

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, September 19, 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 September 19, 2018 meeting
 - Motion to approve the minutes of the WPL July 18, 2018 meeting
 - Motion to approve the minutes of the WPL August 15, 2018 meeting
- IV. Controller's Report Betsy Jung
- V. Finance Committee Report Marge Ferruzzi
 - Motion to approve July 2018 disbursements
 - Motion to approve August 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 Chuck Rizzio
- XIV. New Business/Action Agenda
 - a. Trustee moments
 - b. Budget update
 - c. Communication reminder
 - d. Audit update
 - e. Statue discussion
 - f. Motion to adjust November 21 Board Meeting to _____(date)
 - g. Motion to adjust December 19 Board Meeting to _____ (date)
- XV. Announcements/Trustee Comments
- XVI. Public Comment – Comments limited to three minutes.
- XVII. Adjourn
 - Motion to adjourn at <Time> PM.

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.

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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- 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.

Minutes
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

The meeting was called to order at 6:35pm

II. Roll Call

Trustees present: Ms. Marge Ferruzzi, Ms. Rachelle Mendez, Mr. Larry McShane, Ms. Chetara Jenkins, and Ms. Sylvia England (arrived at 6:45pm).

Trustees absent: Ms. Mary Stickels, Ms. Jean Smith, Ms. Jennifer Salazar, and Mr. Gilberto Colin.

Also present were: 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. Janet Wigodner, Reference Manager, and Ms. Susan Royer, Executive Assistant.

Ms. Chetara Jenkins was welcomed to the Board.

III. Agenda and Minutes

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

There was not a quorum present at this time. No motion taken.

IV. Controller's Report

We are one quarter of the way done with this fiscal year and as of the end of July, we have received 53% of the budgeted tax revenue. We have approximately \$3,000,000, including \$1,000,000 invested in CD's.

The audit for the Foundation is almost complete and the audit for the Library is in process.

V. Finance Committee Report

Roll Call

The plan going forward is for the Finance Committee to meet at 6:00pm in the Board Room prior to the actual Board Meeting to review Controllers Report and disbursements.

Motion to approve July 2018 disbursements

There was not a quorum present therefor the motion to approve the July disbursements will be held over for the September Board Meeting.

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- VI. Director Report
The Directors Report is part of the Board Packet
Update: The open custodial position has been filled.
- VII. Services Report
Mr. Jon Gaskill provided handouts to the Board updating them on the current events happening at the Library.
- VIII. President's Report
None
- IX. Foundation Report
The Libations for Literacy event went well. We netted just under \$600.00 and over 100 people attended the event.
- The Foundation is looking at hosting a new event in October, possibly in conjunction with The Waukegan Art Council.
- X. Friends Report
The Friends are downsizing the book sales. They are looking for people to volunteer outside of the book sale, possibly supporting the Bradbury Collection and tutoring.
- October 19-20 the Friends will host the book sale in Classrooms A&B.
- This will be the 13th year of Storytelling. This year we are teaming up with the Waukegan Arts Council and the events will be held in a more intimate gallery space. Stories will be told in the Urban Edge gallery housing the Migrant Quilt Project.
- XI. City Liaison Report
None
- XII. Governance Committee Report
None
- XIII. Department Reports
Ms. Janet Wigodner presented an overview of the Reference and Reader Services. She shared success stories and highlights of the programs.
- XIV. Unfinished Business
- a. Board Retreat survey
Surveys were passed out and trustees were encouraged to complete
 - b. Liaison to the Foundation
 - c. Board packet format discussion

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Ms. Sylvia England volunteered to be the Liaison to the Foundation

Trustees were asked preferences for receiving Board Packets (printed, email or posted to Trustee site), and asked to tell us their preference.

- XV. New Business/Action Agenda
- a. Trustee moments - None
 - b. Budget calendar

The Budget Planning Calendar was provided to the attending Trustees. Once a draft working Budget is prepared, in early January 2019; it will be shared with the Finance Committee for review and then to the Board of Trustees.

- XVI. Announcements/Trustee Comments

Ms. Marge Ferruzzi recently visited the YA Center and commented on how good it looks. She also suggested the Library sponsor a Taste of Waukegan event, since Waukegan has always been a community of immigrants.

Mr. Larry McShane stated his favorite place in the Library is the new book section and how well placed it is in the Library.

