

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, September 18, 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 September 18, 2019 meeting

Motion to approve the Minutes of the WPL August 21, 2019 meeting

IV. Finance Committee Report

Motion to approve August 2019 disbursements

- | | | |
|-------|--|------------------------------|
| V. | Director's Report | Selina Gomez-Beloz |
| VI. | Services Report | Jon Gaskill |
| VII. | President's Report | Mary Stickels |
| VIII. | Foundation Report | Alicia Garcia |
| IX. | Friends Report | Amanda Civitello/Pat Mallory |
| X. | New Business/Action Agenda | |
| | a. Officer Elections/Nominations: President, Vice President and Treasurer | |
| | i. Solicitation of Nominations | |
| | ii. Motion to Vote on Nominations | |
| | b. Committee Assignments | |
| | c. City Levy Request Discussion | |
| | d. Board Email | |
| XI. | Announcements/Trustee Comments | |
| XII. | Public Comment – Comments limited to three minutes. | |
| XIII. | Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1). | |
| XIV. | Motion to end closed executive session and return to open session. | |
| XV. | Adjourn - Motion to adjourn at <Time> PM. | |

MINUTES
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

The meeting was called to order at 6:35pm

II. Roll Call

Trustees present: Ms. Mary Stickels, Mr. Larry McShane, Mr. Josue Pasillas, Ms. Annette Darden, Ms. Tatiana Amorella and Ms. Rachelle Mendez (late arrival).

Trustees absent (with notice): Ms. Jean Smith, Ms. Sylvia England, and Ms. Chetara Jenkins

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Debra Jordan, HR Manager; Ms. Anna Guthman, Business Office Manager; Mr. Victor Dixon, Reference Manager; Ms. Alicia Garcia, Development Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; and Ms. Pat Mallory, Friends of the Library.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees August 21, 2019 meeting was made by Mr. Larry McShane and seconded by Mr. Josue Pasillas. Motion passed

Motion to approve the minutes of the WPL July 17, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Mary Stickels. Motion passed

IV. Finance Committee Report

None

The Board requested that vendor Baker and Taylor be broken down to show what percentage is spent on Children's materials and Adult Materials. A report is kept to show this by the Collection Management and this can be shared with the board quarterly.

Motion to approve July 2019 disbursements was made by Mr. Larry McShane and seconded by Ms. Tatiana Amorella. Mr. Josue Pasillas abstained due to the fact he is acquainted with one of the vendors (a payment that was made to a summer concert band). Motion passed

V. Department Reports

Mr. Victor Dixon provided an overview of his first few weeks at the Library. He will be adding two new staff members at the beginning of September. Victor has been working with Ms. Diana Wence, Reference Assistant, on making more use of the YA space and has been planning for Hispanic Heritage month, African American History month and Asian History month.

VI. Director's Report

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

Ms. Debra Jordan provided a personnel update.

Status of Vacant Positions:

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Reference Librarian (1 Full-Time At 37.5 Hours)

- Ms. Rachel McMullen selected. Comes on board 9/9

Reference Assistants (2 Part-time at 24 hours)

- Interviews being conducted by Jon and Victor

Reference Assistant (2 Full-time at 37.5 Hours)

- Vanessa Harris selected as an internal candidate. Effective date is 9/2
- Cindy Hansen selected as an internal candidate. Effective date to be determined

Children's Reference Assistant (Full time at 37.5 Hours)

- Resumes being reviewed for qualifications

Customer Service Clerks (1-Full Time at 37 Hours and 2 Part-time at 16 Hours)

- Interviews are being scheduled this week

Losses:

- Two staff members are returning to school full time, one staff member is retiring, one staff member was offered a position at another library and we have two employees on FMLA.

VII. Services Report

Mr. Jon Gaskill provided an overview of the Services Team and his role to bring our new Board members up to date on his team and their roles.

VIII. President's Report

Ms. Mary Stickels thanked Ms. Alicia Garcia for the latest fundraising event and commented that it was a great event.

IX. Foundation Report

Ms. Alicia Garcia provided an overview of the Foundation and their roles in seeking sponsorships, donations and creating fundraising events. She also provided an update on the Kings and Convicts event; 37 people attended and they raised a little less than \$1,000.00.

The next Libations for Literacy event will be announced soon with save the date cards distributed. In addition, the Giving Campaign is held in September.

X. Friends Report

Ms. Pat Mallory provided an overview of the Friends role at the Library.

- The Friends sponsor the summer concerts; the 13-week concert series costs \$6,072.00 and all the funding comes from the Friends.
- The Friends bake sale has made \$885.88 so far this season.
- There will be another fall concert on October 4 and they will be sending out postcards to announce the concert.
- The fall book sale will also be held in October 18-19.

