

**AGENDA**  
**Waukegan Public Library – Board of Trustees Meeting**  
Wednesday, November 28, 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 November 28, 2018 meeting
  - Motion to approve the minutes of the WPL October 17, 2018 meeting
- IV. Controller's Report Betsy Jung
- V. Finance Committee Report Marge Ferruzzi
  - Motion to approve October 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 Fran Juergensmeyer
- XIV. New Business/Action Agenda
  - a. Trustee moment  
Trustee Facts File, Third Edition  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>
  - b. Resolution to Create Capital Assessment Fund Motion
  - c. 2019 Library Closings
- XV. Announcements/Trustee Comments
- XVI. Public Comment – Comments limited to three minutes.
- XVII. Adjourn
  - Motion to adjourn at <Time> PM.

# Minutes

## Waukegan Public Library – Board of Trustees Meeting

Wednesday, October 17, 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. Mary Stickels, Ms. Marge Ferruzzi, Ms. Rachael Mendez, Mr. Larry McShane, Ms. Sylvia England and Ms. Chetara Jenkins.

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

Also present were Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director, Ms. Debra Jordan, HR Manager, Ms. Alicia Garcia, Development Manager; Ms. Betsy Jung, Controller; and Ms. Susan Royer, Executive Assistant.

### III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees October 17, 2018 meeting was made by Ms. Sylvia England and seconded by Ms. Chetara Jenkins. Motion passed.

Motion to approve the minutes of the WPL September 19, 2018 meeting was made by Ms. Rachael Mendez and seconded by Ms. Chetara Jenkins. Motion passed.

### IV. Auditor's Report

An overview of the Auditors report was given. The Library received a Clean Unmodified Opinion, which is the highest that can be given.

A copy of the full report has been provided to the Board.

### V. Controller's Report

We have 52% of the budget remaining and have received 97% of the tax revenue income. \$11,000 was spent on needed computer upgrades. A portion of this came out of the IT budget and the remaining \$6,000 from per capita funds.

Motion to approve September 2018 disbursements was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

### VI. Finance Committee Report

There was not a quorum for the Financial Committee meeting, no business was conducted.

### VII. Director Report

The Directors Report is part of the board packet.

# Minutes

## Waukegan Public Library – Board of Trustees Meeting

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### VIII. Services Report

The Director and Assistant Director recently attend the ILA conference. It was a great opportunity for networking and with both attending; it provided the opportunity to attend more sessions.

Mr. Jon Gaskill provided an overview of the programming calendar for October as well as highlighted activities for Young Adults. He also announced we had our first graduate from On-line High School.

### IX. President's Report

Ms. Mary Stickels thanked the Board for giving of their time. "We support the Library for the community and they are doing a heck of a job".

### X. Foundation Report

The Foundation Board meeting was held last week. The Auditors report was provided and was also a very favorable report.

The funding for the Ray Bradbury Statue currently has \$89,420 in hand, with an additional \$21,000 in outstanding pledges.

Board Giving Update: \$2,500 has been received for five individual donors.

### XI. Friends Report

None

### XII. City Liaison Report

Parking lot B has been resurfaced and will be offered again as free parking for Library patrons attending upcoming concerts.

The Washington Street repairs should be completed mid-November.

### XIII. Governance Committee Report

The Governance Committee did not meet. A meeting will be scheduled for November.

### XIV. New Business/Action Agenda

#### a. Trustee moment

Trustee Facts File, Third Edition

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

The per Capita Grant requires a review. Need to read and be prepared for discussion during next Board meeting.

#### b. Budget update – timeline review

We have met with the city and talked about the value of the Library. If our levy does not rise, we may need to make cuts. We are looking at contracts to find savings.

**Minutes**  
**Waukegan Public Library – Board of Trustees Meeting**

Wednesday, October 17, 2018, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

c. CDBG update

The application for the \$10,000 services grant is ready to submit. It has the potential to benefit 500+ patrons.

d. Resolution to Create Capital Assessment Fund Discussion

The fund would be seeded with \$450,000. This money would be set aside for emergency projects. A draft of the Resolution will be sent to the Finance Committee for review.