Ms. Sylvia England thanked the Library for the Trustee Retreat and welcomed Ms. Chetara Jenkins to the Board. She also shared that she recently attended the African American Civil War Museum in Washington DC and will be bringing some books to share.

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

- XVIII. Adjourn
The meeting adjourned at 7:54PM (no motion).

WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON SEPTEMBER 19, 2018 FOR RESULTS THROUGH 08/31/18

RANGE IS 33% BUDGET USED/RECEIVED OR 67% BUDGET REMAINING

REVENUES

Line 1	Real Estate Tax Revenue	58% 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	Within range
Line 13	Grants	Pending allocation of salaries
Line 14	Capital Expenditures	Ahead due to renewal of SMS and Decision Center
Line 15	Debt Service	Interest was paid on June 30, 2018
Line 16	Cash	Approximately \$2,700,000, including \$1,000,000 invested in CD's

Notes

16 month audit for Foundation and annual audit for Library are mostly complete.

WAUKEGAN PUBLIC LIBRARY

Summary of Actual vs. Budgeted Results

For the 4 Months Ended August 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	2,302,127	58%	42%
2	4200	Library Revenue	85,247	75,000	21,296	28%	72%
3	4300	Contributed Income	48,554	36,700	20,775	57%	43%
4	4400	Grant Revenue	473,721	346,500	125,948	36%	64%
5	4500	Interest Income	2,333	1,500	1,427	95%	5%
6	4600	Other Income	12,801	154,000	632	0%	100%
		Total Revenues	<u>4,570,931</u>	<u>4,613,700</u>	<u>2,472,204</u>	<u>54%</u>	<u>46%</u>
Expenditures							
7	5100	Salaries, Benefits, Staff Dev	2,923,105	3,199,077	1,037,464	32%	68%
8	5200	Administrative Services	151,413	179,740	11,355	6%	94%
9	5300	Public Services	353,658	342,829	102,739	30%	70%
10	5400	Community Services	121,318	156,693	32,779	21%	79%
11	5500	Building Services	102,174	84,966	35,733	42%	58%
12	5600	Information Technology Services	170,002	171,010	45,201	26%	74%
13	5700	Grants	212,446	156,000	16,394	11%	89%
14	6000	Capital Expenditures	70,131	30,880	24,968	81%	19%
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>1,362,463</u>	<u>30%</u>	<u>70%</u>
		Net Surplus	<u>173,897</u>	<u>842</u>	<u>1,109,741</u>		
			<u>04/30/18</u>		<u>08/31/18</u>		
Operations							
	1010	Petty Cash	800		800		
	1015	Associated Bank - Imprest	8,577		15,577		
	1020	First Midwest - City Account	424,923		1,492,711		
	1025	Associated Bank - Money Market	202,076		217,263		
	1045	Associated Bank - Flex	5,218		7,182		
		Sub-Total	<u>641,595</u>		<u>1,733,534</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>2,749,757</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 August 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	08/06/2018	8-1	31,207.56	July IMRF payment	5100
2	De Lage Landen Public Finance	08/08/2018	111451	1,153.94		
3	Cintas #2	08/15/2018	111452	40.36		
4	Void	08/15/2018	111453	-		
5	4Imprint, Inc.	08/15/2018	111454	841.51		
6	Apple Books	08/15/2018	111455	879.50		
7	AT&T CABS Department	08/15/2018	111456	522.67		
8	Void	08/15/2018	111457	-		
9	Atomatic Mechanical	08/15/2018	111458	1,498.89		
10	Void	08/15/2018	111459	-		
11	Baker & Taylor 70	08/15/2018	111460	156.15		
12	Castro, Juan Carlos	08/15/2018	111461	250.00		
13	Center Point Large Print	08/15/2018	111462	140.22		
14	Cintas Corporation	08/15/2018	111463	237.30		
15	Clavijo, Pedro	08/15/2018	111464	150.00		
16	DEMCO	08/15/2018	111465	101.49		
17	Garcia, Alicia	08/15/2018	111466	120.00		
18	Grainger	08/15/2018	111467	355.62		
19	Graves, Gale	08/15/2018	111468	120.00		
20	Illinois Library Association	08/15/2018	111469	150.00		
21	Ingram Library Services	08/15/2018	111470	143.54		
22	Jordan, Debra	08/15/2018	111471	170.66		
23	Jung, Elizabeth	08/15/2018	111472	120.00		
24	Justman, Jeff	08/15/2018	111473	150.00		
25	Laminator.com	08/15/2018	111474	651.10		
26	Lewis, Laureen	08/15/2018	111475	400.00		
27	Library Ideas LLC	08/15/2018	111476	418.17		
28	Logotech	08/15/2018	111477	1,085.00		
29	Marcive Inc.	08/15/2018	111478	60.00		
30	Martinez, Ivette	08/15/2018	111479	902.50		
31	Midwest Tape	08/15/2018	111480	154.96		
32	Minuteman Press of Gurnee	08/15/2018	111481	244.03		
33	Motion Picture Licensing Corporation	08/15/2018	111482	249.38		
34	NCPERS Group Life Ins. IMRF life	08/15/2018	111483	16.00		
35	New York Life Insurance Company	08/15/2018	111484	398.42		
36	Office Plus Solutions & Supply	08/15/2018	111485	52.99		
37	Olson's Ace Hardware	08/15/2018	111486	116.75		
38	Oriental Trading Company Inc.	08/15/2018	111487	15.98		
39	OverDrive, Inc.	08/15/2018	111488	392.11		
40	Oxford University Press	08/15/2018	111489	138.28		
41	Penguin Random House LLC	08/15/2018	111490	217.50		
42	Piper Road Spring Band	08/15/2018	111491	600.00		
43	Pompilus, Edna	08/15/2018	111492	300.00		
44	Ramrod Distributors, Inc.	08/15/2018	111493	549.29		
45	Resendiz, Jeanie	08/15/2018	111494	155.81		
46	Resendiz, Priscilla	08/15/2018	111495	162.50		
47	Royer, Susan	08/15/2018	111496	22.10		
48	Salgado, Isaac	08/15/2018	111497	120.00		
49	Shaub, Kyle	08/15/2018	111498	120.00		
50	Sikich LLP	08/15/2018	111499	1,500.00		
51	The Child's World	08/15/2018	111500	466.70		
52	Verizon	08/15/2018	111501	191.33		
53	Watkins, Cathy	08/15/2018	111502	200.00		
54	Waukegan Arts Council	08/15/2018	111503	100.00		
55	Wence, Diana	08/15/2018	111504	18.97		
56	WKGN - Water	08/15/2018	111505	429.03		
57	Baker & Taylor 10	08/15/2018	111506	3,798.11	Library Materials	5300
58	Baker & Taylor 30	08/15/2018	111507	1,959.98		
59	MyPay Solutions	08/15/2018	8-3	74,806.58	08/15/18 Payroll	5100

