motion carried.

V. Director Report

The Directors Report is part of the Board Packet. Below are comments beyond the information in the board packet.

My intention is to sign signature cards for banks.

I hope to finish moving this weekend.

VI. President's Report

None

VII. Foundation Report

Ms. Alicia Garcia and Ms. Selina Gomez-Beloz spent time with the Board and shared their expectations and needs to move forward. They are working on a date to meet with Mr. Octavius Hayes, the new president.

VIII. Friends Report

The spring book sale is April 13-14 and help setting up is needed. The annual Friends meeting is on April 29.

Waukegan Public Library Board of Trustees

Minutes

Wednesday, March 21, 2018

6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

IX. City Liaison Report

Mayor Sam Cunningham welcomed Selina.

There will be a public budget meeting on April 7 from 9:00-11:00am at the Bonnie Brook Golf Club.

The City Council meeting is on April 9, from 5:00-7:00pm.

The budget goes public on Friday

X. Committee Reports

None

XI. Department Reports

Ms. Heidi Smith provided reports on five departments: Customer Service and Inventory, Collections, Reference, Children's and Education and Literacy.

Each month a department will present information.

XII. Unfinished Business

- a. Operating Policy tabled again, there was not enough time. When work on this is finished, it will be presented.

XIII. New Business/Action Agenda

- a. Motion to approve FY2019 Budget
Motion approved by Ms. Marge Ferruzzi and seconded by Ms. Sylvia England
- b. Planned wage increases for staff
Technically no motion is needed, but a vote of support was made for 2% COLA for all staff.
- c. Ray Bradbury Collection Policy (held off until April)

XIV. Announcements/Trustee Comments

Motion to hold Executive Session Motion approved by Ms. Jean Smith and seconded by Mr. Lawrence McShane. Executive Session opened at 8:08pm and adjourned at 8:15pm.

Motion to return to regular session at 8:15pm, approved by Ms. Sylvia England and seconded by Mr. Lawrence McShane

XV. Public Comment – Comments limited to three minutes.

None

XVI. Adjourn

Motion to adjourn the meeting was made by Ms. Jean Smith and seconded by Ms. Marge Ferruzzi. The meeting adjourned at 8:16pm.

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Jennifer Salazar, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Mr. Erick Rivera and Ms. Sylvia England.

Trustees absent: Ms. Mary Stickles (with notice); Ms. Jean Smith (with notice); Mr. Lawrence McShane (with notice) and Mr. David Villalobos (with notice)

Also present were Ms. Selina Gomez-Beloz, Executive Director; Ms. Gale Graves, Education and Literary Services Manager; Ms. Debra Jordan, HR Manager; Ms. Betsy Jung, Controller and Ms. Amanda Civitello, Marketing and Communications Manager

III. Agenda and Minutes

A motion to approve the Agenda for WPL Board of Trustees Meeting of April 18, 2018 was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi. All in favor, motion carried

March minutes will be approved in April

IV. Controller's Report

The fiscal year ends 4/30/2018. The FY2019 budget was approved at the City Council meeting.

We had a surplus of \$430,000 through March. We spend about 350,000 a month.

In May/June we will receive our first tax disbursement and the second will come in September

A motion to approve was made by Ms. Sylvia England and seconded by Ms. Rachelle Mendez. All in favor, motion carried

V. Directors Report

The Directors Report is part of the Board Packet. Below are comments beyond the information in the Board Packet.

Ms. Marge Ferruzzi completed OMA Training in December of 2017

The Laconi Annual Trustee Banquet is being held on Friday, May 18th from 6-9pm. Ms. Selina Gomez-Beloz and Ms. Jennifer Salazar will be attending. The speaker is John Chrastka, Executive Director and Founder of EveryLibrary.

VI. President's Report

None

VII. Foundation Report

None

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

VIII. Friends Report

The book sale raised \$810.00.

