

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, June 20, 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 June 20, 2018 meeting
 - Motion to approve the minutes of the WPL March 21, 2018 meeting
 - Motion to approve the minutes of the WPL April 18, 2018 meeting
 - Motion to approve the minutes of the WPL May 16, 2018 meeting
- IV. Controller's Report Betsy Jung
 - Roll Call
 - Motion to approve May 2018 disbursements
- V. Director Report Selina Gomez-Beloz
- VI. Services Report Jon Gaskill
- VII. President's Report Mary Stickels
- VIII. Foundation Report Alicia Garcia
- IX. Friends Report Amanda Civitello
- X. City Liaison Report David Villalobos
- XI. Committee Reports
- XII. Department Reports Patrick Toto
- XIII. Unfinished Business
 - a. Board orientation, Saturday, July 28, 2018
- XIV. New Business/Action Agenda
- XV. Announcements/Trustee Comments
- XVI. Public Comment – Comments limited to three minutes.
- XVII. Adjourn
 - Motion to adjourn at <Time> PM.

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

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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

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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 Board of Trustees

Minutes

Wednesday, May 16, 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 Stickles, Ms. Jennifer Salazar, Ms. Marge Ferruzzi, Mr. Larry McShane, Mr. Erick Rivera, Ms. Sylvia England, Ms. Rachelle Mendez and Ms. Jean Smith

Trustees Absent: Mr. David Villalobos (with notice)

Also present were: Ms. Selina Gomes-Beloz, Executive Director, Ms. Alicia Garcia, Development Manager, Ms. Betsy Jung, Controller, Ms. Amanda Civitello, Marketing and Communications Manager and Ms. Susan Royer, Executive Assistant

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees May 16, 2018 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. All in favor, motion carried.

IV. Controller's Report

The fiscal year ended April 30, 2018. The numbers are not final and we are looking at accruals for the audit. We still think there will be a surplus. There was \$1.7 million in the bank the end of April and that includes our CD's. Ninety five percent of our budget has been spent and currently there is a \$113,000 surplus.

A motion to approve April 2018 disbursements was made by Ms. Jennifer Salazar and seconded by Ms. Sylvia England. All in favor, motion carried. The Controller's report was approved as part of the motion to approve disbursements.

V. Director Report

The Director's Report is part of the Board Packet. Below are comments beyond the information in the packet.

Staff Committees were highlighted in the report. Ms. Selina Gomez-Beloz will pull together a list of all the staff committees to share with the board.

Ms. Selina Gomez-Beloz participated in an immigrant summit hosted by LARK. She was part of a panel and discussed services for immigrants provided by the library.

VI. President's Report

None

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

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VII. Foundation Report

The volunteer appreciate day was a success. We had 84 people attend the event and the volunteers were given a special pin.

Last year we were give an anonymous donation of \$5,000 for the branch. We stretched the donation as far as we could. Upgrades included the purchase of two iPad Pros (we are in the process of working on usage policies for the iPads), new signage, track lighting, a new workspace and painting. Chuck Rizzio, facilities Manager, and his team painted and did the installations to save dollars.

The foundation is planning an after-hours event on Saturday July 21 from 6:00-8:00pm. The event will be held in conjunction with ArtWauk. More information to come as well as invitations.

There are now seven Foundation Board Members and we are halfway to the \$175,000 goal for the ray Bradbury Statue.

<http://www.chicagotribune.com/suburbs/lake-county-news-sun/news/ct-lns-ray-bradbury-statue-fund-st-0504-story.html>

VIII. Friends Report

Two new directors were added to the board, Mr. Al Caldwell and Ms. Lourdes Mordini. Mr. Al Caldwell was elected president.

At the end of FY18, the Friends had \$10, 253.00 in the bank. The Friends support story telling at the Genesee Theater and \$2,000 went towards that.

The summer concert series begins on June 1 at noon. Thanks to the Friends for supporting our concert series.

Donations of \$900.00 were received by the library in memory of Jerry Wiatrowski, a longtime patron and concertgoer.

