

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, October 16, 2019, 6:30 PM, Board Room
128 N County Street, Waukegan, IL 60085

- | | | |
|------|--------------------|----------------|
| I. | Call to Order | Sylvia England |
| II. | Roll Call | Sylvia England |
| III. | Agenda and Minutes | Sylvia England |

Motion to approve Agenda for WPL Board of Trustees October 16, 2019 meeting

Motion to approve the Minutes of the WPL September 18, 2019 meeting

- | | | |
|-------|---|------------------------------|
| IV. | Auditor's Report | Sikich, LLP/Martha Trotter |
| V. | Finance Committee Report | |
| | a. Financial Discussion | |
| | b. Motion to approve September 2019 disbursements | |
| VI. | Director's Report | Selina Gomez-Beloz |
| VII. | Services Report | Jon Gaskill |
| VIII. | President's Report | Sylvia England |
| IX. | Foundation Report | Alicia Garcia |
| X. | Friends Report | Amanda Civitello/Pat Mallory |
| XI. | New Business/Action Agenda | |
| | a. Bradbury MOU | |
| | b. Fines and Fees Discussion | |
| | c. Ideas List (Selina) | |
| XII. | Announcements/Trustee Comments | |
| XIII. | Public Comment – Comments limited to three minutes. | |
| XIV. | Adjourn - Motion to adjourn at <Time> PM. | |

MINUTES

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

The meeting was called to order at 6:30pm

II. Roll Call

Trustees present: Ms. Mary Stickels; Mr. Larry McShane; Mr. Josue Pasillas; Ms. Annette Darden; Ms. Tatiana Amorella; Ms. Jean Smith; Ms. Sylvia England; Ms. Rachelle Mendez; 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; Ms. Alicia Garcia, Development Manager; Mr. Doug Stiles, Legal Counsel; Ms. Susan Royer, Executive Assistant; Ms. Pat Mallory, Friends of the Library; and Ms. Priscilla Resendez.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees September 18, 2019 meeting (with one change to move the City Levy Request under the Finance Committee Report, was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

Motion to approve the Minutes of the WPL August 21, 2019 meeting with one correction, was made by Mr. McShane and seconded by Mr. Pasillas. Motion passed.

IV. Finance Committee Report

a. Motion to approve August 2019 disbursements

Ms. Jean Smith met with Ms. Guthman prior to the Board meeting to review the financials. There were a few questions on select line items that were addressed during the meeting. Motion to approve August 2019 disbursements was made by Mr. Pasillas and seconded by Ms. England. Motion passed.

Also reported was the audit has been completed and a clear financial statement will be issued. The Auditors will present their report to the Board during the October Board meeting.

b. City Levy Request Discussion

A copy of the Levy was presented to the Board and Ms. Gomez-Beloz explained the Levy process to the Board. The first step in the process is to send the request to the Mayor. The Library will be notified on the amount of funds we are receiving in December. The full budget is not due to the city until the funds are approved.

V. Director's Report

Selina Gomez-Beloz

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

Ms. Jordan provided the HR update to the Board.

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Status of Vacant Positions:

REFERENCE LIBRARIAN (1 FULL-TIME AT 37.5 HOURS)

Backfill

- Rachel selected; on board 9/9

REFERENCE ASSISTANTS (2 PART-TIME AT 24 HOURS)

Backfill

- Gabriel selected; one more position to fill
- Offer to another selected candidate is pending

REFERENCE ASSISTANT (2 FULL-TIME AT 37.5 HOURS)

Backfill

- Vanessa selected as an internal candidate. Effective date is 9/2
- Cindy selected as an internal candidate. Effective date 10/1

CHILDRENS REFERENCE ASSISTANT (2 - FULL TIME AT 37.5 HOURS)

Backfill

- Three interviews being conducted week of 9/9

CHILDRENS REFERENCE ASSISTANT (1-PART TIME AT 16 HOURS)

Backfill

- Vacancy created as result of another employee.

CUSTOMER SERVICE CLERK (1 - FULL TIME AT 37.5 HOURS)

Backfill

- Jose has been selected

CUSTOMER SERVICE CLERKS (2 - PART TIME AT 16 HOURS)

Backfill

- Selected Karen
- Interviews are being scheduled for the remaining position.

SECURITY MONITOR (1-PART TIME AT 24 HOURS)

Backfill

Position posted internally and externally

Loss: 1 PT Children's Assistant

For question or comments, please email the Board at wplboard@Waukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.

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VI. Services Report

The Board was provided a breakdown of Material Expenditures. This is a new report created by the Collection Manager.

VII. President's Report

Ms. Mary Stickels presented a Thank You signed by Staff for the recent breakfast hosted by the Board. Ms. Jordan stated that not all staff signed the card, the Admin staff was not asked to sign the card. Ms. Stickels stated Admin is not staff.

VIII. Foundation Report

Ms. Garcia provided save the date cards for the Foundation fundraiser on November 2. Details are still being worked out. She also reminded the Board of the Giving Campaign taking place in mid-October.

IX. Friends Report

Ms. Mallory provided a recap of the Summer Concert Series. She also reminded the Board of the upcoming concert on October 4 as well as the book sales on October 18&19. Ms. Mallory also thanked Ms. Amanda Civitello for her hard work on finding the bands.