A donation of \$825.00 was made to the library in memory of Jerry Wiatrowski (a patron); he will be honored at one of the upcoming concerts.

The annual Friends of the Library meeting will be held on 4/29 in the Bradbury Room.

IX. City Liaison Report

None

X. Committee Reports

Governance Board had some minor changes to the bylaws; some terms were fixed.

It was determined to keep use the term "their" in the bylaws since it is gender neutral.

The goal is to get policies out to the board every other month.

XI. Department Reports

Ms. Gale Graves, Education and Literacy Services Manager, provided an overview of the services provided by the Education and Literacy Services Department.

Librarians are embedded in the program.

We help patrons to become users and readers at the library.

The services are free and they fill a service gap.

We help to remove barriers.

People go to CLC to take their tests where they have to pay for that service.

The services provided are tax dollars at work.

We assist 900 students per year.

Currently there are 5 full time staff, 1 AmErickorps Member, 65 volunteers and 1 trainee.

XII. Unfinished Business

Bylaw Revisions

A motion to approve was made by Ms. Rachelle Mendez and seconded by Ms. Sylvia England. All in favor; motion carried.

Ray Bradbury Collection Policy

A motion to approve was made by Ms. Sylvia England and seconded by Mr. Erick Rivera. All in favor; motion carried.

Operating Policy

On hold

XIII. New Business/Action Agenda

A motion to approve the Non-resident fee of \$125.00 was made by Ms. Marge Ferruzzi and seconded by Ms. Sylvia England. All in favor; motion carried.

Waukegan Public Library Board of Trustees

Minutes

Wednesday, April 18, 2018

6:30 p.m. Board Room

128 N. County Street

Waukegan, IL 60085

XIV. Announcements/Trustee Comments

Ms. Jennifer Salazar commented on the impressive staff at the book sale. Patrons were treated well by everyone. They did a great job. She is always impressed by the staff.

Ms. Marge Ferruzzi thanked everyone, on behalf of the friends, on the help with the book sale.

Ms. Sylvia England agreed and noted the great customer service.

XV. Public Comments

None

XVI. Adjourn

A motion to adjourn the meeting was made by Ms. England and seconded by Mr. Rivera. All in favor; motion carried. The meeting adjourned at 7:25pm.

WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON MAY 16, 2018

RANGE IS 100% BUDGET USED/RECEIVED OR 0% BUDGET REMAINING

REVENUES

Line 1	Real Estate Tax Revenue	99.4% of budgeted real estate tax revenue received (short approx. \$23,000)
Line 2	Library Revenue	Better than budgeted, due to enhanced use of credit cards
Line 3	Contributed Income computer classroom remodeling	Includes \$25,000 (not included in original budget) from Whitlow estate for
Line 4	Grant Revenue Literacy initiatives	Includes \$150,000 from the City and pending transfer from the Foundation for
Line 5	Interest Income	includes interest on CD's of approximately \$1,000.
Line 6	Other Income income	Includes proceeds from sale of bookmobile and small amount of recycling

EXPENDITURES

Line 7	Salaries	Within range, pending y/e adjustments
Line 8	Administrative Services	Behind due to timing of insurance payments and availability of contingency line
Line 9	Public Services	Within range
Line 10	Community Services	Behind due to lower than anticipated amount spent on programming and marketing. ELC exhibit budgeted for FY18, will not be spent until FY19.
Line 11	Building Services	Ahead due to repairs needed on boilers.
Line 12	Information Tech Services	Within range
Line 13	Grants	Within range
Line 14	Capital Expenditures in original budget)	Includes costs associated with the main floor computer classroom (not included
Line 15	Debt Service	Debt Service payment made in December, for approximately \$223,000. Next payment for interest is due in June 30, 2018.
Line 16	Cash	Approximately \$1,700,000, including \$1,000,000 invested in CD's

Notes

1. FY18 ended on 04/30/18. Audit adjustments will be posted over the next month. Library should have a surplus for the year.
2. Audit planning has begun. At the advice of the auditors, the Foundation converted to an April 30th year end effective 04/30/18.