IX. City Liaison Report

None

X. Committee Reports

None

XI. Department Reports

None

The next Board meeting is Wednesday, June 20, 2018

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XII. Unfinished Business

a. Operating Policy revisions (on hold)

The policy revisions will stay on hold. The goal is to get document drafts to the Governance Committee for review as they are revised before presenting to the board.

XIII. New Business/Action Agenda

a. Board emails

b. Budget savings

We have cancelled services with Unique and West Insurance and are looking for savings for next year's budget. Our hope is not to spend the approved \$150,000. We are looking at savings for next year's budget by looking at policies and procedures.

c. Board orientation, Saturday, July 28, 2018

We are working on adapting previous board orientation packets and will set a time for the training.

d. Board recruitment

This was Mr. Erick Rivera's last board meeting. He was thanked by all for his service.

We now have two vacancies to fill and are looking for new members. Interested candidates need to submit their resumes to the Mayor for consideration.

XIV. Announcements/Trustee Comments

Mr. Erick Rivera thanked the board for the opportunity to serve. He also thanked Ms. Mary Stickels and Ms. Claudia Freeman for their support.

Ms. Jean Smith asked what committee she was a part of and who the board Vice President was.

Ms. Sylvia England was thanked for her support of the Juneteenth event.

XV. Public Comment – Comments limited to three minutes.

None

XVI. Adjourn

Motion to adjourn was made by Ms. Jennifer Salazar and seconded by Ms. Marge Ferruzzi, All in favor; motion carried. The meeting adjourned at 7:28pm.

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

CONTROLLER'S NOTES FOR BOARD MEETING ON JUNE 20, 2018

RANGE IS 8% BUDGET USED/RECEIVED OR 92% BUDGET REMAINING

REVENUES

Line 1	Real Estate Tax Revenue	4% of budgeted real estate tax revenue received
Line 2	Library Revenue	Within range
Line 3	Contributed Income	Includes first installment from WPL Friends for summer concert series
Line 4	Grant Revenue	No activity to report for this month
Line 5	Interest Income	Interest income is earned when received
Line 6	Other Income	No activity to report for this month

EXPENDITURES

Line 7	Salaries	Within range
Line 8	Administrative Services	Nominal activity to report this month
Line 9	Public Services	Behind due to closing out of FY18 spending during the month
Line 10	Community Services	Nominal activity to report this month, bills starting to come in for ELC exhibit
Line 11	Building Services	Ahead due to payment of annual maintenance agreement with Atomic
Line 12	Information Tech Services	Nominal activity to report this month
Line 13	Grants	Pending allocation of salaries
Line 14	Capital Expenditures	No activity to report for this month
Line 15	Debt Service	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 show 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