X. New Business/Action Agenda

a. Officer Elections/Nominations: President, Vice President and Treasurer

i. Solicitation of Nominations

Ms. Stickels and Ms. England were nominated for President.

A discussion took place over whether Ms. Stickels had already served two terms as President, and as outlined in the Bylaws, would not be eligible for reelection. Mr. Stiles stated that she took over another Trustee's term due to a vacancy. Ms. Jordan presented him with documentation (Board Agenda's and Minutes from 2017) contradicting his statement. The documents were not reviewed and Ms. Stickels nomination was upheld.

Mr. Pasillas was the sole nomination for Vice President.

Mr. McShane was the sole nomination for Treasurer.

Motion to closed nominations was made by Mr. McShane and seconded by Ms. Jenkins. Motion Passed.

ii. Vote on Nominations

Ms. England was elected with 5 of 9 votes

Mr. Pasillas was elected Vice President, all in favor

Mr. McShane was elected Treasurer, all in favor

Ms. England did not take over the meeting following the election. Mr. Stiles stated that there wasn't much meeting time left.

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b. Committee Assignments

Finance Committee: Mr. McShane, Chair; Ms. Smith; and Mr. Pasillas.

Governance Committee: Mr. Pasillas, Chair; Ms. Mendez; Ms. Darden; and Ms. Stickels

Development Committee: Ms. Amorella, Chair; Ms. Jenkins; and Ms. Smith

Ms. Garcia requested another Board member volunteer as liaison to the foundation.

c. Board Email

A discussion took place as to whether Board members should use Library email or personal email for communications. Mr. Pasillas recommended using Library email due to the possibility of a FOIA request. Mr. Stiles stated there is a minimal chance of such a request. There was no consensus on who will be using Library emails or personal email.

XI. Announcements/Trustee Comments

Ms. England commented on the unveiling of the Bradbury Sculpture and what a tremendous event it was. An article was in USA Today.

Ms. England provided information on Trustee Training options in September and October and asked interested Trustees to contact her.

Ms. England stated that signage in the Library needs to be worked on and she would like to see homework help return to the Library.

Mr. Pasillas thanked Ms. Stickels for serving as President and her help with the onboarding process.

XII. Public Comment – Comments limited to three minutes.

Ms. Jordan stated, “with all due respect I should be considered as part of the Library staff. I work 8-10 hour days and am part of the staff and I am offended by the previous statement that Admin is not considered part of staff, by the Board President”.

XIII. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Stickels and seconded by Mr. McShane. Motion carried.

Ms. Jordan was asked to leave the closed session. Ms. Jordan stated that if this is an issue regarding personnel of the Library an HR Representative needs to be present and this was guidance she received from the city. Ms. Jordan was told she couldn't stay.

Ms. Jordan stated unless this personnel discussion is specifically about her she should be allowed to stay. Mr. Stiles said it was about her. Ms. Jordan stated if this was about her, will feedback be provided to her following the closed session, regarding the issue. Mr. Stiles stated feedback would be provided.

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- XIV. Motion to end closed executive session and return to open session.
The Board returned to open session at 9:35pm.

Since the closed session was about personnel, Ms. Gomez-Beloz asked if she could help with any questions the Board had. She was told no. Ms. Gomez-Beloz asked the Board again if they needed any information from her since there have been numerous closed sessions regarding personnel and she has not been made aware of what the issue is; and if the issue is regarding personnel she should be made aware of it from the beginning.

The Board tabled the topic of discussion at this time and another closed session is being scheduled for Wednesday, September 25 at 5:30pm for the Board to get more information.

Ms. Gomez-Beloz requested Board members not contact staff directly with projects/tasks to do without her knowledge.

Ms. Royer asked if she should prepare the agenda and Mr. Stiles stated yes. She also asked if an HR Representative will be present during the next closed session since it is regarding personnel. Mr. Stiles stated no.

- XV. Adjourn - Motion to adjourn at 9:45 PM.

WAUKEGAN PUBLIC LIBRARY
Summary of Actual vs. Budgeted Results
For the 5 Months Ended September 30, 2019

DRAFT
unaudited

		2020 Actual	2020 Budget	% Budget Rec'd/Used	% Budget Remaining
Revenues					
1	41000 Real Estate Tax Revenue	4,001,182	4,200,000	95%	5%
2	42000 Library Revenue	22,826	50,000	46%	54%
3	43000 Contributed Income	900	13,500	7%	93%
4	44000 Grant Revenue	111,347	348,000	32%	68%
5	45000 Interest Income	9,198	5,000	184%	0%
6	46000 Other Income	1,692	5,000	34%	66%
	Total Revenues	4,147,145	4,621,500	90%	10%
Expenditures					
7	51000 Salaries, Benefits, Staff Dev	1,206,550	3,003,650	40%	60%
8	52000 Administrative Services	21,308	106,338	20%	80%
9	53000 Supplies	15,388	58,000	27%	73%
10	54000 Library Materials	123,256	313,750	39%	61%
11	55000 Building Services	19,530	47,000	42%	58%
12	56000 Programs	24,975	37,350	67%	33%
13	57000 Marketing	8,341	51,500	16%	84%
14	58000 Foundation Related	5,897	3,950	149%	49%
15	58500 Grants	23,106	279,000	8%	92%
16	59000 Repairs and Maintenance	6,955	18,700	37%	63%
17	60000 Tech Services	30,357	212,800	14%	86%
18	60800 Capital Expenses	40,643	195,000	21%	79%
19	60840 Statue	54,950	0	0%	0%
20	60900 Debt Service	52,706	294,462	18%	82%
	Total Expenditures	1,633,962	4,621,500	35%	65%
	Net Surplus	2,513,183	0		