WAUKEGAN PUBLIC LIBRARY
DRAFT

Summary of Actual vs. Budgeted Results
For the 12 Months Ended April 30, 2018

			2017	2018	2018	% Budget	% Budget
			Actual	Budget	YTD	Rec'd/Used	Remaining
					Operations		
Revenues							
1	4100	Real Estate Tax Revenue	3,948,734	3,971,700	3,948,274	99%	1%
2	4200	Library Revenue	95,913	75,000	85,247	114%	-14%
3	4300	Contributed Income	35,815	28,500	48,554	170%	-70%
4	4400	Grant Revenue	300,706	447,500	332,583	74%	26%
5	4500	Interest Income	947	1,500	1,871	125%	-25%
6	4600	Other Income	4,746	4,000	12,801	320%	-220%
		Total Revenues	<u>4,386,862</u>	<u>4,528,200</u>	<u>4,429,330</u>	<u>98%</u>	<u>2%</u>
Expenditures							
7	5100	Salaries, Benefits, Staff Dev	2,791,338	3,028,712	2,886,315	95%	5%
8	5200	Administrative Services	214,691	207,700	144,694	70%	30%
9	5300	Public Services	383,522	351,087	344,706	98%	2%
10	5400	Community Services	110,981	130,700	110,962	85%	15%
11	5500	Building Services	85,089	88,200	100,216	114%	-14%
12	5600	Information Technology Services	161,804	163,000	149,158	92%	8%
13	5700	Grants	247,083	220,000	223,377	102%	-2%
14	6000	Capital Expenditures	69,892	45,000	64,132	143%	-43%
15	6500	Debt Service	292,888	292,888	292,788	100%	0%
		Total Expenditures	<u>4,357,287</u>	<u>4,527,287</u>	<u>4,316,348</u>	<u>95%</u>	<u>5%</u>
		Net Surplus	<u>29,575</u>	<u>913</u>	<u>112,982</u>		
			<u>04/30/17</u>		<u>4/30/18</u>		
Operations							
	1010	Petty Cash	719		800		
	1015	Associated Bank - Imprest	18,145		8,577		
	1020	First Midwest - City Account	438,843		454,124		
	1025	Associated Bank - Money Market	155,105		202,076		
	1045	Associated Bank - Flex	8,031		5,218		
		Sub-Total	<u>620,843</u>		<u>670,796</u>		
Reserves							
	1065	MB Financial	15,221		15,226		
	1040	First Midwest - Money Market	1,002		1,003		
		Sub-Total	<u>16,223</u>		<u>16,229</u>		
Investments							
	1060	FMB Certificates of Deposit	1,000,000		1,000,000		
16		Total	<u>1,637,066</u>		<u>1,687,024</u>		
17	Debt certificates outstanding		<u>2,890,000</u>		<u>2,715,000</u>		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended April 30, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
1	Nationwide Retirement Solutions	04/02/2018	110948	1,658.00		
2	City of Waukegan	04/03/2018	4-1	30,916.93	MAR18 IMRF Payment	5100/2200
3	GCG Financial, Inc-Dental	04/05/2018	110949	2,088.00	Dental Benefits	5200
4	GCG Financial, Inc-Medical	04/05/2018	110950	18,606.00	Health Benefits	5100
5	HMO Illinois - BlueCross BlueShield	04/05/2018	110951	6,488.40	Health Benefits	5100
6	NCPERS Group Life Ins. IMRF life	04/05/2018	110952	16.00		
7	New York Life Insurance Company	04/05/2018	110953	662.94		
8	Baker & Taylor 30	04/12/2018	110955	1,175.28		