Summary of Actual vs. Budgeted Results

For the 1 Month Ended May 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	159,740	4%	96%
2	4200	Library Revenue	85,247	75,000	4,902	7%	93%
3	4300	Contributed Income	48,554	36,700	4,600	13%	87%
4	4400	Grant Revenue	399,721	346,500	0	0%	100%
5	4500	Interest Income	2,333	1,500	20	1%	99%
6	4600	Other Income	12,801	154,000	0	0%	100%
		Total Revenues	<u>4,496,931</u>	<u>4,613,700</u>	<u>169,262</u>	<u>4%</u>	<u>96%</u>
Expenditures							
7	5100	Salaries, Benefits, Staff Dev	2,910,132	3,199,077	226,961	7%	93%
8	5200	Administrative Services	151,217	179,740	2,320	1%	99%
9	5300	Public Services	354,211	342,829	15,086	4%	96%
10	5400	Community Services	116,143	156,693	7,060	5%	95%
11	5500	Building Services	102,174	84,966	10,318	12%	88%
12	5600	Information Technology Services	170,002	171,010	419	0%	100%
13	5700	Grants	225,515	156,000	3,348	2%	98%
14	6000	Capital Expenditures	65,654	30,880	(5)	0%	100%
15	6500	Debt Service	292,788	291,663	0	0%	100%
		Total Expenditures	<u>4,387,836</u>	<u>4,612,858</u>	<u>265,507</u>	<u>6%</u>	<u>94%</u>
		Net Surplus	<u>109,095</u>	<u>842</u>	<u>(96,245)</u>		
			<u>04/30/18</u>		<u>05/31/18</u>		
Operations							
	1010	Petty Cash	800		800		
	1015	Associated Bank - Imprest	8,577		17,577		
	1020	First Midwest - City Account	424,923		471,931		
	1025	Associated Bank - Money Market	202,076		103,866		
	1045	Associated Bank - Flex	5,218		5,035		
		Sub-Total	<u>641,595</u>		<u>599,210</u>		
Reserves							
	1065	MB Financial	15,226		15,226		
	1040	First Midwest - Money Market	1,003		1,003		
		Sub-Total	<u>16,229</u>		<u>16,229</u>		
Investments							
	1060	FMB Certificates of Deposit	1,000,000		1,000,000		
16		Total	<u>1,657,824</u>		<u>1,615,439</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 May 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	Catered Productions	05/02/2018	111076	1,324.75		
2	Void	05/02/2018	111077	-		
3	Rivera, Judith	05/07/2018	111079	900.00		
4	Void	05/07/2018	111080	-		
5	Rivera, Judith	05/07/2018	111081	75.00		
6	City of Waukegan	05/08/2018	5-2	31,649.97	APR18 IMRF Payment	5100/2200
7	MyPay Solutions	05/11/2018	5-4	66,391.32	05/11/18 Payroll	5100/2200
8	MyPay Solutions	05/11/2018	5-4	25,751.20	05/11/18 Payroll	5100/2200
9	MyPay Solutions	05/11/2018	5-4	293.00		
10	MyPay Solutions	05/11/2018	5-4	148.15		
11	Colin, Rosario	05/11/2018	111082	152.89		
12	Baker & Taylor 30	05/15/2018	111083	668.90		
13	ALA Member Services	05/15/2018	111084	192.00		
14	Anderson, Joshua	05/15/2018	111085	58.86		
15	Apple Books	05/15/2018	111086	625.91		
16	AT&T CABS Department	05/15/2018	111087	522.56		
17	Baker & Taylor 10	05/15/2018	111088	3,744.79	Library Materials	5300
18	Baker & Taylor 60	05/15/2018	111089	40.03		
19	Baker & Taylor 70	05/15/2018	111090	141.80		
20	Baylor-Johnson, Illaina	05/15/2018	111091	57.55		
21	Call One	05/15/2018	111092	838.85		
22	Canteen Refreshment Services	05/15/2018	111093	140.25		
23	Cardmember Service	05/15/2018	111094	2,230.40	Credit Card Payment	var
24	Castro, Juan Carlos	05/15/2018	111095	200.00		
25	Center Point Large Print	05/15/2018	111096	140.22		
26	Cintas Corporation	05/15/2018	111097	292.36		
27	Clavijo, Pedro	05/15/2018	111098	150.00		
28	Comcast	05/15/2018	111099	139.85		
29	Displays2Go	05/15/2018	111100	224.14		
30	Durham School Services	05/15/2018	111101	271.35		
31	Elm USA, Inc.	05/15/2018	111102	347.65		
32	Fastsigns Gurnee	05/15/2018	111103	244.50		
33	Garcia, Alicia	05/15/2018	111104	165.61		
34	Garcia, Jaime Enrique Lopez	05/15/2018	111105	712.50		
35	GCG Financial, Inc-Dental	05/15/2018	111106	2,040.00	Dental Benefits	5200
36	Grainger	05/15/2018	111107	150.52		
37	Hernandez, Jose M.	05/15/2018	111108	30.00		
38	Illinois Central School Bus	05/15/2018	111109	656.44		
39	Impact Networking, LLC	05/15/2018	111110	19.50		
40	Ingram Library Services	05/15/2018	111111	170.27		
41	Jung, Elizabeth	05/15/2018	111112	15.00		
42	Larsen Greenhouse Florist	05/15/2018	111113	229.80		
43	Lee, Richard	05/15/2018	111114	60.00		
44	Library Furniture International, Inc.	05/15/2018	111115	296.00		
45	Library Ideas LLC	05/15/2018	111116	58.50		
46	Maldonado, Esmeralda	05/15/2018	111117	108.18		
47	Martinez, Ivette	05/15/2018	111118	658.50		
48	Midwest Tape	05/15/2018	111119	34.99		
49	Minuteman Press of Gurnee	05/15/2018	111120	1,477.50		
50	MNJ Technologies Direct	05/15/2018	111121	1,546.49		
51	Nationwide Retirement Solutions	05/15/2018	111122	1,433.00		
52	NCPERS Group Life Ins. IMRF life	05/15/2018	111123	16.00		
53	New York Life Insurance Company	05/15/2018	111124	662.94		
54	North Shore Water Reclamation District	05/15/2018	111125	200.55		
55	Office of the Attorney General	05/15/2018	111126	15.00		