Cash on Hand

	September 30, 2019
Operations	
10100 Petty Cash	800
10200 Associated Bank - Imprest	12,902
10300 First Midwest - City Account	2,950,944
10400 Associated Bank - Money Market	353,612
10600 Associated Bank - Flex	7,470
Sub-Total	3,325,728
Reserves	
10700 MB Financial	15,203
10500 First Midwest - Money Market	1,004
Sub-Total	16,207
Investments	
10600 FMB Certificates of Deposit	1,000,000
Total	4,341,935
Debt certificates outstanding	2,535,000

3:06 PM

10/09/19

Waukegan Public Library
Monthly Board Check Detail
 September 1 - 30, 2019

Num	Date	Name	Account	Paid Amount
	09/30/2019		10600 · Associated Flex	
			52700 · Bank and Credit Card Fees	-3.00
TOTAL				-3.00
	09/30/2019		10400 · Associated Money Market	
			52700 · Bank and Credit Card Fees	-94.60
TOTAL				-94.60
112837	09/10/2019	WKGN - Other	10300 · First Midwest City	
11.02..Event pe...	09/09/2019		58000 · Foundation Related	-25.00
TOTAL				-25.00
112838	09/10/2019	Women in Development...	10300 · First Midwest City	
Membership	09/10/2019		51540 · Professional Mships & Du...	-50.00
			51540 · Professional Mships & Du...	-50.00
TOTAL				-100.00
112839	09/13/2019	Baker & Taylor 10	10300 · First Midwest City	
2034754935	09/13/2019		54100 · General	-73.46
2034759920	09/13/2019		54100 · General	-1,373.47
2034762619	09/13/2019		54100 · General	-903.33
2034765276	09/13/2019		54100 · General	-760.18
2034768040	09/13/2019		54100 · General	-510.33
22034770024	09/13/2019		54100 · General	-159.14
2034772952	09/13/2019		54100 · General	-574.06
2034778915	09/13/2019		54100 · General	-490.10
2034775880	09/13/2019		54100 · General	-450.59
TOTAL				-5,294.66
112840	09/13/2019	Baker & Taylor 30	10300 · First Midwest City	
H38502940	09/13/2019		54100 · General	-79.34
H38502941	09/13/2019		54100 · General	-44.08
H38502942	09/13/2019		54100 · General	-22.04
H38502943	09/13/2019		54100 · General	-11.88
H38601520	09/13/2019		54100 · General	-8.08
H38601521	09/13/2019		54100 · General	-12.73
H38633041	09/13/2019		54100 · General	-11.98
H38633040	09/13/2019		54100 · General	-190.81
H38704990	09/13/2019		54100 · General	-25.71
H38704991	09/13/2019		54100 · General	-11.01
H38704992	09/13/2019		54100 · General	-44.08
H38704993	09/13/2019		54100 · General	-22.04
H38704994	09/13/2019		54100 · General	-14.69
H38739140	09/13/2019		54100 · General	-300.32
H38739141	09/13/2019		54100 · General	-88.04
H38739142	09/13/2019		54100 · General	-22.01

3:06 PM

10/09/19

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 September 1- 30, 2019

Num	Date	Name	Account	Paid Amount
H38739143	09/13/2019		54100 · General	-5.14
H38769870	09/13/2019		54100 · General	-542.45
H38769871	09/13/2019		54100 · General	-12.73
H38903020	09/13/2019		54100 · General	-14.23
H38942100	09/13/2019		54100 · General	-66.12
H38942101	09/13/2019		54100 · General	-11.02
H38993830	09/13/2019		54100 · General	-11.03
H38993831	09/13/2019		54100 · General	-12.74
T05732430	09/13/2019		54100 · General	-18.34
TOTAL				-1,602.64
112841	09/13/2019	Baker & Taylor 60	10300 · First Midwest City	
515665523	09/13/2019		54100 · General	-160.73
TOTAL				-160.73
112842	09/13/2019	Baker & Taylor 70	10300 · First Midwest City	
H37752291	09/13/2019		54100 · General	-14.35
H38604150	09/13/2019		54100 · General	-27.85
H38707790	09/13/2019		54100 · General	-43.05
TOTAL				-85.25
112843	09/13/2019	Center Point Large Print	10300 · First Midwest City	
1717775	09/13/2019		54100 · General	-140.22
TOTAL				-140.22
112844	09/13/2019	Ingram Library Services	10300 · First Midwest City	
62596687	09/13/2019		54100 · General	-61.98
TOTAL				-61.98
112845	09/13/2019	Library Ideas LLC	10300 · First Midwest City	
71713	09/13/2019		54500 · E-Books	-61.50
TOTAL				-61.50
112846	09/13/2019	Midwest Tape	10300 · First Midwest City	
97879317	09/13/2019		54100 · General	-119.95
97879319	09/13/2019		54100 · General	-89.97
97846244	09/13/2019		54100 · General	-19.99
TOTAL				-229.91

