

AGENDA

Waukegan Public Library – Board of Trustees Meeting

Wednesday, August 15, 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 August 15, 2018 meeting
 - Motion to approve the minutes of the WPL July 18, 2018 meeting
- IV. Controller's Report Betsy Jung
- V. Finance Committee Report Marge Ferruzzi
 - Roll Call
 - Motion to approve July 2018 disbursements
- VI. Director Report Selina Gomez-Beloz
- VII. Services Report Jon Gaskill
- VIII. President's Report Mary Stickels
- IX. Foundation Report Alicia Garcia
- X. Friends Report Amanda Civitello
- XI. City Liaison Report David Villalobos
- XII. Governance Committee Report Rachelle Mendez
- XIII. Department Reports Janet Wigodner
- XIV. Unfinished Business
 - a. Board Retreat survey
 - b. Liaison to the Foundation
 - c. Board packet format discussion
- XV. New Business/Action Agenda
 - a. Trustee moments
 - b. Budget calendar
- XVI. Announcements/Trustee Comments
- XVII. Public Comment – Comments limited to three minutes.
- XVIII. Adjourn
 - Motion to adjourn at <Time> PM.

Minutes
Waukegan Public Library – Board of Trustees Meeting
Wednesday, July 18, 2018, 6:30 PM, Board Room
128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:32pm.

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Mr. Larry McShane, and Ms. Jean Smith.

Also present were: Mr. David Villalobos; Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Alicia Garcia, Development Manager; Ms. Debra Jordan, HR Manager; Ms. Betsy Jung, Controller; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Kyle Shaub, IT Manager, and Ms. Susan Royer, Executive Assistant.

Trustees absent: Ms. Jennifer Salazar (with notice), Mr. Gilberto Colin (with notice), and Ms. Sylvia England (with notice).

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees July 18, 2018 meeting was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL June 20, 2018 meeting was made by Ms. Rachelle Mendez and seconded by Ms. Jean Smith. Motion passed.

IV. Controller's Report

The library has received half of the promised revenue in the amount of \$2,000,000 and we have \$1,000,000 in CD's. Currently there is a surplus of \$109,000.

Roll Call

Motion to approve June 2018 disbursements was made by Mr. Larry McShane and seconded by Ms. Jean Smith. Motion passed.

V. Director Report

The Directors Report is part of the Board Packet

VI. Services Report

Mr. Jon Gaskill recently spoke at Wednesday's meeting of Department Heads. He talked about the services like health screenings, homebound services, and computer classes provided by the library to people who might otherwise fall through the cracks. For some of our patrons we are their only social network, otherwise they are on their own.

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VII. President's Report

A reminder that we need bio's for the library webpage from Ms. Jean Smith, Mr. Larry McShane and Mr. Gilberto Colin. Please provide to Ms. Susan Royer.

VIII. Foundation Report

A reminder to the board about the upcoming "Libations for Literacy" event on Saturday, Saturday, July 21. Local brewers and businesses have donated food and beverage for the event. A list of donators will be provided to the board. The goal of this event is to grow support for the Foundation.

We received a donation from Uline for \$1,000. The last time they gave a donation was in 2008 for \$50.00.

IX. Friends Report

The friends have a new fixture for the lending library at the train station.

Last year there were about 1300 visitors to the concert series. We are averaging 75-100 people, per concert, so far this year. They average \$90.00 a week in proceeds.

The July 27 concert will be dedicated to the memory of Jerry Wiatrowski's (a former patron). They are working with the band, Dixieland Jazz Cats, to add songs that meant something to Jerry.

X. City Liaison Report

None

XI. Governance Committee Report

The Governance Committee reviewed the revised policies listed in section XIV (New Business/Action Items) during the Wednesday, July 11, 2018 meeting.

XII. Department Reports

Ms. Kyle Shaub, IT Manager, provided information to the board on the setup and use of their WPL email accounts and offered her support.

She also provided an overview of the IT department and the services they provide to the library staff and patrons.

- New WIFI was recently installed throughout the library and the branch.
- We currently have 189 computers in the library, 78 of these are used by staff and 111 by patrons, and of the 111; 42 are in lab classrooms.
- Last fiscal year just under 50,000 patrons utilized the computers.

