

**AGENDA**  
**Waukegan Public Library – Board of Trustees Meeting**  
Wednesday, April 17, 2019, 6:30 PM, Board Room  
128 N County Street, Waukegan, IL 60085

- I. Closed executive session pursuant to code 5 ILCS 120/2 (c) (1)
- II. Motion to end closed executive session and return to open session
- III. Call to Order Mary Stickels
- IV. Roll Call Mary Stickels
- V. Agenda and Minutes Mary Stickels
- Motion to approve Agenda for WPL Board of Trustees April 17, 2019 meeting
- Motion to approve the minutes of the WPL March 20, 2019 meeting
- VI. Finance Committee Report Marge Ferruzzi
- Motion to approve March 2019 disbursements
- VII. Director's Report Selina Gomez-Beloz
- VIII. Services Report Jon Gaskill
- IX. President's Report Mary Stickels
- X. Foundation Report Alicia Garcia
- XI. Friends Report Amanda Civitello
- XII. City Liaison Report David Villalobos
- XIII. Governance Committee Report Rachelle Mendez
- XIV. Department Reports Amanda Civitello
- XV. New Business/Action Agenda
  - a. COLA Memo FY2019 – Motion to approve
  - b. Motion regarding closed session deliberations
- XVI. Announcements/Trustee Comments
- XVII. Public Comment – Comments limited to three minutes.
- XVIII. Adjourn
- Motion to adjourn at <Time> PM.

**Minutes**  
**Waukegan Public Library – Board of Trustees Meeting**  
Wednesday, March 20, 2019, 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. Rachelle Mendez, Ms. Sylvia England, Mr. Larry McShane, and Ms. Jean Smith.

Trustees absent: Ms. Chetara Jenkins (with notice).

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Betsy Jung, Controller; Ms. Debra Jordan, HR Manager; Ms. Susan Royer, Executive Assistant, and Mr. David Villalobos, Alderman.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees March 20, 2019 meeting was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL February 21, 2019 meeting was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

IV. Controller's Report

We are 10 months into the fiscal year and have 17% of the budget remaining. We are \$13,000 short on tax revenue, however, we have funds on hand to make up for the shortfall. Currently, we have 2.4 million in the bank, including the 1 million dollars in CD's.

A second version of the FY20 budget went to the city with the changes requested by the Board in February.

The controller will be working on a new chart of accounts structure for FY20.

V. Finance Committee Report

After a brief discussion, a motion to approve February 2019 disbursements was made by Ms. Sylvia England and seconded by Mr. Larry McShane. Motion passed.

VI. Director's Report

The Director's report is part of the Board packet.

VII. City Liaison Report

Mr. David Villalobos shared concerns about staff shortage and is aware it is on our radar to fill positions. He also expressed there were concerns about the Library winter closures due to the extreme weather. But is aware we are not equipped to be a warming center.

**Minutes**  
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VIII. Services Report

Mr. Gaskill provided information on the United Way article/report on Kindergarten readiness statistics in Waukegan. Mr. Patrick Toto, Children's Department Manager, was interviewed for the article.

The Library has applied for Summer Food Service Program grant to supply meals to children at the Library over the summer. Mr. Gaskill led this initiative and we are waiting to hear back about the grant.

The Children's garden will be dedicated to Sandy this summer. We are hoping she will continue as a volunteer.

IX. Announcements/Trustee Comments

A brief discussion took place regarding Pat's Café and ideas for updating in the future.

X. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi. Motion passed.

XI. Motion to end closed executive session and return to open session was made by Ms. Sylvia England and seconded by Ms. Marge Ferruzzi. Motion passed.

Ms. Mary Stickels announced Ms. Sylvia England was unanimously elected as Vice President of the Board that during the closed session.