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112847	09/13/2019	Niche Academy	10300 · First Midwest City	
3856	09/13/2019		54200 · E-Resources	-2,800.00
TOTAL				-2,800.00
112848	09/13/2019	OverDrive, Inc.	10300 · First Midwest City	
02640CO1915...	09/13/2019		54500 · E-Books	-24.98
02640CO1915...	09/13/2019		54500 · E-Books	-55.00
02640CO1915...	09/13/2019		54500 · E-Books	-55.99
02640CO1915...	09/13/2019		54500 · E-Books	-41.97
02640DA19160...	09/13/2019		54500 · E-Books	-122.46
02640CO1916...	09/13/2019		54500 · E-Books	-9.99
02640CO1915...	09/13/2019		54500 · E-Books	-1,482.69
TOTAL				-1,793.08
112849	09/13/2019	Recorded Books, LLC	10300 · First Midwest City	
76502471	09/13/2019		54500 · E-Books	-506.50
TOTAL				-506.50
112850	09/13/2019	Scholastic Inc	10300 · First Midwest City	
19861960	09/13/2019		54100 · General	-226.20
TOTAL				-226.20
112851	09/13/2019	Civitello, Amanda	10300 · First Midwest City	
Reimb 8.9.19	09/13/2019		57700 · Other	-18.16
			57700 · Other	-11.15
			57700 · Other	-10.75
			58100 · Volunteer Engagement	-9.68
			60840 · Statue	-220.13
TOTAL				-269.87
112852	09/13/2019	Martinez, Ivette	10300 · First Midwest City	
Aug 20-29	09/13/2019		58510 · Literacy	-340.00
TOTAL				-340.00
112853	09/13/2019	Martinez, Karina	10300 · First Midwest City	
Reimb - mileage	09/13/2019		51600 · Travel	-115.54
TOTAL				-115.54

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112854	09/13/2019	Nnambi, Hadiyah N.	10300 · First Midwest City	
Aug 19-29	09/13/2019		58510 · Literacy	-656.25
TOTAL				-656.25
112855	09/13/2019	Peters, Tuwanda	10300 · First Midwest City	
Aug 17 & 24	09/13/2019		58510 · Literacy	-100.00
TOTAL				-100.00
112856	09/13/2019	Pompilus, Edna	10300 · First Midwest City	
Aug 17,24,29	09/13/2019		58510 · Literacy	-150.00
TOTAL				-150.00
112857	09/13/2019	Reblin, Beth	10300 · First Midwest City	
Reimb 9.5	09/13/2019		56620 · Special Programs	-208.07
TOTAL				-208.07
112858	09/13/2019	Santana, Elizabeth	10300 · First Midwest City	
Reimb for mtg	09/13/2019		58520 · Other	-54.71
TOTAL				-54.71
112859	09/13/2019	Wells, Megan	10300 · First Midwest City	
8.22 Story telling	09/13/2019		60840 · Statue	-300.00
TOTAL				-300.00
112860	09/13/2019	Martinez, Ivette	10300 · First Midwest City	
Aug 17 - 31	09/13/2019		58510 · Literacy	-487.50
TOTAL				-487.50
112861	09/13/2019	Civitello, Amanda	10300 · First Midwest City	
TOTAL				0.00
112862	09/13/2019	Amalgamated Bank of ...	10300 · First Midwest City	
1854308008	09/13/2019		60920 · Interest Expense	-475.00
TOTAL				-475.00

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112863	09/13/2019	AT&T	10300 · First Midwest City	
S669241241-1...	09/13/2019		60400 · Internet	-522.67
TOTAL				-522.67
112864	09/13/2019	Call One	10300 · First Midwest City	
1211727-11315...	09/13/2019		60310 · Local and Long Distance ...	-912.76
TOTAL				-912.76
112865	09/13/2019	Catered Productions	10300 · First Midwest City	
19-2055	09/13/2019		60840 · Statue	-2,192.12
TOTAL				-2,192.12
112866	09/13/2019	Cintas Corporation	10300 · First Midwest City	
15173434	09/13/2019		59400 · Cleaning Service	-299.24
TOTAL				-299.24
112867	09/13/2019	Comcast #2	10300 · First Midwest City	
8771 10 019 10...	09/13/2019		60400 · Internet	-141.85
TOTAL				-141.85
112868	09/13/2019	Gross, Steven E.	10300 · First Midwest City	
10330	09/13/2019		57700 · Other	-152.50
TOTAL				-152.50
112869	09/13/2019	HMO Illinois - BlueCros...	10300 · First Midwest City	
865594	09/13/2019		51410 · Health Insurance	-5,872.00
TOTAL				-5,872.00
112870	09/13/2019	Illinois Department of In...	10300 · First Midwest City	
T2222173 - july	09/13/2019		60400 · Internet	-650.00
TOTAL				-650.00
112871	09/13/2019	Leaping Lizards Entrtai...	10300 · First Midwest City	
8.22.319 chairs	09/13/2019		60840 · Statue	-500.00
TOTAL				-500.00