XIII. Unfinished Business

- a. Board retreat, Saturday, July 28, 2018

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Waukegan Public Library – Board of Trustees Meeting
Wednesday, July 18, 2018, 6:30 PM, Board Room
128 N County Street, Waukegan, IL 60085

- XIV. New Business/Action Agenda
- a. Governance Committee Report
 - b. Motion to approve policies
 - i. Operating Policy
 - ii. Library Cards
 - iii. Public Posting and Exhibits
 - iv. Fines and Fees
 - v. Credit Card Policy
 - vi. Use Agreement

Motion to approve the revised policies was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

- XV. Announcements/Trustee Comments
- Ms. Marge Ferruzzi commented on the great articles Ms. Amanda Civitello has been getting in the newspaper.

- XVI. Public Comment – Comments limited to three minutes.
- None

- XVII. Adjourn
- Motion to adjourn the meeting was made by Ms. Jean Smith and Seconded by Mr. Larry McShane at 7:50PM.

WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON AUGUST 15, 2018 FOR RESULTS THROUGH 07/31/18

RANGE IS 25% BUDGET USED/RECEIVED OR 75% BUDGET REMAINING

REVENUES

Line 1	Real Estate Tax Revenue	53% of budgeted real estate tax revenue received
Line 2	Library Revenue	Within range
Line 3	Contributed Income	Includes WPL Friends Summer Concert Series sponsorship and ELC sponsorships
Line 4	Grant Revenue	Received per capita grant, literacy grants, and programming grant
Line 5	Interest Income	Includes interest on CD's
Line 6	Other Income	Nominal activity to report

EXPENDITURES

Line 7	Salaries	Within range
Line 8	Administrative Services	Nominal activity to report
Line 9	Public Services	Within range
Line 10	Community Services	Behind due to spending patterns
Line 11	Building Services	Ahead due to payment of annual maintenance agreement with Atomatic and demolition of retaining wall near back garden
Line 12	Information Tech Services	Behind due to spending patterns
Line 13	Grants	Pending allocation of salaries after FY18 audit is complete
Line 14	Capital Expenditures	Behind due to spending patterns
Line 15	Debt Service	Interest was paid on June 30, 2018
Line 16	Cash	Approximately \$3,000,000, including \$1,000,000 invested in CD's

Notes

16 month audit for Foundation is mostly complete. Audit for Library is in process.