XII. Motion regarding Executive Director's evaluation was tabled until April 17 Board Meeting.

XIII. Public Comment – Comments limited to three minutes.  
None

XIV. Adjourn  
Motion to adjourn at 8:30 PM.

# WAUKEGAN PUBLIC LIBRARY

CONTROLLER'S NOTES FOR BOARD MEETING ON APRIL 17, 2019 FOR RESULTS THROUGH 03/31/19

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

## REVENUES

Line 1	Real Estate Tax Revenue	99.7% of budgeted real estate tax revenue received - \$13,000 short
Line 2	Library Revenue	Less than planned due to change in fine structure
Line 3	Contributed Income	Includes WPL Friends concert sponsorship and ELC sponsorship. Income is less than anticipated due to change in BSF format.
Line 4	Grant Revenue	Includes per capita grant, literacy grants, and programming grant. Other grants were received in early April.
Line 5	Interest Income	Includes interest on CD's which have exceeded modest budgeted amount
Line 6	Other Income	Includes insurance proceeds related to act of vandalism in the Fall

## EXPENDITURES

Line 7	Salaries	Within range
Line 8	Administrative Services	Behind due to reclassification of internet from Admin Services budget line to Information Tech Services budget line.
Line 9	Public Services	Within range
Line 10	Community Services	Behind due to change in BSF format, less printing that originally planned, as well as lower than anticipated spending in several lines.
Line 11	Building Services	Includes \$4,500 for kitchen upgrade (majority of which to be paid from Excess Per Capita Funds and by OTG) and repair to back parking lot wall last summer. In addition, contract employee was used until permanent employee was hired.
Line 12	Information Tech Services	Within range
Line 13	Grants	Behind due to spending patterns
Line 14	Capital Expenditures	Ahead due to purchase of replacement equipment that was vandalized
Line 15	Debt Service	Principal and interest were paid in December 31 – next payment of interest is due on July 1, 2019.
Line 16	Cash	Approximately \$2,100,000, including \$1,000,000 invested in CD's

## Notes

Creation of the new chart of accounts structure to accompanying the FY20 budget is in process.

Sikich auditors will be on sight for interim audit work in mid-May.

See Director's report for information regarding a new accounting standard.

The Foundation made its third statue payment.

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

Summary of Actual vs. Budgeted Results

For the 11 Months Ended March 31, 2019

			<b>2018 Actual</b>	<b>2019 Budget</b>	<b>YTD Operations</b>	<b>% Budget Rec'd/Used</b>	<b>% Budget Remaining</b>
<b>Revenues</b>							
1	4100	Real Estate Tax Revenue	3,948,274	4,000,000	3,986,989	100%	0%
2	4200	Library Revenue	85,247	75,000	55,329	74%	26%
3	4300	Contributed Income	48,554	36,700	24,470	67%	33%
4	4400	Grant Revenue	473,721	346,500	140,198	40%	60%
5	4500	Interest Income	2,333	1,500	6,935	462%	-362%
6	4600	Other Income	12,801	154,000	24,624	16%	84%
		Total Revenues	<u>4,570,931</u>	<u>4,613,700</u>	<u>4,238,544</u>	<u>92%</u>	<u>8%</u>
<b>Expenditures</b>							
7	5100	Salaries, Benefits, Staff Dev	2,923,105	3,199,077	2,878,865	90%	10%
8	5200	Administrative Services	151,413	179,740	99,825	56%	44%
9	5300	Public Services	353,658	342,829	284,442	83%	17%
10	5400	Community Services	121,318	156,693	73,454	47%	53%
11	5500	Building Services	102,174	84,966	97,054	114%	-14%
12	5600	Information Technology Services	170,002	171,010	162,278	95%	5%
13	5700	Grants	212,446	156,000	48,873	31%	69%
14	6000	Capital Expenditures	70,131	30,880	45,541	147%	-47%
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>3,981,994</u>	<u>86%</u>	<u>14%</u>
		Net Surplus	<u>173,897</u>	<u>842</u>	<u>256,550</u>		
			<b>04/30/18</b>		<b>03/31/19</b>		
<b>Operations</b>							
	1010	Petty Cash	800		799		
	1015	Associated Bank - Imprest	8,577		13,007		
	1020	First Midwest - City Account	424,923		856,060		
	1025	Associated Bank - Money Market	202,076		221,667		
	1045	Associated Bank - Flex	5,218		3,756		
		Sub-Total	<u>641,595</u>		<u>1,095,289</u>		
<b>Reserves</b>							
	1065	MB Financial	15,226		15,201		
	1040	First Midwest - Money Market	1,003		1,003		
		Sub-Total	<u>16,229</u>		<u>16,205</u>		
<b>Investments</b>							
	1060	FMB Certificates of Deposit	1,000,000		1,000,000		
16		Total	<u>1,657,824</u>		<u>2,111,494</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 March 31, 2019