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended August 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
60	MyPay Solutions	08/15/2018	8-3	537.86		
61	MyPay Solutions	08/15/2018	8-3	29,720.56	08/15/18 Payroll	5100
62	MyPay Solutions	08/15/2018	8-3	249.50		
63	MyPay Solutions	08/15/2018	8-3	152.80		
64	Aguilera, Karla	08/15/2018	111508	537.86		
65	Nationwide Retirement Solutions	08/15/2018	111509	1,333.00		
66	Call One	08/15/2018	111510	831.45		
67	Encore Data Products, Inc.	08/15/2018	111511	198.00		
68	Fremont Public Library	08/15/2018	111512	63.00		
69	Grainger	08/15/2018	111513	48.84		
70	Kronos	08/15/2018	111514	378.00		
71	Literacy Volunteers of Illinois	08/15/2018	111515	1,800.00		
72	Ramrod Distributors, Inc.	08/15/2018	111516	168.75		
73	Rivera, Judith	08/15/2018	111517	217.50		
74	The Alliance for Human Services	08/15/2018	111518	500.00		
75	Laconi - TSS	08/15/2018	111519	15.00		
76	Martinez, Ivette	08/15/2018	111573	802.50		
77	MyPay Solutions	08/31/2018	8-4	71,546.83	08/31/18 Payroll	5100
78	MyPay Solutions	08/31/2018	8-4	28,062.13	08/31/18 Payroll	5100
79	MyPay Solutions	08/31/2018	8-4	249.50		
80	MyPay Solutions	08/31/2018	8-4	151.25		
81	Amazon.com	08/31/2018	111520	1,769.82		
82	American Button Machine	08/31/2018	111521	89.06		
83	Apple Books	08/31/2018	111522	328.55		
84	Aqua Chill of Chicago	08/31/2018	111523	32.00		
85	Artgrafix/Stover Grafix	08/31/2018	111524	455.46		
86	Void	08/31/2018	111525	-		
87	Baker & Taylor 10	08/31/2018	111526	5,963.68	Library Materials	5300
88	Baker & Taylor 30	08/31/2018	111527	3,019.40	Library Materials	5300
89	Baker & Taylor 60	08/31/2018	111528	83.82		
90	Baker & Taylor 70	08/31/2018	111529	57.40		
91	Bibliotheca, LLC	08/31/2018	111530	32,060.75	Annual Support & Maint Contract	5600
92	Canteen Refreshment Services	08/31/2018	111531	79.90		
93	Cardmember Service	08/31/2018	111532	5,134.26	Credit Card Payment	var
94	Castro, Juan Carlos	08/31/2018	111533	200.00		
95	Chicago Filter Company	08/31/2018	111534	398.00		
96	Chicago Tribune	08/31/2018	111535	312.00		
97	Clavijo, Pedro	08/31/2018	111536	150.00		
98	Comcast	08/31/2018	111537	359.70		
99	Cordova, Jennyfer	08/31/2018	111538	19.33		
100	DEMCO	08/31/2018	111539	1,287.40		
101	Gale CENGAGE Learning	08/31/2018	111540	1,112.00		
102	HMO Illinois - BlueCross BlueShield	08/31/2018	111541	5,190.72	Health Benefits	5100
103	Home Depot Credit Services	08/31/2018	111542	419.04		
104	Hydro Management	08/31/2018	111543	831.24		
105	Impact Networking, LLC	08/31/2018	111544	58.50		
106	Ingram Library Services	08/31/2018	111545	209.88		
107	Innovative Interfaces, Inc. I	08/31/2018	111546	20,272.57	SMS & Decision Center Annual Renewal	6000
108	Lake County AfroFest 2018	08/31/2018	111547	100.00		
109	Library Ideas LLC	08/31/2018	111548	32.50		
110	Matrix Development, LLC	08/31/2018	111549	1,300.00		
111	Midwest Tape	08/31/2018	111550	69.98		
112	Minuteman Press of Gurnee	08/31/2018	111551	244.03		
113	MNJ Technologies Direct	08/31/2018	111552	923.00		
114	Nationwide Retirement Solutions	08/31/2018	111553	1,333.00		
115	New Readers Press	08/31/2018	111554	348.98		
116	News-Sun	08/31/2018	111555	124.80		
117	Office Plus Solutions & Supply	08/31/2018	111556	92.68		
118	OverDrive, Inc.	08/31/2018	111557	399.68		