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XI. New Business/Action Agenda

a. Officer Elections/Nominations, (President and Treasurer)

Motion to table until September Board meeting was made by Ms. Mary Stickels and seconded by Mr. Larry McShane. Motion passed.

b. Committee Assignments

Tabled until September Board meeting

c. Per Capita Grant Update

According to the Secretary of State, the Per Capita Grant Checks are pending.

d. ELC Plans – Discussion

A rendering of the new ELC space was provided to the Board. The ELC will close on September 7 and there will be a grand opening celebration similar to last year.

e. Trustee Facts File - Review of Chapters 12-14

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

Trustees reviewed chapters 12-14.

In addition, one Trustee must take an educational training course around the topic of “Organizational Management” as required for the Per Capita Grant

f. Census 2020 Update

Ms. Selina Gomez-Beloz provided an overview of the Libraries role in the 2020 Census and the importance of the Census for the community. We are also looking at possible additional funding through a partner.

g. Envisionware Memo

A motion to table until September was made by Mr. Larry McShane and Ms. Annette Darden.

XII. Announcements/Trustee Comments

Mr. Larry McShane recognized Ms. Amanda Civitello for all her work on the Bradbury Sculpture unveiling and providing him with brochures to hand out promoting the event.

XIII. Public Comment – Comments limited to three minutes.

None

XIV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1).

Cancelled

Motion to adjourn open session made by Mr. Larry McShane and seconded by Ms. Mary Stickels. Motion passed.

XV. Adjourn - Motion to adjourn at 8:42 PM.

WAUKEGAN PUBLIC LIBRARY

Summary of Actual vs. Budgeted Results
For the 4 Months Ended August 31, 2019

DRAFT
unaudited

			2020 Actual	2020 Budget	% Budget Rec'd/Used	% Budget Remaining
Revenues						
1	41000	Real Estate Tax Revenue	2,241,131	4,200,000	53%	47%
2	42000	Library Revenue	19,636	50,000	39%	61%
3	43000	Contributed Income	550	13,500	4%	96%
4	44000	Grant Revenue	0	348,000	0%	100%
5	45000	Interest Income	6,246	5,000	125%	0%
6	46000	Other Income	424	5,000	8%	92%
		Total Revenues	2,267,987	4,621,500	49%	51%
Expenditures						
7	51000	Salaries, Benefits, Staff Dev	968,439	3,003,650	32%	68%
8	52000	Administrative Services	15,513	106,338	15%	85%
9	53000	Supplies	11,767	58,000	20%	80%
10	54000	Library Materials	100,537	313,750	32%	68%
11	55000	Building Services	18,105	47,000	39%	61%
12	56000	Programs	15,309	37,350	41%	59%
13	57000	Marketing	4,951	51,500	10%	90%
14	58000	Foundation Related	1,592	3,950	40%	60%
15	58500	Grants	18,659	279,000	7%	93%
16	59000	Repairs and Maintenance	5,009	18,700	27%	73%
17	60000	Tech Services	26,695	212,800	13%	87%
18	60800	Capital Expenses	43,418	195,000	22%	78%
19	60840	Statue	32,160	0	0%	0%
20	60900	Debt Service	52,231	294,462	18%	82%
		Total Expenditures	1,314,385	4,621,500	28%	72%
		Net Surplus	953,602	0		

Cash on Hand**August 31, 2019****Operations**

10100	Petty Cash	800
10200	Associated Bank - Imprest	12,902
10300	First Midwest - City Account	1,515,904
10400	Associated Bank - Money Market	229,481
10600	Associated Bank - Flex	8,012
	Sub-Total	1,767,099

Reserves

10700	MB Financial	15,202
10500	First Midwest - Money Market	1,004
	Sub-Total	16,206

Investments

10600	FMB Certificates of Deposit	1,000,000
	Total	2,783,305

Debt certificates outstanding **2,535,000**

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Waukegan Public Library
Monthly Board Check Detail
August 2019

Num	Date	Name	Account	Paid Amount
	08/31/2019		10400 · Associated Money Market	
			52700 · Bank and Credit Card Fees	-219.22
TOTAL				-219.22
	08/31/2019		10600 · Associated Flex	
			52700 · Bank and Credit Card Fees	-3.00
TOTAL				-3.00
112746	08/13/2019	Kings & Convicts Brew...	10300 · First Midwest City	
8.3 FDN Event	08/13/2019		58000 · Foundation Related	-198.00
TOTAL				-198.00
112747	08/15/2019	Apple Books	10300 · First Midwest City	
111154	08/15/2019		54100 · General	-1,174.48
TOTAL				-1,174.48
112748	08/15/2019	AT&T Other	10300 · First Midwest City	
S669241241-1...	08/15/2019		60400 · Internet	-522.67
TOTAL				-522.67
112749	08/15/2019	Atomatic Mechanical	10300 · First Midwest City	
SRV19-02975	08/15/2019		55000 · Building Services Contract	-1,496.00
TOTAL				-1,496.00
112750	08/15/2019	Baker & Taylor 10	10300 · First Midwest City	
2034696526	08/15/2019		54100 · General	-236.22
2034700753	08/15/2019		54100 · General	-734.21
2034695055	08/15/2019		54100 · General	-850.92
2034703231	08/15/2019		54100 · General	-1,023.98
2034706132	08/15/2019		54100 · General	-639.77
TOTAL				-3,485.10

