

**AGENDA**  
**Waukegan Public Library – Board of Trustees Meeting**  
Wednesday, August 21, 2019, 6:30 PM, Board Room  
128 N County Street, Waukegan, IL 60085

- |       |  |   |
|-------|--|---|
| I.    | Call to Order  | Mary Stickels   |
| II.   | Roll Call  | Mary Stickels   |
|       | Welcome New Trustees   |   |
| III.  | Agenda and Minutes   | Mary Stickels   |
|       | Motion to approve Agenda for WPL Board of Trustees August 21, 2019 meeting           |   |
|       | Motion to approve the minutes of the WPL July 17, 2019 meeting                       |   |
| IV.   | Finance Committee Report   |   |
|       | Motion to approve July 2019 disbursements  |   |
| V.    | Department Reports   | Victor Dixon  |
| VI.   | Director's 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.   | New Business/Action Agenda   |   |
|       | a. Officer Elections/Nominations, (President and Treasurer)                          |   |
|       | i. Solicitation of Nominations   |   |
|       | ii. Motion to vote on Nominations  |   |
|       | b. Committee Assignments   |   |
|       | c. Per Capita Grant Update   |   |
|       | d. ELC Plans – Discussion  |   |
|       | e. Trustee Facts File - Review of Chapters 12-14                                     |   |
|       |  | <a href="https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf">https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf</a> |
|       | f. Census 2020 Update  |   |
|       | g. Envisionware Memo   |   |
| XII.  | Announcements/Trustee Comments   |   |
| XIII. | Public Comment – Comments limited to three minutes.                                  |   |
| XIV.  | Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1). |   |
| XV.   | Motion to end closed executive session and return to open session.                   |   |
| XVI.  | Adjourn - Motion to adjourn at <Time> PM.  |   |

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

I. Call to Order

The meeting was called to order at 6:34pm

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Sylvia England, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane.

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Debra Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager; Ms. Anna Guthman, Business Office Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; Ms. Priscilla Resendiz, Reference Assistant, along with members of the WPL Young Adults Leadership Council; Ms. Pat Mallory, Friends of the Library; and Mr. Tom (last name inaudible) a WPL Patron .

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees July 17, 2019 meeting was made by Ms. Jean Smith and seconded by Ms. Sylvia England. Motion Passed.

Motion to approve the minutes of the WPL July 3, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed

IV. Finance Committee Report  
None

A discussion on updated financial reporting brought up a request for more detail on line items to make them clearer. We will look into changes to the report and what can be done with our current software to accommodate this request.

A motion to approve May 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

A motion to approve June 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Sylvia England. Motion passed.

V. Director's Report

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

# Minutes

## Waukegan Public Library – Board of Trustees Meeting

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Ms. Debra Jordan provided an overview of the recruiting/hiring process as well as a personnel status update. The status for open positions is as follows:

- Reference Manager – New manager starting 7/22
- Reference Librarian, in the process of setting up interviews
- Reference Assistant two part time) – Interviews being conducted next week
- Children’s Reference Assistant – Waiting for manager to review/verify job description
- Customer Service Clerks (two part time) - Waiting for manager to review/verify job description

### VI. Services Report

Mr. Jon Gaskill provided an update on some of the summer activities around the Library.

- This is the first year Summer Reading Program has gone “paper free” using our existing Beanstack software. It has been a huge success with prizes and badges awarded.
- We served over 600 lunches this summer. The program will conclude on August 19.
- The Juarez Middle School requested us to visit during their summer enrichment program to talk about the Library and the many resources we offer. They collected 100 applications for new library cards!
- The WPL has been hosting Cool Learning Experience in partnership with the First Baptist Church of Waukegan Children. This has been allowing children to have immersive learning experiences in the Library.

### VII. President’s Report

None

### VIII. Foundation Report

None

### IX. Friends Report

Ms. Pat Mallory and Ms. Jan Howes are temporarily co-serving as President, while the current president is on a leave of absence. They have earned \$472.00 to date from the summer concert series. They are doing better now that they are allowed to sell homemade baked goods again. The Health Department has categorized them the same as farmers markets.

### X. Governance Committee Report

The next Governance Committee meeting is scheduled for July 18, 2019.

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**XI. New Business/Action Agenda**

- Waukegan Symphony performance memo  
A motion to approve opening early for Waukegan Symphony performance on February 22, 2020 was made by Ms. Rachelle Mendez and seconded by Ms. Jean Smith. Motion passed.
  
  - Landscaping memo  
A motion to approve the landscaping plan was made by Mr. Larry McShane and seconded by Ms. Chetara Jenkins. Motion passed.
- A roll call vote was taken: Ayes: Ms. Mary Stickels, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane. Nays: Ms. Sylvia England
- There were concerns about the staging, the stage passed city inspection, but the board would like to see railings installed in certain areas. This has been under discussion with the Facilities Manager and solutions will be shared with the Board.
- Non-resident Fee Resolution  
Motion to approve the Non-resident Fee Resolution, with amendments, was made by Ms. Jean Smith and seconded by Mr. Larry McShane. Motion passed.

**XII. Announcements/Trustee Comments**

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

Ms. Priscilla Resendiz, Reference Assistant, was present with three members of the Young Adult Leadership Council (Dee Dee, Jill and Brandon). They attended the meeting to learn about service work. Ms. Resendiz stated they were proud of the Pride Award the Library was presented by the city. Mr. Tom (last name inaudible) commented on the good work of the Library staff.

**XIV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1).**  
A roll call to adjourn to closed session was made. All in favor, motion passed.