	<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	03/04/2019	3-1	<b>29,368.41</b>	February IMRF payment	5100/2100
2	GCG Financial, Inc-Dental	03/04/2019	112190	1,188.00		
3	Horner, Elizabeth H.	03/06/2019	112191	700.00		
4	May, James T.	03/06/2019	112192	700.00		
5	Wells, Megan	03/06/2019	112193	800.00		
6	Laconi - TSS	03/06/2019	112194	30.00		
7	Wigodner, Janet	03/08/2019	112195	90.00		
8	MyPay Solutions	03/15/2019	3-2	<b>62,730.31</b>	03/15/19 Payroll	5100/2100
9	MyPay Solutions	03/15/2019	3-2	<b>23,833.40</b>	03/15/19 Payroll	5100/2100
10	MyPay Solutions	03/15/2019	3-2	249.50		
11	MyPay Solutions	03/15/2019	3-2	258.05		
12	Void	03/15/2019	112196	-		
13	Apple Books	03/15/2019	112197	143.84		
14	AT&T Other	03/15/2019	112198	522.67		
15	Baker & Taylor 10	03/15/2019	112199	<b>4,778.81</b>	LibraryMaterials	5300
16	Baker & Taylor 30	03/15/2019	112200	839.04		
17	Baker & Taylor 70	03/15/2019	112201	57.40		
18	Bart's Landscaping Ltd.	03/15/2019	112202	1,860.00		
19	Call One	03/15/2019	112203	868.88		
20	Center Point Large Print	03/15/2019	112204	140.22		
21	Cintas Corporation	03/15/2019	112205	291.92		
22	Clavijo, Pedro	03/15/2019	112206	300.00		
23	Commercial Specialties, Inc.	03/15/2019	112207	1,250.00		
24	Cordova, Jennyfer	03/15/2019	112208	267.96		
25	De Lage Landen Public Finance	03/15/2019	112209	<b>2,495.23</b>	Copier Lease	5200
26	Void	03/15/2019	112210	-		
27	Discount School Supply	03/15/2019	112211	103.72		
28	EnvisionWare	03/15/2019	112212	1,960.00		
29	Ewing Enterprises, Inc.	03/15/2019	112213	38.00		
30	Gale CENGAGE Learning	03/15/2019	112214	1,088.28		
31	GCG Financial, Inc-Dental	03/15/2019	112215	<b>2,340.00</b>	Dental Benefits	5100
32	GCG Financial, Inc-Medical	03/15/2019	112216	<b>24,891.00</b>	Health Benefits	5100
33	Grainger	03/15/2019	112217	106.92		
34	Hydro Management	03/15/2019	112218	415.62		
35	Illinois Library Association	03/15/2019	112219	340.00		
36	Ingram Library Services	03/15/2019	112220	61.98		
37	ITsavvy LLC	03/15/2019	112221	<b>4,305.00</b>	need detail	5600
38	Kennedy's Creative Awards	03/15/2019	112222	43.00		
39	Larsen Greenhouse Florist	03/15/2019	112223	70.90		
40	Library Ideas LLC	03/15/2019	112224	54.00		
41	Marcive Inc.	03/15/2019	112225	300.00		
42	Martinez, Ivette	03/15/2019	112226	705.00		
43	Midwest Tape	03/15/2019	112227	462.35		
44	Minnesota Literacy Council	03/15/2019	112228	500.00		
45	Nationwide Retirement Solutions	03/15/2019	112229	1,428.00		
46	New York Life Insurance Company	03/15/2019	112230	221.06		
47	Nnambi, Hadiyah N.	03/15/2019	112231	595.00		
48	Northeast Illinois Heating and Air	03/15/2019	112232	<b>4,229.17</b>	Repairs	5500
49	Office Plus Solutions & Supply	03/15/2019	112233	56.16		
50	Olson's Ace Hardware	03/15/2019	112234	107.93		
51	OverDrive, Inc.	03/15/2019	112235	527.51		
52	Penguin Random House LLC	03/15/2019	112236	30.00		
53	Peters, Tuwanda	03/15/2019	112237	100.00		
54	Ramrod Distributors, Inc.	03/15/2019	112238	891.83		
55	Sikich LLP	03/15/2019	112239	660.00		
56	Sonitrol Great Lakes - Illinois	03/15/2019	112240	<b>2,522.18</b>	Panic button installation	5500
57	Steven J. Fink & Associates, PC	03/15/2019	112241	128.63		
58	Uline	03/15/2019	112242	80.66		
59	Verizon	03/15/2019	112243	355.86		
60	Watkins, Cathy P.	03/15/2019	112244	100.00		
61	Wigodner, Janet	03/15/2019	112245	50.00		