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Monthly Board Check Detail
August 2019

Num	Date	Name	Account	Paid Amount
112751	08/15/2019	Baker & Taylor 30	10300 · First Midwest City	
H37727450	08/15/2019		54100 · General	-18.89
H37767040	08/15/2019		54100 · General	-4.89
H37555520	08/15/2019		54100 · General	-44.02
H37555521	08/15/2019		54100 · General	-66.03
H37781650	08/15/2019		54100 · General	-196.57
H37781651	08/15/2019		54100 · General	-14.69
H37584130	08/15/2019		54100 · General	-33.38
H37584131	08/15/2019		54100 · General	-129.22
H37584132	08/15/2019		54100 · General	-44.02
H37584133	08/15/2019		54100 · General	-9.33
H37905490	08/15/2019		54100 · General	-143.70
H37905491	08/15/2019		54100 · General	-9.33
H37905492	08/15/2019		54100 · General	-44.08
H37905493	08/15/2019		54100 · General	-22.04
H37905494	08/15/2019		54100 · General	-22.04
H37905495	08/15/2019		54100 · General	-11.89
H37905496	08/15/2019		54100 · General	-11.02
H37905497	08/15/2019		54100 · General	-18.34
T05384280	08/15/2019		54100 · General	-11.02
T05384281	08/15/2019		54100 · General	-31.58
TOTAL				-886.08
112752	08/15/2019	Baker & Taylor 70	10300 · First Midwest City	
H37726940	08/15/2019		54100 · General	-14.35
H37517970	08/15/2019		54100 · General	-14.35
H37752290	08/15/2019		54100 · General	-28.70
H37678640	08/15/2019		54100 · General	-14.35
H37608950	08/15/2019		54100 · General	-14.35
TOTAL				-86.10
112753	08/15/2019	Call One	10300 · First Midwest City	
1211727-11315...	08/15/2019		60310 · Local and Long Distance ...	-910.11
TOTAL				-910.11
112754	08/15/2019	Center Point Large Print	10300 · First Midwest City	
1709640	08/15/2019		54100 · General	-140.22
TOTAL				-140.22
112755	08/15/2019	Clavijo, Pedro	10300 · First Midwest City	
CDBG08.15.19	08/15/2019		58510 · Literacy	-275.00
CDBG7.30.19	08/15/2019		58510 · Literacy	-300.00
TOTAL				-575.00

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August 2019

Num	Date	Name	Account	Paid Amount
112756	08/15/2019	Counter Craft, Inc.	10300 · First Midwest City	
9977	08/15/2019		60810 · Furniture & Fixtures	-430.00
TOTAL				-430.00
112757	08/15/2019	De Lage Landen Public ...	10300 · First Midwest City	
64341757	08/15/2019		60820 · Equipment Leases	-2,495.23
TOTAL				-2,495.23
112758	08/15/2019	Gale CENGAGE Learning	10300 · First Midwest City	
67541543	08/15/2019		54100 · General	-24.69
TOTAL				-24.69
112759	08/15/2019	GCG Financial, Inc-Dental	10300 · First Midwest City	
July 2019	08/15/2019		51420 · Dental Insurance	-2,044.00
TOTAL				-2,044.00
112760	08/15/2019	GCG Financial, Inc-Med...	10300 · First Midwest City	
Thru 8.15.19	08/15/2019		51410 · Health Insurance	-20,426.00
TOTAL				-20,426.00
112761	08/15/2019	Grainger	10300 · First Midwest City	
9250374445	08/15/2019		55000 · Building Services Contract	-208.32
TOTAL				-208.32
112762	08/15/2019	Graves, Gale	10300 · First Midwest City	
8.9.19 ICOVA	08/15/2019		51520 · Conference Expenses	-21.50
TOTAL				-21.50
112763	08/15/2019	Home Depot Credit Ser...	10300 · First Midwest City	
TOTAL				0.00
112764	08/15/2019	Ingram Library Services	10300 · First Midwest City	
62589172	08/15/2019		54100 · General	-19.14
62590779	08/15/2019		54100 · General	-42.82
TOTAL				-61.96