XV. Announcements/Trustee Comments

From Ms. Jennifer Salazar: I just wanted to thank WPL for hosting such wonderful events for Hispanic Heritage Month. I attended the Children's Mariachi and it kindled my heart to see our students and culture so positively represented and supported by our community. Thank you. I would also again like to stress the importance of all Trustees' donating to the Foundation.

Ms. Marge Ferruzzi had the opportunity to use Library services in a different way. She Recently had a class reunion and was assisted by Jeanie and Diana to set up a link where she could share photos with classmates. Thank you Jeanie and Diana!

Ms. Sylvia England thanked Ms. Betsy Jung for the work she did on the audit and for keeping our records in good shape and for assisting with the letter to the city requesting a budget levy.

XVI. Public Comment – Comments limited to three minutes.

Mr. David Villalobos announced the 10-year anniversary celebration of Waukegan to College this weekend at the Glen Flora Country Club.

Ms. Debra Jordan shared information about the Staff Committee. They are focused on providing opportunities for staff to get involved in cultural events and opportunities to bring awareness, such as Breast Cancer awareness month.

XVII. Adjourn

Motion to adjourn the meeting was made by Ms. Mary Stickels and seconded by all. Meeting Adjourned at 7:51 PM.

## WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON NOVEMBER 28, 2018 FOR RESULTS THROUGH 10/31/18

RANGE IS 50% BUDGET USED/RECEIVED OR 50% BUDGET REMAINING

### REVENUES

Line 1	Real Estate Tax Revenue	98% 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	Includes 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	Within range
Line 12	Information Tech Services	Within range
Line 13	Grants	Behind due to spending patterns
Line 14	Capital Expenditures	Behind due to spending patterns
Line 15	Debt Service	Interest was paid on June 30, 2018, principal and interest is due December 31, 2018
Line 16	Cash	Approximately \$3,900,000, including \$1,000,000 invested in CD's

### Notes

Foundation made first payment to sculptor for statue on November 14<sup>th</sup>.

Forecast for FY18 and Budget for FY19 are being worked on currently.

Levy will be passed during the month of December by the City.

**WAUKEGAN PUBLIC LIBRARY**

Summary of Actual vs. Budgeted Results

For the 6 Months Ended October 31, 2018

			2018	2019	2019	% Budget	% Budget
			Actual	Budget	YTD Operations	Rec'd/Used	Remaining
<b>Revenues</b>							
1	4100	Real Estate Tax Revenue	3,948,274	4,000,000	3,922,635	98%	2%
2	4200	Library Revenue	85,247	75,000	31,148	42%	58%
3	4300	Contributed Income	48,554	36,700	23,845	65%	35%
4	4400	Grant Revenue	473,721	346,500	125,948	36%	64%
5	4500	Interest Income	2,333	1,500	3,931	262%	-162%
6	4600	Other Income	12,801	154,000	1,375	1%	99%
		Total Revenues	<u>4,570,931</u>	<u>4,613,700</u>	<u>4,108,882</u>	<u>89%</u>	<u>11%</u>
<b>Expenditures</b>							
7	5100	Salaries, Benefits, Staff Dev	2,923,105	3,199,077	1,567,791	49%	51%
8	5200	Administrative Services	151,413	179,740	40,058	22%	78%
9	5300	Public Services	353,658	342,829	162,942	48%	52%
10	5400	Community Services	121,318	156,693	44,162	28%	72%
11	5500	Building Services	102,174	84,966	50,492	59%	41%
12	5600	Information Technology Services	170,002	171,010	77,695	45%	55%
13	5700	Grants	212,446	156,000	25,413	16%	84%
14	6000	Capital Expenditures	70,131	30,880	9,669	31%	69%
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>2,034,052</u>	<u>44%</u>	<u>56%</u>
		Net Surplus	<u>173,897</u>	<u>842</u>	<u>2,074,829</u>		
			<u>04/30/18</u>		<u>10/31/18</u>		
<b>Operations</b>							
	1010	Petty Cash	800		800		
	1015	Associated Bank - Imprest	8,577		15,577		
	1020	First Midwest - City Account	424,923		2,740,057		
	1025	Associated Bank - Money Market	202,076		149,914		
	1045	Associated Bank - Flex	5,218		6,461		
		Sub-Total	<u>641,595</u>		<u>2,912,810</u>		
<b>Reserves</b>							
	1065	MB Financial	15,226		15,199		
	1040	First Midwest - Money Market	1,003		1,003		
		Sub-Total	<u>16,229</u>		<u>16,202</u>		
<b>Investments</b>							
	1060	FMB Certificates of Deposit	1,000,000		1,000,000		
16		Total	<u>1,657,824</u>		<u>3,929,012</u>		
17	<b>Debt certificates outstanding</b>		<u>2,715,000</u>		<u>2,715,000</u>		

