

**Waukegan Public Library Finance/Audit Committee Meeting
MINUTES**

Monday, August 4, 2014
5:30 p.m. Board Room
128 N. County Street
Waukegan, IL 60085

Call to Order

Meeting began at 5:32 pm.

Trustees in attendance were Mr. John Stein and Mr. Jesus Ruiz. Dr. Charmaine Harris arrived at 6:10 pm. Also in attendance were Mr. Richard Lee, Executive Director, Ms. Betsy Jung, Controller, Ms. Urvashi Dixit and Ms. Kyle Shaub, IT Department, and Ms. Linda Gfesser, Recording Secretary.

Action Agenda

Five copier companies each gave a presentation.

Illinois Paper & Copier Company – Mr. Rob Wichman presented

- Provided his background and the company's background with WPL
- Distributed folder for review – discussed
- Illinois Paper came in 2008 and took over the current contract WPL had with a better price
- Discussed the benefits of doing work in house versus sending out
- Discussed the company and the Konica product
- Discussed the lease to own contract
- Discussed scan for charge
- Discussed the Ricoh product and the recognition the company has received
- Presented the spreadsheet of our current machines and our needs
- Proposed 60 month lease at a cost of \$4342.00 and doubling the number of color copies
- Scanning option that will generate revenue for library
- Suggested we keep all machines, except for four, and redo a 60 month contract. This will save us \$1,500/month.

Image Tec – Mr. Rob Nelson presented

- Discussed the various machines they work with
- Image Tec has great relationship with Ricoh
- Stated that WPL has a balance due of over 100,000 on lease; which we are only half way through
- Incumbent has slight advantage
- We are slightly upside down now and they cannot lease
- They could take over the service but it may not be any less money
- Wait a year or year and half and then relook at it at that point for a possibly buy out
- Spoke negatively about Ricoh printers; praised Lexmark
- Suggested to do data poll to see where data is going; can save money immediately
- Keep coin machine with separate company
- Richard discussed the overage charges we are incurring by Illinois Paper
- Shared some ideas on how we can save money by using digital more

Image Systems & Business Solutions – Mr. Jason Rolloff presented

- Preferred copier vendor of library district and school districts
- We are upside down in lease; \$105,000 left

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- Proposal to pay the stream of payments of current lease and add some new equipment
- Guarantees their machines or they will be replaced free of charge
- Savin/Ricoh vendor
- Needs numbers from DLL (Lease Company) before he can get us real numbers
- Gave lots of options and details for each copier area's use; would take over service on any Ricoh's and HP's that we own
- Would take the other printers and store for the remainder of the 23 months; including any machines we are not utilizing well
- Keep the copiers here and use them
- 3185 + 1,600 (if numbers remain stable) v. 4687 (current)
- Disadvantage - Public printer would go from 30 page per minute to 20 page per minute in order to save some money
- Says that we would be saving 17,000 right now on lease costs

Impact – Mr. Alex Zaban, Mr. Robert Fisher, Mr. Jeremy Fordemwalt presented

- Gave synopsis of the Impact company
- Dealership for Konica Minolta
- Slide show presentation; presenting current state; option 1 (buyout; monthly investment \$1,023.04) and option 2 (full refresh; monthly investment \$5,310.04)
- Discussed the software they recommend to manage our usage
- Take over service on Konica and HP, but not Ricohs; recommended we still take Ricoh service from IPPC
- Suggested that we wait a year and use the software to reduce costs until it makes sense to do a buyout

COTG – Ms. Maloree Gerduzans and Mr. Mike Rizzuto presented

- COTG has grown since our last contact; service has improved
- Service and support is key
- Stated that account management is vital
- Discussed our current state and how they will help us get control
- Discussed how the strategy plan will be able to be adjusted as we go
- COTG will be monitoring our numbers the whole way
- Want to service us and be our service provider
- Will provide all brand new devices
- All techs and parts are coming from the Waukegan area
- Provider for Xerox machines
- Will pay off current lease, take machines, and financial consideration proposed will be \$5,810.70, versus current spend of \$6,579.00.
- Unlimited training included in cost
- Looking for partnerships to volunteer with
- Provides other services, ex. AV

Presentations concluded.

Discussion followed. Dr. Harris asked IT personnel what their thoughts were. Ms. Dixit and Ms. Shaub suggested that we retain our current contract and then review it after we have paid off more of it. Dr. Harris recommended that we look at what we were paying with sending out work v. what we are paying now with overages and how it compares.

Adjourn

Meeting concluded at 8:00 pm.

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