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Waukegan Public Library
Monthly Board Check Detail
August 2019

Num	Date	Name	Account	Paid Amount
112765	08/15/2019	Kully Supply	10300 · First Midwest City	
493509	08/15/2019		53400 · Maintenance Supplies	-34.10
TOTAL				-34.10
112766	08/15/2019	Library Ideas LLC	10300 · First Midwest City	
71173	08/15/2019		54500 · E-Books	-89.00
TOTAL				-89.00
112767	08/15/2019	LIMRiCC	10300 · First Midwest City	
8.15.19	08/15/2019		51340 · Unemployment Tax	-2,113.28
TOTAL				-2,113.28
112768	08/15/2019	Madison National Life	10300 · First Midwest City	
Thru 8.15.19	08/15/2019		51440 · Life Insurance	-184.80
TOTAL				-184.80
112769	08/15/2019	Martinez, Ivette	10300 · First Midwest City	
COTHS08.15.19	08/15/2019		58510 · Literacy	-476.00
MANO08.15.19	08/15/2019		58510 · Literacy	-510.00
TOTAL				-986.00
112770	08/15/2019	Midwest Tape	10300 · First Midwest City	
97714432	08/15/2019		54100 · General	-37.99
97714434	08/15/2019		54100 · General	-131.18
97748224	08/15/2019		54100 · General	-119.95
TOTAL				-289.12
112771	08/15/2019	Minuteman Press of Gu...	10300 · First Midwest City	
56579	08/15/2019		60840 · Statue	-395.05
TOTAL				-395.05
112772	08/15/2019	Nationwide Retirement ...	10300 · First Midwest City	
8.15.19	08/15/2019		24600 · Nationwide	-1,388.00
TOTAL				-1,388.00

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Waukegan Public Library
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August 2019

Num	Date	Name	Account	Paid Amount
112773	08/15/2019	New Readers Press	10300 · First Midwest City	
9046290	08/15/2019		58510 · Literacy	-152.65
TOTAL				-152.65
112774	08/15/2019	Nnambi, Hadiyah N.	10300 · First Midwest City	
8.09 ICOVA	08/15/2019		58510 · Literacy	-16.50
B08.15.2019	08/15/2019		58510 · Literacy	-735.00
TOTAL				-751.50
112775	08/15/2019	North Shore Water Recl...	10300 · First Midwest City	
4078428	08/15/2019		59600 · Utilities	-208.54
TOTAL				-208.54
112776	08/15/2019	OverDrive, Inc.	10300 · First Midwest City	
02640CO1914...	08/15/2019		54500 · E-Books	-113.96
02640CO1914...	08/15/2019		54500 · E-Books	-121.47
02640CO1913...	08/15/2019		54500 · E-Books	-1,136.72
02640CO1913...	08/15/2019		54500 · E-Books	-12.59
02640CO1913...	08/15/2019		54500 · E-Books	-198.94
02640DA19143...	08/15/2019		54500 · E-Books	-678.64
02640CO1913...	08/15/2019		54500 · E-Books	-190.88
02640DA19141...	08/15/2019		54500 · E-Books	-79.95
TOTAL				-2,533.15
112777	08/15/2019	Peters, Tuwanda	10300 · First Midwest City	
CDBG08.15.19	08/15/2019		58510 · Literacy	-62.50
TOTAL				-62.50
112778	08/15/2019	Ramrod Distributors, Inc.	10300 · First Midwest City	
777496	08/15/2019		53400 · Maintenance Supplies	-406.22
777041-1	08/15/2019		53400 · Maintenance Supplies	-105.70
777496-1	08/15/2019		53400 · Maintenance Supplies	-42.50
TOTAL				-554.42
112779	08/15/2019	Reblin, Beth	10300 · First Midwest City	
Reimb - IKEA	08/15/2019		53300 · ELC Supplies	-134.78
Reimb - Goodwill	08/15/2019		53300 · ELC Supplies	-41.84
TOTAL				-176.62

