

**AGENDA**  
**Waukegan Public Library – Board of Trustees Meeting**  
Wednesday, January 16, 2019, 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 January 16, 2019 meeting
  - Motion to approve the minutes of the WPL December 5, 2018 meeting
- IV. Controller's Report Betsy Jung
- V. Finance Committee Report Marge Ferruzzi
  - Motion to approve November 2018 disbursements
  - Motion to approve December 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 Esmeralda Maldonado
- 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. ILA 2019 Presidents' Day Legislative Breakfast, Monday, February 18  
(Arboretum Club in Buffalo Grove)
- 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, December 5, 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. Mary Stickels, Ms. Marge Ferruzzi, Ms. Jennifer Salazar, Ms. Rachelle Mendez, Mr. Larry McShane, Ms. Sylvia England and Ms. Chetara Jenkins.  
  
Trustees absent: 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. Fran Juergensmeyer, Collection Manager; and Ms. Susan Royer, Executive Assistant.
- III. Agenda and Minutes  
Motion to approve Agenda for WPL Board of Trustees December 5, 2018 meeting was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.  
  
Motion to approve the minutes of the WPL October 17, 2018 meeting was made by Mr. Larry McShane and seconded by Ms. Marge Ferruzzi. Motion passed.
- IV. Controller's Report  
We have received 98% of the of the budgeted real estate tax revenue.  
The Foundation made the first payment to the sculptor for the Ray Bradbury Statue on November 14.  
Forecast for the FY18 and budget for FY19 are currently being worked on.
- V. Finance Committee Report  
The Controllers report was reviewed and determined to be standard, within range.  
  
Motion to approve October 2018 disbursements was made by Ms. Jennifer Salazar and seconded by Mr. Larry McShane. Motion passed.
- VI. Director Report  
The Directors Report is part of the Board packet.
- VII. Services Report  
Mr. Jon Gaskill reviewed the homeless training Library Staff attended in early December. The training was provided by Ryan Dowd with the Homeless Training Institute, free of charge to the Library. This training provided Staff with tools to use when working with people experiencing homelessness in the community.  
  
Mr. Gaskill also provided a brief overview of events at the Library and asked the Board to invite people to attend upcoming events.

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

Wednesday, December 5, 2018, 6:30 PM, Board Room  
128 N County Street, Waukegan, IL 60085

We are currently working on a new Marketing Plan for next year. The plan will be shared with the Board, once finalized.

**VIII. President's Report**

Ms. Mary Stickels commented on marketing for the WPL. She stated that readership for the Lake County News Sun is 50,000 however; the readership in Waukegan is minimal.

She suggested mailing postcards (bilingual) to patrons announcing events, or can we drop off flyers or mail them, and in general exploring other ways to market the Library services.

Ms. Mary Stickels also suggested that we share successes in the GED program with Aldermen where the patrons reside.

**IX. Foundation Report**

The contract for the statue has been signed. The committee is planning a celebratory event when the statue is complete. \$113,042.02 has been collected. Year-end appeals are going out soon.

Between the two Boards (Trustees and Foundation), 10 individuals have donated a total of \$3,775.00. This includes gifts to Literacy 2020 and the statue.

**X. Friends Report**

The Friends Amazon account is up and running.  
The Valentines concert is scheduled for February 15.

**XI. City Liaison Report**

None provided

**XII. Governance Committee Report**

The Executive Directors evaluation form has been reviewed. Minimal changes were made to the document. The evaluation will be mailed to the Board of Trustees along with the Mission Statement and Job Description. An Executive Session will be held in February to review the evaluations.

Motion to approve the evaluation from was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion carried.

**XIII. Department Reports**

Ms. Fran Juergensmeyer, Collection Manager, provided an over view of her role at the Library and the responsibilities of Collection Management

- Ms. Juergensmeyer has been with the WPL for 22 years
- She leads a staff of 10, full and part time, staff members and one (1) volunteer
- Collections Management is responsible for selecting, purchasing, mending and withdrawing (weeding) of all materials used by the public

For question or comments, please email the Board at [wplboard@aukeganpl.info](mailto:wplboard@aukeganpl.info) or visit the Board's website at [www.waukeganpl.org/board-of-trustees](http://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, December 5, 2018, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

- Other departments, staff and the public weigh in on recommended materials
- Books that are withdrawn are go to the Friends for resale or Better World Books

**XIV. New Business/Action Agenda**

**a. Trustee moment**

Trustee Facts File, Third Edition

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

The Board was asked to review the Trustee Facts File during the holidays.

**b. Resolution to Create Capital Assessment Fund Motion**

Motion to table the Resolution to Create Capital Assessment Fund was made by Ms. Jennifer Salazar and seconded by Ms. Rachelle Mendez. Motion passed.

**c. 2019 Library Closings**

Motion to approve the 2019 closings was made by Ms. Rachelle Mendez and seconded by Ms. Marge Ferruzzi. Motion passed.

**XV. Announcements/Trustee Comments**

Ms. Jennifer Salazar requested a three (3) month Leave of Absence from the Board of Trustees due to a change in her class schedule. The leave was granted.

**XVI. Public Comment – Comments limited to three minutes.**

None

**XVII. Adjourn**

Motion to adjourn at 8:05pm. Motion passed.

## WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON JANUARY 16, 2019 FOR RESULTS THROUGH 12/31/18

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

### REVENUES

|        |                         |   |
|--------|-------------------------|---|
| Line 1 | Real Estate Tax Revenue | 99.5% of budgeted real estate tax revenue received - \$19,000 short         |
| Line 2 | Library Revenue         | Less than planned due to change in fine structure                           |
| 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 which have exceeded modest budgeted amount        |
| Line 6 | Other Income            | Nominal activity to report  |

### EXPENDITURES

|         |                           |  |
|---------|---------------------------|--|
| Line 7  | Salaries                  | Within range   |
| Line 8  | Administrative Services   | Nominal activity to report (large insurance payments will be reflected in Jan) |
| Line 9  | Public Services           | Within range   |
| Line 10 | Community Services        | Behind due to spending patterns  |
| Line 11 | Building Services         | Ahead due to kitchen upgrade and other building repairs                        |
| Line 12 | Information Tech Services | Behind due to spending patterns  |
| Line 13 | Grants                    | Behind due to spending patterns  |
| Line 14 | Capital Expenditures      | Within range   |
| Line 15 | Debt Service              | Principal and interest were paid in December 31                                |
| Line 16 | Cash                      | Approximately \$3,100,000, including \$1,000,000 invested in CD's              |

### Notes

Foundation made second payment to sculptor for statue on December 20th.

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

Levy was passed during the month of December by the City.

**WAUKEGAN PUBLIC LIBRARY****DRAFT**

Summary of Actual vs. Budgeted Results  
For the 8 Months Ended December 31, 2018