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended October 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	Gaskill, Jon	10/02/2018	111682	178.50		
2	Gomez-Beloz, Selina	10/02/2018	111683	178.50		
3	Knauf, Michael J.	10/02/2018	111684	600.00		
4	City of Waukegan	10/03/2018	10-1	<b>32,984.42</b>	September IMRF Payment	5100/2100
7	De Lage Landen Public Finance	10/10/2018	111685	<b>2,307.88</b>	Copier Lease Payments	5200
8	MyPay Solutions	10/15/2018	10-3	<b>66,566.37</b>	10/15/18 Payroll	5100/2100
9	MyPay Solutions	10/15/2018	10-3	<b>25,350.88</b>	10/15/18 Payroll	5100/2100
10	MyPay Solutions	10/15/2018	10-3	249.50		
11	MyPay Solutions	10/15/2018	10-3	157.85		
12	Void	10/15/2018	111686	-		
13	ALA Other	10/15/2018	111687	16.00		
14	Apple Books	10/15/2018	111688	144.43		
15	AT&T CABS Department	10/15/2018	111689	522.67		
16	Baker & Taylor 10	10/15/2018	111690	<b>7,039.57</b>	Library Materials	5300
17	Baker & Taylor 30	10/15/2018	111691	<b>2,320.84</b>	Library Materials	5300
18	Baker & Taylor 60	10/15/2018	111692	124.19		
19	Baker & Taylor 70	10/15/2018	111693	184.00		
20	Center Point Large Print	10/15/2018	111694	140.22		
21	Cintas #2	10/15/2018	111695	42.34		
22	Cintas Corporation	10/15/2018	111696	175.88		
23	Comcast	10/15/2018	111697	139.85		
24	Costco	10/15/2018	111698	120.00		
25	Gale CENGAGE Learning	10/15/2018	111699	109.81		
26	GCG Financial, Inc-Dental	10/15/2018	111700	<b>2,212.00</b>	Dental Benefits	5100/2100
27	GCG Financial, Inc-Medical	10/15/2018	111701	<b>22,859.00</b>	Health Benefits	5100/2100
28	Grainger	10/15/2018	111702	566.44		
29	Haines & Company Inc.	10/15/2018	111703	425.50		
30	Hollinger Metal Edge, Inc.	10/15/2018	111704	107.86		
31	Impact Networking, LLC	10/15/2018	111705	39.00		
32	Ingram Library Services	10/15/2018	111706	603.10		
33	Innovative Users Group	10/15/2018	111707	100.00		
34	Klein, Thorpe and Jenkins, Ltd.	10/15/2018	111708	147.00		
35	Lakeland/Larsen Elevator Corporation	10/15/2018	111709	429.94		
36	Larsen Greenhouse Florist	10/15/2018	111710	49.90		
37	Library Ideas LLC	10/15/2018	111711	48.00		
38	Liturgical Publications, Inc.	10/15/2018	111712	525.00		
39	Marcive Inc.	10/15/2018	111713	60.00		
40	Midwest Tape	10/15/2018	111714	11.24		
41	Nationwide Retirement Solutions	10/15/2018	111715	1,333.00		
42	NCPERS Group Life Ins. IMRF life	10/15/2018	111716	16.00		
43	New York Life Insurance Company	10/15/2018	111717	398.42		
44	Olson's Ace Hardware	10/15/2018	111718	99.90		
45	On-Site Insight	10/15/2018	111719	<b>3,625.00</b>	Consulting Fee	5200
46	OverDrive, Inc.	10/15/2018	111720	1,042.63		
47	Penguin Random House LLC	10/15/2018	111721	131.25		
48	Reblin, Beth	10/15/2018	111722	78.98		
49	Rivera, Judith	10/15/2018	111723	210.00		
50	Royer, Susan	10/15/2018	111724	21.41		
51	The New York Times	10/15/2018	111725	1,053.00		
52	Verizon	10/15/2018	111726	375.64		
53	Wence, Diana	10/15/2018	111727	197.95		
54	WKGN - Water	10/15/2018	111728	297.87		
55	4Imprint, Inc.	10/15/2018	111729	874.69		
56	Clavijo, Pedro	10/15/2018	111730	300.00		
57	Hadiyah N. Nnambi	10/15/2018	111731	14.50		
58	Martinez, Ivette	10/15/2018	111732	700.00		
59	Pompilus, Edna	10/15/2018	111733	350.00		
60	Watkins, Cathy P.	10/15/2018	111734	200.00		
61	Illinois Department of Innovation & Techn	10/15/2018	111736	650.00		
62	Sikich LLP	10/15/2018	111737	<b>8,000.00</b>	Audit Fees	5200/1300
63	Today's Business Solutions, Inc	10/15/2018	111738	188.96		
64	Illinois Charity Bureau Fund	10/18/2018	111739	15.00		