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Num	Date	Name	Account	Paid Amount
112780	08/15/2019	Resendiz, Priscilla	10300 · First Midwest City	
HS Grad Party ...	08/15/2019		56200 · Teen Programs	-112.57
TOTAL				-112.57
112781	08/15/2019	Steven J. Fink & Associ...	10300 · First Midwest City	
8.15.19	08/15/2019		24700 · Wage Garnishment	-138.04
TOTAL				-138.04
112782	08/15/2019	The Alliance for Human ...	10300 · First Midwest City	
2019175	08/15/2019		51540 · Professional Mships & Du...	-120.00
2019219	08/15/2019		51540 · Professional Mships & Du...	-500.00
TOTAL				-620.00
112783	08/15/2019	Verizon	10300 · First Midwest City	
9835031483	08/15/2019		60330 · Wireless Service	-357.91
TOTAL				-357.91
112784	08/15/2019	WKGN - Other	10300 · First Midwest City	
17349	08/15/2019		55000 · Building Services Contract	-150.00
TOTAL				-150.00
112785	08/15/2019	Gaskill, Jonathan	10300 · First Midwest City	
Reimb - mileage	08/15/2019		51520 · Conference Expenses	-55.68
TOTAL				-55.68
112786	08/15/2019	Motion Picture Licensin...	10300 · First Midwest City	
504228256	08/15/2019		54600 · Authority Control	-256.36
TOTAL				-256.36
112787	08/26/2019	United States Postal Se...	10300 · First Midwest City	
Fall Newsletter	08/26/2019		52100 · Postage	-2,533.32
TOTAL				-2,533.32

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August 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112788	08/30/2019	Amazon.com	10300 · First Midwest City	
60457 8781 00...	08/30/2019		54100 · General	-1,770.64
			13500 · Due from Employees Per...	-11.69
			13500 · Due from Employees Per...	-61.48
			13500 · Due from Employees Per...	-60.93
TOTAL				-1,904.74
112789	08/30/2019	Apple Books	10300 · First Midwest City	
111241	08/30/2019		54100 · General	-455.00
111233	08/30/2019		54100 · General	-115.85
111236	08/30/2019		54100 · General	-1,100.97
TOTAL				-1,671.82
112790	08/30/2019	Baker & Taylor 10	10300 · First Midwest City	
2034709899	08/30/2019		54100 · General	-179.24
2034716931	08/30/2019		54100 · General	-499.41
2034719902	08/30/2019		54100 · General	-660.16
2034723424	08/30/2019		54100 · General	-329.22
2034730548	08/30/2019		54100 · General	-560.26
2034733761	08/30/2019		54100 · General	-575.24
2034737550	08/30/2019		54100 · General	-411.30
2034740670	08/30/2019		54100 · General	-100.07
2034746116	08/30/2019		54100 · General	-520.24
2034740472	08/30/2019		54100 · General	-914.64
2034746535	08/30/2019		54100 · General	-851.82
2034749741	08/30/2019		54100 · General	-105.45
2034750657	08/30/2019		54100 · General	-717.53
2034753127	08/30/2019		54100 · General	-1,146.26
TOTAL				-7,570.84
112791	08/30/2019	Baker & Taylor 30	10300 · First Midwest City	
H37958940	08/30/2019		54100 · General	-10.97
H37958941	08/30/2019		54100 · General	-22.92
H37997500	08/30/2019		54100 · General	-22.07
H37997501	08/30/2019		54100 · General	-60.05
H37997502	08/30/2019		54100 · General	-14.69
H37997503	08/30/2019		54100 · General	-8.08
H37997504	08/30/2019		54100 · General	-33.07
H38036780	08/30/2019		54100 · General	-11.98
H38036781	08/30/2019		54100 · General	-18.34
H38151510	08/30/2019		54100 · General	-25.72
H38151511	08/30/2019		54100 · General	-45.56
H38151512	08/30/2019		54100 · General	-22.78
H38151513	08/30/2019		54100 · General	-21.30
H38153590	08/30/2019		54100 · General	-28.70
H38174400	08/30/2019		54100 · General	-29.36
H38174401	08/30/2019		54100 · General	-22.08
H38174402	08/30/2019		54100 · General	-9.34
H38219720	08/30/2019		54100 · General	-57.06
H38219721	08/30/2019		54100 · General	-25.71
H38219722	08/30/2019		54100 · General	-88.16