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112872	09/13/2019	New York Life Insuranc...	10300 · First Midwest City	
021869915	09/13/2019		24400 · Optional Insurance	-221.06
TOTAL				-221.06
112873	09/13/2019	Office Plus Solutions & ...	10300 · First Midwest City	
4398947-0	09/13/2019		53100 · Administrative	-89.85
TOTAL				-89.85
112874	09/13/2019	Orkin	10300 · First Midwest City	
28079815	09/13/2019		55000 · Building Services Contract	-717.20
TOTAL				-717.20
112875	09/13/2019	Oxman Studios, Inc.	10300 · First Midwest City	
3728	09/13/2019		60840 · Statue	-10,000.00
TOTAL				-10,000.00
112876	09/13/2019	Ramrod Distributors, Inc.	10300 · First Midwest City	
777893	09/13/2019		53400 · Maintenance Supplies	-202.69
TOTAL				-202.69
112877	09/13/2019	Service Sanitation, Inc.	10300 · First Midwest City	
7788390	09/13/2019		60840 · Statue	-340.00
TOTAL				-340.00
112878	09/13/2019	The Library Store	10300 · First Midwest City	
419820	09/13/2019		56620 · Special Programs	-1,003.37
TOTAL				-1,003.37
112879	09/13/2019	Townline Design	10300 · First Midwest City	
8870	09/13/2019		60840 · Statue	-6,250.00
TOTAL				-6,250.00
112880	09/13/2019	Uline	10300 · First Midwest City	
111511643	09/13/2019		60840 · Statue	-420.00
TOTAL				-420.00

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112881	09/13/2019	Verizon	10300 · First Midwest City	
Aug 2019	09/13/2019		60330 · Wireless Service	-359.41
TOTAL				-359.41
112882	09/13/2019	Vogue Printers, Inc.	10300 · First Midwest City	
15282	09/13/2019		57300 · Printing	-3,072.00
TOTAL				-3,072.00
112883	09/13/2019	Waukegan Park District	10300 · First Midwest City	
08272019	09/13/2019		59600 · Utilities	-555.88
TOTAL				-555.88
112884	09/13/2019	Wausau Tiles, Inc.	10300 · First Midwest City	
580276	09/13/2019		60840 · Statue	-1,347.72
TOTAL				-1,347.72
112886	09/16/2019	Garvey's Office Products	10300 · First Midwest City	
PINV1770595	09/16/2019		53400 · Maintenance Supplies	-365.52
TOTAL				-365.52
112887	09/16/2019	GCG Financial, Inc-Dental	10300 · First Midwest City	
Aug 1 -31	09/16/2019		51420 · Dental Insurance	-1,912.00
TOTAL				-1,912.00
112888	09/16/2019	GCG Financial, Inc-Med...	10300 · First Midwest City	
Aug 2019	09/16/2019		51410 · Health Insurance	-19,661.00
TOTAL				-19,661.00
112889	09/16/2019	Nationwide Retirement ...	10300 · First Midwest City	
Pp 9.13.19	09/16/2019		24600 · Nationwide	-1,357.00
TOTAL				-1,357.00
112890	09/16/2019	Nevell, Paul	10300 · First Midwest City	
Sep 10 - Sep 13	09/16/2019		56620 · Special Programs	-600.00
TOTAL				-600.00

Waukegan Public Library
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 September 1 - 30, 2019

Num	Date	Name	Account	Paid Amount
112891	09/16/2019	Olson's Ace Hardware	10300 · First Midwest City	
Acct 182702	09/16/2019		53400 · Maintenance Supplies	-9.44
			53400 · Maintenance Supplies	-9.62
			53400 · Maintenance Supplies	-4.63
			51730 · Meals/Food	-13.28
			56300 · Childrens Programs	-3.06
			53400 · Maintenance Supplies	-16.61
			53400 · Maintenance Supplies	-5.39
			53400 · Maintenance Supplies	-39.81
			53400 · Maintenance Supplies	-21.02
			59000 · Repairs and Maintenance	-21.24
			53400 · Maintenance Supplies	-8.53
TOTAL				-152.63
112892	09/16/2019	Rizzio, Charles	10300 · First Midwest City	
Reim-little giant...	09/16/2019		59200 · Equipment Repairs	-168.93
TOTAL				-168.93
112893	09/30/2019	Amazon.com	10300 · First Midwest City	
Spet.19	09/30/2019		54100 · General	-1,983.37
TOTAL				-1,983.37
112894	09/30/2019	Apple Books	10300 · First Midwest City	
111362	09/30/2019		54100 · General	-104.95
111359	09/30/2019		54100 · General	-175.20
111371	09/30/2019		54100 · General	-191.86
TOTAL				-472.01
112895	09/30/2019	Baker & Taylor 10	10300 · First Midwest City	
2034781809	09/30/2019		54100 · General	-327.72
2034789453	09/30/2019		54100 · General	-452.76
2034795847	09/30/2019		54100 · General	-1,210.32
2034803689	09/30/2019		54100 · General	-414.46
2034792126	09/30/2019		54100 · General	-534.49
2034799149	09/30/2019		54100 · General	-275.72
2034807093	09/30/2019		54100 · General	-512.99
2034816582	09/30/2019		54100 · General	-477.63
2034810417	09/30/2019		54100 · General	-1,211.78
TOTAL				-5,417.87