**XV. Motion to end closed executive session and return to open session.**

**XVI. Adjourn**  
Motion to adjourn at 9:55pm.

**WAUKEGAN PUBLIC LIBRARY**  
Summary of Actual vs. Budgeted Results  
For the 3 Months Ended July 31, 2019

**DRAFT**  
unaudited

		<u>2020 Actual</u>	<u>2020 Budget</u>	<u>% Budget Rec'd/Used</u>	<u>% Budget Remaining</u>
<b>Revenues</b>					
1	41000 Real Estate Tax Revenue	2,180,412	4,200,000	52%	48%
2	42000 Library Revenue	14,210	50,000	28%	72%
3	43000 Contributed Income	0	13,500	0%	100%
4	44000 Grant Revenue	0	348,000	0%	100%
5	45000 Interest Income	6,227	5,000	125%	0%
6	46000 Other Income	184	5,000	4%	96%
	<b>Total Revenues</b>	<u>2,201,033</u>	<u>4,621,500</u>	<u>48%</u>	<u>52%</u>
<b>Expenditures</b>					
7	51000 Salaries, Benefits, Staff Dev	717,544	3,003,650	24%	76%
8	52000 Administrative Services	11,651	106,338	11%	89%
9	53000 Supplies	9,855	58,000	17%	83%
10	54000 Library Materials	77,886	313,750	25%	75%
11	55000 Building Services	15,204	47,000	32%	68%
12	56000 Programs	13,488	37,350	36%	64%
13	57000 Marketing	990	51,500	2%	98%
14	58000 Foundation Related	1,394	3,950	35%	65%
15	58500 Grants	11,958	279,000	4%	96%
16	59000 Repairs and Maintenance	1,537	18,700	8%	92%
17	60000 Tech Services	23,212	212,800	11%	89%
18	60800 Capital Expenses	32,603	195,000	17%	83%
19	60840 Statue	25,349	0	0%	0%
20	60900 Debt Service	52,231	294,462	18%	82%
	<b>Total Expenditures</b>	<u>994,902</u>	<u>4,621,500</u>	<u>22%</u>	<u>78%</u>
	<b>Net Surplus</b>	<u>1,206,131</u>	<u>0</u>		

**Cash on Hand**

July 31, 2019

**Operations**

10100	Petty Cash	800
10200	Associated Bank - Imprest	12,902
10300	First Midwest - City Account	1,773,425
10400	Associated Bank - Money Market	221,264
10600	Associated Bank - Flex	9,330
	<b>Sub-Total</b>	<u>2,017,721</u>

**Reserves**

10700	MB Financial	15,202
10500	First Midwest - Money Market	1,004
	<b>Sub-Total</b>	<u>16,206</u>

**Investments**

10600	FMB Certificates of Deposit	1,000,000
	<b>Total</b>	<u>3,033,927</u>

**Debt certificates outstanding** 2,715,000

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Waukegan Public Library  
Check Detail  
July 2019

Num	Date	Name	Account	Paid Amount
07/31/2019		10600 · Associated Flex		
		52700 · Bank and Credit Card Fees		-3.00
TOTAL				-3.00
07/31/2019		10400 · Associated Money Market		
		52700 · Bank and Credit Card Fees		-214.65
TOTAL				-214.65
112632	07/02/2019	Martinez, Ivette	10300 · First Midwest City	
COTHS063...	06/15/2019		58510 · Literacy	-340.00
TOTAL				-340.00
112633	07/02/2019	Midwest Seal Coating	10300 · First Midwest City	
INV 1089	07/02/2019		55000 · Building Services Contract	-1,300.00
TOTAL				-1,300.00
112634	07/02/2019	New York Life Insurance C...	10300 · First Midwest City	
THRU 06/3...	06/15/2019		24400 · Optional Insurance	-221.06
TOTAL				-221.06
112635	07/02/2019	Top Deck Builders, Inc.	10300 · First Midwest City	
DEPOSIT	07/02/2019		60810 · Furniture & Fixtures	-3,500.00
TOTAL				-3,500.00
112636	07/11/2019	Bomhold, Catharine Reese	10300 · First Midwest City	
Payment 2/2	07/11/2019		51600 · Travel	-302.00
TOTAL				-302.00
112637	07/11/2019	Oxman Studios, Inc.	10300 · First Midwest City	
3719	07/11/2019		60840 · Statue	-20,000.00
TOTAL				-20,000.00

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July 2019

Num	Date	Name	Account	Paid Amount
<b>112638</b>	<b>07/15/2019</b>	<b>Baker &amp; Taylor 10</b>	<b>10300 · First Midwest City</b>	
2034638025	07/15/2019		54100 · General	-859.82
2034630222	07/15/2019		54100 · General	-223.63
2034635422	07/15/2019		54100 · General	-1,206.22
2034640472	07/15/2019		54100 · General	-1,071.66
2034644526	07/15/2019		54100 · General	-259.97
2034648631	07/15/2019		54100 · General	-505.60
2034656985	07/15/2019		54100 · General	-785.36
2034661032	07/15/2019		54100 · General	-102.48
TOTAL				-5,014.74
<b>112639</b>	<b>07/15/2019</b>	<b>Baker &amp; Taylor 30</b>	<b>10300 · First Midwest City</b>	
T05017861	07/15/2019		54100 · General	-26.96
H36786440	07/15/2019		54100 · General	-65.37
H36747201	07/15/2019		54100 · General	-7.34
H36747202	07/15/2019		54100 · General	-11.88
H36747203	07/15/2019		54100 · General	-10.18
H36747200	07/15/2019		54100 · General	-167.50
H36704900	07/15/2019		54100 · General	-259.31
H36605010	07/15/2019		54100 · General	-52.21
H36786441	07/15/2019		54100 · General	-153.49
H36786442	07/15/2019		54100 · General	-5.14
H37005076	07/15/2019		54100 · General	-13.99
H37005075	07/15/2019		54100 · General	-13.99
H37005074	07/15/2019		54100 · General	-13.99
H37005073	07/15/2019		54100 · General	-19.81
H37005072	07/15/2019		54100 · General	-66.12
H37005070	07/15/2019		54100 · General	-14.69
H37005071	07/15/2019		54100 · General	-36.03
H36879264	07/15/2019		54100 · General	-11.89
H36879263	07/15/2019		54100 · General	-11.88
H36879262	07/15/2019		54100 · General	-14.68
H36904410	07/15/2019		54100 · General	-29.39
H36904411	07/15/2019		54100 · General	-29.39
H36904413	07/15/2019		54100 · General	-85.20
H36904412	07/15/2019		54100 · General	-33.78
T05017860	07/15/2019		54100 · General	-14.69
H36904414	07/15/2019		54100 · General	-12.74
H36904415	07/15/2019		54100 · General	-8.48
H36904416	07/15/2019		54100 · General	-20.99
H36955210	07/15/2019		54100 · General	-14.98
TOTAL				-1,226.09
<b>112640</b>	<b>07/15/2019</b>	<b>Baker &amp; Taylor 60</b>	<b>10300 · First Midwest City</b>	
5015576890	07/15/2019		54100 · General	-61.96
TOTAL				-61.96