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Num	Date	Name	Account	Paid Amount
H38219723	08/30/2019		54100 · General	-110.20
H38219724	08/30/2019		54100 · General	-22.04
H38229970	08/30/2019		54100 · General	-25.71
H38237890	08/30/2019		54100 · General	-85.20
H38237891	08/30/2019		54100 · General	-16.89
H38271080	08/30/2019		54100 · General	-29.39
H38271081	08/30/2019		54100 · General	-29.39
H38271082	08/30/2019		54100 · General	-11.01
H38271083	08/30/2019		54100 · General	-160.14
H38271084	08/30/2019		54100 · General	-14.69
H38360340	08/30/2019		54100 · General	-63.92
H38360341	08/30/2019		54100 · General	-11.02
H38360342	08/30/2019		54100 · General	-18.34
H38360343	08/30/2019		54100 · General	-8.08
H38445611	08/30/2019		54100 · General	-134.46
H38445612	08/30/2019		54100 · General	-44.82
H38445610	08/30/2019		54100 · General	-25.71
H38445613	08/30/2019		54100 · General	-33.05
H38481900	08/30/2019		54100 · General	-36.51
H38481901	08/30/2019		54100 · General	-18.36
H38481902	08/30/2019		54100 · General	-11.01
T05539330	08/30/2019		54100 · General	-39.88
T05539331	08/30/2019		54100 · General	-166.07
TOTAL				-1,693.83
112792	08/30/2019	Baker & Taylor 70	10300 · First Midwest City	
H37903240	08/30/2019		54100 · General	-14.35
H37903241	08/30/2019		54100 · General	-70.05
H37998720	08/30/2019		54100 · General	-14.35
H37998721	08/30/2019		54100 · General	-28.70
H38239350	08/30/2019		54100 · General	-14.35
H38370830	08/30/2019		54100 · General	-14.35
H38447070	08/30/2019		54100 · General	-14.35
TOTAL				-170.50
112793	08/30/2019	Ingram Library Services	10300 · First Midwest City	
62595071	08/30/2019		54100 · General	-19.14
62593572	08/30/2019		54100 · General	-56.10
TOTAL				-75.24
112794	08/30/2019	Midwest Tape	10300 · First Midwest City	
97748222	08/30/2019		54100 · General	-225.93
97778282	08/30/2019		54100 · General	-22.49
97778281	08/30/2019		54100 · General	-67.47
97778159	08/30/2019		54100 · General	-124.97
97778158	08/30/2019		54100 · General	-39.99
97814728	08/30/2019		54100 · General	-154.95
97815780	08/30/2019		54100 · General	-67.47
97815781	08/30/2019		54100 · General	-89.97
97815782	08/30/2019		54100 · General	-39.99
TOTAL				-833.23

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Monthly Board Check Detail

August 2019

Num	Date	Name	Account	Paid Amount
112795	08/30/2019	4Imprint, Inc.	10300 · First Midwest City	
18396515	08/30/2019		58520 · Other	-1,759.16
TOTAL				-1,759.16
112796	08/30/2019	Aflac	10300 · First Midwest City	
190858	08/30/2019		24500 · AFLAC	-597.10
TOTAL				-597.10
112797	08/30/2019	American Button Machi...	10300 · First Midwest City	
168486	08/30/2019		56100 · Adult Programs	-114.98
TOTAL				-114.98
112798	08/30/2019	AT&T	10300 · First Midwest City	
708 Z83-0095 ...	08/30/2019		60310 · Local and Long Distance ...	-612.20
TOTAL				-612.20
112799	08/30/2019	Atomatic Mechanical	10300 · First Midwest City	
SRV19-03766	08/30/2019		59200 · Equipment Repairs	-780.00
TOTAL				-780.00
112800	08/30/2019	Cardmember Service	10300 · First Midwest City	
Aug RIZZIO	08/30/2019		59800 · Green Initiatives	-40.13
			59800 · Green Initiatives	-9.98
			56300 · Childrens Programs	-46.14
			51730 · Meals/Food	-106.61
			59700 · Security	-371.25
			51730 · Meals/Food	-10.59
			59800 · Green Initiatives	-114.92
			59100 · Building Repairs	-118.99
			59100 · Building Repairs	-750.00
			53400 · Maintenance Supplies	-39.98
Aug SGB	08/30/2019		52400 · Professional Fees - Other	-188.10
			51730 · Meals/Food	-69.32
			51710 · Staff Recognition/Appreci...	-67.82
			60500 · Software Licenses	-600.00
			60500 · Software Licenses	-7.48
			60840 · Statue	-1,796.40
			60840 · Statue	-577.60
			51760 · Other	-500.13
			51760 · Other	-72.50
			51750 · Background Checks - Em...	-87.80
			58520 · Other	-77.90
Aug GASKILL	08/30/2019		57300 · Printing	-150.72
			53300 · ELC Supplies	-108.31
			53100 · Administrative	-68.99
			56300 · Childrens Programs	-286.16