|                     |                                      |                                 | <b>2018<br/>Actual</b> | <b>2019<br/>Budget</b> | <b>YTD<br/>Operations</b> | <b>% Budget<br/>Rec'd/Used</b> | <b>% Budget<br/>Remaining</b> |
|---------------------|--------------------------------------|---------------------------------|------------------------|------------------------|---------------------------|--------------------------------|-------------------------------|
| <b>Revenues</b>     |                                      |                                 |                        |                        |                           |                                |                               |
| 1                   | 4100                                 | Real Estate Tax Revenue         | 3,948,274              | 4,000,000              | 3,981,111                 | 100%                           | 0%                            |
| 2                   | 4200                                 | Library Revenue                 | 85,247                 | 75,000                 | 38,107                    | 51%                            | 49%                           |
| 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                  | 6,270                     | 418%                           | -318%                         |
| 6                   | 4600                                 | Other Income                    | 12,801                 | 154,000                | 2,811                     | 2%                             | 98%                           |
|                     |                                      | Total Revenues                  | <u>4,570,931</u>       | <u>4,613,700</u>       | <u>4,178,091</u>          | <u>91%</u>                     | <u>9%</u>                     |
| <b>Expenditures</b> |                                      |                                 |                        |                        |                           |                                |                               |
| 7                   | 5100                                 | Salaries, Benefits, Staff Dev   | 2,923,105              | 3,199,077              | 2,105,552                 | 66%                            | 34%                           |
| 8                   | 5200                                 | Administrative Services         | 151,413                | 179,740                | 54,094                    | 30%                            | 70%                           |
| 9                   | 5300                                 | Public Services                 | 353,658                | 342,829                | 211,568                   | 62%                            | 38%                           |
| 10                  | 5400                                 | Community Services              | 121,318                | 156,693                | 54,948                    | 35%                            | 65%                           |
| 11                  | 5500                                 | Building Services               | 102,174                | 84,966                 | 70,274                    | 83%                            | 17%                           |
| 12                  | 5600                                 | Information Technology Services | 170,002                | 171,010                | 89,178                    | 52%                            | 48%                           |
| 13                  | 5700                                 | Grants                          | 212,446                | 156,000                | 33,910                    | 22%                            | 78%                           |
| 14                  | 6000                                 | Capital Expenditures            | 70,131                 | 30,880                 | 30,613                    | 99%                            | 1%                            |
| 15                  | 6500                                 | Debt Service                    | 292,788                | 291,663                | 291,663                   | 100%                           | 0%                            |
|                     |                                      | Total Expenditures              | <u>4,397,035</u>       | <u>4,612,858</u>       | <u>2,941,798</u>          | <u>64%</u>                     | <u>36%</u>                    |
|                     |                                      | Net Surplus                     | <u>173,897</u>         | <u>842</u>             | <u>1,236,293</u>          |                                |                               |
|                     |                                      |                                 | <b><u>04/30/18</u></b> |                        | <b><u>12/31/18</u></b>    |                                |                               |
| <b>Operations</b>   |                                      |                                 |                        |                        |                           |                                |                               |
|                     | 1010                                 | Petty Cash                      | 800                    |                        | 800                       |                                |                               |
|                     | 1015                                 | Associated Bank - Imprest       | 8,577                  |                        | 13,577                    |                                |                               |
|                     | 1020                                 | First Midwest - City Account    | 424,923                |                        | 1,889,731                 |                                |                               |
|                     | 1025                                 | Associated Bank - Money Market  | 202,076                |                        | 162,857                   |                                |                               |
|                     | 1045                                 | Associated Bank - Flex          | 5,218                  |                        | 4,705                     |                                |                               |
|                     |                                      | Sub-Total                       | <u>641,595</u>         |                        | <u>2,071,670</u>          |                                |                               |
| <b>Reserves</b>     |                                      |                                 |                        |                        |                           |                                |                               |
|                     | 1065                                 | MB Financial                    | 15,226                 |                        | 15,200                    |                                |                               |
|                     | 1040                                 | First Midwest - Money Market    | 1,003                  |                        | 1,003                     |                                |                               |
|                     |                                      | Sub-Total                       | <u>16,229</u>          |                        | <u>16,203</u>             |                                |                               |
| <b>Investments</b>  |                                      |                                 |                        |                        |                           |                                |                               |
|                     | 1060                                 | FMB Certificates of Deposit     | 1,000,000              |                        | 1,000,000                 |                                |                               |
| 16                  |                                      | Total                           | <u>1,657,824</u>       |                        | <u>3,087,873</u>          |                                |                               |
| 17                  | <b>Debt certificates outstanding</b> |                                 | <u>2,715,000</u>       |                        | <u>2,535,000</u>          |                                |                               |

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended November 30, 2018

|    | <u>Vendor Name</u>                     | <u>Check Date</u> | <u>Check Number</u> | <u>Amount</u>    | <u>Transaction Description</u> | <u>Account</u> |
|----|--|-------------------|---------------------|------------------|--------------------------------|----------------|
| 1  | Jordan, Debra                          | 11/02/2018        | 111794              | 266.72           |                                |                |
| 2  | Sherwood, Sandra                       | 11/05/2018        | 111795              | 202.73           |                                |                |
| 3  | City of Waukegan                       | 11/05/2018        | 11-1                | <b>31,679.98</b> | October IMRF Payment           | 5100/2100      |
| 4  | Baker & Taylor 30                      | 11/15/2018        | 111796              | 1,221.12         |                                |                |
| 7  | Baker & Taylor 30                      | 11/15/2018        | 111797              | 875.43           |                                |                |
| 8  | Void                                   | 11/15/2018        | 111798              | -                |                                |                |
| 9  | ACCO/General Binding                   | 11/15/2018        | 111799              | 715.39           |                                |                |
| 10 | Apple Books                            | 11/15/2018        | 111800              | 1,772.56         |                                |                |
| 11 | Archival Methods                       | 11/15/2018        | 111801              | 63.69            |                                |                |
| 12 | AT&T CABS Department                   | 11/15/2018        | 111802              | 522.67           |                                |                |
| 13 | Baker & Taylor 10                      | 11/15/2018        | 111803              | <b>6,401.37</b>  | Library Materials              | 5300           |
| 14 | Baker & Taylor 60                      | 11/15/2018        | 111804              | 123.82           |                                |                |
| 15 | Baker & Taylor 70                      | 11/15/2018        | 111805              | 197.50           |                                |                |
| 16 | Call One                               | 11/15/2018        | 111806              | 1,718.18         |                                |                |
| 17 | Center Point Large Print               | 11/15/2018        | 111807              | 140.22           |                                |                |
| 18 | Chicago Filter Company                 | 11/15/2018        | 111808              | 697.00           |                                |                |
| 19 | Cintas Corporation                     | 11/15/2018        | 111809              | 219.85           |                                |                |
| 20 | Clavijo, Pedro                         | 11/15/2018        | 111810              | 400.00           |                                |                |
| 21 | EBSCO                                  | 11/15/2018        | 111811              | <b>11,182.00</b> | Library Materials              | 5300           |
| 22 | GCG Financial, Inc-Dental              | 11/15/2018        | 111812              | <b>2,256.00</b>  | Dental Benefits                | 5100           |
| 23 | GCG Financial, Inc-Medical             | 11/15/2018        | 111813              | <b>23,602.00</b> | Health Benefits                | 5100/2100      |
| 24 | Grainger                               | 11/15/2018        | 111814              | 464.62           |                                |                |
| 25 | Hadiyah N. Nnambi                      | 11/15/2018        | 111815              | 735.00           |                                |                |
| 26 | Industrial Appraisal Company           | 11/15/2018        | 111816              | 130.00           |                                |                |
| 27 | JB Glass & Board Up Service            | 11/15/2018        | 111817              | 1,995.00         |                                |                |
| 28 | Jung, Elizabeth                        | 11/15/2018        | 111818              | 44.69            |                                |                |
| 29 | Laminator.com                          | 11/15/2018        | 111819              | 823.41           |                                |                |
| 30 | Library Ideas LLC                      | 11/15/2018        | 111820              | 55.50            |                                |                |
| 31 | Library Market                         | 11/15/2018        | 111821              | <b>3,000.00</b>  | Library Materials              | 5300           |
| 32 | Little Green Light, LLC                | 11/15/2018        | 111822              | 421.20           |                                |                |
| 33 | Madison National Life                  | 11/15/2018        | 111823              | 234.70           |                                |                |
| 34 | Martinez, Ivette                       | 11/15/2018        | 111824              | 889.50           |                                |                |
| 35 | Midwest Tape                           | 11/15/2018        | 111825              | 106.21           |                                |                |
| 36 | Minuteman Press of Gurnee              | 11/15/2018        | 111826              | 1,477.50         |                                |                |
| 37 | Nationwide Retirement Solutions        | 11/15/2018        | 111827              | 1,413.00         |                                |                |
| 38 | NewsBank Inc.                          | 11/15/2018        | 111828              | <b>3,888.56</b>  | Library Materials              | 5300           |
| 39 | North Shore Water Reclamation District | 11/15/2018        | 111829              | 559.42           |                                |                |
| 40 | Olson's Ace Hardware                   | 11/15/2018        | 111830              | 36.29            |                                |                |
| 41 | OverDrive, Inc.                        | 11/15/2018        | 111831              | 1,932.37         |                                |                |
| 42 | Penguin Random House LLC               | 11/15/2018        | 111832              | 114.00           |                                |                |
| 43 | Pompilus, Edna                         | 11/15/2018        | 111833              | 665.00           |                                |                |
| 44 | Ramrod Distributors, Inc.              | 11/15/2018        | 111834              | 539.50           |                                |                |
| 45 | Recorded Books, LLC                    | 11/15/2018        | 111835              | 255.41           |                                |                |
| 46 | Royer, Susan                           | 11/15/2018        | 111836              | 38.00            |                                |                |
| 47 | Scull Studios, Inc.                    | 11/15/2018        | 111837              | 133.20           |                                |                |
| 48 | Sikich LLP                             | 11/15/2018        | 111838              | <b>2,960.00</b>  | Audit Fees                     | 5200/1300      |
| 49 | Today's Business Solutions, Inc        | 11/15/2018        | 111839              | <b>6,083.00</b>  | Coin Tower Lease               | 6000           |
| 50 | Verizon                                | 11/15/2018        | 111840              | 543.79           |                                |                |
| 51 | Void                                   | 11/15/2018        | 111841              | -                |                                |                |
| 52 | Watkins, Cathy P.                      | 11/15/2018        | 111842              | 200.00           |                                |                |
| 53 | Waukegan Park District                 | 11/15/2018        | 111843              | 555.02           |                                |                |
| 54 | Wence, Diana                           | 11/15/2018        | 111844              | 20.80            |                                |                |
| 55 | Weston Woods Studios                   | 11/15/2018        | 111845              | 103.35           |                                |                |
| 56 | Ingram Library Services                | 11/15/2018        | 111846              | 60.55            |                                |                |
| 57 | Penguin Random House LLC               | 11/15/2018        | 111847              | 33.75            |                                |                |
| 58 | MyPay Solutions                        | 11/15/2018        | 11-2                | <b>75,158.08</b> | 11/15/18 Payroll               | 5100/2100      |
| 59 | MyPay Solutions                        | 11/15/2018        | 11-2                | <b>29,272.95</b> | 11/15/18 Payroll               | 5100/2100      |
| 60 | MyPay Solutions                        | 11/15/2018        | 11-2                | 249.50           |                                |                |
| 61 | MyPay Solutions                        | 11/15/2018        | 11-2                | 157.85           |                                |                |
| 62 | Void                                   | 11/20/2018        | 111848              | -                |                                |                |
| 63 | Deborah C. Jaimes                      | 11/20/2018        | 111849              | 480.00           |                                |                |