9	MyPay Solutions	04/12/2018	4-2	68,359.27	04/12/18 Payroll	5100/2200
10	MyPay Solutions	04/12/2018	4-2	26,664.53	04/12/18 Payroll	5100/2200
11	MyPay Solutions	04/12/2018	4-2	293.00		
12	MyPay Solutions	04/12/2018	4-2	146.60		
13	Olson's Ace Hardware	04/13/2018	110954	344.35		
14	Acosta-Rodriguez, Arnaldo D.	04/13/2018	110956	50.00		
15	Apple Books	04/13/2018	110957	48.93		
16	AT&T CABS Department	04/13/2018	110958	526.22		
17	Baker & Taylor 10	04/13/2018	110959	4,176.21	Library Materials	5300
18	Baker & Taylor 30	04/13/2018	110960	224.74		
19	Baker & Taylor 60	04/13/2018	110961	34.40		
20	Baker & Taylor 70	04/13/2018	110962	141.80		
21	Baylor-Johnson, Illaina	04/13/2018	110963	29.73		
22	Call One	04/13/2018	110964	835.13		
23	Canteen Refreshment Services	04/13/2018	110965	213.30		
24	Center Point Large Print	04/13/2018	110966	140.22		
25	Cintas Corporation	04/13/2018	110967	292.36		
26	Cordova, Jennifer	04/13/2018	110968	38.43		
27	Cullen-Williams, Ashley	04/13/2018	110969	100.00		
28	De Lage Landen Public Finance	04/13/2018	110970	1,153.94		
29	Displays2Go	04/13/2018	110971	384.45		
30	Gale CENGAGE Learning	04/13/2018	110972	239.12		
31	Georgelos, Stefanie	04/13/2018	110973	663.00		
32	Herrick, Jennifer	04/13/2018	110974	280.80		
33	Hydro Management	04/13/2018	110975	415.62		
34	Illinois Central School Bus	04/13/2018	110976	583.50		
35	Illinois Library Association	04/13/2018	110977	75.00		
36	Ingram Library Services	04/13/2018	110978	21.89		
37	Lakeland/Larsen Elevator Corporation	04/13/2018	110979	429.94		
38	Larsen Greenhouse Florist	04/13/2018	110980	129.85		
39	Live Oak Media	04/13/2018	110981	66.96		
40	Madison National Life	04/13/2018	110982	186.14		
41	Martinez, Ivette	04/13/2018	110983	700.00		
42	Midwest Tape	04/13/2018	110984	64.98		
43	Minuteman Press of Gurnee	04/13/2018	110985	1,477.50		
44	MNJ Technologies Direct	04/13/2018	110986	26.50		
45	Munoz-Pena, Jose	04/13/2018	110987	200.00		
46	OverDrive, Inc.	04/13/2018	110988	744.49		
47	Penguin Random House LLC	04/13/2018	110989	37.50		
48	RAILS	04/13/2018	110990	6,475.00	Career On-Line High School	5400
49	Ramrod Distributors, Inc.	04/13/2018	110991	58.91		
50	Reader's Digest	04/13/2018	110992	22.98		
51	Reader's Digest Large Print	04/13/2018	110993	29.96		
52	Reblin, Beth	04/13/2018	110994	22.98		
53	Recorded Books, LLC	04/13/2018	110995	2,325.00	Library Materials	5300
54	Santiago, Luz D.	04/13/2018	110996	687.50		
55	Smith, Heidi	04/13/2018	110997	220.00		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended April 30, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
56	Townline Design	04/13/2018	110998	1,934.00		
57	TruAssure	04/13/2018	110999	398.72		