WAUKEGAN PUBLIC LIBRARY
Summary of Disbursements
For the Month Ended May 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
56	Office Plus Solutions & Supply	05/15/2018	111127	2,889.64	Furniture	6000
57	Olson's Ace Hardware	05/15/2018	111128	68.70		
58	OverDrive, Inc.	05/15/2018	111129	293.21		
59	Peters, Tuwanda	05/15/2018	111130	200.00		
60	Pompilus, Edna	05/15/2018	111131	307.50		
61	Pulido, Princess	05/15/2018	111132	70.40		
62	Quill.com	05/15/2018	111133	199.68		
63	Ramrod Distributors, Inc.	05/15/2018	111134	560.70		
64	Reblin, Beth	05/15/2018	111135	81.25		
65	Recorded Books, LLC	05/15/2018	111136	252.30		
66	Richio, Amanda	05/15/2018	111137	65.40		
67	Sun-Times Media	05/15/2018	111138	416.00		
68	Today's Business Solutions, Inc	05/15/2018	111139	244.16		
69	Uline	05/15/2018	111140	175.94		
70	Unique Management Services, Inc	05/15/2018	111141	349.05		
71	Velasquez, Vannia Marybr	05/15/2018	111142	370.00		
72	Void	05/15/2018	111143	-		
73	Wence, Diana	05/15/2018	111144	91.81		
74	WILIUG	05/15/2018	111145	40.00		
75	Cardmember Service	05/22/2018	111150	2,085.21	Credit Card Payment	var
76	Amazon.com	05/31/2018	111151	1,260.83		
77	American Express	05/31/2018	111152	128.54		
78	Aqua Chill of Chicago	05/31/2018	111153	32.00		
79	Atomatic Mechanical	05/31/2018	111154	9,140.00	Maintenance Agreement	5500
80	Baker & Taylor 10	05/31/2018	111155	883.34		
81	Baker & Taylor 30	05/31/2018	111156	308.48		
82	Baker & Taylor 70	05/31/2018	111157	43.05		
83	Castro, Juan Carlos	05/31/2018	111158	250.00		
84	Clavijo, Pedro	05/31/2018	111159	150.00		
85	Comcast	05/31/2018	111160	219.85		
86	Culture, Arts, and Music	05/31/2018	111161	720.00		
87	DEMCO	05/31/2018	111162	5,430.00	Library Materials	5300
88	Discount School Supply	05/31/2018	111163	88.11		
89	Encore Data Products, Inc.	05/31/2018	111164	198.00		
90	Fastsigns Gurnee	05/31/2018	111165	172.00		
91	Ford, Ivy	05/31/2018	111166	125.00		
92	Home Depot Credit Services	05/31/2018	111167	623.28		
93	Illinois Department of Innovation & Techn	05/31/2018	111168	650.00		
94	Illinois Central School Bus	05/31/2018	111169	816.90		
95	Impact Networking, LLC	05/31/2018	111170	39.00		
96	Ingram Library Services	05/31/2018	111171	216.67		
97	Kronos	05/31/2018	111172	378.00		
98	Lake County Planning & Development	05/31/2018	111173	184.50		
99	Management Association of Illinois	05/31/2018	111174	1,300.00		
100	Martinez, Ivette	05/31/2018	111175	798.00		
101	Midwest Tape	05/31/2018	111176	39.99		
102	Office Plus Solutions & Supply	05/31/2018	111177	657.05		
103	Penguin Random House LLC	05/31/2018	111178	123.75		
104	Peters, Tuwanda	05/31/2018	111179	100.00		
105	Pompilus, Edna	05/31/2018	111180	130.00		
106	Ramrod Distributors, Inc.	05/31/2018	111181	173.35		
107	TruAssure	05/31/2018	111182	202.70		
108	Velasquez, Vannia Marybr	05/31/2018	111183	240.00		
109	Weston Woods Studios	05/31/2018	111184	18.95		
110	Office Plus Solutions & Supply	05/31/2018	111185	295.65		