**WAUKEGAN PUBLIC LIBRARY**

Summary of Disbursements

For the Month Ended November 30, 2018

|                                 | <u>Vendor Name</u>                  | <u>Check Date</u> | <u>Check Number</u> | <u>Amount</u>     | <u>Transaction Description</u> | <u>Account</u> |
|---------------------------------|-------------------------------------|-------------------|---------------------|-------------------|--------------------------------|----------------|
| 64                              | Cambridge University Press          | 11/20/2018        | 111850              | 172.47            |                                |                |
| 65                              | Gomez-Beloz, Selina                 | 11/28/2018        | 111894              | 1,500.00          |                                |                |
| 66                              | ALA Member Services                 | 11/30/2018        | 111851              | 65.00             |                                |                |
| 67                              | Amazon.com                          | 11/30/2018        | 111852              | <b>2,041.35</b>   | Library Materials              | 5300           |
| 68                              | Aqua Chill of Chicago               | 11/30/2018        | 111853              | 32.00             |                                |                |
| 69                              | AT&T Other                          | 11/30/2018        | 111854              | 489.76            |                                |                |
| 70                              | Baker & Taylor 10                   | 11/30/2018        | 111855              | 1,040.30          |                                |                |
| 71                              | Baker & Taylor 30                   | 11/30/2018        | 111856              | 670.68            |                                |                |
| 72                              | Baker & Taylor 70                   | 11/30/2018        | 111857              | 28.70             |                                |                |
| 73                              | Brooks, Yolanda D.                  | 11/30/2018        | 111858              | 200.00            |                                |                |
| 74                              | Canteen Refreshment Services        | 11/30/2018        | 111859              | 149.85            |                                |                |
| 75                              | Cardmember Service                  | 11/30/2018        | 111860              | <b>4,190.36</b>   | Credit Card Payment            | Various        |
| 76                              | Cintas #2                           | 11/30/2018        | 111861              | 51.54             |                                |                |
| 77                              | Void                                | 11/30/2018        | 111862              | -                 |                                |                |
| 78                              | Clavijo, Pedro                      | 11/30/2018        | 111863              | 350.00            |                                |                |
| 79                              | Comcast                             | 11/30/2018        | 111864              | 219.85            |                                |                |
| 80                              | Deborah C. Jaimes                   | 11/30/2018        | 111865              | 480.00            |                                |                |
| 81                              | Graves, Gale                        | 11/30/2018        | 111866              | 26.10             |                                |                |
| 82                              | Hadiyah N. Nnambi                   | 11/30/2018        | 111867              | 665.00            |                                |                |
| 83                              | Hollinger Metal Edge, Inc.          | 11/30/2018        | 111868              | 440.87            |                                |                |
| 84                              | Home Depot Credit Services          | 11/30/2018        | 111869              | 342.80            |                                |                |
| 85                              | Hydro Management                    | 11/30/2018        | 111870              | 831.24            |                                |                |
| 86                              | Impact Networking, LLC              | 11/30/2018        | 111871              | 19.50             |                                |                |
| 87                              | Ingram Library Services             | 11/30/2018        | 111872              | 148.46            |                                |                |
| 88                              | Kennedy's Creative Awards           | 11/30/2018        | 111873              | 43.00             |                                |                |
| 89                              | Kronos SaaShr, Inc.                 | 11/30/2018        | 111874              | 378.00            |                                |                |
| 90                              | Martinez, Ivette                    | 11/30/2018        | 111875              | 805.00            |                                |                |
| 91                              | Midwest Tape                        | 11/30/2018        | 111876              | 64.98             |                                |                |
| 92                              | OverDrive, Inc.                     | 11/30/2018        | 111877              | 387.82            |                                |                |
| 93                              | Pompilus, Edna                      | 11/30/2018        | 111878              | 300.00            |                                |                |
| 94                              | Reblin, Beth                        | 11/30/2018        | 111879              | 15.58             |                                |                |
| 95                              | Saddleback Educational Publishing   | 11/30/2018        | 111880              | 430.25            |                                |                |
| 96                              | Supreme Carpet Cleaning             | 11/30/2018        | 111881              | 672.00            |                                |                |
| 97                              | The Center                          | 11/30/2018        | 111882              | 440.00            |                                |                |
| 98                              | TruAssure                           | 11/30/2018        | 111883              | 218.61            |                                |                |
| 99                              | VanderYacht, Kimberly               | 11/30/2018        | 111884              | 61.48             |                                |                |
| 100                             | Weston Woods Studios                | 11/30/2018        | 111885              | 56.90             |                                |                |
| 101                             | WKGN - Water                        | 11/30/2018        | 111886              | 134.63            |                                |                |
| 102                             | Minuteman Press of Gurnee           | 11/30/2018        | 111887              | 1,477.50          |                                |                |
| 103                             | MyPay Solutions                     | 11/30/2018        | 11-3                | <b>72,919.40</b>  | 11/30/18 Payroll               | 5100/2100      |
| 104                             | MyPay Solutions                     | 11/30/2018        | 11-3                | <b>28,199.64</b>  | 11/30/18 Payroll               | 5100/2100      |
| 105                             | MyPay Solutions                     | 11/30/2018        | 11-3                | 249.50            |                                |                |
| 106                             | MyPay Solutions                     | 11/30/2018        | 11-3                | 157.85            |                                |                |
| 107                             | Comcast                             | 11/30/2018        | 111888              | 149.85            |                                |                |
| 108                             | HMO Illinois - BlueCross BlueShield | 11/30/2018        | 111889              | <b>5,190.72</b>   | Health Benefits                | 5100/2100      |
| 109                             | Impact Networking, LLC              | 11/30/2018        | 111890              | <b>4,079.34</b>   | Copier Usage Fee               | 5200           |
| 110                             | Nationwide Retirement Solutions     | 11/30/2018        | 111891              | 1,413.00          |                                |                |
| Total Computer Generated Checks |                                     |                   |                     | <b>352,089.83</b> |                                |                |
| <b>Imprest Checks</b>           |                                     |                   |                     |                   |                                |                |
| 111                             | Jon Gaskill                         | 11/08/18          | 2099                | 2,000.00          | Payroll Advance                |                |