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended October 31, 2018

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
65	MyPay Solutions	10/31/2018	10-4	<b>71,341.29</b>	10/31/18 Payroll	5100/2100
66	MyPay Solutions	10/31/2018	10-4	<b>27,512.32</b>	10/31/18 Payroll	5100/2100
67	MyPay Solutions	10/31/2018	10-4	261.50		
68	MyPay Solutions	10/31/2018	10-4	157.85		
69	Clavijo, Pedro	10/31/2018	111740	350.00		
70	Graves, Gale	10/31/2018	111741	25.07		
71	Hadiyah N. Nambi	10/31/2018	111742	682.50		
72	Harris, Vanessa	10/31/2018	111743	24.00		
73	Jordan, Debra	10/31/2018	111744	178.86		
74	Martinez, Ivette	10/31/2018	111745	752.50		
75	Mathisen, Martina	10/31/2018	111746	600.00		
76	Rivera, Judith	10/31/2018	111747	315.00		
77	Sanchez, Erika Quezada	10/31/2018	111748	500.00		
78	Watkins, Cathy P.	10/31/2018	111749	200.00		
79	EBSCO	10/31/2018	111750	2.23		
80	Amazon.com	10/31/2018	111751	1,228.31		
81	Apple Books	10/31/2018	111752	<b>2,680.47</b>	Library Materials	5300
82	Aqua Chill of Chicago	10/31/2018	111753	32.00		
83	AT&T Other	10/31/2018	111754	489.76		
84	Baker & Taylor 10	10/31/2018	111755	<b>7,277.64</b>	Library Materials	5300
85	Baker & Taylor 30	10/31/2018	111756	1,730.10		
86	Baker & Taylor 70	10/31/2018	111757	85.25		
87	Bayscan Technologies	10/31/2018	111758	150.00		
88	Book Page	10/31/2018	111759	324.00		
89	Cardmember Service	10/31/2018	111760	1,780.14		
90	Comcast	10/31/2018	111761	359.70		
91	De Lage Landen Public Finance	10/31/2018	111762	1,153.94		
92	Discount School Supply	10/31/2018	111763	385.47		
93	Gale CENGAGE Learning	10/31/2018	111764	26.39		
94	Grainger	10/31/2018	111765	58.08		
95	HMO Illinois - BlueCross BlueShield	10/31/2018	111766	<b>5,190.72</b>	Health Benefits	5100/2100
96	Home Depot Credit Services	10/31/2018	111767	1,120.31		
97	Illinois Department of Innovation & Techn	10/31/2018	111768	650.00		
98	Impact Networking, LLC	10/31/2018	111769	39.00		
99	Ingram Library Services	10/31/2018	111770	79.44		
100	JB Glass & Board Up Service	10/31/2018	111771	650.00		
101	Kronos SaaS, Inc.	10/31/2018	111772	378.00		
102	Kully Supply	10/31/2018	111773	319.02		
103	Laconi, Inc.	10/31/2018	111774	100.00		
104	LIMRICC	10/31/2018	111775	886.55		
105	Madison National Life	10/31/2018	111776	234.70		
106	Midwest Tape	10/31/2018	111777	465.85		
107	Minuteman Press of Gurnee	10/31/2018	111778	1,477.50		
108	Nationwide Retirement Solutions	10/31/2018	111779	1,413.00		
109	Office Plus Solutions & Supply	10/31/2018	111780	107.91		
110	OverDrive, Inc.	10/31/2018	111781	370.67		
111	Penguin Random House LLC	10/31/2018	111782	33.75		
112	Pitney Bowes	10/31/2018	111783	966.96		
113	Pronto Signs & Engraving	10/31/2018	111784	12.00		
114	Ramrod Distributors, Inc.	10/31/2018	111785	480.87		
115	TruAssure	10/31/2018	111786	210.23		
116	WKGN - Water	10/31/2018	111787	229.95		
117	Aguilar, Hugo R.	10/31/2018	111788	100.00		
118	Illinois Central School Bus	10/31/2018	111789	350.10		
119	TK Consulting	10/31/2018	111790	240.00		