WAUKEGAN PUBLIC LIBRARY
Summary of Disbursements
For the Month Ended May 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
111	Cambridge University Press	05/31/2018	111186	213.52		
112	Nationwide Retirement Solutions	05/31/2018	111187	1,433.00		
113	Office Plus Solutions & Supply	05/31/2018	111188	56.36		
114	OverDrive, Inc.	05/31/2018	111189	5,323.47	Library Materials	5300
115	POS Supply Solutions Inc.	05/31/2018	111190	108.95		
116	MyPay Solutions	05/31/2018	5-6	69,298.65	05/31/18 Payroll	5100/2200
117	MyPay Solutions	05/31/2018	5-6	27,241.45	05/31/18 Payroll	5100/2200
118	MyPay Solutions	05/31/2018	5-6	293.00		
119	MyPay Solutions	05/31/2018	5-6	149.70		
	Total Computer Generated Checks			<u>287,731.58</u>		
	Imprest check					
120	Jon Gaskill	05/25/2018	2097	1,000.00		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements to Individuals

For the Month Ended May 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>
3	Rivera, Judith	05/07/2018	111079	900.00	Cleaning Contractor
5	Rivera, Judith	05/07/2018	111081	75.00	Cleaning Contractor
11	Colin, Rosario	05/11/2018	111082	152.89	Employee - Payroll Adjustment
14	Anderson, Joshua	05/15/2018	111085	58.86	Employee Reimbursement - Mileage
20	Baylor-Johnson, Illaina	05/15/2018	111091	57.55	Employee Reimbursement - Meals
24	Castro, Juan Carlos	05/15/2018	111095	200.00	Grant Contractor
27	Clavijo, Pedro	05/15/2018	111098	150.00	Grant Contractor
33	Garcia, Alicia	05/15/2018	111104	165.61	Employee Reimbursement - Supplies
34	Garcia, Jaime Enrique Lopez	05/15/2018	111105	712.50	Translations Contractor
37	Hernandez, Jose M.	05/15/2018	111108	30.00	Employee Refund
41	Jung, Elizabeth	05/15/2018	111112	15.00	Employee Refund
43	Lee, Richard	05/15/2018	111114	60.00	Employee Refund
46	Maldonado, Esmeralda	05/15/2018	111117	108.18	Employee Reimbursement - Travel
47	Martinez, Ivette	05/15/2018	111118	658.50	Grant Contractor
59	Peters, Tuwanda	05/15/2018	111130	200.00	Grant Contractor
60	Pompilus, Edna	05/15/2018	111131	307.50	Grant Contractor
61	Pulido, Princess	05/15/2018	111132	70.40	Employee Reimbursement - Travel
64	Reblin, Beth	05/15/2018	111135	81.25	Employee Reimbursement - Supplies
66	Richio, Amanda	05/15/2018	111137	65.40	Employee Reimbursement - Travel
71	Velasquez, Vannia Marybr	05/15/2018	111142	370.00	Translations Contractor
73	Wence, Diana	05/15/2018	111144	91.81	Employee Reimbursement - Travel
83	Castro, Juan Carlos	05/31/2018	111158	250.00	Grant Contractor
84	Clavijo, Pedro	05/31/2018	111159	150.00	Grant Contractor
91	Ford, Ivy	05/31/2018	111166	125.00	Concert Performer
100	Martinez, Ivette	05/31/2018	111175	798.00	Grant Contractor
104	Peters, Tuwanda	05/31/2018	111179	100.00	Grant Contractor
105	Pompilus, Edna	05/31/2018	111180	130.00	Grant Contractor
108	Velasquez, Vannia Marybr	05/31/2018	111183	240.00	Grant Contractor
120	Jon Gaskill	05/25/2018	2097	1,000.00	Employee Moving Allowance