**WAUKEGAN PUBLIC LIBRARY**

Summary of Disbursements to Individuals  
For the Month Ended November 30, 2018

|     | <u>Vendor Name</u>    | <u>Check Date</u> | <u>Check Number</u> | <u>Amount</u> | <u>Transaction Description</u>    | <u>Grant</u> |
|-----|-----------------------|-------------------|---------------------|---------------|-----------------------------------|--------------|
| 1   | Jordan, Debra         | 11/02/2018        | 111794              | 266.72        | Employee Reimbursement - Supplies |              |
| 2   | Sherwood, Sandra      | 11/05/2018        | 111795              | 202.73        | Employee Reimbursement - IMRF     |              |
| 20  | Clavijo, Pedro        | 11/15/2018        | 111810              | 400.00        | Grant Contractor                  | A            |
| 25  | Hadiyah N. Nnambi     | 11/15/2018        | 111815              | 735.00        | Grant Contractor                  | B            |
| 28  | Jung, Elizabeth       | 11/15/2018        | 111818              | 44.69         | Employee Reimbursement - Mileage  |              |
| 34  | Martinez, Ivette      | 11/15/2018        | 111824              | 889.50        | Grant Contractor                  | COTHS HFNLC  |
| 43  | Pompilus, Edna        | 11/15/2018        | 111833              | 665.00        | Grant Contractor                  | A            |
| 46  | Royer, Susan          | 11/15/2018        | 111836              | 38.00         | Employee Reimbursement - Supplies |              |
| 52  | Watkins, Cathy P.     | 11/15/2018        | 111842              | 200.00        | Grant Contractor                  | A            |
| 54  | Wence, Diana          | 11/15/2018        | 111844              | 20.80         | Employee Reimbursement - Supplies |              |
| 63  | Deborah C. Jaimes     | 11/20/2018        | 111849              | 480.00        | Cleaning Contractor               |              |
| 65  | Gomez-Beloz, Selina   | 11/28/2018        | 111894              | 1,500.00      | Payroll Advance                   |              |
| 73  | Brooks, Yolanda D.    | 11/30/2018        | 111858              | 200.00        | Grant Contractor                  | A            |
| 78  | Clavijo, Pedro        | 11/30/2018        | 111863              | 350.00        | Grant Contractor                  | A            |
| 80  | Deborah C. Jaimes     | 11/30/2018        | 111865              | 480.00        | Cleaning Contractor               |              |
| 81  | Graves, Gale          | 11/30/2018        | 111866              | 26.10         | Employee Reimbursement - Mileage  |              |
| 82  | Hadiyah N. Nnambi     | 11/30/2018        | 111867              | 665.00        | Grant Contractor                  | B            |
| 90  | Martinez, Ivette      | 11/30/2018        | 111875              | 805.00        | Grant Contractor                  | COTHS HFNLC  |
| 93  | Pompilus, Edna        | 11/30/2018        | 111878              | 300.00        | Grant Contractor                  | A            |
| 94  | Reblin, Beth          | 11/30/2018        | 111879              | 15.58         | Employee Reimbursement - Supplies |              |
| 99  | VanderYacht, Kimberly | 11/30/2018        | 111884              | 61.48         | Employee Reimbursement - Supplies |              |
| 111 | Jon Gaskill           | 11/09/2018        | 2099                | 2,000.00      | Payroll Advance                   |              |

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended December 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                          |   | 12/03/2018        | 12-1                | <b>34,109.51</b>  | November IMRF Payment          | 5100/2100      |
| 2  | Rizzio, Charles                           | p | 12/03/2018        | 111895              | 162.36            |                                |                |
| 3  | Postmaster Waukegan                       |   | 12/06/2018        | 111896              | 87.50             |                                |                |
| 4  | NCPERS Group Life Ins. IMRF life          |   | 12/06/2018        | 111897              | 32.00             |                                |                |
| 5  | New York Life Insurance Company           |   | 12/06/2018        | 111898              | 398.42            |                                |                |
| 6  | Horner, Elizabeth H.                      | p | 12/11/2018        | 111899              | 300.00            |                                |                |
| 7  | May, James T.                             | p | 12/11/2018        | 111900              | 300.00            |                                |                |
| 8  | Wells, Megan                              | p | 12/11/2018        | 111901              | 300.00            |                                |                |
| 9  | UPS                                       |   | 12/13/2018        | 111902              | 18.31             |                                |                |
| 10 | Amalgamated Bank of Chicago               |   | 12/13/2018        | 111903              | <b>235,831.25</b> | Debt Service payment           | 6000           |
| 11 | Apple Books                               |   | 12/13/2018        | 111904              | 1,558.66          |                                |                |
| 12 | AT&T CABS Department                      |   | 12/13/2018        | 111905              | 522.67            |                                |                |
| 13 | Baker & Taylor 10                         |   | 12/13/2018        | 111906              | <b>3,995.18</b>   | Library Materials              | 5300           |
| 14 | Baker & Taylor 30                         |   | 12/13/2018        | 111907              | 1,360.83          |                                |                |
| 15 | Baker & Taylor 70                         |   | 12/13/2018        | 111908              | 143.50            |                                |                |
| 16 | Brooks, Yolanda D.                        | p | 12/13/2018        | 111909              | 100.00            |                                |                |
| 17 | Call One                                  |   | 12/13/2018        | 111910              | 866.07            |                                |                |
| 18 | Center Point Large Print                  |   | 12/13/2018        | 111911              | 140.22            |                                |                |
| 19 | Centurion Technologies                    |   | 12/13/2018        | 111912              | 744.67            |                                |                |
| 20 | Cintas Corporation                        |   | 12/13/2018        | 111913              | 242.47            |                                |                |
| 21 | Computer Power Systems Inc.               |   | 12/13/2018        | 111914              | <b>3,074.90</b>   | Antivirus Software             | 5600           |
| 22 | Cordova, Jennyfer                         | p | 12/13/2018        | 111915              | 47.09             |                                |                |
| 23 | Discount School Supply                    |   | 12/13/2018        | 111916              | 66.61             |                                |                |
| 24 | Fastsigns Gurnee                          |   | 12/13/2018        | 111917              | 651.00            |                                |                |
| 25 | Funny Valentine Press                     |   | 12/13/2018        | 111918              | 275.00            |                                |                |
| 26 | Garcia, Alicia                            | p | 12/13/2018        | 111919              | 115.73            |                                |                |
| 27 | GCG Financial, Inc-Dental                 |   | 12/13/2018        | 111920              | <b>2,300.00</b>   | Dental Benefits                | 5100           |
| 28 | GCG Financial, Inc-Medical                |   | 12/13/2018        | 111921              | <b>24,345.00</b>  | Health Benefits                | 5100/2100      |
| 29 | Grainger                                  |   | 12/13/2018        | 111922              | 368.00            |                                |                |
| 30 | Hadiyah N. Nnambi                         | p | 12/13/2018        | 111923              | 708.75            |                                |                |
| 31 | Hernandez, Jose M.                        | p | 12/13/2018        | 111924              | 318.83            |                                |                |
| 32 | Illinois Department of Innovation & Techn |   | 12/13/2018        | 111925              | 650.00            |                                |                |
| 33 | Illinois Central School Bus               |   | 12/13/2018        | 111926              | 126.62            |                                |                |
| 34 | Industrial Appraisal Company              |   | 12/13/2018        | 111927              | 240.00            |                                |                |
| 35 | Ingram Library Services                   |   | 12/13/2018        | 111928              | 278.43            |                                |                |
| 36 | Jordan, Debra                             | p | 12/13/2018        | 111929              | 22.61             |                                |                |
| 37 | Lakeshore                                 |   | 12/13/2018        | 111930              | 24.99             |                                |                |
| 38 | Larsen Greenhouse Florist                 |   | 12/13/2018        | 111931              | 139.50            |                                |                |
| 39 | Marcive Inc.                              |   | 12/13/2018        | 111932              | 60.00             |                                |                |
| 40 | Martinez, Ivette                          | p | 12/13/2018        | 111933              | 478.00            |                                |                |
| 41 | Martinez, Karina                          | p | 12/13/2018        | 111934              | 58.39             |                                |                |
| 42 | Midwest Tape                              |   | 12/13/2018        | 111935              | 626.82            |                                |                |
| 43 | Murphy Security Solutions LLC             |   | 12/13/2018        | 111936              | <b>14,467.00</b>  | Security Gates                 | 5500           |
| 44 | Nationwide Retirement Solutions           |   | 12/13/2018        | 111937              | 1,413.00          |                                |                |
| 45 | New York Life Insurance Company           |   | 12/13/2018        | 111938              | 398.42            |                                |                |
| 46 | Nichols-Yehling, Michelle                 | p | 12/13/2018        | 111939              | 185.00            |                                |                |
| 47 | Olson's Ace Hardware                      |   | 12/13/2018        | 111940              | 90.97             |                                |                |
| 48 | OverDrive, Inc.                           |   | 12/13/2018        | 111941              | 201.93            |                                |                |
| 49 | Paper Tiger Document Solutions            |   | 12/13/2018        | 111942              | 250.00            |                                |                |
| 50 | Paxen Publishing                          |   | 12/13/2018        | 111943              | 395.81            |                                |                |
| 51 | Penguin Random House LLC                  |   | 12/13/2018        | 111944              | 45.00             |                                |                |
| 52 | Pompilus, Edna                            | p | 12/13/2018        | 111945              | 100.00            |                                |                |
| 53 | Pronto Signs & Engraving                  |   | 12/13/2018        | 111946              | 12.00             |                                |                |
| 54 | Quill.com                                 |   | 12/13/2018        | 111947              | 86.73             |                                |                |
| 55 | Ramrod Distributors, Inc.                 |   | 12/13/2018        | 111948              | 1,259.05          |                                |                |
| 56 | Reblin, Beth                              | p | 12/13/2018        | 111949              | 11.96             |                                |                |
| 57 | Royer, Susan                              | p | 12/13/2018        | 111950              | 20.94             |                                |                |
| 58 | Sonitrol Chicagoland North                |   | 12/13/2018        | 111951              | 677.85            |                                |                |
| 59 | Springshare LLC                           |   | 12/13/2018        | 111952              | <b>2,295.00</b>   | LibGuide/LibCal                | 5500           |
| 60 | Taylor, Margie                            | p | 12/13/2018        | 111953              | 29.16             |                                |                |
| 61 | VanderYacht, Kimberly                     | p | 12/13/2018        | 111954              | 2.50              |                                |                |