Waukegan Public Library
Monthly Board Check Detail
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112896	09/30/2019	Baker & Taylor 30	10300 · First Midwest City	
H39033770	09/30/2019		54100 · General	-8.08
H39033771	09/30/2019		54100 · General	-24.98
H39033772	09/30/2019		54100 · General	-66.12
H39033773	09/30/2019		54100 · General	-22.04
H39033774	09/30/2019		54100 · General	-22.04
H39120130	09/30/2019		54100 · General	-22.01
H39169340	09/30/2019		54100 · General	-23.76
H39169341	09/30/2019		54100 · General	-59.80
H39212921	09/30/2019		54100 · General	-29.39
H39212920	09/30/2019		54100 · General	-16.89
H39212922	09/30/2019		54100 · General	-108.72
H39212923	09/30/2019		54100 · General	-22.04
H39212924	09/30/2019		54100 · General	-18.37
H39212925	09/30/2019		54100 · General	-42.60
H39228920	09/30/2019		54100 · General	-13.59
H39228921	09/30/2019		54100 · General	-95.50
H39228922	09/30/2019		54100 · General	-14.69
H39228923	09/30/2019		54100 · General	-14.69
H39228925	09/30/2019		54100 · General	-12.74
H39228924	09/30/2019		54100 · General	-22.04
H39392140	09/30/2019		54100 · General	-167.97
H39293220	09/30/2019		54100 · General	-33.05
H39460030	09/30/2019		54100 · General	-25.71
H39460031	09/30/2019		54100 · General	-91.12
H39460032	09/30/2019		54100 · General	-25.72
H39460033	09/30/2019		54100 · General	-5.14
H39416510	09/30/2019		54100 · General	-29.39
H39504510	09/30/2019		54100 · General	-28.66
H39504511	09/30/2019		54100 · General	-55.08
H39536690	09/30/2019		54100 · General	-14.69
H39549340	09/30/2019		54100 · General	-22.06
H39549341	09/30/2019		54100 · General	-55.08
H39598590	09/30/2019		54100 · General	-118.14
H39598592	09/30/2019		54100 · General	-12.47
T05831220	09/30/2019		54100 · General	-29.35
TOTAL				-1,373.72
112897	09/30/2019	Baker & Taylor 70	10300 · First Midwest City	
H39119590	09/30/2019		54100 · General	-2.85
H39216100	09/30/2019		54100 · General	-14.35
H39216101	09/30/2019		54100 · General	-43.05
H38859210	09/30/2019		54100 · General	-14.35
H38859211	09/30/2019		54100 · General	-42.20
H38911440	09/30/2019		54100 · General	-14.35
TOTAL				-131.15

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Waukegan Public Library
Monthly Board Check Detail
 September 1 - 30, 2019

Num	Date	Name	Account	Paid Amount
112898	09/30/2019	Cardmember Service	10300 · First Midwest City	
Sept 19 - Gaskill	09/25/2019		56620 · Special Programs	-58.16
			53100 · Administrative	-57.38
			56620 · Special Programs	-28.32
			56620 · Special Programs	-143.31
			56620 · Special Programs	-346.41
			53100 · Administrative	-52.30
			51520 · Conference Expenses	-1.44
			51520 · Conference Expenses	-3.25
			56620 · Special Programs	-28.67
			53100 · Administrative	-80.24
			56620 · Special Programs	-27.72
			56620 · Special Programs	-23.85
			56620 · Special Programs	-23.84
			56620 · Special Programs	-32.06
			53100 · Administrative	-57.63
			53100 · Administrative	-57.94
			56620 · Special Programs	-28.63
			53100 · Administrative	-80.93
			58510 · Literacy	-89.50
			56620 · Special Programs	-186.63
			56620 · Special Programs	-134.77
			56620 · Special Programs	-112.74
			56620 · Special Programs	-57.29
			56620 · Special Programs	-220.76
			57300 · Printing	-25.78
			56620 · Special Programs	-18.39
			56620 · Special Programs	-48.73
			60400 · Internet	-6.69
			56620 · Special Programs	-168.56
			56300 · Childrens Programs	-11.41
			56300 · Childrens Programs	-23.45
			56620 · Special Programs	-9.55
			56620 · Special Programs	-10.74
			56300 · Childrens Programs	-29.47
			53100 · Administrative	-5.13
			56620 · Special Programs	-3.22
			56620 · Special Programs	-100.35
			56620 · Special Programs	-9.55
			56620 · Special Programs	-19.10
			53100 · Administrative	-13.01
			53300 · ELC Supplies	-13.72
			56620 · Special Programs	-494.93
			56100 · Adult Programs	-66.53
			52700 · Bank and Credit Card Fees	-1.14
Sept 19 - Rizzio	09/30/2019		56620 · Special Programs	-171.00
			56620 · Special Programs	-484.68
			59000 · Repairs and Maintenance	-750.00
			53400 · Maintenance Supplies	-185.00
			60840 · Statue	-126.72
Sept 19 - SGB	09/30/2019		56700 · Testing	-120.00
			51540 · Professional Mships & Du...	-80.00
			60840 · Statue	-939.48
			60840 · Statue	-85.00
			60400 · Internet	-7.48
			51760 · Other	-499.75
			51750 · Background Checks - Em...	-45.95
TOTAL				-6,508.28