Total Computer Generated Checks

**324,782.78**
**Imprest Checks**

None this month



**WAUKEGAN PUBLIC LIBRARY**

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

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Grant</u>
1	Gaskill, Jon	10/02/2018	111682	178.50	Travel Per Diem	
2	Gomez-Beloz, Selina	10/02/2018	111683	178.50	Travel Per Diem	
3	Knauf, Michael J.	10/02/2018	111684	600.00	Concert Presenter	
48	Reblin, Beth	10/15/2018	111722	78.98	Employee Reimbursement - Supplies	
49	Rivera, Judith	10/15/2018	111723	210.00	Cleaning Contractor	
50	Royer, Susan	10/15/2018	111724	21.41	Employee Reimbursement - Supplies	
53	Wence, Diana	10/15/2018	111727	197.95	Employee Reimbursement - Supplies	
56	Clavijo, Pedro	10/15/2018	111730	300.00	Grant Contractor	A
57	Hadiyah N. Nnambi	10/15/2018	111731	14.50	Grant Contractor	B
58	Martinez, Ivette	10/15/2018	111732	700.00	Grant Contractor	COTHS HFNLC
59	Pompilus, Edna	10/15/2018	111733	350.00	Grant Contractor	A
60	Watkins, Cathy P.	10/15/2018	111734	200.00	Grant Contractor	A
69	Clavijo, Pedro	10/31/2018	111740	350.00	Grant Contractor	A
70	Graves, Gale	10/31/2018	111741	25.07	Employee Reimbursement - Supplies	
71	Hadiyah N. Nnambi	10/31/2018	111742	682.50	Grant Contractor	B
72	Harris, Vanessa	10/31/2018	111743	24.00	Employee Reimbursement - Supplies	
73	Jordan, Debra	10/31/2018	111744	178.86	Employee Reimbursement - Supplies	
74	Martinez, Ivette	10/31/2018	111745	752.50	Grant Contractor	COTHS HFNLC
75	Mathisen, Martina	10/31/2018	111746	600.00	Staff Day Presenter	
76	Rivera, Judith	10/31/2018	111747	315.00	Cleaning Contractor	
77	Sanchez, Erika Quezada	10/31/2018	111748	500.00	Staff Day Presenter	
78	Watkins, Cathy P.	10/31/2018	111749	200.00	Grant Contractor	A
117	Aguilar, Hugo R.	10/31/2018	111788	100.00	Staff Day Presenter	
119	TK Consulting	10/31/2018	111790	240.00	Safety Training	