WAUKEGAN PUBLIC LIBRARY

Summary of Actual vs. Budgeted Results

For the 3 Months Ended July 31, 2018

			Unaudited 2018 Actual	2019 Budget	2019 YTD Operations	% Budget Rec'd/Used	% Budget Remaining
Revenues							
1	4100	Real Estate Tax Revenue	3,948,274	4,000,000	2,133,453	53%	47%
2	4200	Library Revenue	85,247	75,000	15,995	21%	79%
3	4300	Contributed Income	48,554	36,700	20,575	56%	44%
4	4400	Grant Revenue	473,721	346,500	125,948	36%	64%
5	4500	Interest Income	2,333	1,500	1,409	94%	6%
6	4600	Other Income	12,801	154,000	450	0%	100%
		Total Revenues	<u>4,570,931</u>	<u>4,613,700</u>	<u>2,297,830</u>	<u>50%</u>	<u>50%</u>
Expenditures							
7	5100	Salaries, Benefits, Staff Dev	2,923,105	3,199,077	759,691	24%	76%
8	5200	Administrative Services	151,413	179,740	6,483	4%	96%
9	5300	Public Services	353,658	342,829	76,092	22%	78%
10	5400	Community Services	121,318	156,693	28,323	18%	82%
11	5500	Building Services	102,174	84,966	25,052	29%	71%
12	5600	Information Technology Services	170,002	171,010	9,202	5%	95%
13	5700	Grants	212,446	156,000	11,323	7%	93%
14	6000	Capital Expenditures	70,131	30,880	3,541	11%	89%
15	6500	Debt Service	292,788	291,663	55,831	19%	81%
		Total Expenditures	<u>4,397,035</u>	<u>4,612,858</u>	<u>975,537</u>	<u>21%</u>	<u>79%</u>
		Net Surplus	<u>173,897</u>	<u>842</u>	<u>1,322,293</u>		
			<u>04/30/18</u>		<u>07/31/18</u>		
Operations							
	1010	Petty Cash	800		800		
	1015	Associated Bank - Imprest	8,577		15,577		
	1020	First Midwest - City Account	424,923		1,707,027		
	1025	Associated Bank - Money Market	202,076		211,636		
	1045	Associated Bank - Flex	5,218		8,712		
		Sub-Total	<u>641,595</u>		<u>1,943,752</u>		
Reserves							
	1065	MB Financial	15,226		15,220		
	1040	First Midwest - Money Market	1,003		1,003		
		Sub-Total	<u>16,229</u>		<u>16,223</u>		
Investments							
	1060	FMB Certificates of Deposit	1,000,000		1,000,000		
16		Total	<u>1,657,824</u>		<u>2,959,975</u>		
17	Debt certificates outstanding		<u>2,715,000</u>		<u>2,715,000</u>		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended July 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
1	City of Waukegan	07/02/2018	7-1	33,984.20	June IMRF payment	5100
2	Matthews Employment Agency	07/03/2018	111329	1,177.60		
3	Waukegan Public Library	07/10/2018	111331	7,500.00	Operating Transfer	1100
4	Verizon	07/13/2018	111330	456.54		
5	MyPay Solutions	07/13/2018	7-3	67,117.64	07/13/18 Payroll	5100
6	MyPay Solutions	07/13/2018	7-3	26,046.99	07/13/18 Payroll	5100
7	MyPay Solutions	07/13/2018	7-3	293.00		
8	MyPay Solutions	07/13/2018	7-3	149.70		
9	Apple Books	07/13/2018	111332	89.50		
10	Arias, Stephanie	07/13/2018	111333	100.00		
11	AT&T CABS Department	07/13/2018	111334	522.56		
12	Baker & Taylor 10	07/13/2018	111335	3,799.19	Library Materials	5300
13	Baker & Taylor 30	07/13/2018	111336	826.46		
14	Baker & Taylor 70	07/13/2018	111337	86.10		
15	Call One	07/13/2018	111338	831.19		
16	Void	07/13/2018	111339	-		
17	Castro, Juan Carlos	07/13/2018	111340	350.00		
18	Center Point Large Print	07/13/2018	111341	140.22		
19	Cintas Corporation	07/13/2018	111342	189.84		
20	Cordova, Jennyfer	07/13/2018	111343	36.08		
21	DEMCO	07/13/2018	111344	74.71		
22	Discount School Supply	07/13/2018	111345	407.38		
23	Forward Space	07/13/2018	111346	4,476.68	Furniture	6000
24	Garcia, Marcos	07/13/2018	111347	50.00		
25	GCG Financial, Inc-Dental	07/13/2018	111348	2,212.00	Health Benefits	5100
26	GCG Financial, Inc-Medical	07/13/2018	111349	21,400.00	Health Benefits	5100
27	Grainger	07/13/2018	111350	75.66		
28	Hydro Management	07/13/2018	111351	415.62		
29	Impact Networking, LLC	07/13/2018	111352	1,197.80		
30	Ingram Library Services	07/13/2018	111353	21.89		
31	Knauf, Michael J.	07/13/2018	111354	600.00		
32	Lakeland/Larsen Elevator Corporation	07/13/2018	111355	429.94		
33	Larsen Greenhouse Florist	07/13/2018	111356	144.80		
34	Lee, Brian K.	07/13/2018	111357	550.00		
35	Live Oak Media	07/13/2018	111358	67.96		
36	Management Association of Illinois	07/13/2018	111359	100.00		
37	Martinez, Ivette	07/13/2018	111360	835.00		
38	Midwest Tape	07/13/2018	111361	114.97		
39	Minuteman Press of Gurnee	07/13/2018	111362	244.03		
40	Most Blessed Trinity	07/13/2018	111363	250.00		
41	Nationwide Retirement Solutions	07/13/2018	111364	1,333.00		
42	NCPERS Group Life Ins. IMRF life	07/13/2018	111365	16.00		
43	New York Life Insurance Company	07/13/2018	111366	398.42		
44	Olson's Ace Hardware	07/13/2018	111367	41.26		
45	OverDrive, Inc.	07/13/2018	111368	138.90		
46	Padron, Cynthia	07/13/2018	111369	200.00		