Waukegan Public Library
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112899	09/30/2019	Ingram Library Services	10300 · First Midwest City	
62600583	09/30/2019		54100 · General	-45.90
62602556	09/30/2019		54100 · General	-19.14
TOTAL				-65.04
112900	09/30/2019	Midwest Tape	10300 · First Midwest City	
97909303	09/30/2019		54100 · General	-22.49
97909304	09/30/2019		54100 · General	-245.94
97940212	09/30/2019		54100 · General	-180.96
97975100	09/30/2019		54100 · General	-64.98
TOTAL				-514.37
112901	09/30/2019	Olson's Ace Hardware	10300 · First Midwest City	
TOTAL				0.00
112902	09/30/2019	Calderon, Carlos	10300 · First Midwest City	
9.24 req	09/30/2019		56300 · Childrens Programs	-1,400.00
TOTAL				-1,400.00
112903	09/30/2019	Hernandez, Jose M.	10300 · First Midwest City	
Apr - Aug milea...	09/30/2019		58520 · Other	-569.56
TOTAL				-569.56
112904	09/30/2019	Martinez, Ivette	10300 · First Midwest City	
TOTAL				0.00
112905	09/30/2019	Martinez, Karina	10300 · First Midwest City	
9.17 req	09/30/2019		57600 · Engagement and Outreach	-86.29
Sep 17 Reimb	09/30/2019		57600 · Engagement and Outreach	-12.23
			60840 · Statue	-69.27
TOTAL				-167.79
112906	09/30/2019	Nnambi, Hadiyah N.	10300 · First Midwest City	
Sept 1 - 15	09/30/2019		58510 · Literacy	-595.00
TOTAL				-595.00

Waukegan Public Library
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 September 1 - 30, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112907	09/30/2019	Pompilus, Edna	10300 · First Midwest City	
Sept 1 -15	09/30/2019		58510 · Literacy	-250.00
Sept 6	09/30/2019		58510 · Literacy	-20.00
TOTAL				-270.00
112908	09/30/2019	Royer, Susan	10300 · First Midwest City	
9.23.19 req	09/30/2019		51710 · Staff Recognition/Appreci...	-79.11
TOTAL				-79.11
112909	09/30/2019	Taylor, Margie	10300 · First Midwest City	
9.17.19 req	09/30/2019		58510 · Literacy	-49.80
TOTAL				-49.80
112910	09/30/2019	Victor Dixon	10300 · First Midwest City	
9.12 req	09/30/2019		56200 · Teen Programs	-23.25
TOTAL				-23.25
112911	09/30/2019	Clavijo, Pedro	10300 · First Midwest City	
Sept 1 - 15	09/30/2019		58510 · Literacy	-350.00
TOTAL				-350.00
112912	09/30/2019	Martinez, Ivette	10300 · First Midwest City	
Sept 1 -15	09/30/2019		58510 · Literacy	-390.00
Sept 1 - 15	09/30/2019		58510 · Literacy	-340.00
TOTAL				-730.00
112913	09/30/2019	Aflac	10300 · First Midwest City	
621001	09/30/2019		24500 · AFLAC	-597.10
TOTAL				-597.10
112914	09/30/2019	AT&T Other	10300 · First Midwest City	
Sept 2019	09/30/2019		60400 · Internet	-840.91
TOTAL				-840.91

Waukegan Public Library
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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112915	09/30/2019	Canteen Refreshment S...	10300 · First Midwest City	
052560000255...	09/30/2019		51730 · Meals/Food	-113.09
TOTAL				-113.09
112916	09/30/2019	Comcast #2	10300 · First Midwest City	
Sept 2019	09/30/2019		60400 · Internet	-219.85
TOTAL				-219.85
112917	09/30/2019	De Lage Landen Public ...	10300 · First Midwest City	
65091520	09/30/2019		60820 · Equipment Leases	-2,495.23
TOTAL				-2,495.23
112918	09/30/2019	DEMCO	10300 · First Midwest City	
6687233	09/30/2019		53200 · CM Processing Supplies	-203.89
6679648	09/30/2019		53200 · CM Processing Supplies	-745.13
TOTAL				-949.02
112919	09/30/2019	Illinois Library Associat...	10300 · First Midwest City	
Oct Conf	09/30/2019		51520 · Conference Expenses	-589.00
TOTAL				-589.00
112920	09/30/2019	Kronos SaaShr, Inc.	10300 · First Midwest City	
11500018	09/30/2019		52600 · Payroll Service	-378.00
TOTAL				-378.00
112921	09/30/2019	Nationwide Retirement ...	10300 · First Midwest City	
Sept 2019	09/30/2019		24600 · Nationwide	-1,357.00
TOTAL				-1,357.00
112922	09/30/2019	Office Plus Solutions & ...	10300 · First Midwest City	
4426152-0	09/30/2019		53200 · CM Processing Supplies	-774.00
TOTAL				-774.00

Waukegan Public Library
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 September 1 - 30, 2019