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements

For the Month Ended March 31, 2019

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Account</u>
62	WKGn - Water	03/15/2019	112246	118.94		
63	Void	03/15/2019	112247	-		
64	American Backflow Prevention	03/15/2019	112248	463.95		
65	DEMCO	03/15/2019	112249	197.49		
66	Illinois Heartland Library System	03/15/2019	112250	718.90		
67	LibrariesFirst	03/15/2019	112251	500.00		
68	Zoobean	03/15/2019	112252	2,295.00	Children's reading platform software	5300
69	Canteen Refreshment Services	03/15/2019	112253	19.13		
70	Juergensmeyer, Fran	03/15/2019	112254	112.47		
71	MyPay Solutions	03/29/2019	3-3	67,033.48	03/29/19 Payroll	5100/2100
72	MyPay Solutions	03/29/2019	3-3	25,669.09	03/29/19 Payroll	5100/2100
73	MyPay Solutions	03/29/2019	3-3	249.50		
74	MyPay Solutions	03/29/2019	3-3	158.05		
75	Amazon.com	03/29/2019	112255	1,487.88		
76	AT&T Other	03/29/2019	112256	673.43		
77	Baker & Taylor 10	03/29/2019	112257	6,118.68	LibraryMaterials	5300
78	Baker & Taylor 30	03/29/2019	112258	976.22		
79	Baker & Taylor 70	03/29/2019	112259	42.20		
80	Cardmember Service	03/29/2019	112260	2,195.23	Credit Card Payment	var
81	Clavijo, Pedro	03/29/2019	112261	625.00		
82	Comcast #2	03/29/2019	112262	219.85		
83	DEMCO	03/29/2019	112263	837.11		
84	Grainger	03/29/2019	112264	99.78		
85	Hernandez, Jose M.	03/29/2019	112265	215.88		
86	HMO Illinois - BlueCross BlueShield	03/29/2019	112266	4,541.88	Health Benefits	5100
87	Home Depot Credit Services	03/29/2019	112267	476.10		
88	Illinois Department of Innovation & Techn	03/29/2019	112268	650.00		
89	Illinois Central School Bus	03/29/2019	112269	126.62		
90	Ingram Library Services	03/29/2019	112270	254.54		
91	Jewell Electric	03/29/2019	112271	485.00		
92	Krissek, Thomas	03/29/2019	112272	112.50		
93	Kronos SaaS, Inc.	03/29/2019	112273	378.00		
94	Kully Supply	03/29/2019	112274	189.60		
95	Martinez, Ivette	03/29/2019	112275	722.50		
96	Midwest Tape	03/29/2019	112276	152.94		
97	Minuteman Press of Gurnee	03/29/2019	112277	3,135.64	Printing	5400
98	Nationwide Retirement Solutions	03/29/2019	112278	1,428.00		
99	Nnambi, Hadiyah N.	03/29/2019	112279	595.00		
100	North Shore Water Reclamation District	03/29/2019	112280	145.66		
101	Office Plus Solutions & Supply	03/29/2019	112281	17.16		
102	OverDrive, Inc.	03/29/2019	112282	745.67		
103	Penguin Random House LLC	03/29/2019	112283	63.75		
104	Peters, Tuwanda	03/29/2019	112284	200.00		
105	Pompilus, Edna	03/29/2019	112285	350.00		
106	Quill.com	03/29/2019	112286	95.18		
107	Ramrod Distributors, Inc.	03/29/2019	112287	423.94		
108	Recorded Books, LLC	03/29/2019	112288	237.81		
109	Resendiz, Jeanie	03/29/2019	112289	73.94		
110	Steven J. Fink & Associates, PC	03/29/2019	112290	153.90		
111	TruAssure	03/29/2019	112291	206.04		
112	Waukegan Park District	03/29/2019	112292	72.00		
113	Weblinx, Inc.	03/29/2019	112293	400.00		
114	Comcast #2	03/29/2019	112294	141.85		
115	Dependable Fire Equipment	03/29/2019	112295	198.05		
116	POS Supply Solutions Inc.	03/29/2019	112296	129.95		