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Num	Date	Name	Account	Paid Amount
<b>112641</b>	<b>07/15/2019</b>	<b>Baker &amp; Taylor 70</b>	<b>10300 · First Midwest City</b>	
H36880160	07/15/2019		54100 · General	-14.35
H36777200	07/15/2019		54100 · General	-14.35
H36748380	07/15/2019		54100 · General	-13.50
H36683750	07/15/2019		54100 · General	-27.85
TOTAL				-70.05
<b>112642</b>	<b>07/15/2019</b>	<b>Center Point Large Print</b>	<b>10300 · First Midwest City</b>	
1702704	07/15/2019		54100 · General	-140.22
TOTAL				-140.22
<b>112643</b>	<b>07/15/2019</b>	<b>Gale CENGAGE Learning</b>	<b>10300 · First Midwest City</b>	
67379591	07/15/2019		54100 · General	-24.04
67371759	07/15/2019		54100 · General	-510.68
TOTAL				-534.72
<b>112644</b>	<b>07/15/2019</b>	<b>Ingram Library Services</b>	<b>10300 · First Midwest City</b>	
62584381	07/15/2019		54100 · General	-61.98
TOTAL				-61.98
<b>112645</b>	<b>07/15/2019</b>	<b>Library Ideas LLC</b>	<b>10300 · First Midwest City</b>	
70428	07/15/2019		54500 · E-Books	-74.50
TOTAL				-74.50
<b>112646</b>	<b>07/15/2019</b>	<b>Midwest Tape</b>	<b>10300 · First Midwest City</b>	
97556824	07/15/2019		54100 · General	-119.96
97556823	07/15/2019		54100 · General	-22.49
97603302	07/15/2019		54100 · General	-29.99
97603300	07/15/2019		54100 · General	-314.92
97625564	07/15/2019		54100 · General	-134.96
TOTAL				-622.32
<b>112647</b>	<b>07/15/2019</b>	<b>News-Sun</b>	<b>10300 · First Midwest City</b>	
JUL19	07/15/2019		54100 · General	-124.80
TOTAL				-124.80

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Num	Date	Name	Account	Paid Amount
<b>112648</b>	<b>07/15/2019</b>	<b>OverDrive, Inc.</b>	<b>10300 · First Midwest City</b>	
02640CO1...	07/15/2019		54500 · E-Books	-108.96
02640CO1...	07/15/2019		54500 · E-Books	-204.94
02640CO1...	07/15/2019		54500 · E-Books	-1,534.00
02640DA19...	07/15/2019		54500 · E-Books	-57.97
02640CO1...	07/15/2019		54500 · E-Books	-352.61
02640CO1...	07/15/2019		54500 · E-Books	-190.90
02640CO1...	07/15/2019		54500 · E-Books	-60.95
02640CO1...	07/15/2019		54500 · E-Books	-104.91
02640CO1...	07/15/2019		54500 · E-Books	-115.00
02640DA19...	07/15/2019		54500 · E-Books	-36.97
02640DA19...	07/15/2019		54500 · E-Books	-7.99
TOTAL				-2,775.20
<b>112649</b>	<b>07/15/2019</b>	<b>Aflac</b>	<b>10300 · First Midwest City</b>	
342484	07/15/2019		24500 · AFLAC	-597.10
TOTAL				-597.10
<b>112650</b>	<b>07/15/2019</b>	<b>AT&amp;T CABS Department</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		60400 · Internet	-522.67
TOTAL				-522.67
<b>112651</b>	<b>07/15/2019</b>	<b>Atomatic Mechanical</b>	<b>10300 · First Midwest City</b>	
SRV19-026...	07/15/2019		55000 · Building Services Contract	-1,290.00
TOTAL				-1,290.00
<b>112652</b>	<b>07/15/2019</b>	<b>Call One</b>	<b>10300 · First Midwest City</b>	
JUL19	07/15/2019		60310 · Local and Long Distance S...	-897.77
TOTAL				-897.77
<b>112653</b>	<b>07/15/2019</b>	<b>Chardon Laboratories</b>	<b>10300 · First Midwest City</b>	
I0207321	07/15/2019		55000 · Building Services Contract	-432.66
TOTAL				-432.66
<b>112654</b>	<b>07/15/2019</b>	<b>Cintas Corporation</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		55000 · Building Services Contract	-291.92

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Num	Date	Name	Account	Paid Amount
TOTAL				-291.92
112655	07/15/2019	Clavijo, Pedro	10300 · First Midwest City	
CDBG0630...	06/30/2019		58510 · Literacy	-300.00
TOTAL				-300.00
112656	07/15/2019	Comcast #2	10300 · First Midwest City	
JUL19	07/15/2019		60400 · Internet	-141.85
TOTAL				-141.85
112657	07/15/2019	Conventional Concrete Inc.	10300 · First Midwest City	
1005	07/15/2019		60830 · Capital Expenditures - Other	-3,000.00
TOTAL				-3,000.00
112658	07/15/2019	De Lage Landen Public Fin...	10300 · First Midwest City	
63987377	07/15/2019		60820 · Equipment Leases	-2,495.23
TOTAL				-2,495.23
112659	07/15/2019	DEMCO	10300 · First Midwest City	
6634912	07/15/2019		53200 · CM Processing Supplies	-127.54
6638166	07/15/2019		53200 · CM Processing Supplies	-203.89
TOTAL				-331.43
112660	07/15/2019	Flying Fox Conservation F...	10300 · First Midwest City	
07/24/19 P...	07/15/2019		56100 · Adult Programs	-350.00
TOTAL				-350.00
112661	07/15/2019	Ford, Ivy	10300 · First Midwest City	
07/19/19 C...	07/15/2019		56610 · Adult Programs	-150.00
TOTAL				-150.00
112662	07/15/2019	Gallardo, Abel	10300 · First Midwest City	
07/26/19 C...	07/15/2019		56610 · Adult Programs	-600.00