47	Penguin Random House LLC	07/13/2018	111370	33.75		
48	Pompilus, Edna	07/13/2018	111371	500.00		
49	ProQuest LLC	07/13/2018	111372	3,965.16	Library Materials	5300
50	Quill.com	07/13/2018	111373	366.88		
51	Reblin, Beth	07/13/2018	111374	77.58		
52	Resendiz, Jeanie	07/13/2018	111375	39.24		
53	Royal Publishing	07/13/2018	111376	650.00		
54	Schoolsin	07/13/2018	111377	325.20		
55	Toto, Patrick	07/13/2018	111378	11.88		
56	TruAssure	07/13/2018	111379	194.32		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended July 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
57	UPS	07/13/2018	111380	16.34		
58	Watkins, Cathy	07/13/2018	111381	200.00		
59	Wence, Diana	07/13/2018	111382	49.19		
60	WKGN - Water	07/13/2018	111383	253.59		
61	Void	07/13/2018	111384	-		
62	Impact Networking, LLC	07/13/2018	111385	19.50		
63	Void	07/13/2018	111386	-		
64	Office Plus Solutions & Supply	07/13/2018	111387	6.27		
65	Cardoza, Jazmin	07/13/2018	111388	150.00		
66	Verizon	07/19/2018	111389	618.51		
67	GMediaWraps LLC	07/19/2018	111390	708.00		
68	GMediaWraps LLC	07/24/2018	111391	336.00		
69	Harris, Vanessa	07/26/2018	111392	276.00		
70	Resendiz, Priscilla	07/26/2018	111393	314.17		
71	Baker & Taylor 70	07/31/2018	111394	90.80		
72	Amazon.com	07/31/2018	111395	799.66		
73	Apple Books	07/31/2018	111396	2,368.55	Library Materials	5300
74	Aqua Chill of Chicago	07/31/2018	111397	32.00		
75	Arias, Stephanie	07/31/2018	111398	400.00		
76	AT&T Other	07/31/2018	111399	426.57		
77	Void	07/31/2018	111400	-		
78	Baker & Taylor 30	07/31/2018	111401	929.19		
79	Baker & Taylor 60	07/31/2018	111402	27.55		
80	Cardmember Service	07/31/2018	111403	4,661.89	Credit Card Payment	var
81	Castro, Juan Carlos	07/31/2018	111404	100.00		
82	Chicago Filter Company	07/31/2018	111405	398.00		
83	Chicago Tribune	07/31/2018	111406	325.00		
84	City Directories	07/31/2018	111407	380.00		
85	Clavijo, Pedro	07/31/2018	111408	300.00		
86	Comcast	07/31/2018	111409	359.70		
87	De Lage Landen Public Finance	07/31/2018	111410	1,153.94		
88	EBSCO	07/31/2018	111411	4,170.66	Library Materials	5300
89	Garcia, Alicia	07/31/2018	111412	65.00		
90	Garcia, Marcos	07/31/2018	111413	200.00		
91	Hashimoto, Steven G.	07/31/2018	111414	550.00		
92	HMO Illinois - BlueCross BlueShield	07/31/2018	111415	5,190.72	Health Benefits	5100
93	Home Depot Credit Services	07/31/2018	111416	353.33		
94	Hydro Management	07/31/2018	111417	415.62		
95	Illinois Department of Innovation & Techn	07/31/2018	111418	650.00		
96	Impact Networking, LLC	07/31/2018	111419	19.50		
97	Ingram Library Services	07/31/2018	111420	147.65		
98	Innovative Interfaces, Inc. I	07/31/2018	111421	10,966.20	Cataloging Resources	5300
99	Jordan, Debra	07/31/2018	111422	65.39		
100	Kaesar Blair Incorporated	07/31/2018	111423	1,262.26		
101	Kronos	07/31/2018	111424	378.00		
102	Kully Supply	07/31/2018	111425	311.56		
103	Marcelain, Toscanellie	07/31/2018	111426	400.00		
104	Martinez, Ivette	07/31/2018	111427	700.00		
105	Midwest Tape	07/31/2018	111428	39.99		
106	Nationwide Retirement Solutions	07/31/2018	111429	1,333.00		
107	Office Plus Solutions & Supply	07/31/2018	111430	235.57		
108	OverDrive, Inc.	07/31/2018	111431	1,421.28		
109	Padron, Cynthia	07/31/2018	111432	400.00		
110	Penguin Random House LLC	07/31/2018	111433	52.50		
111	Peregrine, Stime, Newman, Ritzman	07/31/2018	111434	315.00		
112	Pitney Bowes	07/31/2018	111435	966.96		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended July 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
113	Pompilus, Edna	07/31/2018	111436	350.00		
114	Ramrod Distributors, Inc.	07/31/2018	111437	460.74		
115	Reblin, Beth	07/31/2018	111438	14.13		
116	Resendiz, Priscilla	07/31/2018	111439	52.47		
117	Today's Business Solutions, Inc	07/31/2018	111440	220.16		
118	VanderYacht, Kimberly	07/31/2018	111441	91.40		
119	Velasquez, Vannia Marybr	07/31/2018	111442	45.00		
120	Watkins, Cathy	07/31/2018	111443	200.00		
121	Waukegan Safe and Lock Services, Inc.	07/31/2018	111444	14.00		
122	Baker & Taylor 10	07/31/2018	111445	5,867.58	Library Materials	5300
123	Library Ideas LLC	07/31/2018	111446	45.00		
124	Midwest Tape	07/31/2018	111447	39.99		
125	Baker & Taylor 30	07/31/2018	111448	11.01		
126	MyPay Solutions	07/31/2018	7-5	66,798.59	07/31/18 Payroll	5100
127	MyPay Solutions	07/31/2018	7-5	25,879.10	07/31/18 Payroll	5100
128	MyPay Solutions	07/31/2018	7-5	249.50		
129	MyPay Solutions	07/31/2018	7-5	149.70		
130	LIMRiCC	07/31/2018	111449	2,195.25	Unemployment Insurance	5100
131	Royer, Susan	07/31/2018	111450	75.09		