58	Unique Management Services, Inc	04/13/2018	111000	313.25		
59	United for Libraries	04/13/2018	111001	80.00		
60	Velasquez, Vannia Marybr	04/13/2018	111002	600.00		
61	Watkins, Cathy	04/13/2018	111003	200.00		
62	Waukegan Park District	04/13/2018	111004	998.93		
63	Zoobean	04/13/2018	111005	2,295.00	Library Materials	5300
64	Nationwide Retirement Solutions	04/13/2018	111006	1,658.00		
65	Sanborn, Maria	04/13/2018	111007	175.00		
66	Illinois Library Association	04/17/2018	111008	900.00		
67	Illinois Library Association	04/20/2018	111009	600.00		
68	Swank Movie Licensing USA	04/20/2018	111010	1,458.00		
69	Void	04/20/2018	111011	-		
70	Forward Space	04/20/2018	111012	4,477.00	YA Furniture	6000
71	Hernandez, Jose M.	04/26/2018	111073	900.00		
72	MyPay Solutions	04/30/2018	4-3	66,489.14	04/30/18 Payroll	5100/2200
73	MyPay Solutions	04/30/2018	4-3	25,714.43	04/30/18 Payroll	5100/2200
74	MyPay Solutions	04/30/2018	4-3	293.00		
75	MyPay Solutions	04/30/2018	4-3	149.70		
76	Baker & Taylor 30	04/30/2018	111013	910.16		
77	Acosta-Rodriguez, Arnaldo D.	04/30/2018	111014	150.00		
78	ALA Member Services	04/30/2018	111015	228.00		
79	ALA/RDA Toolkit	04/30/2018	111016	191.00		
80	Amazon.com	04/30/2018	111017	1,986.77		
81	American Express	04/30/2018	111018	451.43		
82	Aqua Chill of Chicago	04/30/2018	111019	32.00		
83	Artgrafix/Stover Grafix	04/30/2018	111020	455.46		
84	AT&T Other	04/30/2018	111021	422.87		
85	Baker & Taylor 10	04/30/2018	111022	2,326.90	Library Materials	5300
86	Baker & Taylor 70	04/30/2018	111023	43.05		
87	Cardmember Service	04/30/2018	111024	365.03		
88	Castro, Juan Carlos	04/30/2018	111025	50.00		
89	Cintas #2	04/30/2018	111026	27.09		
90	Civitello, Amanda	04/30/2018	111027	240.00		
91	Comcast	04/30/2018	111028	219.85		
92	Emma, Inc.	04/30/2018	111029	1,622.00		
93	Ewing Enterprises, Inc.	04/30/2018	111030	102.50		
94	Gale CENGAGE Learning	04/30/2018	111031	54.38		
95	Garcia, Alicia	04/30/2018	111032	240.00		
96	Georgelos, Stefanie	04/30/2018	111033	374.00		
97	Grainger	04/30/2018	111034	81.40		
98	Graves, Gale	04/30/2018	111035	240.00		
99	Void	04/30/2018	111036	-		
100	Hernandez, Jose M.	04/30/2018	111037	291.72		
101	HMO Illinois - BlueCross BlueShield	04/30/2018	111038	5,839.56	Health Benefits	5100
102	Home Depot Credit Services	04/30/2018	111039	471.83		
103	Hydro Management	04/30/2018	111040	670.00		
104	Illinois Department of Innovation & Techn	04/30/2018	111041	650.00		
105	Ingram Library Services	04/30/2018	111042	192.12		
106	Jordan, Debra	04/30/2018	111043	240.00		
107	Jung, Elizabeth	04/30/2018	111044	269.64		
108	Kronos	04/30/2018	111045	378.00		
109	Library Ideas LLC	04/30/2018	111046	28.00		
110	LIMRiCC	04/30/2018	111047	6,262.75	Insurance	5100