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements

For the Month Ended August 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
119	Peters, Tuwanda	08/31/2018	111558	100.00		
120	Pompilus, Edna	08/31/2018	111559	200.00		
121	Reblin, Beth	08/31/2018	111560	103.40		
122	Recorded Books, LLC	08/31/2018	111561	250.67		
123	Richio, Amanda	08/31/2018	111562	30.35		
124	Rivera, Judith	08/31/2018	111563	780.00		
125	SenSource	08/31/2018	111564	360.00		
126	TruAssure	08/31/2018	111565	419.61		
127	Watkins, Cathy	08/31/2018	111566	50.00		
128	Wence, Diana	08/31/2018	111567	29.44		
129	Wigodner, Janet	08/31/2018	111569	725.43		
130	Wilson Railing & Metal Fabricating Co.	08/31/2018	111570	2,500.00	Unemployment Insurance	5100
131	WKGN - Water	08/31/2018	111571	449.67		
132	Women in Development North	08/31/2018	111572	80.00		
133	AT&T Other	08/31/2018	111574	426.57		
134	GCG Financial, Inc-Dental	08/31/2018	111575	2,212.00	Health Benefits	5100
135	GCG Financial, Inc-Medical	08/31/2018	111576	22,859.00	Health Benefits	5100
	Total Computer Generated Checks			<u>383,526.58</u>		
	Imprest Checks					
	None this month					