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**Waukegan Public Library**  
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July 2019

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
TOTAL				-600.00
<b>112663</b>	<b>07/15/2019</b>	<b>Garvey's Office Products</b>	<b>10300 · First Midwest City</b>	
PINV17481...	07/15/2019		53400 · Maintenance Supplies	-36.00
PINV17494...	07/15/2019		53400 · Maintenance Supplies	-194.40
TOTAL				-230.40
<b>112664</b>	<b>07/15/2019</b>	<b>GCG Financial, Inc-Dental</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		51420 · Dental Insurance	-2,044.00
TOTAL				-2,044.00
<b>112665</b>	<b>07/15/2019</b>	<b>GCG Financial, Inc-Medical</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		51410 · Health Insurance	-21,191.00
			51450 · Flex Benefits	-150.00
TOTAL				-21,341.00
<b>112666</b>	<b>07/15/2019</b>	<b>Illinois Library Association</b>	<b>10300 · First Midwest City</b>	
FY20 GAS...	07/15/2019		51540 · Professional Mships & Dues	-150.00
TOTAL				-150.00
<b>112667</b>	<b>07/15/2019</b>	<b>Innovative Interfaces, Inc. I</b>	<b>10300 · First Midwest City</b>	
INV-INC22...	07/15/2019		54400 · Online Search/OCLC	-11,514.51
TOTAL				-11,514.51
<b>112668</b>	<b>07/15/2019</b>	<b>Kennedy's Creative Awards</b>	<b>10300 · First Midwest City</b>	
45630	07/15/2019		58300 · Donor Recog/ Appreciation	-15.00
TOTAL				-15.00
<b>112669</b>	<b>07/15/2019</b>	<b>Khatavkar, Gouri</b>	<b>10300 · First Midwest City</b>	
GRANTB06...	06/30/2019		58510 · Literacy	-488.75
TOTAL				-488.75
<b>112670</b>	<b>07/15/2019</b>	<b>Lakeland/Larsen Elevator ...</b>	<b>10300 · First Midwest City</b>	

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Num	Date	Name	Account	Paid Amount
77955	07/15/2019		55000 · Building Services Contract	-443.70
TOTAL				-443.70
<b>112671</b>	<b>07/15/2019</b>	<b>Marcive Inc.</b>	<b>10300 · First Midwest City</b>	
386974	07/15/2019		54600 · Authority Control	-300.00
TOTAL				-300.00
<b>112672</b>	<b>07/15/2019</b>	<b>Martinez, Francisco</b>	<b>10300 · First Midwest City</b>	
JUL19 REI...	07/15/2019		51600 · Travel	-14.21
TOTAL				-14.21
<b>112673</b>	<b>07/15/2019</b>	<b>Martinez, Ivette</b>	<b>10300 · First Midwest City</b>	
MANO0630...	06/30/2019		58510 · Literacy	-375.00
COTHS063...	06/30/2019		58510 · Literacy	-340.00
TOTAL				-715.00
<b>112674</b>	<b>07/15/2019</b>	<b>Martinez, Karina</b>	<b>10300 · First Midwest City</b>	
JUL19 REI...	07/15/2019		56620 · Special Programs	-21.00
TOTAL				-21.00
<b>112675</b>	<b>07/15/2019</b>	<b>Motivators, Inc.</b>	<b>10300 · First Midwest City</b>	
55864500	07/15/2019		56620 · Special Programs	-438.45
TOTAL				-438.45
<b>112676</b>	<b>07/15/2019</b>	<b>Nationwide Retirement Sol...</b>	<b>10300 · First Midwest City</b>	
THRU 07/1...	07/15/2019		24600 · Nationwide	-1,388.00
TOTAL				-1,388.00
<b>112677</b>	<b>07/15/2019</b>	<b>Nnambi, Hadiyah N.</b>	<b>10300 · First Midwest City</b>	
GRANTB06...	06/30/2019		58510 · Literacy	-577.50
TOTAL				-577.50
<b>112678</b>	<b>07/15/2019</b>	<b>Northeast Illinois Heating a...</b>	<b>10300 · First Midwest City</b>	

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<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Account</b>	<b>Paid Amount</b>
32798	07/15/2019		55000 · Building Services Contract	-3,560.00
TOTAL				-3,560.00
<b>112679</b>	<b>07/15/2019</b>	<b>Olson's Ace Hardware</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		53400 · Maintenance Supplies	-322.17
			53400 · Maintenance Supplies	-9.33
			53400 · Maintenance Supplies	-7.59
			53400 · Maintenance Supplies	-3.80
			53400 · Maintenance Supplies	-34.44
			53400 · Maintenance Supplies	-17.15
			53400 · Maintenance Supplies	-16.65
			53400 · Maintenance Supplies	-36.52
TOTAL				-447.65
<b>112680</b>	<b>07/15/2019</b>	<b>Oriental Trading Company ...</b>	<b>10300 · First Midwest City</b>	
696950238-...	07/15/2019		56400 · Special Programs	-51.15
TOTAL				-51.15
<b>112681</b>	<b>07/15/2019</b>	<b>Peters, Tuwanda</b>	<b>10300 · First Midwest City</b>	
CDBG0630...	06/30/2019		58510 · Literacy	-62.50
TOTAL				-62.50
<b>112682</b>	<b>07/15/2019</b>	<b>Pompilus, Edna</b>	<b>10300 · First Midwest City</b>	
CDBG0630...	06/30/2019		58510 · Literacy	-62.50
TRANS063...	06/30/2019		57100 · Translations	-30.00
TOTAL				-92.50
<b>112683</b>	<b>07/15/2019</b>	<b>ProQuest LLC</b>	<b>10300 · First Midwest City</b>	
70579923	07/15/2019		60500 · Software Licenses	-4,084.12
TOTAL				-4,084.12
<b>112684</b>	<b>07/15/2019</b>	<b>Ramrod Distributors, Inc.</b>	<b>10300 · First Midwest City</b>	
777041	07/15/2019		53400 · Maintenance Supplies	-226.61
776721-1	07/15/2019		53400 · Maintenance Supplies	-33.10
TOTAL				-259.71
<b>112685</b>	<b>07/15/2019</b>	<b>Rizzio, Charles</b>	<b>10300 · First Midwest City</b>	