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Waukegan Public Library
Check Detail
May 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-192.00	192.00
Bill Pmt -Check	111085	05/15/2018	Anderson, Joshua		1020 - First Midwest Bank - City		-58.86
Bill	APR18 REIMB	04/30/2018			5161 - Travel & Transportation	-58.86	58.86
TOTAL						-58.86	58.86
Bill Pmt -Check	111086	05/15/2018	Apple Books		1020 - First Midwest Bank - City		-625.91
Bill	1978	04/30/2018			5311 - General	-625.91	625.91
TOTAL						-625.91	625.91
Bill Pmt -Check	111087	05/15/2018	AT&T CABS Department		1020 - First Midwest Bank - City		-522.56
Bill	APR18	04/30/2018			5251 - Local and Long Distance Service	-522.56	522.56
TOTAL						-522.56	522.56
Bill Pmt -Check	111088	05/15/2018	Baker & Taylor 10		1020 - First Midwest Bank - City		-3,744.79
Bill	2033701123	04/30/2018			5311 - General	-300.18	300.18
Bill	2033694869	04/30/2018			5311 - General	-595.39	595.39
Bill	2033676466	04/30/2018			5311 - General	-1,205.89	1,205.89
Bill	2033673375	04/30/2018			5311 - General	-1,144.52	1,144.52
Bill	2033688283	04/30/2018			5311 - General	-498.81	498.81
TOTAL						-3,744.79	3,744.79
Bill Pmt -Check	111089	05/15/2018	Baker & Taylor 60		1020 - First Midwest Bank - City		-40.03
Bill	5014991754	04/30/2018			5311 - General	-40.03	40.03
TOTAL						-40.03	40.03
Bill Pmt -Check	111090	05/15/2018	Baker & Taylor 70		1020 - First Midwest Bank - City		-141.80
Bill	B88420480	04/30/2018			5311 - General	-43.05	43.05
Bill	B89007100	04/30/2018			5311 - General	-56.55	56.55
Bill	B89226271	04/30/2018			5311 - General	-27.85	27.85
Bill	B89226270	04/30/2018			5311 - General	-14.35	14.35
TOTAL						-141.80	141.80
Bill Pmt -Check	111091	05/15/2018	Baylor-Johnson, Illaina		1020 - First Midwest Bank - City		-57.55
Bill	APR18 REIMB	04/30/2018			5160 - Meals/Food	-57.55	57.55
TOTAL						-57.55	57.55
Bill Pmt -Check	111092	05/15/2018	Call One		1020 - First Midwest Bank - City		-838.85
Bill	MAY18	05/15/2018			5251 - Local and Long Distance Service	-838.85	838.85
TOTAL						-838.85	838.85
Bill Pmt -Check	111093	05/15/2018	Canteen Refreshment Services		1020 - First Midwest Bank - City		-140.25
Bill	052560000105195	05/15/2018			5159 - Staff Room	-140.25	140.25
TOTAL						-140.25	140.25
Bill Pmt -Check	111094	05/15/2018	Cardmember Service		1020 - First Midwest Bank - City		-2,230.40
Bill	SMITH 9236 MAY...	05/31/2018			5151 - Staff Recognition/ Appreciation	-17.46	20.00
					5151 - Staff Recognition/ Appreciation	-17.47	20.00
					5438 - Internal Programs	-26.86	30.76
					5438 - Internal Programs	-27.98	32.05
					5545 - Green Initiatives	-15.32	17.55
					5545 - Green Initiatives	-6.02	6.89
					5205 - Administrative Supplies	-8.09	9.27
					5453 - Website Development	-83.81	96.00
					5151 - Staff Recognition/ Appreciation	-43.65	50.00
					5343 - ELC Supplies	-41.89	47.99
					5205 - Administrative Supplies	-37.34	42.76
					5341 - Staff Supplies	-13.57	15.55
					5205 - Administrative Supplies	-33.17	37.99
					5438 - Internal Programs	-10.46	11.98
					5205 - Administrative Supplies	-88.61	101.49
					5505 - Maintenance Supplies	-47.06	53.90
					5460 - Volunteer Engagement	-223.06	255.50
					5438 - Internal Programs	-73.95	84.70