Summary of Disbursements

For the Month Ended April 30, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
111	Marcive Inc.	04/30/2018	111048	1,485.00		
112	Martinez, Ivette	04/30/2018	111049	700.00		
113	Midwest Tape	04/30/2018	111050	109.97		
114	Minuteman Press of Gurnee	04/30/2018	111051	72.50		
115	MNJ Technologies Direct	04/30/2018	111052	1,364.00		
116	Munoz-Pena, Jose	04/30/2018	111053	100.00		
117	Nationwide Retirement Solutions	04/30/2018	111054	1,658.00		
118	News-Sun	04/30/2018	111055	180.96		
119	Office Plus Solutions & Supply	04/30/2018	111056	216.99		
120	OverDrive, Inc.	04/30/2018	111057	414.67		
121	Pitney Bowes	04/30/2018	111058	966.96		
122	Ramrod Distributors, Inc.	04/30/2018	111059	640.20		
123	Royer, Susan	04/30/2018	111060	39.95		
124	Salgado, Isaac	04/30/2018	111061	240.00		
125	Santiago, Luz D.	04/30/2018	111062	124.44		
126	Shaub, Kyle	04/30/2018	111063	315.76		
127	Town Square Publications	04/30/2018	111064	925.00		
128	TruAssure	04/30/2018	111065	205.19		
129	Velasquez, Vannia Marybr	04/30/2018	111066	410.00		
130	Watkins, Cathy	04/30/2018	111067	200.00		
131	Waukegan Main Street	04/30/2018	111068	500.00		
132	Weblinx, Inc.	04/30/2018	111069	400.00		
133	Wence, Diana	04/30/2018	111070	67.94		
134	Weston Woods Studios	04/30/2018	111071	29.95		
135	WKGN - Water	04/30/2018	111072	460.55		
136	Greater Waukegan Development Coalition	04/30/2018	111074	180.00		
137	Illinois Library Association	04/30/2018	111075	125.00		
Total Computer Generated Checks				329,868.99		
Imprest checks						
None this month						

8:58 AM

05/14/18

Waukegan Public Library

Check Detail

April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-1,986.77	1,986.77
Bill Pmt -Check	111018	04/30/2018	American Express		1020 · First Midwest Bank - City		-451.43
Bill	APR18...	04/30/2018			5253 · Wireless Service	-451.43	451.43
TOTAL						-451.43	451.43
Bill Pmt -Check	111019	04/30/2018	Aqua Chill of Chicago		1020 · First Midwest Bank - City		-32.00
Bill	2249017	04/30/2018			5159 · Staff Room	-32.00	32.00
TOTAL						-32.00	32.00
Bill Pmt -Check	111020	04/30/2018	Artgrafix/Stover Grafix		1020 · First Midwest Bank - City		-455.46
Bill	123666	04/30/2018			5405 · Comm Serv Admin	-455.46	455.46
TOTAL						-455.46	455.46
Bill Pmt -Check	111021	04/30/2018	AT&T Other		1020 · First Midwest Bank - City		-422.87
Bill	APR18	04/30/2018			5251 · Local and Long Distance Service	-422.87	422.87
TOTAL						-422.87	422.87
Bill Pmt -Check	111022	04/30/2018	Baker & Taylor 10		1020 · First Midwest Bank - City		-2,326.90
Bill	20336...	04/30/2018			5311 · General	-670.22	670.22
Bill	20336...	04/30/2018			5311 · General	-1,185.09	1,185.09
Bill	20336...	04/30/2018			1321 · Due from Employees - Personals	-5.97	5.97
Bill	20336...	04/30/2018			5311 · General	-465.62	465.62
TOTAL						-2,326.90	2,326.90
Bill Pmt -Check	111023	04/30/2018	Baker & Taylor 70		1020 · First Midwest Bank - City		-43.05
Bill	B8721...	04/30/2018			5311 · General	-14.35	14.35
Bill	B8781...	04/30/2018			5311 · General	-14.35	14.35
Bill	B8781...	04/30/2018			5311 · General	-14.35	14.35
TOTAL						-43.05	43.05
Bill Pmt -Check	111024	04/30/2018	Cardmember Service		1020 · First Midwest Bank - City		-365.03
Bill	LEE 6...	04/30/2018			5610 · Internet Charges	-7.00	7.00
Bill	RIZZI...	04/30/2018			5244 · Bank and Credit Card	-59.95	59.95
Bill	SMITH...	04/30/2018			5512 · Equipment Repairs	-18.66	18.66
Bill					5506 · Cleaning Supplies	-38.93	38.93
					5405 · Comm Serv Admin	-3.92	25.59
					5205 · Administrative Supplies	-5.22	33.99
					5343 · ELC Supplies	-2.60	16.89
					5343 · ELC Supplies	-19.90	129.47
					5720 · Miscellaneous	-30.16	196.22
					5433 · Literacy	-0.61	3.98
					5405 · Comm Serv Admin	-3.93	25.59
					5205 · Administrative Supplies	-5.22	33.99
					5205 · Administrative Supplies	-4.29	27.90
					5712 · Meals & Food	-11.07	72.00
					5205 · Administrative Supplies	-3.68	23.90
					8000 · Ask My Accountant	-21.85	142.15
					5153 · Professional Mships & Dues	-30.74	200.00
					5405 · Comm Serv Admin	-9.68	62.95
					5463 · Advertising	-3.84	25.00
					5163 · Other	-15.86	103.22
					5405 · Comm Serv Admin	-8.04	52.27
					5438 · Internal Programs	-3.08	19.99
					5438 · Internal Programs	-5.84	37.98
					5167 · Background Checks - Employees	-5.52	35.90
					5461 · Background Checks - Volunteers	-12.86	83.70
					5154 · Professional Development	-15.37	100.00
					5405 · Comm Serv Admin	-14.08	91.60
					5151 · Staff Recognition/ Appreciation	-3.08	20.00
					8000 · Ask My Accountant	-0.05	0.31
TOTAL						-365.03	1,689.13
Bill Pmt -Check	111025	04/30/2018	Castro, Juan Carlos		1020 · First Midwest Bank - City		-50.00
Bill	A0415...	04/15/2018			5710 · Professional Services	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	111026	04/30/2018	Cintas #2		1020 · First Midwest Bank - City		-27.09