WAUKEGAN PUBLIC LIBRARY

Summary of Disbursements to Individuals
For the Month Ended August 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Grant</u>
12	Castro, Juan Carlos	08/15/2018	111461	250.00	Grant Contractor	A
15	Clavijo, Pedro	08/15/2018	111464	150.00	Grant Contractor	A
17	Garcia, Alicia	08/15/2018	111466	120.00	Employee Reimbursement - Cell Phone	
19	Graves, Gale	08/15/2018	111468	120.00	Employee Reimbursement - Cell Phone	
22	Jordan, Debra	08/15/2018	111471	170.66	Employee Reimbursement - Cell Phone + Meals	
23	Jung, Elizabeth	08/15/2018	111472	120.00	Employee Reimbursement - Cell Phone	
24	Justman, Jeff	08/15/2018	111473	150.00	Concert Performer	
26	Lewis, Laureen	08/15/2018	111475	400.00	Concert Performer	
30	Martinez, Ivette	08/15/2018	111479	902.50	Grant Contractor	COTHS HFNL
43	Pompilus, Edna	08/15/2018	111492	300.00	Grant Contractor	A
45	Resendiz, Jeanie	08/15/2018	111494	155.81	Employee Reimbursement - Supplies	
46	Resendiz, Priscilla	08/15/2018	111495	162.50	Employee Reimbursement - Travel	
47	Royer, Susan	08/15/2018	111496	22.10	Employee Reimbursement - Meals	
48	Salgado, Isaac	08/15/2018	111497	120.00	Employee Reimbursement - Cell Phone	
49	Shaub, Kyle	08/15/2018	111498	120.00	Employee Reimbursement - Cell Phone	
53	Watkins, Cathy	08/15/2018	111502	200.00	Grant Contractor	A
55	Wence, Diana	08/15/2018	111504	18.97	Employee Reimbursement - Supplies	
64	Aguilera, Karla	08/15/2018	111508	537.86	Employee - Manual Check Payroll	
73	Rivera, Judith	08/15/2018	111517	217.50	Cleaning Contractor	
76	Martinez, Ivette	08/15/2018	111573	802.50	Grant Contractor	COTHS HFNL
94	Castro, Juan Carlos	08/31/2018	111533	200.00	Grant Contractor	A
97	Clavijo, Pedro	08/31/2018	111536	150.00	Grant Contractor	A
99	Cordova, Jennyfer	08/31/2018	111538	19.33	Employee Reimbursement - Personals	
119	Peters, Tuwanda	08/31/2018	111558	100.00	Grant Contractor	A
120	Pompilus, Edna	08/31/2018	111559	200.00	Grant Contractor	A
121	Reblin, Beth	08/31/2018	111560	103.40	Employee Reimbursement - Supplies	
123	Richio, Amanda	08/31/2018	111562	30.35	Employee Reimbursement - Supplies	
124	Rivera, Judith	08/31/2018	111563	780.00	Cleaning Contractor	
127	Watkins, Cathy	08/31/2018	111566	50.00	Grant Contractor	A
128	Wence, Diana	08/31/2018	111567	29.44	Employee Reimbursement - Supplies	
129	Wigodner, Janet	08/31/2018	111569	725.43	Employee Reimbursement - Supplies	

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Waukegan Public Library Check Detail