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
112923	09/30/2019	Delta Dental of Illinois - ...	10300 · First Midwest City	
16.31	09/30/2019		51420 · Dental Insurance	-16.31
1280492	09/30/2019		51430 · Vision Insurance	-192.62
TOTAL				-208.93
112924	09/30/2019	HMO Illinois - BlueCros...	10300 · First Midwest City	
9.16.19	09/30/2019		51410 · Health Insurance	-5,872.00
TOTAL				-5,872.00
112925	09/30/2019	Impact Networking, LLC	10300 · First Midwest City	
1554420	09/30/2019		60820 · Equipment Leases	-301.19
TOTAL				-301.19
112926	09/30/2019	Schoolsin	10300 · First Midwest City	
W210532	09/30/2019		56620 · Special Programs	-1,334.09
TOTAL				-1,334.09
112927	09/30/2019	Sikich LLP	10300 · First Midwest City	
403850	09/30/2019		52500 · Audit and Accounting Fees	-5,000.00
			58000 · Foundation Related	-4,270.00
TOTAL				-9,270.00
112928	09/30/2019	Townline Design	10300 · First Midwest City	
8856	09/30/2019		56300 · Childrens Programs	-1,262.00
TOTAL				-1,262.00
112929	09/30/2019	Wence, Diana	10300 · First Midwest City	
9.17 request	09/30/2019		56100 · Adult Programs	-135.43
TOTAL				-135.43
112930	09/30/2019	Sonitrol Great Lakes - Il...	10300 · First Midwest City	
443631	09/30/2019		55000 · Building Services Contract	-707.85
TOTAL				-707.85

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: We had a great meeting on Friday, October 11 with some partners and visitors from the US Census Bureau. Elizabeth was able to hand out a lot of the items she has created or purchased and work on strategies for the coming months. I have also been communicating with other organizations who are now part of the Lake County Complete Count Committee. So many orgs are trying to get up to speed on census activities for our communities and there is progress in sharing our own information. I will also be sitting on a panel in December, hosted by the Metropolitan Mayors Caucus, regarding best practices in local census engagement.

ELC – We had a successful ELC opening on October 6 with many excited kids, their adults, and some dignitaries. Representatives from North Shore Gas were one hand to help with the ribbon cutting. Other visitors included Mayor Cunningham, Alderman Ann Taylor, and Trustee President Sylvia England. I understand that other city officials dropped by later in the program, but I don't have a confirmed list of names as I had already left.

Bradbury Storytelling Festival – Please be sure to join us on October 30, 6:30 for our storytelling program.

Transparency portal – I have been in talks with Opengov.com, a company which provides a transparency portal for local government, organizations, and now libraries. They recently announced a pricing deal with RAILS for libraries interested in this option. Fox River Valley Library is this first in our state to use this. It is a great interactive tool where anyone can see important statistics, budget information, and answer surveys provided by the library. At this point, I am just information gathering as I was waiting to see what their pricing breakdown would be with RAILS.

Reference Desk: The Reference Desk is now open for business! Please stop by and welcome our new staff when you have an opportunity.

ILA: I will be attending the Illinois Library Association conference October 22-24 and then going directly to New Lenox for the RAILS Board meeting on October 25. After that meeting, I will be on vacation through October 31 and returning for our Staff Day on November 1. Jon will be at the library in my absence.

Libations for Literacy update: Due to some unforeseen circumstances, the Foundation Board has decided to cancel the November 2 Libations event. It was scheduled to be held in the library after hours. As they make plans for the future, they will be announced.

Staff training: Staff is busy learning! We have been offering in house refresher training on our calendar/meeting room software for current and new staff. Once a few more new staff are installed, we will have a refresher on incident reporting. On October 29, staff will learn about working with persons who may be experiencing dementia and how we might serve them appropriately and compassionately.

Payroll/Timekeeping/Onboarding: I tasked HR to review any software contracts for the department to make sure we are being served well and economically. Deb's efforts will be reported in November. Basically, we have an opportunity to improve our payroll/timekeeping/onboarding process for all staff. She has reviewed three companies that offer these services and are well known in the library community. They are KRONOS (our current service), ADP, and Paylocity. Each is a little different and offer services that will make our processes more efficient, be more accurate, reduce paper use, and provide analytical information that we do not currently have access to.

Find More IL – this is a product offered by RAILS, at a discounted price, which allows member libraries to search the catalogs of other member libraries and borrow (or lend) materials for our patrons. This is very similar to LINKIN, which is tied to our ILS vendor, Innovative Interfaces. Switching to Find More IL will be a significant savings to the library and is a product already used by many libraries, with more joining each month. I hope to have a proposal ready for the November meeting.

Budget discussions – These discussions are nearly complete with all departments. Once we hear more from the City on our final approved levy, we will meet with department heads again to work out the department requests and how we can meet them.

Foundation Update

November 2 Libations for Literacy Event:

Unfortunately, the Foundation Board has made the decision to cancel the November 2 event; the Board has been unable to secure enough beer and financial support to host a successful event. However, the Board is tentatively planning to host a donor recognition event on Saturday, December 7. This will give the Library an opportunity to thank our event, individual and foundation donors. We will also have a chance to showcase our programs and services. This event will be free to our donors.

Board Giving Campaign update:

Between the combined Boards, last year the campaign raised \$3,775; the goal this year is to surpass \$4,000. To date we have received \$500, please remember that the deadline for donating is Thursday, October 31, donations can be made at: www.waukeganpubliclibraryfoundation.org, or by returning your pledge card to Kim Vander Yacht at the Library. Thank you!