Total Computer Generated Checks

191,288.21

**Imprest Checks**

None this month

**WAUKEGAN PUBLIC LIBRARY**

## Summary of Disbursements to Individuals

For the Month Ended March 31, 2019

	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Transaction Description</u>	<u>Grant</u>
3	Horner, Elizabeth H.	03/06/2019	112191	700.00	Program Presenter	
4	May, James T.	03/06/2019	112192	700.00	Program Presenter	
5	Wells, Megan	03/06/2019	112193	800.00	Program Presenter	
7	Wigodner, Janet	03/08/2019	112195	90.00	Employee Reimbursement - Supplies	
22	Clavijo, Pedro	03/15/2019	112206	300.00	Grant Contractor	A
24	Cordova, Jennyfer	03/15/2019	112208	267.96	Employee Reimbursement - Mileage	
42	Martinez, Ivette	03/15/2019	112226	705.00	Grant Contractor	COTHS/HFNLC
47	Nnambi, Hadiyah N.	03/15/2019	112231	595.00	Grant Contractor	B
53	Peters, Tuwanda	03/15/2019	112237	100.00	Grant Contractor	A
60	Watkins, Cathy P.	03/15/2019	112244	100.00	Grant Contractor	A
61	Wigodner, Janet	03/15/2019	112245	50.00	Employee Reimbursement - Supplies	
70	Juergensmeyer, Fran	03/15/2019	112254	112.47	Employee Reimbursement - Mileage	
81	Clavijo, Pedro	03/29/2019	112261	625.00	Grant Contractor	A
85	Hernandez, Jose M.	03/29/2019	112265	215.88	Employee Reimbursement - Mileage	
92	Krissek, Thomas	03/29/2019	112272	112.50	Grant Contractor	A
95	Martinez, Ivette	03/29/2019	112275	722.50	Grant Contractor	COTHS/HFNLC
99	Nnambi, Hadiyah N.	03/29/2019	112279	595.00	Grant Contractor	B
104	Peters, Tuwanda	03/29/2019	112284	200.00	Grant Contractor	A
105	Pompilus, Edna	03/29/2019	112285	350.00	Grant Contractor	A
109	Resendiz, Jeanie	03/29/2019	112289	73.94	Employee Reimbursement - Supplies	