Total Computer Generated Checks

334,726.16**Imprest Checks**

None this month

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements to Individuals

For the Month Ended July 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Grant</u>
10	Arias, Stephanie	07/13/2018	111333	100.00	Stipend - WTI	
17	Castro, Juan Carlos	07/13/2018	111340	350.00	Grant Contractor	A
20	Cordova, Jennyfer	07/13/2018	111343	36.08	Employee Reimbursement - Supplies	
24	Garcia, Marcos	07/13/2018	111347	50.00	Stipend - WTI	
31	Knauf, Michael J.	07/13/2018	111354	600.00	Concert Performer	
34	Lee, Brian K.	07/13/2018	111357	550.00	Concert Performer	
37	Martinez, Ivette	07/13/2018	111360	835.00	Grant Contractor	COTHS HFNLC
46	Padron, Cynthia	07/13/2018	111369	200.00	Stipend - WTI	
48	Pompilus, Edna	07/13/2018	111371	500.00	Grant Contractor	A
51	Reblin, Beth	07/13/2018	111374	77.58	Employee Reimbursement - Supplies	
52	Resendiz, Jeanie	07/13/2018	111375	39.24	Employee Reimbursement - Supplies	
55	Toto, Patrick	07/13/2018	111378	11.88	Employee Reimbursement - Supplies	
58	Watkins, Cathy	07/13/2018	111381	200.00	Grant Contractor	A
59	Wence, Diana	07/13/2018	111382	49.19	Employee Reimbursement - Supplies	
65	Cardoza, Jazmin	07/13/2018	111388	150.00	Concert Performer	
69	Harris, Vanessa	07/26/2018	111392	276.00	Employee - Travel Per Diem	
70	Resendiz, Priscilla	07/26/2018	111393	314.17	Employee - Travel Per Diem and Supplies	
75	Arias, Stephanie	07/31/2018	111398	400.00	Stipend - WTI	
81	Castro, Juan Carlos	07/31/2018	111404	100.00	Grant Contractor	A
85	Clavijo, Pedro	07/31/2018	111408	300.00	Grant Contractor	A
89	Garcia, Alicia	07/31/2018	111412	65.00	Employee Reimbursement - Supplies	
90	Garcia, Marcos	07/31/2018	111413	200.00	Stipend - WTI	
91	Hashimoto, Steven G.	07/31/2018	111414	550.00	Concert Performer	
99	Jordan, Debra	07/31/2018	111422	65.39	Employee Reimbursement - Supplies	
103	Marcelain, Toscanellie	07/31/2018	111426	400.00	Concert Performer	
104	Martinez, Ivette	07/31/2018	111427	700.00	Grant Contractor	COTHS HFNLC
109	Padron, Cynthia	07/31/2018	111432	400.00	Stipend - WTI	
113	Pompilus, Edna	07/31/2018	111436	350.00	Grant Contractor	A
115	Reblin, Beth	07/31/2018	111438	14.13	Employee Reimbursement - Supplies	
116	Resendiz, Priscilla	07/31/2018	111439	52.47	Employee Reimbursement - Supplies	
118	VanderYacht, Kimberly	07/31/2018	111441	91.40	Employee Reimbursement - Supplies	
119	Velasquez, Vannia Marybr	07/31/2018	111442	45.00	Employee Reimbursement - Supplies	
120	Watkins, Cathy	07/31/2018	111443	200.00	Grant Contractor	A
131	Royer, Susan	07/31/2018	111450	75.09	Employee Reimbursement - Supplies	