2:26 PM

11/19/18

## Waukegan Public Library

## Check Detail

October 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	H0919...	10/31/2018			5311 · General	-76.17	76.17
Bill	20340...	10/31/2018			5311 · General	-458.61	458.61
Bill	H0946...	10/31/2018			5311 · General	-29.39	29.39
Bill	H0946...	10/31/2018			5311 · General	-29.39	29.39
Bill	H0946...	10/31/2018			5311 · General	-33.79	33.79
Bill	H0946...	10/31/2018			5311 · General	-154.28	154.28
Bill	H0946...	10/31/2018			5311 · General	-7.34	7.34
Bill	H0932...	10/31/2018			5311 · General	-36.72	36.72
Bill	H0932...	10/31/2018			5311 · General	-11.02	11.02
TOTAL						-1,730.10	1,730.10
Bill Pmt -Check	111757	10/31/2018	Baker & Taylor 70		1020 · First Midwest Bank - City		-85.25
Bill	H0785...	10/31/2018			5311 · General	-56.55	56.55
Bill	H0856...	10/31/2018			5311 · General	-14.35	14.35
Bill	H0856...	10/31/2018			5311 · General	-14.35	14.35
TOTAL						-85.25	85.25
Bill Pmt -Check	111758	10/31/2018	Bayscan Technologies		1020 · First Midwest Bank - City		-150.00
Bill	58424	10/31/2018			5332 · Circulation Supplies	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	111759	10/31/2018	Book Page		1020 · First Midwest Bank - City		-324.00
Bill	S38468	10/31/2018			5311 · General	-324.00	324.00
TOTAL						-324.00	324.00
Bill Pmt -Check	111760	10/31/2018	Cardmember Service		1020 · First Midwest Bank - City		-1,780.14
Bill	BELO...	10/31/2018			5161 · Travel & Transportation	-19.00	19.00
					5155 · Conference Registrations	-270.00	270.00
					5161 · Travel & Transportation	-266.40	266.40
					5160 · Meals/Food	-20.64	20.64
					5160 · Meals/Food	-24.30	24.30
					5461 · Background Checks - Volunteers	-13.95	13.95
					5513 · Vehicle Repairs, Gas and Upkeep	-30.00	30.00
					5545 · Green Initiatives	-136.50	136.50
					5545 · Green Initiatives	-73.95	73.95
					5545 · Green Initiatives	-73.95	73.95
					5545 · Green Initiatives	-49.96	49.96
					5545 · Green Initiatives	-19.50	19.50
					5545 · Green Initiatives	-14.11	14.11
					5545 · Green Initiatives	-4.30	4.30
					5441 · Exhibits - ELC	-9.75	9.75
					5511 · Building Repairs	-31.33	31.33
					5506 · Cleaning Supplies	-55.00	55.00
					5205 · Administrative Supplies	-30.29	32.40
					5615 · Software Licenses	-46.74	50.00
					5610 · Internet Charges	-42.11	45.05
					1345 · Prepaid Statue Related Expenses	-24.34	26.04
					5205 · Administrative Supplies	-5.31	5.68
					5605 · Non Capital Repl Tech Equipment	-44.29	47.38
					5405 · Comm Serv Admin	-36.91	39.49
					5205 · Administrative Supplies	-7.56	8.09
					8000 · Ask My Accountant	-43.55	46.59
					5455 · Printing	-23.34	24.97
					5205 · Administrative Supplies	-12.97	13.88
					5205 · Administrative Supplies	-29.30	31.34
					5610 · Internet Charges	-6.54	7.00
					5455 · Printing	-23.36	24.99
					5433 · Literacy	-111.24	119.00
					5331 · Staff Supplies	-142.26	152.19
					5205 · Administrative Supplies	-13.55	14.50
					5331 · Staff Supplies	-23.84	25.50
TOTAL						-1,780.14	1,826.73
Bill Pmt -Check	111761	10/31/2018	Comcast		1020 · First Midwest Bank - City		-359.70
Bill	NOV18	10/31/2018			5610 · Internet Charges	-219.85	219.85
Bill	OCT18	10/31/2018			5610 · Internet Charges	-139.85	139.85
TOTAL						-359.70	359.70
Bill Pmt -Check	111762	10/31/2018	De Lage Landen Public Finance		1020 · First Midwest Bank - City		-1,153.94
Bill	60848...	10/31/2018			6030 · Equipment Leases	-1,153.94	1,153.94
TOTAL						-1,153.94	1,153.94

**Vandalism event:** The person responsible for the vandalism has been sentenced to two years of probation and restitution. A letter has been forwarded to the State's Attorney indicating that he is trespassed from the library for two years.