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Num	Date	Name	Account	Paid Amount
JUL19 REI...	07/15/2019		51600 · Travel	-46.40
TOTAL				-46.40
<b>112686</b>	<b>07/15/2019</b>	<b>Sikich LLP</b>	<b>10300 · First Midwest City</b>	
397429	07/15/2019		52500 · Audit and Accounting Fees	-2,000.00
TOTAL				-2,000.00
<b>112687</b>	<b>07/15/2019</b>	<b>Steven J. Fink &amp; Associate...</b>	<b>10300 · First Midwest City</b>	
THRU 07/1...	07/15/2019		24700 · Wage Garnishment	-144.10
TOTAL				-144.10
<b>112688</b>	<b>07/15/2019</b>	<b>Verizon</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		60330 · Wireless Service	-355.36
TOTAL				-355.36
<b>112689</b>	<b>07/15/2019</b>	<b>WKGN - Water</b>	<b>10300 · First Midwest City</b>	
JUN19	07/15/2019		59600 · Utilities	-271.69
TOTAL				-271.69
<b>112690</b>	<b>07/15/2019</b>	<b>InfoUSA Marketing, Inc.</b>	<b>10300 · First Midwest City</b>	
83523775	07/15/2019		54100 · General	-395.00
TOTAL				-395.00
<b>112691</b>	<b>07/16/2019</b>	<b>Top Deck Builders, Inc.</b>	<b>10300 · First Midwest City</b>	
040154	07/16/2019		60810 · Furniture & Fixtures	-4,014.00
TOTAL				-4,014.00
<b>112692</b>	<b>07/24/2019</b>	<b>Paul Merklein</b>	<b>10300 · First Midwest City</b>	
7.24 Prese...	07/24/2019		56300 · Childrens Programs	-450.00
TOTAL				-450.00
<b>112693</b>	<b>07/31/2019</b>	<b>EBSCO</b>	<b>10300 · First Midwest City</b>	

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Num	Date	Name	Account	Paid Amount
1580600	07/25/2019		54100 · General	-4,216.61
TOTAL				-4,216.61
<b>112694</b>	<b>07/31/2019</b>	<b>4Imprint, Inc.</b>	<b>10300 · First Midwest City</b>	
7521520	07/25/2019		58000 · Foundation Related	-244.29
7498224	07/30/2019		56100 · Adult Programs	-360.76
			56100 · Adult Programs	-513.04
			57600 · Engagement and Outreach	-342.04
TOTAL				-1,460.13
<b>112695</b>	<b>07/31/2019</b>	<b>Aflac</b>	<b>10300 · First Midwest City</b>	
7.31.19	07/30/2019		24500 · AFLAC	-597.10
TOTAL				-597.10
<b>112696</b>	<b>07/31/2019</b>	<b>Amazon.com</b>	<b>10300 · First Midwest City</b>	
JUL 19	07/25/2019		13500 · Due from Employees Pers...	-49.06
			54100 · General	-573.43
TOTAL				-622.49
<b>112697</b>	<b>07/31/2019</b>	<b>Andrick, Katherine</b>	<b>10300 · First Midwest City</b>	
AUG23 Co...	07/29/2019		56610 · Adult Programs	-375.00
TOTAL				-375.00
<b>112698</b>	<b>07/31/2019</b>	<b>AT&amp;T Other</b>	<b>10300 · First Midwest City</b>	
JUL 19	07/25/2019		60400 · Internet	-612.20
TOTAL				-612.20
<b>112699</b>	<b>07/31/2019</b>	<b>Baker &amp; Taylor 10</b>	<b>10300 · First Midwest City</b>	
2034671761	07/23/2019		54100 · General	-659.53
2034675992	07/23/2019		54100 · General	-655.28
2034677739	07/23/2019		54100 · General	-745.48
2034678082	07/23/2019		54100 · General	-629.35
2034682340	07/24/2019		54100 · General	-702.04
2034682456	07/25/2019		54100 · General	-131.93
2034688026	07/25/2019		54100 · General	-585.32
2034692686	07/30/2019		54100 · General	-612.25
2034694865	07/30/2019		54100 · General	-547.17
2034663995	07/31/2019		54100 · General	-766.11

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Num	Date	Name	Account	Paid Amount
TOTAL				-6,034.46
112700	07/31/2019	Baker & Taylor 30	10300 · First Midwest City	
TOTAL				0.00
112701	07/31/2019	Baker & Taylor 70	10300 · First Midwest City	
H36905381	07/23/2019		54100 · General	-14.35
H36905380	07/23/2019		54100 · General	-14.35
H37254320	07/23/2019		54100 · General	-14.35
H37535440	07/30/2019		54100 · General	-14.35
TOTAL				-57.40
112702	07/31/2019	Bart's Landscaping Ltd.	10300 · First Midwest City	
1796	07/29/2019		55000 · Building Services Contract	-340.00
TOTAL				-340.00
112703	07/31/2019	Brainfuse Inc.	10300 · First Midwest City	
7.1.19 - 6.3...	07/25/2019		54200 · E-Resources	-10,375.00
TOTAL				-10,375.00
112704	07/31/2019	Canino, Frank	10300 · First Midwest City	
AUG2 conc...	07/29/2019		56610 · Adult Programs	-500.00
TOTAL				-500.00
112705	07/31/2019	Cardmember Service	10300 · First Midwest City	
RIZZIO JUL...	07/31/2019		53400 · Maintenance Supplies	-246.36
			58300 · Donor Recog/ Appreciation	-380.50
			53400 · Maintenance Supplies	-114.34
			51730 · Meals/Food	-27.21
			56400 · Special Programs	-21.96
			56400 · Special Programs	-45.37
			59300 · Vehicle Repairs, Gas & Up...	-555.00
			53400 · Maintenance Supplies	-123.58
GASKILL J...	07/23/2019		53100 · Administrative	-8.87
			56300 · Childrens Programs	-192.21
			56100 · Adult Programs	-158.01
			53100 · Administrative	-157.86
			53100 · Administrative	-44.37
			56200 · Teen Programs	-63.74
			53100 · Administrative	-10.06