8:15 AM

08/13/18

Waukegan Public Library

Check Detail

July 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	111401	07/31/2018	Baker & Taylor 30		1020 · First Midwest Bank - City		-929.19
Bill	B94538830	07/31/2018		5312 · Per Capita		-30.13	30.13
Bill	B94538831	07/31/2018		5312 · Per Capita		-11.89	11.89
Bill	B94538832	07/31/2018		5312 · Per Capita		-16.87	16.87
Bill	B94064300	07/31/2018		5312 · Per Capita		-26.13	26.13
Bill	B94309440	07/31/2018		5312 · Per Capita		-44.05	44.05
Bill	B94309441	07/31/2018		5312 · Per Capita		-22.01	22.01
Bill	B94309442	07/31/2018		5312 · Per Capita		-62.44	62.44
Bill	B94359230	07/31/2018		5312 · Per Capita		-34.74	34.74
Bill	B94859031	07/31/2018		5312 · Per Capita		-18.34	18.34
Bill	B94859030	07/31/2018		5312 · Per Capita		-24.61	24.61
Bill	B94690130	07/31/2018		5312 · Per Capita		-11.00	11.00
Bill	H00129010	07/31/2018		5312 · Per Capita		-147.53	147.53
Bill	T83228410	07/31/2018		5312 · Per Capita		-19.10	19.10
Bill	T83228411	07/31/2018		5312 · Per Capita		-50.68	50.68
Bill	H00112140	07/31/2018		5312 · Per Capita		-44.08	44.08
Bill	H00129011	07/31/2018		5312 · Per Capita		-66.85	66.85
Bill	B0014640	07/31/2018		5312 · Per Capita		-13.48	13.48
Bill	H00421962	07/31/2018		5312 · Per Capita		-22.04	22.04
Bill	H00421961	07/31/2018		5312 · Per Capita		-44.05	44.05
Bill	H00421960	07/31/2018		5312 · Per Capita		-149.02	149.02
Bill	H00421963	07/31/2018		5312 · Per Capita		-18.71	18.71
Bill	H00319770	07/31/2018		5312 · Per Capita		-51.44	51.44
TOTAL						-929.19	929.19
Bill Pmt -Check	111402	07/31/2018	Baker & Taylor 60		1020 · First Midwest Bank - City		-27.55
Bill	5015082320	07/31/2018		5312 · Per Capita		-27.55	27.55
TOTAL						-27.55	27.55
Bill Pmt -Check	111403	07/31/2018	Cardmember Service		1020 · First Midwest Bank - City		-4,661.89
Bill	GASKILL5704JUL18	07/31/2018		5455 · Printing		-18.38	18.38
Bill	BELOZ2793JUL18	07/31/2018		5438 · Internal Programs		-43.78	48.72
				5436 · Book Clubs - Youth		-101.62	113.15
				5244 · Bank and Credit Card		-53.85	59.95
				5205 · Administrative Supplies		-32.22	35.87
				5455 · Printing		-13.45	14.98
				5441 · Exhibits - ELC		-165.03	183.76
				5441 · Exhibits - ELC		-294.00	327.37
				5205 · Administrative Supplies		-25.13	27.99
				5438 · Internal Programs		-92.69	103.21
				5161 · Travel & Transportation		-67.46	75.12
				5161 · Travel & Transportation		-34.13	38.00
				5161 · Travel & Transportation		-22.45	25.00
				5438 · Internal Programs		-31.44	35.01
				5438 · Internal Programs		-95.69	106.55
				5161 · Travel & Transportation		-22.45	25.00
				5161 · Travel & Transportation		-1,284.36	1,430.15
				5343 · ELC Supplies		-25.61	28.52
				5610 · Internet Charges		-296.72	330.40
				5163 · Other		-255.80	284.84
				5167 · Background Checks - Employees		-41.26	45.95
				5461 · Background Checks - Volunteers		-25.05	27.90
				5343 · ELC Supplies		-35.49	39.52
				5405 · Comm Serv Admin		-41.71	46.45
				5343 · ELC Supplies		-251.47	280.02
				5438 · Internal Programs		-102.70	114.36
				5341 · Staff Supplies		-13.45	14.98
				5405 · Comm Serv Admin		-50.11	55.80
				5405 · Comm Serv Admin		-101.01	112.48
				5341 · Staff Supplies		-23.06	25.68
				5405 · Comm Serv Admin		-53.85	59.96
				5441 · Exhibits - ELC		-10.81	10.81
				5441 · Exhibits - ELC		-131.21	131.21
				5441 · Exhibits - ELC		-4.32	4.32
				5160 · Meals/Food		-44.65	44.65
				5441 · Exhibits - ELC		-96.39	96.39
				5513 · Vehicle Repairs, Gas and Upkeep		-46.33	46.33
				5510 · Repairs and Maintenance		-21.00	21.00
				5507 · Tools		-235.90	235.90
				5545 · Green Initiatives		-62.23	62.23
				5513 · Vehicle Repairs, Gas and Upkeep		-41.09	41.09
				5419 · Parade		-46.97	46.97
				5506 · Cleaning Supplies		-131.85	131.85
				5513 · Vehicle Repairs, Gas and Upkeep		-20.01	20.01
				5505 · Maintenance Supplies		-30.93	30.93
				5419 · Parade		-2.83	2.83
				5511 · Building Repairs		-19.95	19.95
TOTAL						-4,661.89	5,081.54
Bill Pmt -Check	111404	07/31/2018	Castro, Juan Carlos		1020 · First Midwest Bank - City		-100.00
Bill	A07152018	07/15/2018		5710 · Professional Services		-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	111405	07/31/2018	Chicago Filter Company		1020 · First Midwest Bank - City		-398.00
Bill	300047	07/31/2018		5515 · Service Contracts		-398.00	398.00
TOTAL						-398.00	398.00
Bill Pmt -Check	111406	07/31/2018	Chicago Tribune		1020 · First Midwest Bank - City		-325.00
Bill	73447471	07/31/2018		5312 · Per Capita		-325.00	325.00
TOTAL						-325.00	325.00