2:52 PM

04/12/19

## Waukegan Public Library

## Check Detail

March 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	H30764090	03/29/2019			5311 · General	-29.39	29.39
Bill	H30907140	03/29/2019			5311 · General	-12.74	12.74
TOTAL						-976.22	976.22
Bill Pmt -Check	112259	03/29/2019	Baker & Taylor 70		1020 · First Midwest Bank - City		-42.20
Bill	H29322210	03/29/2019			5311 · General	-14.35	14.35
Bill	H30454360	03/29/2019			5311 · General	-27.85	27.85
TOTAL						-42.20	42.20
Bill Pmt -Check	112260	03/29/2019	Cardmember Service		1020 · First Midwest Bank - City		-2,195.23
Bill	BELOZ MAR19 2793	03/29/2019			5160 · Meals/Food	-30.29	30.29
					5205 · Administrative Supplies	-46.89	46.89
					5615 · Software Licenses	-7.48	7.48
					5154 · Professional Development	-50.00	50.00
					5205 · Administrative Supplies	-99.00	99.00
					5461 · Background Checks - Volunteers	-97.65	97.65
					5480 · Engagement and Outreach	-75.00	75.00
					5154 · Professional Development	-59.00	59.00
Bill	RIZZIO MAR19 9154	03/29/2019			5444 · Animal Care	-43.98	43.98
					5511 · Building Repairs	-114.82	114.82
					5545 · Green Initiatives	-1.00	1.00
					5545 · Green Initiatives	-10.78	10.78
					5444 · Animal Care	-66.00	66.00
					5545 · Green Initiatives	-31.71	31.71
					5511 · Building Repairs	-34.70	34.70
					5511 · Building Repairs	-109.10	109.10
					5545 · Green Initiatives	-66.78	66.78
					5546 · Patron Coffee	-101.93	101.93
Bill	GASKILL MAR19 5704	03/29/2019			5205 · Administrative Supplies	-14.75	14.83
					5205 · Administrative Supplies	-17.66	17.75
					5343 · ELC Supplies	-21.64	21.75
					5341 · Staff Supplies	-110.91	111.52
					5545 · Green Initiatives	-8.94	8.99
					5343 · ELC Supplies	-48.73	49.00
					5205 · Administrative Supplies	-79.59	80.02
					5405 · Comm Serv Admin	-83.90	84.36
					5436 · Book Clubs - Youth	-14.92	15.00
					5405 · Comm Serv Admin	-57.67	57.99
					5405 · Comm Serv Admin	-155.65	156.50
					5205 · Administrative Supplies	-23.79	23.92
					5341 · Staff Supplies	-73.85	74.25
					5307 · CM - Processing Supplies	-5.12	5.15
					5159 · Staff Room	-28.33	28.48
					5159 · Staff Room	-5.74	5.77
					5610 · Internet Charges	-6.96	7.00
					5719 · Conference Registration	-184.00	185.00
					5605 · Non Capital Repl Tech Equipment	-159.27	160.14
					5159 · Staff Room	-17.07	17.16
					5455 · Printing	-24.83	24.97
					5205 · Administrative Supplies	-5.80	5.84
TOTAL						-2,195.23	2,201.50
Bill Pmt -Check	112261	03/29/2019	Clavijo, Pedro		1020 · First Midwest Bank - City		-625.00
Bill	A03152019	03/15/2019			5710 · Professional Services	-275.00	275.00
Bill	A03152019	03/15/2019			5710 · Professional Services	-350.00	350.00
TOTAL						-625.00	625.00
Bill Pmt -Check	112262	03/29/2019	Comcast #2		1020 · First Midwest Bank - City		-219.85
Bill	MAR19	03/29/2019			5610 · Internet Charges	-219.85	219.85
TOTAL						-219.85	219.85
Bill Pmt -Check	112263	03/29/2019	DEMCO		1020 · First Midwest Bank - City		-837.11
Bill	6568341	03/29/2019			5307 · CM - Processing Supplies	-53.44	53.44
Bill	6569807	03/29/2019			5205 · Administrative Supplies	-783.67	783.67
TOTAL						-837.11	837.11
Bill Pmt -Check	112264	03/29/2019	Grainger		1020 · First Midwest Bank - City		-99.78
Bill	9106213375	03/29/2019			5505 · Maintenance Supplies	-99.78	99.78
TOTAL						-99.78	99.78
Bill Pmt -Check	112265	03/29/2019	Hernandez, Jose M.		1020 · First Midwest Bank - City		-215.88
Bill	MAR19 REIMB	03/29/2019			5719 · Conference Registration	-50.00	50.00

## Board Memo

RE: COLA FY2019

DATE: 04/17/2019

Action required: Motion to approve 2% COLA



Beginning with FY19, it is now the practice to now award merit increases. The primary reason for this is that there is no well-established procedure or policy for this practice.

As of the April Board of Trustees meeting there is not established salary schedule which allows for a minimum yearly increase due to years of service.

Staff evaluations will now be focused on goal setting, skill building, and improved engagement between manager and employee instead of inconsistent scoring of work completed.

For these reasons, I believe the staff benefit from the Trustees showing their support through an across the board COLA increase for FY20. This move will allow for recognition of the staff's effort over the last year.

This move will also allow for a more consistent method of budgeting and planning for the year. A 2% COLA was written into the budget approved by the Board in February 2019.

Requested action: Motion to approve a 2% Cost of Living Adjustment for all staff of the Waukegan Public Library for FY2020.