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Num	Date	Name	Account	Paid Amount
			56620 · Special Programs	-5.02
			53100 · Administrative	-37.53
			60340 · Equipment	-64.17
			56400 · Special Programs	-50.33
			53200 · CM Processing Supplies	-271.30
			56300 · Childrens Programs	-47.91
			56300 · Childrens Programs	-76.90
			56400 · Special Programs	-42.59
			56400 · Special Programs	-21.39
			53100 · Administrative	-12.43
			60400 · Internet	-39.51
			53200 · CM Processing Supplies	-101.83
			56300 · Childrens Programs	-24.81
			60400 · Internet	-326.40
			53200 · CM Processing Supplies	-62.96
			56100 · Adult Programs	-149.10
			56300 · Childrens Programs	-23.96
			56400 · Special Programs	-20.70
SGB Jul 19 ...	07/23/2019		51600 · Travel	-12.46
			51600 · Travel	-11.72
			51760 · Other	-501.20
			51600 · Travel	-66.96
			53100 · Administrative	-36.87
			51760 · Other	-499.90
			60500 · Software Licenses	-7.46
			51760 · Other	-314.88
			51750 · Background Checks - Empl...	-87.59
TOTAL				-5,067.32
112706	07/31/2019	Cardoza, Jazmin	10300 · First Midwest City	
AUG3 Event	07/29/2019		58000 · Foundation Related	-250.00
TOTAL				-250.00
112707	07/31/2019	Comcast #2	10300 · First Midwest City	
JUL19	07/30/2019		60400 · Internet	-141.85
JUL19	07/30/2019		60400 · Internet	-219.85
TOTAL				-361.70
112708	07/31/2019	Delta Dental of Illinois - Vis...	10300 · First Midwest City	
1263012	07/30/2019		51430 · Vision Insurance	-201.00
TOTAL				-201.00
112709	07/31/2019	Discount School Supply	10300 · First Midwest City	

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Num	Date	Name	Account	Paid Amount
P38461260...	07/25/2019		56620 · Special Programs	-412.28
TOTAL				-412.28
<b>112710</b>	<b>07/31/2019</b>	<b>Gale CENGAGE Learning</b>	<b>10300 · First Midwest City</b>	
67441977	07/25/2019		54100 · General	-22.74
TOTAL				-22.74
<b>112711</b>	<b>07/31/2019</b>	<b>HMO Illinois - BlueCross Bl...</b>	<b>10300 · First Midwest City</b>	
Thru 9.01.19	07/30/2019		51410 · Health Insurance	-5,872.00
TOTAL				-5,872.00
<b>112712</b>	<b>07/31/2019</b>	<b>Illinois Department of Innov...</b>	<b>10300 · First Midwest City</b>	
T2222173	07/30/2019		60400 · Internet	-650.00
TOTAL				-650.00
<b>112713</b>	<b>07/31/2019</b>	<b>Ingram Library Services</b>	<b>10300 · First Midwest City</b>	
62586933	07/24/2019		54100 · General	-45.90
TOTAL				-45.90
<b>112714</b>	<b>07/31/2019</b>	<b>Jones, Jonelle</b>	<b>10300 · First Midwest City</b>	
AUG16 con...	07/29/2019		56610 · Adult Programs	-175.00
TOTAL				-175.00
<b>112715</b>	<b>07/31/2019</b>	<b>Kenning, Kraig</b>	<b>10300 · First Midwest City</b>	
AUG30 con...	07/29/2019		56610 · Adult Programs	-375.00
TOTAL				-375.00
<b>112716</b>	<b>07/31/2019</b>	<b>Kronos SaaShr, Inc.</b>	<b>10300 · First Midwest City</b>	
11473401	07/29/2019		52600 · Payroll Service	-378.00
TOTAL				-378.00
<b>112717</b>	<b>07/31/2019</b>	<b>Lee, Brian K.</b>	<b>10300 · First Midwest City</b>	

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Num	Date	Name	Account	Paid Amount
AUG9 Conc...	07/29/2019		56610 · Adult Programs	-600.00
TOTAL				-600.00
<b>112718</b>	<b>07/31/2019</b>	<b>Madison National Life</b>	<b>10300 · First Midwest City</b>	
JUL19 135...	07/30/2019		51440 · Life Insurance	-220.80
TOTAL				-220.80
<b>112719</b>	<b>07/31/2019</b>	<b>Martinez, Ivette</b>	<b>10300 · First Midwest City</b>	
7152019	07/15/2019		58510 · Literacy	-340.00
7152019B	07/15/2019		58510 · Literacy	-390.00
TOTAL				-730.00
<b>112720</b>	<b>07/31/2019</b>	<b>Midwest Tape</b>	<b>10300 · First Midwest City</b>	
97684996	07/25/2019		54100 · General	-64.98
97684997	07/25/2019		54100 · General	-69.98
97655960	07/25/2019		54100 · General	-69.98
97654429	07/25/2019		54100 · General	-14.99
TOTAL				-219.93
<b>112721</b>	<b>07/31/2019</b>	<b>Nationwide Retirement Sol...</b>	<b>10300 · First Midwest City</b>	
Thru 7.30.19	07/30/2019		24600 · Nationwide	-1,388.00
TOTAL				-1,388.00
<b>112722</b>	<b>07/31/2019</b>	<b>New Readers Press</b>	<b>10300 · First Midwest City</b>	
9066742	07/30/2019		58510 · Literacy	-938.52
TOTAL				-938.52
<b>112723</b>	<b>07/31/2019</b>	<b>New York Life Insurance C...</b>	<b>10300 · First Midwest City</b>	
JUL19	07/30/2019		24400 · Optional Insurance	-221.06
TOTAL				-221.06
<b>112724</b>	<b>07/31/2019</b>	<b>News-Sun</b>	<b>10300 · First Midwest City</b>	
JUL 19	07/25/2019		54100 · General	-196.56
TOTAL				-196.56