FOIA/OMA training: I have completed the OMA training and see that some of our Trustees have also completed the training. Please remember to email or give your completion certificate to myself or Susan so that we may keep it on file.

Unique Collections: After some consideration and analysis, I have given instruction to end our services with Unique. Unique is a collection agency used by many libraries. With the removal of most fines, the likelihood of needing their services is diminished. Also, we discovered in the last year we paid more to the company than we recouped from patrons who owed the collection agency fee. The money we save by cancelling this contract will be put to better use in our operations.

Board Intranet: If you have not already logged in to the intranet, please check out the site. This will be the space to go to in order to stay caught up on our monthly documents.

Board Email: Kyle has created official emails for each Trustee, along with instructions on how to access the email account. If additional help is needed, please contact Kyle at the number/email provided.

Assistant Director: We have some great candidates for our Deputy Director position. Interviews will take place the week of May 14, with the hope of completing the process by the end of the month.

Staff committees: Our staff is a creative bunch! We currently have a staff committee that rotates members and finds creative ways to bring together the whole staff in fun and engaging activities. We also have an Off the Grid committee which looks for ways to reduce our footprint, educate staff on environmentally friendly activities, and celebrates with staff in ecological ways. This is just an example of the activities that our staff engages in to make our workplace even more satisfying and to encourage teamwork.

Summer Concerts: Summer Concerts begin on June 1. A full listing of the concert lineup is available on our website. The first performance will be by Ivey Ford (blues music).

Save the Date: The Early Learning Center is scheduled to have their grand opening on Sunday, June 10. More information will be available soon.



June schedule: June will be a busy month for me. I will be attending Director's University in Springfield, June 4 – 8 and the American Library Association Annual Conference in New Orleans, June 21 – 26. Although I will be checking email fairly regularly, my response time might be a little slower.

Personnel update: New hires: 0

Open positions: 3 / Assistant Director, Customer Service, Inventory Clerk

Separated: 0