August 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	H03325454	08/31/2018			5312 · Per Capita	-232.19	232.19
Bill	H03240090	08/31/2018			5312 · Per Capita	-14.66	14.66
Bill	H03358680	08/31/2018			5312 · Per Capita	-62.36	62.36
Bill	H03567440	08/31/2018			5312 · Per Capita	-29.39	29.39
Bill	H03325450	08/31/2018			5312 · Per Capita	-28.43	28.43
Bill	H03325451	08/31/2018			5312 · Per Capita	-49.22	49.22
Bill	H03567441	08/31/2018			5312 · Per Capita	-176.23	176.23
Bill	H03567442	08/31/2018			5312 · Per Capita	-99.17	99.17
Bill	H03325452	08/31/2018			5312 · Per Capita	-25.71	25.71
Bill	H03325456	08/31/2018			5312 · Per Capita	-19.10	19.10
Bill	H03325453	08/31/2018			5312 · Per Capita	-38.20	38.20
Bill	H03325455	08/31/2018			5312 · Per Capita	-22.04	22.04
Bill	H03691490	08/31/2018			5312 · Per Capita	-113.22	113.22
TOTAL						-3,019.40	3,019.40
Bill Pmt -Check	111528	08/31/2018	Baker & Taylor 60		1020 · First Midwest Bank - City		-83.82
Bill	5015116431	08/31/2018			5312 · Per Capita	-83.82	83.82
TOTAL						-83.82	83.82
Bill Pmt -Check	111529	08/31/2018	Baker & Taylor 70		1020 · First Midwest Bank - City		-57.40
Bill	H02869890	08/31/2018			5312 · Per Capita	-14.35	14.35
Bill	H02978240	08/31/2018			5312 · Per Capita	-14.35	14.35
Bill	H01702760	08/31/2018			5312 · Per Capita	-14.35	14.35
Bill	H03324430	08/31/2018			5312 · Per Capita	-14.35	14.35
TOTAL						-57.40	57.40
Bill Pmt -Check	111530	08/31/2018	Bibliotheca, LLC		1020 · First Midwest Bank - City		-32,060.75
Bill	SI0043107-US	08/31/2018			5640 · Computer Maintenance	-32,060.75	32,060.75
TOTAL						-32,060.75	32,060.75
Bill Pmt -Check	111531	08/31/2018	Canteen Refreshment Services		1020 · First Midwest Bank - City		-79.90
Bill	0525600001318...	08/31/2018			5159 · Staff Room	-79.90	79.90
TOTAL						-79.90	79.90
Bill Pmt -Check	111532	08/31/2018	Cardmember Service		1020 · First Midwest Bank - City		-5,134.26
Bill	RIZZIO AUG18 ...	08/31/2018			5505 · Maintenance Supplies	-44.44	44.44
					5160 · Meals/Food	-13.99	13.99
					5505 · Maintenance Supplies	-36.95	36.95
					5545 · Green Initiatives	-522.36	522.36
					5513 · Vehicle Repairs, Gas and Upkeep	-6.00	6.00
					5507 · Tools	-790.68	790.68
					5545 · Green Initiatives	-66.15	66.15
					5160 · Meals/Food	-126.66	126.66
					5505 · Maintenance Supplies	-40.00	40.00
					5160 · Meals/Food	-50.58	50.58
					5506 · Cleaning Supplies	-170.24	170.24
					5210 · Postage	-17.87	17.87
					5220 · Board Related Expense	-293.07	294.62
					5220 · Board Related Expense	-47.69	47.94
					5154 · Professional Development	-77.19	77.60
					5205 · Administrative Supplies	-53.71	54.00
					5205 · Administrative Supplies	-10.74	10.80
					5163 · Other	-188.29	189.29
					5153 · Professional Mships & Dues	-99.47	100.00
					5153 · Professional Mships & Dues	-248.68	250.00
					5167 · Background Checks - Employees	-151.00	151.80
					5161 · Travel & Transportation	-178.23	179.18
					5153 · Professional Mships & Dues	-223.81	225.00
					5153 · Professional Mships & Dues	-209.00	209.00
					5332 · Circulation Supplies	-315.00	315.00
					5205 · Administrative Supplies	-111.99	111.99
					5341 · Staff Supplies	-76.46	76.46
					5610 · Internet Charges	-39.99	39.99
					1345 · Prepaid Statue Related Expenses	-26.04	26.04
					5438 · Internal Programs	-53.50	53.50
					5307 · CM - Processing Supplies	-37.78	37.78
					5220 · Board Related Expense	-172.50	172.50
					5307 · CM - Processing Supplies	-267.00	267.00
					5307 · CM - Processing Supplies	-29.12	29.12
					5341 · Staff Supplies	-106.70	106.70
					5447 · Youth - Homework Help	-44.98	44.98
					5343 · ELC Supplies	-14.20	14.20
					5405 · Comm Serv Admin	-23.55	23.55
					5610 · Internet Charges	-7.00	7.00
					5205 · Administrative Supplies	-28.15	28.15
Bill	GASKILL AUG1...	08/31/2018					

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Waukegan Public Library Check Detail