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Num	Date	Name	Account	Paid Amount
112725	07/31/2019	Nnambi, Hadiyah N.	10300 · First Midwest City	
4152019C	07/15/2019		58510 · Literacy	-603.75
TOTAL				-603.75
112726	07/31/2019	Office Plus Solutions & Su...	10300 · First Midwest City	
1154456-0	07/29/2019		53100 · Administrative	-44.94
1154558-0	07/29/2019		53100 · Administrative	-2.97
			53200 · CM Processing Supplies	-46.99
TOTAL				-94.90
112727	07/31/2019	OverDrive, Inc.	10300 · First Midwest City	
02640DA19...	07/25/2019		54500 · E-Books	-7.99
02640CO1...	07/25/2019		54500 · E-Books	-223.86
02640CO1...	07/25/2019		54500 · E-Books	-12.99
02640CO1...	07/25/2019		54500 · E-Books	-160.00
02640DA19...	07/25/2019		54500 · E-Books	-28.99
TOTAL				-433.83
112728	07/31/2019	Penguin Random House LLC	10300 · First Midwest City	
1089219215	07/25/2019		54100 · General	-56.25
TOTAL				-56.25
112729	07/31/2019	Peters, Tuwanda	10300 · First Midwest City	
CDBG7152...	07/15/2019		58510 · Literacy	-62.50
TOTAL				-62.50
112730	07/31/2019	Pitney Bowes	10300 · First Midwest City	
3103285626	07/30/2019		60820 · Equipment Leases	-966.96
TOTAL				-966.96
112731	07/31/2019	Pompilus, Edna	10300 · First Midwest City	
TOTAL				0.00
112732	07/31/2019	Ramrod Distributors, Inc.	10300 · First Midwest City	

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Num	Date	Name	Account	Paid Amount
777287	07/30/2019		53400 · Maintenance Supplies	-401.30
TOTAL				-401.30
112733	07/31/2019	Reblin, Beth	10300 · First Midwest City	
7.25.19 reimb	07/30/2019		56300 · Childrens Programs	-50.32
TOTAL				-50.32
112734	07/31/2019	RMC Imaging, Inc.	10300 · First Midwest City	
2171	07/30/2019		60820 · Equipment Leases	-735.00
TOTAL				-735.00
112735	07/31/2019	Steven J. Fink & Associate...	10300 · First Midwest City	
Thru 7.31.19	07/30/2019		24700 · Wage Garnishment	-147.16
TOTAL				-147.16
112736	07/31/2019	The Library Store	10300 · First Midwest City	
416310	07/25/2019		60810 · Furniture & Fixtures	-5,261.67
TOTAL				-5,261.67
112737	07/31/2019	Thomson Reuters - West	10300 · First Midwest City	
840621870	07/25/2019		54100 · General	-273.10
TOTAL				-273.10
112738	07/31/2019	Today's Business Solution...	10300 · First Midwest City	
072219-47	07/30/2019		60820 · Equipment Leases	-206.40
TOTAL				-206.40
112739	07/31/2019	Toto, Patrick	10300 · First Midwest City	
7.28.19	07/15/2019		56300 · Childrens Programs	-99.37
TOTAL				-99.37
112740	07/31/2019	UPS	10300 · First Midwest City	

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Num	Date	Name	Account	Paid Amount
0000Y7887...	07/30/2019		52100 · Postage	-17.58
TOTAL				-17.58
<b>112741</b>	<b>07/31/2019</b>	<b>VanderYacht, Kimberly</b>	<b>10300 · First Midwest City</b>	
7.30.19	07/15/2019		58000 · Foundation Related	-36.25
TOTAL				-36.25
<b>112742</b>	<b>07/31/2019</b>	<b>WKGN - Water</b>	<b>10300 · First Midwest City</b>	
2262102 J...	07/29/2019		59600 · Utilities	-450.55
TOTAL				-450.55
<b>112743</b>	<b>07/31/2019</b>	<b>Pompilus, Edna</b>	<b>10300 · First Midwest City</b>	
CDBG0715...	07/15/2019		58510 · Literacy	-62.50
TOTAL				-62.50
<b>112744</b>	<b>07/31/2019</b>	<b>Baker &amp; Taylor 30</b>	<b>10300 · First Midwest City</b>	
H37104490	07/23/2019		54100 · General	-11.88
T05128270	07/23/2019		54100 · General	-14.69
H37039341	07/23/2019		54100 · General	-22.04
H37289823	07/23/2019		54100 · General	-8.08
H37289824	07/23/2019		54100 · General	-29.39
H37289822	07/23/2019		54100 · General	-22.04
H37289821	07/23/2019		54100 · General	-22.04
H37289820	07/23/2019		54100 · General	-44.08
H37253110	07/23/2019		54100 · General	-14.69
H37253112	07/23/2019		54100 · General	-14.69
H37208223	07/23/2019		54100 · General	-22.04
H37253111	07/23/2019		54100 · General	-12.73
H37208222	07/23/2019		54100 · General	-110.14
H37208220	07/23/2019		54100 · General	-47.73
H37208221	07/23/2019		54100 · General	-22.01
H37048213	07/23/2019		54100 · General	-22.01
H37048212	07/23/2019		54100 · General	-22.04
H37048211	07/23/2019		54100 · General	-44.08
H37048210	07/23/2019		54100 · General	-68.96
H37370980	07/24/2019		54100 · General	-12.73
T05303860	07/24/2019		54100 · General	-12.47
H37433952	07/25/2019		54100 · General	-22.78
H37433951	07/25/2019		54100 · General	-45.56
H37433950	07/25/2019		54100 · General	-68.34
H37516430	07/30/2019		54100 · General	-22.03
H37516431	07/30/2019		54100 · General	-63.90
H37516432	07/30/2019		54100 · General	-21.30
H37516433	07/30/2019		54100 · General	-21.30