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Monthly Board Check Detail
August 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
			53200 · CM Processing Supplies	-52.33
			56300 · Childrens Programs	-15.76
			56300 · Childrens Programs	-90.03
			51520 · Conference Expenses	-34.70
			51520 · Conference Expenses	-34.70
			51520 · Conference Expenses	-34.70
			51520 · Conference Expenses	-34.70
			56620 · Special Programs	-5.36
			56620 · Special Programs	-35.65
			60400 · Internet	-6.94
			56620 · Special Programs	-52.30
			56620 · Special Programs	-282.52
			56620 · Special Programs	-3.95
			51520 · Conference Expenses	-13.62
			56620 · Special Programs	-1.78
			13800 · Exchange	-109.05
			51520 · Conference Expenses	-21.76
			56620 · Special Programs	-130.86
			51520 · Conference Expenses	-10.24
			56620 · Special Programs	-6.93
			56620 · Special Programs	-8.38
			56620 · Special Programs	-12.39
			53200 · CM Processing Supplies	-41.42
			56620 · Special Programs	-222.54
			56620 · Special Programs	-278.88
TOTAL				-7,809.31
112801	08/30/2019	Chardon Laboratories	10300 · First Midwest City	
10210186	08/30/2019		55000 · Building Services Contract	-649.00
TOTAL				-649.00
112802	08/30/2019	Chicago Filter Company	10300 · First Midwest City	
307661	08/30/2019		55000 · Building Services Contract	-398.00
TOTAL				-398.00
112803	08/30/2019	Cintas Corporation	10300 · First Midwest City	
15173434	08/30/2019		59400 · Cleaning Service	-366.73
TOTAL				-366.73
112804	08/30/2019	Comcast #2	10300 · First Midwest City	
8771 10 019 09...	08/30/2019		60400 · Internet	-219.85
TOTAL				-219.85

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August 2019

Num	Date	Name	Account	Paid Amount
112805	08/30/2019	Delta Dental of Illinois - ...	10300 · First Midwest City	
1270315	08/30/2019		51420 · Dental Insurance	-48.93
1271767	08/30/2019		51430 · Vision Insurance	-196.81
TOTAL				-245.74
112806	08/30/2019	DEMCO	10300 · First Midwest City	
6665712	08/30/2019		53100 · Administrative	-25.14
6659155	08/30/2019		53200 · CM Processing Supplies	-63.50
TOTAL				-88.64
112807	08/30/2019	Ewing Enterprises, Inc.	10300 · First Midwest City	
17242	08/30/2019		59700 · Security	-39.00
17251	08/30/2019		59700 · Security	-86.00
TOTAL				-125.00
112808	08/30/2019	Garcia, Alicia	10300 · First Midwest City	
8.21 Event Rei...	08/30/2019		60840 · Statue	-70.14
TOTAL				-70.14
112809	08/30/2019	Home Depot Credit Ser...	10300 · First Midwest City	
8035 3225 024...	08/30/2019		60830 · Capital Expenditures - Ot...	-900.08
TOTAL				-900.08
112810	08/30/2019	HR Source	10300 · First Midwest City	
9975	08/30/2019		51540 · Professional Mships & Du...	-261.25
TOTAL				-261.25
112811	08/30/2019	Illinois Library Associat...	10300 · First Midwest City	
2019 - 2020 Me...	08/30/2019		51540 · Professional Mships & Du...	-250.00
TOTAL				-250.00
112812	08/30/2019	Jordan, Debra	10300 · First Midwest City	
Reimb 8.13	08/30/2019		52300 · Board Related	-13.98
TOTAL				-13.98

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August 2019

Num	Date	Name	Account	Paid Amount
112813	08/30/2019	Kosco Flags & Flagpole...	10300 · First Midwest City	
19407	08/30/2019		60840 · Statue	-1,400.00
TOTAL				-1,400.00
112814	08/30/2019	Kronos SaaShr, Inc.	10300 · First Midwest City	
11486906	08/30/2019		52600 · Payroll Service	-378.00
TOTAL				-378.00
112815	08/30/2019	Kully Supply	10300 · First Midwest City	
495092	08/30/2019		59200 · Equipment Repairs	-158.10
495474	08/30/2019		53400 · Maintenance Supplies	-68.38
TOTAL				-226.48
112816	08/30/2019	Martinez, Ivette	10300 · First Midwest City	
8.15 COTHS	08/30/2019		58510 · Literacy	-374.00
8.15 HFNLC	08/30/2019		58510 · Literacy	-382.50
TOTAL				-756.50
112817	08/30/2019	New Readers Press	10300 · First Midwest City	
9102765	08/30/2019		58510 · Literacy	-208.85
TOTAL				-208.85
112818	08/30/2019	Nnambi, Hadiyah N.	10300 · First Midwest City	
8.15 Grant B	08/30/2019		58510 · Literacy	-752.50
TOTAL				-752.50
112819	08/30/2019	Office Plus Solutions & ...	10300 · First Midwest City	
4380274-0	08/30/2019		53100 · Administrative	-59.86
TOTAL				-59.86
112820	08/30/2019	Peters, Tuwanda	10300 · First Midwest City	
8.15 CDBG	08/30/2019		58510 · Literacy	-200.00
TOTAL				-200.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112821	08/30/2019	Pompilus, Edna	10300 · First Midwest City	
8.15 CDBG	08/30/2019		58510 · Literacy	-200.00
TOTAL				-200.00
112822	08/30/2019	ProLiteracy	10300 · First Midwest City	
Mem #877234	08/30/2019		58520 · Other	-219.00
TOTAL				-219.00
112823	08/30/2019	Ramrod Distributors, Inc.	10300 · First Midwest City	
777694	08/30/2019		53400 · Maintenance Supplies	-475.75
777605	08/30/2019		53400 · Maintenance Supplies	-144.80
TOTAL				-620.55
112824	08/30/2019	Reblin, Beth	10300 · First Midwest City	
Reimb 8.26.19	08/30/2019		56620 · Special Programs	-11.98
Reimb	08/30/2019		56620 · Special Programs	-21.95
8.12 Reimb	08/30/2019		56620 · Special Programs	-42.90
TOTAL				-76.83
112825	08/30/2019	Royer, Susan	10300 · First Midwest City	
Reimb 8.14	08/30/2019		51600 · Travel	-33.99
TOTAL				-33.99
112826	08/30/2019	Steven J. Fink & Associ...	10300 · First Midwest City	
Garnishment	08/30/2019		24700 · Wage Garnishment	-86.04
TOTAL				-86.04
112827	08/30/2019	Townline Design	10300 · First Midwest City	
6989	08/30/2019		60830 · Capital Expenditures - Ot...	-6,989.00
TOTAL				-6,989.00
112828	08/30/2019	Trophy Mart	10300 · First Midwest City	
102918	08/30/2019		60840 · Statue	-2,308.72
TOTAL				-2,308.72