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended December 31, 2018

|                                 | <u>Vendor Name</u>                    | <u>Check Date</u> | <u>Check Number</u> | <u>Amount</u>     | <u>Transaction Description</u> | <u>Account</u> |
|---------------------------------|---------------------------------------|-------------------|---------------------|-------------------|--------------------------------|----------------|
| 62                              | Verizon                               | 12/13/2018        | 111955              | 668.34            |                                |                |
| 64                              | Weston Woods Studios                  | 12/13/2018        | 111957              | 28.45             |                                |                |
| 65                              | MyPay Solutions                       | 12/14/2018        | 12-2                | <b>68,629.66</b>  | 12/14/18 Payroll               | 5100/2100      |
| 66                              | MyPay Solutions                       | 12/14/2018        | 12-2                | <b>26,493.66</b>  | 12/14/18 Payroll               | 5100/2100      |
| 67                              | MyPay Solutions                       | 12/14/2018        | 12-2                | 249.50            |                                |                |
| 68                              | MyPay Solutions                       | 12/14/2018        | 12-2                | 157.85            |                                |                |
| 69                              | DEMCO                                 | 12/14/2018        | 111958              | 106.21            |                                |                |
| 70                              | Garcia, Jaime Enrique Lopez           | p 12/14/2018      | 111959              | 700.00            |                                |                |
| 71                              | Weston Woods Studios                  | 12/14/2018        | 111960              | 28.45             |                                |                |
| 72                              | Madison National Life                 | 12/14/2018        | 111961              | 234.70            |                                |                |
| 73                              | Deborah C. Jaimes                     | p 12/17/2018      | 111962              | 457.50            |                                |                |
| 74                              | Burnett, Shawn                        | p 12/18/2018      | 111963              | 300.00            |                                |                |
| 75                              | LIRA                                  | 12/27/2018        | 111964              | 200.00            |                                |                |
| 76                              | MyPay Solutions                       | 12/31/2018        | 12-3                | <b>67,679.65</b>  | 12/31/18 Payroll               | 5100/2100      |
| 77                              | MyPay Solutions                       | 12/31/2018        | 12-3                | <b>26,201.49</b>  | 12/31/18 Payroll               | 5100/2100      |
| 78                              | MyPay Solutions                       | 12/31/2018        | 12-3                | 249.50            |                                |                |
| 79                              | MyPay Solutions                       | 12/31/2018        | 12-3                | 159.50            |                                |                |
| 80                              | Baker & Taylor 10                     | 12/31/2018        | 111965              | <b>2,852.03</b>   | Library Materials              | 5300           |
| 81                              | Canteen Refreshment Services          | 12/31/2018        | 111966              | 156.03            |                                |                |
| 82                              | Apple Books                           | 12/31/2018        | 111967              | 17.99             |                                |                |
| 83                              | AT&T Other                            | 12/31/2018        | 111968              | 489.76            |                                |                |
| 84                              | Baker & Taylor 10                     | 12/31/2018        | 111969              | 164.52            |                                |                |
| 85                              | Baker & Taylor 30                     | 12/31/2018        | 111970              | 1,304.90          |                                |                |
| 86                              | Brooks, Yolanda D.                    | p 12/31/2018      | 111971              | 200.00            |                                |                |
| 87                              | Cardmember Service                    | 12/31/2018        | 111972              | <b>3,771.67</b>   | Various                        | See Detail     |
| 88                              | Civitello, Amanda                     | p 12/31/2018      | 111973              | 213.58            |                                |                |
| 89                              | Clavijo, Pedro                        | p 12/31/2018      | 111974              | 775.00            |                                |                |
| 90                              | CLULC                                 | 12/31/2018        | 111975              | 120.00            |                                |                |
| 91                              | Comcast #2                            | 12/31/2018        | 111976              | 361.70            |                                |                |
| 92                              | Deborah C. Jaimes                     | p 12/31/2018      | 111977              | 600.00            |                                |                |
| 93                              | Ewing Enterprises, Inc.               | 12/31/2018        | 111978              | 89.70             |                                |                |
| 94                              | Hadiyah N. Nnambi                     | p 12/31/2018      | 111979              | 595.00            |                                |                |
| 95                              | HMO Illinois - BlueCross BlueShield   | 12/31/2018        | 111980              | <b>5,190.72</b>   | Health Benefits                | 5100/2100      |
| 96                              | Home Depot Credit Services            | 12/31/2018        | 111981              | <b>3,619.45</b>   | Various                        | See Detail     |
| 97                              | Hydro Management                      | 12/31/2018        | 111982              | 415.62            |                                |                |
| 98                              | Ingram Library Services               | 12/31/2018        | 111983              | 144.62            |                                |                |
| 99                              | Jordan, Debra                         | p 12/31/2018      | 111984              | 123.46            |                                |                |
| 100                             | Kronos SaaShr, Inc.                   | 12/31/2018        | 111985              | 378.00            |                                |                |
| 101                             | Library Ideas LLC                     | 12/31/2018        | 111986              | 41.50             |                                |                |
| 102                             | Liturgical Publications, Inc.         | 12/31/2018        | 111987              | 525.00            |                                |                |
| 103                             | Martinez, Ivette                      | p 12/31/2018      | 111988              | 625.00            |                                |                |
| 104                             | Minuteman Press of Gurnee             | 12/31/2018        | 111989              | 198.00            |                                |                |
| 105                             | Nationwide Retirement Solutions       | 12/31/2018        | 111990              | 1,413.00          |                                |                |
| 106                             | Office Plus Solutions & Supply        | 12/31/2018        | 111991              | 18.30             |                                |                |
| 107                             | OverDrive, Inc.                       | 12/31/2018        | 111992              | 809.70            |                                |                |
| 108                             | Pitney Bowes (Reserve A/C)            | 12/31/2018        | 111993              | 1,000.00          |                                |                |
| 109                             | Pompilus, Edna                        | p 12/31/2018      | 111994              | 400.00            |                                |                |
| 110                             | Positive Promotions, Inc.             | 12/31/2018        | 111995              | 177.75            |                                |                |
| 111                             | Ramrod Distributors, Inc.             | 12/31/2018        | 111996              | 312.06            |                                |                |
| 112                             | Resendiz, Jeanie                      | p 12/31/2018      | 111997              | 97.43             |                                |                |
| 113                             | Solid Surface Experts Inc.            | 12/31/2018        | 111998              | 275.00            |                                |                |
| 114                             | TruAssure                             | 12/31/2018        | 111999              | 214.42            |                                |                |
| 115                             | WKGN - Fuel                           | 12/31/2018        | 112000              | 295.87            |                                |                |
| 116                             | Library Furniture International, Inc. | 12/31/2018        | 112001              | 394.00            |                                |                |
| Total Computer Generated Checks |                                       |                   |                     | <b>559,057.45</b> |                                |                |