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H37460020	07/30/2019		54100 · General	-12.73
TOTAL				-878.50
<b>112745</b>	<b>07/31/2019</b>	<b>Baker &amp; Taylor 70</b>	<b>10300 · First Midwest City</b>	
H37291100	07/24/2019		54100 · General	-14.35
TOTAL				-14.35

**Bradbury Statue:** I am so pleased to say that the statue installation will be done for the unveiling on Thursday. It was quite the view to see the hole being dug, feeling the vibrations throughout the building, and seeing the landscaping completed. All very exciting! I need to give special thanks to Amanda Civitello for all her work with the committee and staff to make this happen. She was dropped into this effort and has done a great job in keeping everyone on track.

**New Trustees:** Welcome to our new Trustees: Josue, Annette, and Tatiana! I believe the Mayor's office has done a great job of finding us passionate, dedicated, and caring people to fill seats on our board.

**Personnel:** We are in the midst of many personnel updates. Deb will provide detail during the Board meeting as action is taking place. We have selected our new Reference Librarian, Rachel McMullen; she will be starting on September 9.

**Drive up Book Drop:** The book drop is now installed and looks great. There is also safety bollards installed and directional arrows painted on the driveway.

**Complete Count Committee:** The meeting was a success! I sent the toolkit, written by Elizabeth, to the board, foundation, and staff to help with learning more about the Census. SWAG is in and will be used during community visits and events. Recently, more funding for Census projects became available in the state. Once a grant form is open in this region, we will be applying for additional grant money to help with our project.

**Statistics:** The presenting of fiscal year statistics is a little behind. Kyle, IT Manager, would usually pull the final numbers together for us and then a clean presentation of those numbers would be given to the board. This year, Kyle was on maternity leave during this time. Isaac did a great job of running our IT department and taking on her projects, but this also meant we moved statistics back on priority. The final numbers have been collated and Kyle is double-checking them. Once done, I will work on an infographic to present them in something other than a long spreadsheet.

**ELC -** The Early Learning Center will be closed for three weeks, beginning September 3, in order to change out the design from Community Helpers to Seasons. The plans are being presented at the August board meeting. Many thanks go to North Shore Gas for the continued generous donation that allows us to make this change. These funds help us to create a fun and exciting place for learning for the children of Waukegan.

**Library Card Sign Up Month –** September is Library Card Sign-Up Month and you will soon see a push to encourage our residents to get their library card. During this month we will be promoting "Sign Up and Stream" where we will be launching HOOPLA. This is a video streaming service for patrons that can be used at home with a library card.

**Calendar/Newsletter –** We still have plans to produce a newsletter that will cover three months of events and news. In order to help get our production time in sync, September's newsletter will actually be a calendar and news. This will look a lot like our summer calendar. This will help us get on the right timing track for the newsletters and not miss any information going out to our community.

## Board Memo

RE: EnvisionWare proposal

DATE: 08/21/19

Action required: Approve EnvisionWare proposal



The Library currently uses the company Bibliotheca for self-checkout equipment, DVD unlock devices, RFID equipment, and an automatic book sorter.

On May 29, 2019 I received an email from Bibliotheca indicating that our equipment was running on Windows 7 technology and recommending an upgrade or replacement of our equipment. Although they would honor service agreements without an upgrade, eventually Windows 7 would be compromised due to not getting upgrades and patches from Microsoft.

This email came with two options: an upgrade to the software or a complete replacement of equipment to bring it up to newer models, etc. (Our current equipment is at least six years old. Most technology in the library comes to “end of life” between 5 and 10 years, particularly as technology and software improves and surpasses what we have available.)

Cost to upgrade software: \$14,629.97

Cost to replace equipment and upgrade: \$39,658.16

Neither of these costs is budgeted for as we did not know this was going to be an issue this fiscal year.

On May 31, 2019 I received via email our regular, yearly service agreement from Bibliotheca.

Service agreement for one year, Aug 1, 2019 – July 31, 2020: \$31,345.84

This amount is budgeted for in FY20 as a regular service agreement.

Since these message were received so close to the ALA conference (June 2019) I decided to reach out to other vendors to see if we could save some money and avoid paying for a service agreement and replacement in the same year.

EnvisionWare is a well-known vendor in self-checkout equipment, RFID equipment, and automatic sorters. After a lengthy discussion, a quote was sent to us that **does not** include the automatic sorter. We are currently exploring no longer using the sorter.

## Board Memo

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WAUKEGAN PUBLIC LIBRARY  
putting quality in your life

EnvisionWare was able to quote the following:

Three self-check machines/software/training: \$6410.15

Yearly service agreement after beginning year 2: \$845.90

This quote considers that we are able to use our own equipment (monitors, scanners), some of which we already own or can purchase for a minimal amount. This quote **does not include** the automatic sorter.

Moving to EnvisionWare would be a savings in FY20 of \$22,935.69.

Current service agreement:	\$31,345.84 (not yet paid, but budgeted for)
EnvisionWare first year cost:	-\$6410.15
Estimated equipment costs, first year:	-\$2000
Total Savings:	\$22,935.69

Yearly service agreement savings: \$30,499.94

The \$22K savings could then be used to upgrade some computers (patron and staff) that are beginning to fail due to age and old software in this fiscal year, FY20. Other technology upgrades could also be completed as needed.

***Requested action: Approve dropping Bibliotheca services and engage EnvisionWare for self-checkout and RFID services, software, and minimal equipment.***