**Staff Day:** We had our first Staff Day under the guidance of myself and Jon. It was filled with great information and lots of activity. We learned about communication, serving patrons experiencing homelessness, and even had active shooter training. We look forward to seeing what next year's committee will come up with!

**Family Reading Night:** Thank you to all who were able to make it to welcome Secretary of State Jesse White to our Family Reading Night. Mayor Cunningham said a few words and answered questions from children. A few Aldermen, city employees, and County judges were also in attendance. Books were provided by the Illinois Literacy Foundation.

**Ray Bradbury Statue:** The contract for the statue has been signed. This means the artist has officially begun the building of the statue, which we hope to have installed by late next summer. Updates on the progress will come from myself and Alicia Garcia, Development Officer, over the next several months.

**Staff Evaluations:** We will be implementing a new staff evaluation tool in 2019. A P.A.C.E. evaluation stands for Progress, Achievement, Communication, and Education. This type of evaluation focuses on continued communication between a staff person and their manager, which will culminate in a discussion reflecting on the finished year and next year's goals.

**Policies:** No new policies were produced or edited between October and November. Scheduling has been a challenge over the last few weeks. I hope to try and meet with the Governance Committee in December or January.

**Presentations:** I was pleased to be invited to speak to clients at the Lake County Health Department and to organizational partners at the Faith Council in the last month.

**1:1 Meetings with staff:** These meetings have been completed and have been very rewarding to me. I hope each employee found them useful also. It helps to get to know people on a more personal level. Our conversations were wide in topics and full of information and entertainment.

**Personnel update:**

Open positions: 1 (Part time custodian)

New Hires: None

Separated: 1 (Part time custodian)



WAUKEGAN PUBLIC LIBRARY

*putting quality in your life* 

Ordinance No. 2018-01

**AN ORDINANCE ESTABLISHING A CAPITAL PROJECTS RESERVE FUND**

WHEREAS, the Waukegan Public Library Board of Trustees and Executive Director are responsible for the maintenance and upkeep of the Public Library building, facilities, equipment, and capital items;

WHEREAS, the Waukegan Public Library Board of Trustees and Executive Director are responsible for reasonable and effective use of public tax dollars;

BE IT ORDAINED that a Special Reserve Fund for Capital Projects, as provided by 75 ILCS 5/5-8, will be established as of December 1, 2019.

BE IT FURTHER ORDAINED that the Board will adopt the Capital Needs Assessment and Replacement Reserve Analysis plan pursuant to the provisions of 75 ILCS 5/5-8.

BE IT FURTHER ORDAINED that the Board approves establishing a beginning fund deposit of \$500,000 from Operating Reserves to meet initial needs based upon recommendations in the 2018 Capital Needs Assessment and Replacement Reserve Analysis.

BE IT FURTHER ORDAINED that the Board will provide funds in the amount of \$150,000 for five years (FY20-FY24) as part of the regular operations budget planning.

BE IT FURTHER ORDAINED that a review of funding will be completed and a resolution updated to determine future funding of this fund for FY25 and beyond.

This Ordinance to be effective immediately.

Passed by the Board of Trustees of the Waukegan Public Library and approved by the President thereof this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Board of Trustees of the Waukegan Public Library

Public Library Posted: \_\_\_\_\_

By: Mary Stickles, President, Board of Trustees

ATTEST: \_\_\_\_\_ Secretary, Board of Trustees

**Library Closings  
2019**

Tuesday, January 1, *New Year's Day*

Sunday, April 21, *Easter*

Sunday, May 26, *Memorial Day*

Monday, May 27, *Memorial Day*

Thursday, July 4, *Independence Day*

Sunday, September 1, *Labor Day*

Monday, September 2, *Labor Day*

Friday, November 1, *Staff Day*

Wednesday, November 27, *closed at 5 p.m.*

Thursday, November 28, *Thanksgiving Holiday*

Friday, November 29, *Thanksgiving Holiday*

Monday, December 23, *closed at 5:00pm*

Tuesday, December 24, *Christmas Eve*

Wednesday, December 25, *Christmas Holiday*

Sunday, December 29, *Sunday between Christmas and New Year's*

Tuesday, December 31, *closed at 5 p.m.*

**2020**

Wednesday, January 1, *New Year's Day*