Due to how Wednesdays fall in August, this feels like a short month for reporting.

Policies: I have sent three policies for consideration to the Governance Committee. They will be reviewing the Disposal Policy, the Emergency Succession Policy, and the Internet Access Policy.

Board Retreat: Thank you everyone for attending the Board Retreat! I think it was a great success. We will do it again in another year to 18 months, depending on any changes in the board makeup.

New Trustee: I'm pleased to welcome Chetara Jenkins as our new Library Trustee. With her appointment we now have a full board.

Libations for Literacy: This was a successful after-hours program for our Foundation. They hope to have another event in the coming months.

Staff Day: Plans continue to move forward for our staff day on November 2.

Memberships: We have renewed our memberships to the Chamber of Commerce and the Alliance for Human Services. Jon and I have also become personal members of the Illinois Library Association.

Bradbury Storytelling Festival: There have been some changes in funding for the Storytelling Festival that will adjust our planning. We will be moving forward with the festival to continue the tradition. More information will be coming in the next month. We are scheduled to present this event in October, with date(s) to be announced.

Personnel update:

Open positions: One / Custodian

New Hires: One / Adult Literacy Coordinator

Separated: One / Custodian

Also, at the Board Retreat a question was asked about how many full time and part time positions were on board. As of 7/28, WPL had 41 FT and 26 PT positions.