**Imprest Checks**

No manual checks

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements to Individuals

For the Month Ended December 31, 2018

|     | <u>Vendor Name</u>          |   | <u>Check Date</u> | <u>Check Number</u> | <u>Amount</u> | <u>Transaction Description</u>      | <u>Grant</u> |
|-----|-----------------------------|---|-------------------|---------------------|---------------|-------------------------------------|--------------|
| 2   | Rizzio, Charles             | p | 12/03/2018        | 111895              | 162.36        | Employee Reimbursement - Supplies   |              |
| 6   | Horner, Elizabeth H.        | p | 12/11/2018        | 111899              | 300.00        | Program Performer                   |              |
| 7   | May, James T.               | p | 12/11/2018        | 111900              | 300.00        | Program Performer                   |              |
| 8   | Wells, Megan                | p | 12/11/2018        | 111901              | 300.00        | Program Performer                   |              |
| 16  | Brooks, Yolanda D.          | p | 12/13/2018        | 111909              | 100.00        | Grant Contractor                    | A            |
| 22  | Cordova, Jennyfer           | p | 12/13/2018        | 111915              | 47.09         | Employee Reimbursement - Mileage    |              |
| 26  | Garcia, Alicia              | p | 12/13/2018        | 111919              | 115.73        | Employee Reimbursement -            |              |
| 30  | Hadiyah N. Nnambi           | p | 12/13/2018        | 111923              | 708.75        | Grant Contractor                    | B            |
| 31  | Hernandez, Jose M.          | p | 12/13/2018        | 111924              | 318.83        | Employee Reimbursement - Mileage    |              |
| 36  | Jordan, Debra               | p | 12/13/2018        | 111929              | 22.61         | Employee Reimbursement - Supplies   |              |
| 40  | Martinez, Ivette            | p | 12/13/2018        | 111933              | 478.00        | Grant Contractor                    | COTHS HFNLC  |
| 41  | Martinez, Karina            | p | 12/13/2018        | 111934              | 58.39         | Employee Reimbursement - Supplies   |              |
| 46  | Nichols-Yehling, Michelle   | p | 12/13/2018        | 111939              | 185.00        | Program Presenter                   |              |
| 52  | Pompilus, Edna              | p | 12/13/2018        | 111945              | 100.00        | Grant Contractor                    | A            |
| 56  | Reblin, Beth                | p | 12/13/2018        | 111949              | 11.96         | Employee Reimbursement - Supplies   |              |
| 57  | Royer, Susan                | p | 12/13/2018        | 111950              | 20.94         | Employee Reimbursement - Supplies   |              |
| 60  | Taylor, Margie              | p | 12/13/2018        | 111953              | 29.16         | Employee Reimbursement - Mileage    |              |
| 61  | VanderYacht, Kimberly       | p | 12/13/2018        | 111954              | 2.50          | Employee Reimbursement - Postage    |              |
| 70  | Garcia, Jaime Enrique Lopez | p | 12/14/2018        | 111959              | 700.00        | Translations Contractor             |              |
| 73  | Deborah C. Jaimes           | p | 12/17/2018        | 111962              | 457.50        | Cleaning Contractor                 |              |
| 74  | Burnett, Shawn              | p | 12/18/2018        | 111963              | 300.00        | Payroll Adjustment                  |              |
| 86  | Brooks, Yolanda D.          | p | 12/31/2018        | 111971              | 200.00        | Grant Contractor                    | A            |
| 88  | Civitello, Amanda           | p | 12/31/2018        | 111973              | 213.58        | Employee Reimbursement - Supplies   |              |
| 89  | Clavijo, Pedro              | p | 12/31/2018        | 111974              | 775.00        | Grant Contractor                    |              |
| 92  | Deborah C. Jaimes           | p | 12/31/2018        | 111977              | 600.00        | Cleaning Contractor                 |              |
| 94  | Hadiyah N. Nnambi           | p | 12/31/2018        | 111979              | 595.00        | Grant Contractor                    | B            |
| 99  | Jordan, Debra               | p | 12/31/2018        | 111984              | 123.46        | Employee Reimbursement - Meals/Food |              |
| 103 | Martinez, Ivette            | p | 12/31/2018        | 111988              | 625.00        | Grant Contractor                    | COTHS HFNLC  |
| 109 | Pompilus, Edna              | p | 12/31/2018        | 111994              | 400.00        | Grant Contractor                    | A            |
| 112 | Resendiz, Jeanie            | p | 12/31/2018        | 111997              | 97.43         | Employee Reimbursement - Supplies   |              |