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Waukegan Public Library
Check Detail
May 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	BELOZ 2793 MAY...	05/31/2018			5307 · CM - Processing Supplies	-108.80	124.62
					5453 · Website Development	-17.46	20.00
					5463 · Advertising	-9.43	10.80
					5160 · Meals/Food	-20.80	20.80
					5220 · Board Related Expense	-212.04	212.04
					5610 · Internet Charges	-7.00	7.00
					5161 · Travel & Transportation	-282.40	282.40
					5161 · Travel & Transportation	-282.40	282.40
					5220 · Board Related Expense	-73.98	73.98
					5220 · Board Related Expense	-51.19	51.19
					5220 · Board Related Expense	-29.63	29.63
					5220 · Board Related Expense	-116.50	116.50
					5220 · Board Related Expense	-62.00	62.00
					5205 · Administrative Supplies	-6.99	6.99
					5307 · CM - Processing Supplies	-39.85	39.85
					5205 · Administrative Supplies	-47.99	47.99
					5220 · Board Related Expense	-46.17	46.17
TOTAL						-2,230.40	2,368.74
Bill Pmt -Check	111095	05/15/2018	Castro, Juan Carlos		1020 · First Midwest Bank - City		-200.00
Bill	A04302018	04/30/2018			5710 · Professional Services	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	111096	05/15/2018	Center Point Large Print		1020 · First Midwest Bank - City		-140.22
Bill	1580066	04/30/2018			5311 · General	-140.22	140.22
TOTAL						-140.22	140.22
Bill Pmt -Check	111097	05/15/2018	Cintas Corporation		1020 · First Midwest Bank - City		-292.36
Bill	APR18	04/30/2018			5515 · Service Contracts	-292.36	292.36
TOTAL						-292.36	292.36
Bill Pmt -Check	111098	05/15/2018	Clavijo, Pedro		1020 · First Midwest Bank - City		-150.00
Bill	A04302018	04/30/2018			5710 · Professional Services	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	111099	05/15/2018	Comcast		1020 · First Midwest Bank - City		-139.85
Bill	MAY18	05/15/2018			5610 · Internet Charges	-139.85	139.85
TOTAL						-139.85	139.85
Bill Pmt -Check	111100	05/15/2018	Displays2Go		1020 · First Midwest Bank - City		-224.14
Bill	PSI0729700	04/30/2018			5331 · Staff Supplies	-69.92	69.92
					5405 · Comm Serv Admin	-154.22	154.22
TOTAL						-224.14	224.14
Bill Pmt -Check	111101	05/15/2018	Durham School Services		1020 · First Midwest Bank - City		-271.35
Bill	91556242	04/30/2018			5437 · Environmental Connection Prog	-271.35	271.35
TOTAL						-271.35	271.35
Bill Pmt -Check	111102	05/15/2018	Elm USA, Inc.		1020 · First Midwest Bank - City		-347.65
Bill	10736	04/30/2018			5351 · Staff Supplies	-347.65	347.65
TOTAL						-347.65	347.65
Bill Pmt -Check	111103	05/15/2018	Fastsigns Gurnee		1020 · First Midwest Bank - City		-244.50
Bill	349-31594	05/15/2018			5457 · Signs	-244.50	244.50
TOTAL						-244.50	244.50
Bill Pmt -Check	111104	05/15/2018	Garcia, Alicia		1020 · First Midwest Bank - City		-165.61
Bill	MAY18 REIMB	05/15/2018			5460 · Volunteer Engagement	-54.95	54.95
					5480 · Engagement and Outreach	-110.66	110.66
TOTAL						-165.61	165.61
Bill Pmt -Check	111105	05/15/2018	Garcia, Jaime Enrique Lopez		1020 · First Midwest Bank - City		-712.50