August 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					5343 · ELC Supplies	-106.52	106.52
					5343 · ELC Supplies	-6.98	6.98
TOTAL						-5,134.26	5,142.61
Bill Pmt -Check	111533	08/31/2018	Castro, Juan Carlos		1020 · First Midwest Bank - City		-200.00
Bill	A08152018	08/15/2018			5710 · Professional Services	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	111534	08/31/2018	Chicago Filter Company		1020 · First Midwest Bank - City		-398.00
Bill	301507	08/31/2018			5515 · Service Contracts	-398.00	398.00
TOTAL						-398.00	398.00
Bill Pmt -Check	111535	08/31/2018	Chicago Tribune		1020 · First Midwest Bank - City		-312.00
Bill	AUG18	08/31/2018			5312 · Per Capita	-312.00	312.00
TOTAL						-312.00	312.00
Bill Pmt -Check	111536	08/31/2018	Clavijo, Pedro		1020 · First Midwest Bank - City		-150.00
Bill	A08152018	08/15/2018			5710 · Professional Services	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	111537	08/31/2018	Comcast		1020 · First Midwest Bank - City		-359.70
Bill	AUG18	08/31/2018			5610 · Internet Charges	-219.85	219.85
Bill	AUG18	08/31/2018			5610 · Internet Charges	-139.85	139.85
TOTAL						-359.70	359.70
Bill Pmt -Check	111538	08/31/2018	Cordova, Jennyfer		1020 · First Midwest Bank - City		-19.33
Bill	AUG18 REIMB	08/31/2018			1321 · Due from Employees - Personals	-19.33	19.33
TOTAL						-19.33	19.33
Bill Pmt -Check	111539	08/31/2018	DEMCO		1020 · First Midwest Bank - City		-1,287.40
Bill	6431664	08/31/2018			5307 · CM - Processing Supplies	-1,287.40	1,287.40
TOTAL						-1,287.40	1,287.40
Bill Pmt -Check	111540	08/31/2018	Gale CENGAGE Learning		1020 · First Midwest Bank - City		-1,112.00
Bill	64383951	08/31/2018			5311 · General	-473.82	473.82
Bill	64383977	08/31/2018			5311 · General	-638.18	638.18
TOTAL						-1,112.00	1,112.00
Bill Pmt -Check	111541	08/31/2018	HMO Illinois - BlueCross BlueShield		1020 · First Midwest Bank - City		-5,190.72
Bill	SEP18	08/31/2018			5141 · Health Insurance	-5,190.72	5,190.72
TOTAL						-5,190.72	5,190.72
Bill Pmt -Check	111542	08/31/2018	Home Depot Credit Services		1020 · First Midwest Bank - City		-419.04
Bill	AUG18 STMT	08/31/2018			5505 · Maintenance Supplies	-12.97	12.97
					5507 · Tools	-238.00	238.00
					5505 · Maintenance Supplies	-20.66	20.66
					5505 · Maintenance Supplies	-6.98	6.98
					5506 · Cleaning Supplies	-25.91	25.91
					5506 · Cleaning Supplies	-114.52	114.52
TOTAL						-419.04	419.04
Bill Pmt -Check	111543	08/31/2018	Hydro Management		1020 · First Midwest Bank - City		-831.24
Bill	6991	08/31/2018			5515 · Service Contracts	-415.62	415.62
Bill	6749	08/31/2018			5515 · Service Contracts	-415.62	415.62
TOTAL						-831.24	831.24

Policies: No policies were approved due to lack of quorum at the meeting. Notes will be added to copies of the policies and resent to the committee.

Capital Assessment Plan: This month we hired On-Site Insight to complete a Capital Assessment Plan for us. This plan should give us a 20 year overview of our capital resources, a place to start to determine where to save money, and a plan to prepare for repairs or replacement of equipment. This company was recommended by other library directors and completed similar plans for Zion Benton and Warren Newport Libraries. Once the final plan is submitted it will be shared with the Board.

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

Budget letter: The budget letter to the City will be going out this week (as of 9/17). All the departments have been a great resource in this process, which is nowhere near done! This is the preliminary ask from the city for our levy. A final budget won't be approved until the spring of 2019.

"The Corner": The new YA space has been spruced up. Please take a look when you have a chance.

Presentations: I had the pleasure of presenting to the Waukegan Exchange Club this month. I will also be presenting to the Waukegan Women's Club in early October. Jon and I have been "tag teaming" the City Council meetings and taking an opportunity to say hello and impart some information about the library during audience time. I was also (finally) able to sit in on the Latino Coalition meeting that is held in the library each month.

Personnel update:

Open positions: None

New Hires: None

Separated: None

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.