10:26 AM

01/09/19

## Waukegan Public Library

## Check Detail

November 2018

| Type            | Num      | Date       | Name                         | Item | Account                                | Paid Amount | Original Amount |
|-----------------|----------|------------|------------------------------|------|--|-------------|-----------------|
| Bill Pmt -Check | 111858   | 11/30/2018 | Brooks, Yolanda D.           |      | 1020 · First Midwest Bank - City       |             | -200.00         |
| Bill            | A1115... | 11/15/2018 |                              |      | 5710 · Professional Services           | -200.00     | 200.00          |
| TOTAL           |          |            |                              |      |  | -200.00     | 200.00          |
| Bill Pmt -Check | 111859   | 11/30/2018 | Canteen Refreshment Services |      | 1020 · First Midwest Bank - City       |             | -149.85         |
| Bill            | 05256... | 11/30/2018 |                              |      | 5159 · Staff Room                      | -149.85     | 149.85          |
| TOTAL           |          |            |                              |      |  | -149.85     | 149.85          |
| Bill Pmt -Check | 111860   | 11/30/2018 | Cardmember Service           |      | 1020 · First Midwest Bank - City       |             | -4,190.36       |
| Bill            | NOV1...  | 11/30/2018 |                              |      | 5444 · Animal Care                     | -3.26       | 3.26            |
|                 |          |            |                              |      | 5512 · Equipment Repairs               | -23.73      | 23.73           |
|                 |          |            |                              |      | 5512 · Equipment Repairs               | -24.20      | 24.20           |
|                 |          |            |                              |      | 5505 · Maintenance Supplies            | -42.17      | 42.17           |
|                 |          |            |                              |      | 5545 · Green Initiatives               | -72.19      | 72.19           |
|                 |          |            |                              |      | 5162 · Logo Wear                       | -165.60     | 165.60          |
|                 |          |            |                              |      | 5165 · Staff Day                       | -515.25     | 515.25          |
|                 |          |            |                              |      | 5545 · Green Initiatives               | -99.84      | 99.84           |
|                 |          |            |                              |      | 5545 · Green Initiatives               | -17.51      | 17.51           |
|                 |          |            |                              |      | 5505 · Maintenance Supplies            | -61.70      | 61.70           |
| Bill            | NOV1...  | 11/30/2018 |                              |      | 5161 · Travel & Transportation         | -431.25     | 431.25          |
|                 |          |            |                              |      | 5220 · Board Related Expense           | -160.00     | 160.00          |
|                 |          |            |                              |      | 5461 · Background Checks - Volunteers  | -72.75      | 72.75           |
| Bill            | NOV1...  | 11/30/2018 |                              |      | 5205 · Administrative Supplies         | -102.64     | 102.64          |
|                 |          |            |                              |      | 5341 · Staff Supplies                  | -9.86       | 9.89            |
|                 |          |            |                              |      | 5438 · Internal Programs               | -30.31      | 30.37           |
|                 |          |            |                              |      | 5451 · Supplies                        | -58.43      | 58.55           |
|                 |          |            |                              |      | 5341 · Staff Supplies                  | -13.85      | 13.88           |
|                 |          |            |                              |      | 5343 · ELC Supplies                    | -30.12      | 30.18           |
|                 |          |            |                              |      | 5161 · Travel & Transportation         | -430.34     | 431.25          |
|                 |          |            |                              |      | 5343 · ELC Supplies                    | -9.16       | 9.18            |
|                 |          |            |                              |      | 5343 · ELC Supplies                    | -8.78       | 8.80            |
|                 |          |            |                              |      | 5343 · ELC Supplies                    | -10.78      | 10.80           |
|                 |          |            |                              |      | 5451 · Supplies                        | -61.27      | 61.40           |
|                 |          |            |                              |      | 5341 · Staff Supplies                  | -20.75      | 20.79           |
|                 |          |            |                              |      | 5438 · Internal Programs               | -32.57      | 32.64           |
|                 |          |            |                              |      | 5343 · ELC Supplies                    | -82.94      | 83.12           |
|                 |          |            |                              |      | 5205 · Administrative Supplies         | -20.97      | 21.01           |
|                 |          |            |                              |      | 5205 · Administrative Supplies         | -38.74      | 38.82           |
|                 |          |            |                              |      | 5605 · Non Capital Repl Tech Equipment | -27.04      | 27.10           |
|                 |          |            |                              |      | 5438 · Internal Programs               | -8.87       | 8.89            |
|                 |          |            |                              |      | 5438 · Internal Programs               | -21.89      | 21.94           |
|                 |          |            |                              |      | 5441 · Exhibits - ELC                  | -65.13      | 65.27           |
|                 |          |            |                              |      | 5205 · Administrative Supplies         | -12.96      | 12.99           |
|                 |          |            |                              |      | 5438 · Internal Programs               | -218.54     | 219.00          |
|                 |          |            |                              |      | 5165 · Staff Day                       | -7.97       | 7.99            |
|                 |          |            |                              |      | 5205 · Administrative Supplies         | -25.89      | 25.94           |
|                 |          |            |                              |      | 5718 · Library Materials/Instr Mats    | -153.78     | 154.11          |
|                 |          |            |                              |      | 5165 · Staff Day                       | -74.97      | 75.13           |
|                 |          |            |                              |      | 5610 · Internet Charges                | -6.99       | 7.00            |
|                 |          |            |                              |      | 5405 · Comm Serv Admin                 | -33.46      | 33.53           |
|                 |          |            |                              |      | 5165 · Staff Day                       | -608.71     | 610.00          |
|                 |          |            |                              |      | 5405 · Comm Serv Admin                 | -44.28      | 44.37           |
|                 |          |            |                              |      | 5405 · Comm Serv Admin                 | -228.52     | 229.00          |
|                 |          |            |                              |      | 5205 · Administrative Supplies         | -0.40       | 0.40            |
| TOTAL           |          |            |                              |      |  | -4,190.36   | 4,195.66        |
| Bill Pmt -Check | 111861   | 11/30/2018 | Cintas #2                    |      | 1020 · First Midwest Bank - City       |             | -51.54          |
| Bill            | 50123... | 11/30/2018 |                              |      | 5159 · Staff Room                      | -51.54      | 51.54           |
| TOTAL           |          |            |                              |      |  | -51.54      | 51.54           |
| Bill Pmt -Check | 111862   | 11/30/2018 | Civitello, Amanda            |      | 1020 · First Midwest Bank - City       |             | 0.00            |
| TOTAL           |          |            |                              |      |  | 0.00        | 0.00            |
| Bill Pmt -Check | 111863   | 11/30/2018 | Clavijo, Pedro               |      | 1020 · First Midwest Bank - City       |             | -350.00         |
| Bill            | A1115... | 11/15/2018 |                              |      | 5710 · Professional Services           | -350.00     | 350.00          |
| TOTAL           |          |            |                              |      |  | -350.00     | 350.00          |
| Bill Pmt -Check | 111864   | 11/30/2018 | Comcast                      |      | 1020 · First Midwest Bank - City       |             | -219.85         |
| Bill            | NOV18    | 11/30/2018 |                              |      | 5610 · Internet Charges                | -219.85     | 219.85          |
| TOTAL           |          |            |                              |      |  | -219.85     | 219.85          |