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Waukegan Public Library
Check Detail
May 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-370.00	370.00
Bill Pmt -Check	111143	05/15/2018	Waukegan Public Library		1020 · First Midwest Bank - City		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	111144	05/15/2018	Wence, Diana		1020 · First Midwest Bank - City		-91.81
Bill	APR18 REIMB	04/30/2018			5426 · YA Programming	-39.75	39.75
Bill	APR18 REIMB	04/30/2018			5161 · Travel & Transportation	-52.06	52.06
TOTAL						-91.81	91.81
Bill Pmt -Check	111145	05/15/2018	WILIUG		1020 · First Midwest Bank - City		-40.00
Bill	FJ 2018/2019 DU...	05/15/2018			5153 · Professional Mships & Dues	-40.00	40.00
TOTAL						-40.00	40.00
Bill Pmt -Check	111150	05/22/2018	Cardmember Service		1020 · First Midwest Bank - City		-2,085.21
Bill	RIZZIO MAY18 91...	05/15/2018			5433 · Literacy	-20.00	20.00
					5545 · Green Initiatives	-21.59	21.59
					5545 · Green Initiatives	-1.82	1.82
					5444 · Animal Care	-66.00	66.00
					5511 · Building Repairs	-125.75	125.75
					5441 · Exhibits - ELC	-1,850.05	1,850.05
TOTAL						-2,085.21	2,085.21
Bill Pmt -Check	111151	05/31/2018	Amazon.com		1020 · First Midwest Bank - City		-1,260.83
Bill	MAY18 60457	05/31/2018			1321 · Due from Employees - Personals	-125.83	125.83
					5312 · Per Capita	-1,135.00	1,135.00
TOTAL						-1,260.83	1,260.83
Bill Pmt -Check	111152	05/31/2018	American Express		1020 · First Midwest Bank - City		-128.54
Bill	MAY18 LEE 5-31...	05/31/2018			5253 · Wireless Service	-128.54	128.54
TOTAL						-128.54	128.54
Bill Pmt -Check	111153	05/31/2018	Aqua Chill of Chicago		1020 · First Midwest Bank - City		-32.00
Bill	2249482	05/31/2018			5159 · Staff Room	-32.00	32.00
TOTAL						-32.00	32.00
Bill Pmt -Check	111154	05/31/2018	Atomatic Mechanical		1020 · First Midwest Bank - City		-9,140.00
Bill	MA40366	05/31/2018			5515 · Service Contracts	-9,140.00	9,140.00
TOTAL						-9,140.00	9,140.00
Bill Pmt -Check	111155	05/31/2018	Baker & Taylor 10		1020 · First Midwest Bank - City		-883.34
Bill	2033716801	05/31/2018			5312 · Per Capita	-97.12	97.12
Bill	2033730490	05/31/2018			5312 · Per Capita	-541.35	541.35
Bill	2033712635	05/31/2018			5312 · Per Capita	-232.82	232.82
					1321 · Due from Employees - Personals	-12.05	12.05
TOTAL						-883.34	883.34
Bill Pmt -Check	111156	05/31/2018	Baker & Taylor 30		1020 · First Midwest Bank - City		-308.48
Bill	B90008670	05/31/2018			5312 · Per Capita	-63.89	63.89
Bill	B90008671	05/31/2018			5312 · Per Capita	-22.01	22.01
Bill	B89912390	05/31/2018			5312 · Per Capita	-102.84	102.84
Bill	B90248750	05/31/2018			5312 · Per Capita	-18.36	18.36
Bill	B90248751	05/31/2018			5312 · Per Capita	-22.04	22.04
Bill	T80641400	05/31/2018			5312 · Per Capita	-22.04	22.04
Bill	B90441580	05/31/2018			5312 · Per Capita	-57.30	57.30
TOTAL						-308.48	308.48
Bill Pmt -Check	111157	05/31/2018	Baker & Taylor 70		1020 · First Midwest Bank - City		-43.05
Bill	B89893520	05/31/2018			5312 · Per Capita	-14.35	14.35
Bill	B89636610	05/31/2018			5312 · Per Capita	-28.70	28.70
TOTAL						-43.05	43.05