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112829	08/30/2019	VanderYacht, Kimberly	10300 · First Midwest City	
Reimb	08/30/2019		60840 · Statue	-113.13
TOTAL				-113.13
112830	08/30/2019	Vogue Printers, Inc.	10300 · First Midwest City	
14906	08/30/2019		57300 · Printing	-3,818.00
TOTAL				-3,818.00
112831	08/30/2019	Waukegan Safe and Lo...	10300 · First Midwest City	
216395	08/30/2019		53400 · Maintenance Supplies	-14.00
TOTAL				-14.00
112832	08/30/2019	Willcom Business Tech...	10300 · First Midwest City	
WO--12883	08/30/2019		60320 · Telephone Repairs	-239.00
TOTAL				-239.00
112833	08/30/2019	WKGN - Water	10300 · First Midwest City	
2262103	08/30/2019		59600 · Utilities	-401.77
TOTAL				-401.77
112834	08/30/2019	Nationwide Retirement ...	10300 · First Midwest City	
8.30.19	08/30/2019		24600 · Nationwide	-1,388.00
TOTAL				-1,388.00
112835	08/30/2019	Mary Evelyn Larsen-Ford	10300 · First Midwest City	
8.14 Statue Cloth	08/30/2019		60840 · Statue	-150.00
TOTAL				-150.00



Bradbury Statue: I expect this will be the last update on the statue for a long while. The VIP event and unveiling went very well and all had a great time. Staff assistance was wonderful, food was great, and it was such an honor to meet Captain Jim Lovell and Zach Oxman. Final bills are coming in, so more information will come soon. The insurance company has been notified of its installation and we have received care instructions from Oxman.

Personnel: We are in the midst of many personnel updates. Deb will provide detail during the Board meeting as action is taking place.

Complete Count Committee: Elizabeth held a CCC meeting in Spanish on September 5, which was very well received. She is now being invited to church groups to talk about the Census. Elizabeth and I will continue to work with other staff to promote the Census throughout the city. We are also setting up regular CCC meetings to help our partners send out consistent messaging to their community and clients. We are also looking into other funding opportunities that will become available after October 1. We are also sharing our toolkit with other libraries, as well as Waukegan partners. We are at the front of this worthy effort in the library, along with the Gail Borden Library.

ELC – The Early Learning Center is now closed for remodeling. Work is moving at a good pace. Please be patient as our maintenance staff is closely involved in this project and they are attempting to stay up to date in regular duties and the remodel. In the progress, I've seen so far, it will be very exciting for kids of all ages! The opening party will be Sunday, September 29.

Bradbury Storytelling Festival - We saw great excitement and participation from schools when we brought the storytelling festival to the schools this last spring. They have requested a return to this setup and we are happy to assist. In order to reach a broader audience and bring storytelling back to our adult audience we will have a program on October 30, 6:30pm – “Something Wicked”, which will be held in the library. We know that at least one teller will do the story of La Llorona and one will tell a Bradbury story. The plan is to have the same storytellers go to the school event in the spring 2020.

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.

Upcoming: I plan to take some vacation time in October. I'll send along the dates when I have them finalized.