10:26 AM

01/09/19

**Waukegan Public Library**  
**Check Detail**  
**December 2018**

| Type            | Num      | Date       | Name               | Item | Account                                | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|--|-------------|-----------------|
| Bill Pmt -Check | 111969   | 12/31/2018 | Baker & Taylor 10  |      | 1020 - First Midwest Bank - City       |             | -164.52         |
| Bill            | H2143... | 12/31/2018 |                    |      | 5311 - General                         | -164.52     | 164.52          |
| TOTAL           |          |            |                    |      |  | -164.52     | 164.52          |
| Bill Pmt -Check | 111970   | 12/31/2018 | Baker & Taylor 30  |      | 1020 - First Midwest Bank - City       |             | -1,304.90       |
| Bill            | H1933... | 12/31/2018 |                    |      | 5311 - General                         | -45.56      | 45.56           |
| Bill            | H1933... | 12/31/2018 |                    |      | 5311 - General                         | -22.78      | 22.78           |
| Bill            | H1933... | 12/31/2018 |                    |      | 5311 - General                         | -14.69      | 14.69           |
| Bill            | H1933... | 12/31/2018 |                    |      | 5311 - General                         | -22.78      | 22.78           |
| Bill            | H1939... | 12/31/2018 |                    |      | 5311 - General                         | -51.39      | 51.39           |
| Bill            | H2143... | 12/31/2018 |                    |      | 5311 - General                         | -27.16      | 27.16           |
| Bill            | H2143... | 12/31/2018 |                    |      | 5311 - General                         | -27.16      | 27.16           |
| Bill            | H2143... | 12/31/2018 |                    |      | 5311 - General                         | -70.14      | 70.14           |
| Bill            | H2152... | 12/31/2018 |                    |      | 5311 - General                         | -19.10      | 19.10           |
| Bill            | 20342... | 12/31/2018 |                    |      | 5311 - General                         | -1,004.14   | 1,004.14        |
| TOTAL           |          |            |                    |      |  | -1,304.90   | 1,304.90        |
| Bill Pmt -Check | 111971   | 12/31/2018 | Brooks, Yolanda D. |      | 1020 - First Midwest Bank - City       |             | -200.00         |
| Bill            | A1215... | 12/15/2018 |                    |      | 5710 - Professional Services           | -200.00     | 200.00          |
| TOTAL           |          |            |                    |      |  | -200.00     | 200.00          |
| Bill Pmt -Check | 111972   | 12/31/2018 | Cardmember Service |      | 1020 - First Midwest Bank - City       |             | -3,771.67       |
| Bill            | GASKI... | 12/31/2018 |                    |      | 5438 - Internal Programs               | -47.81      | 53.50           |
|                 |          |            |                    |      | 5405 - Comm Serv Admin                 | -1,812.60   | 2,028.00        |
|                 |          |            |                    |      | 5341 - Staff Supplies                  | -31.25      | 34.96           |
|                 |          |            |                    |      | 5610 - Internet Charges                | -6.26       | 7.00            |
|                 |          |            |                    |      | 5341 - Staff Supplies                  | -15.96      | 17.86           |
|                 |          |            |                    |      | 5545 - Green Initiatives               | -13.41      | 15.00           |
| Bill            | BELO...  | 12/31/2018 |                    |      | 5244 - Bank and Credit Card            | -119.00     | 119.00          |
|                 |          |            |                    |      | 5220 - Board Related Expense           | -147.15     | 147.15          |
| Bill            | RIZZI... | 12/31/2018 |                    |      | 5461 - Background Checks - Volunteers  | -27.90      | 27.90           |
|                 |          |            |                    |      | 5505 - Maintenance Supplies            | -45.00      | 45.00           |
|                 |          |            |                    |      | 5511 - Building Repairs                | -98.00      | 98.00           |
|                 |          |            |                    |      | 5513 - Vehicle Repairs, Gas and Upkeep | -6.00       | 6.00            |
|                 |          |            |                    |      | 5505 - Maintenance Supplies            | -21.69      | 21.69           |
|                 |          |            |                    |      | 5441 - Exhibits - ELC                  | -22.13      | 22.13           |
|                 |          |            |                    |      | 5516 - Kitchen Upgrade                 | -291.87     | 291.87          |
|                 |          |            |                    |      | 5516 - Kitchen Upgrade                 | -6.95       | 6.95            |
|                 |          |            |                    |      | 5546 - Patron Coffee                   | -35.73      | 35.73           |
|                 |          |            |                    |      | 5512 - Equipment Repairs               | -182.23     | 182.23          |
|                 |          |            |                    |      | 5516 - Kitchen Upgrade                 | -840.73     | 840.73          |
| TOTAL           |          |            |                    |      |  | -3,771.67   | 4,000.70        |
| Bill Pmt -Check | 111973   | 12/31/2018 | Civitello, Amanda  |      | 1020 - First Midwest Bank - City       |             | -213.58         |
| Bill            | DEC1...  | 12/31/2018 |                    |      | 5421 - Other Events                    | -213.58     | 213.58          |
| TOTAL           |          |            |                    |      |  | -213.58     | 213.58          |
| Bill Pmt -Check | 111974   | 12/31/2018 | Clavijo, Pedro     |      | 1020 - First Midwest Bank - City       |             | -775.00         |
| Bill            | A1215... | 12/15/2018 |                    |      | 5710 - Professional Services           | -425.00     | 425.00          |
| Bill            | A1215... | 12/15/2018 |                    |      | 5710 - Professional Services           | -350.00     | 350.00          |
| TOTAL           |          |            |                    |      |  | -775.00     | 775.00          |
| Bill Pmt -Check | 111975   | 12/31/2018 | CLULC              |      | 1020 - First Midwest Bank - City       |             | -120.00         |
| Bill            | FY18/... | 12/31/2018 |                    |      | 5480 - Engagement and Outreach         | -120.00     | 120.00          |
| TOTAL           |          |            |                    |      |  | -120.00     | 120.00          |
| Bill Pmt -Check | 111976   | 12/31/2018 | Comcast #2         |      | 1020 - First Midwest Bank - City       |             | -361.70         |
| Bill            | DEC18    | 12/31/2018 |                    |      | 5610 - Internet Charges                | -141.85     | 141.85          |
| Bill            | DEC18    | 12/31/2018 |                    |      | 5610 - Internet Charges                | -219.85     | 219.85          |
| TOTAL           |          |            |                    |      |  | -361.70     | 361.70          |
| Bill Pmt -Check | 111977   | 12/31/2018 | Deborah C. Jaimes  |      | 1020 - First Midwest Bank - City       |             | -600.00         |
| Bill            | THRU     | 12/31/2018 |                    |      | 5514 - Cleaning Service                | -600.00     | 600.00          |
| TOTAL           |          |            |                    |      |  | -600.00     | 600.00          |

**ALA Midwinter Conference:** I will be in Seattle Jan 24 – Feb 1 for the Midwinter conference. Jon will take the helm during this time. As usual, much time will be spent at ALA Council meetings. When not at Council, I will be focusing on sessions regarding innovation, community building and partnerships, and diversity.

**Innovation:** Each calendar year will start with a focus word. Upon arriving at WPL, I brought the word ACCOUNTABILITY with me. We spent this last year using that as a guide of how we work together, how we communicate, and more. For 2019, the managers brainstormed words that we might use as our focus word. All were great words! It was difficult to pick, so I used a random number generator to pick the word. INNOVATION is our focus word for 2019. We will be working with managers first to discuss ways innovation works within the library, with our staff, and our services. The discussion will be expanded to all staff and carry through the whole year. We are not giving up on accountability, but adding it to our toolbox. It should be an exciting year!

**Copiers:** Are new copiers for both patrons and staff have been installed. With the renegotiated contract, new services, and reduced number of units we are expected a savings of approximately \$13,000 a year or more.

**Kitchen remodel:** Please take a moment to see our newly updated kitchen. Our previous kitchen was not meeting all of our needs and was in desperate need of repair. Our facilities team did nearly all the repairs and installation. Costs saving appliances were installed and new cabinets were added. Overall, the look is clean, more spacious, and can accommodate the needs of staff. Our Off the Grid team provided some of the funding for this remodel with funds raised by staff activities.

**Polar Bear Plunge:** We had a team of five employees participate in the Polar Bear Plunge this year! They wore their library t-shirts and braved the chill to dip into Lake Michigan. Photos are on our Facebook page. I was happy to cheer them on (but not plunge, thank you).

**Staff Evaluations/job descriptions:** Evaluation discussions have begun with managers. Each manager will meet with each of their staff persons a minimum of 6 times this year to discuss work performances, needs, goals, and other topics specific to the position. The first meeting is dedicated to reviewing and discussing the current job description on file. Some of these are outdated and are due for a review.

**Statistics:** Throughout the year, we collect different type of statistics about our work. Over the years, these statistics can become “unkempt” and need review. The last few months we reviewed our process for reporting statistics to the state and how we wish to manage them for our public service desks. Beginning in 2019, we will begin counting statistics once a quarter, for a two-week period, at each public service desk (Reference, Children's, Customer Service, and Hinkston Branch). Other types of statistics that we

track will remain the same for now and will be reviewed throughout the year to be sure we are working smarter rather than harder in tracking information.

**Mitten Tree:** Our mitten tree was a big hit with the community and staff this holiday season. Several staff and patrons donated to the tree in the forms of mittens, hats, scarves, and even a few blankets. This was a library-sponsored program and we look forward to doing this again next winter.

**Personnel update:**

Open positions: none

New Hires: one (Part time custodian)

Separated: none

Retirement: one – Sandy Sherwood, December, 49-year employee





WAUKEGAN PUBLIC LIBRARY

*putting quality in your life* 

Resolution No. 2019-01

**A RESOLUTION 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 February 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 Resolution 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