

AGENDA
Waukegan Public Library – Board of Trustees Meeting
Wednesday, February 19, 2020, 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 February 19, 2020 meeting

Motion to approve the Minutes of the WPL January 15, 2019 meeting

IV. Finance Committee Report

Motion to Approve January 2020 disbursements

- | | | |
|-------|--|------------------------------|
| V. | Director's Report | Selina Gomez-Beloz |
| VI. | Services Report | Jon Gaskill |
| VII. | President's Report | Sylvia England |
| VIII. | Foundation Report | Alicia Garcia |
| IX. | Friends Report | Amanda Civitello/Pat Mallory |
| X. | New Business/Action Agenda | |
| XI. | Announcements/Trustee Comments | |
| XII. | Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1). | |
| XIII. | Motion to end closed executive session and return to open session. | |
| | a. Executive Directors Contract | |
| XIV. | Public Comment – Comments limited to three minutes. | |
| XV. | Adjourn - Motion to adjourn at <Time> PM. | |

MINUTES

Waukegan Public Library – Board of Trustees Meeting

Wednesday, January 15, 2020, 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. Sylvia England; Mr. Josue Pasillas; Mr. Larry McShane; Ms. Tatiana Amorella; Ms. Jean Smith; Ms. Rachelle Mendez; Ms. Mary Stickels; Ms. Annette Darden 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. Amanda Civitello, Marketing and Communications Manager; Ms. Alicia Garcia, Development Manager, Mr. Doug Dorando, Attorney; Ms. Pat Mallory, Friends of the Library and Ms. Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees January 15, 2020 meeting was made by Mr. Pasillas and seconded by Ms. Stickels. All in favor, motion passed.

Motion to approve the Minutes of the WPL November 20, 2019 meeting with one correction was made by Ms. Smith and seconded by Mr. Pasillas

IV. Finance Committee Report

The Finance Committee reviewed the November 2019 disbursements. All are in order. Motion to Approve November 2019 disbursements was made by Mr. Pasillas and seconded by Mr. McShane. All in favor, motion passed.

The Finance Committee reviewed the December 2019 disbursements. All are in order. Motion to Approve December 2019 disbursements was made by Mr. McShane and seconded by Mr. Pasillas. All in favor, motion passed.

V. Director's Report

The Directors report is part of the Board Packet.

VI. Services Report

Mr. Gaskill provided an overview of the service team's activities.

- Lucky Day Collection (DVD's, Blu-ray's and Gaming in March)
- Hoopla
- Black History Month activities including our Day of Service
- Welcome packets included with new Library cards will include flyers
- Gently used books that the Friends can't sell are being put back into the community rather than recycling.
- Northstar program
- Summer Reading Program (June-August)
- Success By Six program with United Way partner

VII. President's Report

Ms. England announced Ms. Jordan's resignation and they will be sorry to see her leave.

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VIII. Foundation Report

Ms. Garcia brought in a thank you poster for the Board to sign thanking Nightshade and Dark's Pandemonium Brewing for their donations to the Library. The company is donating twenty five cents for each beer sold to the Library. They will be sending us checks on a quarterly basis. \$959.00 was collected in 2019. She also provided a handout to the Board that was shared with the Foundation highlighting their 2019 fundraising. She also advised that the Library received a \$10,000 donation from the Schreiber Foundation.

Ms. Garcia also solicited comments from the Board on the Donor Appreciation event held in December.

- Ms. Stickels states she enjoyed hearing the stories; it was a great offering and many thanks to Manny.
- Annette Darden thought hearing the volunteer's stories was very heartfelt.
- Ms. Mendez also thought the stories were wonderful.
- Ms. Civitello stated that Mr. McShane sent an email on Giving Tuesday that brought in \$125.00 and reminded everyone you can donate through the Foundation link on the website.

IX. Friends Report

Ms. Pat Mallory reminded everyone of the upcoming Valentine's Day concert featuring Silver Strings from 12-1:00pm. The Friends will be selling cookies, soda and water.

The Friends annual meeting will be held on April, 26 with more details to come.

Ms. Civitello stated there was over \$10,000 in the Friends account. The Amazon sales have brought in triple of what the live book sales bring in.

Mr. Pasillas requested that Ms. Mallory bring in forms to sign up for membership in the Friends to the next Board meeting.

X. New Business/Action Agenda

a. Governance Committee Report

The Governance committee met on December 11, 2019 to review policies.

b. Motion to Approve Policies

i. Review Purchasing Policy 400

There were two changes made to the purchasing policy in the spending limits. Changing the limits to \$10,000. Motion to approve was made by Mr. Pasillas and seconded by Mr. McShane. Ms. Stickels abstained. Motion passed.

ii. Review Emergency Succession Policy 310

Motion to approve was made by Mr. Pasillas and seconded by Mr. McShane. Motion passed.

iii. Review Disposal Policy 510

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Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella.

Motion passed.

iv. Review Internet Access Policy 130

Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella.

Motion passed.

c. Fines and Fees Policy Discussion

Tabled for review during the next Governance Meeting on Wednesday, February 12.

d. Drug/Alcohol Policy Discussion

Tabled for review during the next Governance Meeting on Wednesday, February 12.

e. Self-Checkout Proposal

Ms. Gomez-Beloz provided a letter of support for the proposal from the IT department.

Motion to Approve was made by Mr. Pasillas and seconded by Mr. McShane. Ms.

Stickels and Ms. Amorella abstained. Motion passed.

f. Reviewed services provided by the Digital Public Library of America (DPLA):

<https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

Mr. Gaskill provided an overview and guided the Trustee's through the websites and how they are utilized. Required action to meet per capita grant requirements.

g. Memo - Be Counted Waukegan Census kickoff on January 18, noon opening

Motion to approve was made by Mr. Pasillas and seconded by Ms. Amorella. Motion passed.

XI. Announcements/Trustee Comments

- Mr. McShane stated he was impressed with the high tech information received tonight.
- Mr. Pasillas suggested moving forward the Board should retain the services of Mr. Dorando's firm.
- Ms. Jenkins stated she was sorry to see Ms. Jordan leave.
- Ms. Darden was in agreement to retain the services of Mr. Dorando's firm. She also is sad to see Ms. Jordan leave. Ms. Darden also commented that she is looking forward to the upcoming Board retreat.
- Ms. Amorella stated she thinks the newsletters are fantastic and sometimes there are fights between Library and Park District activities. She is also excited about Hoopla. Ms. Amorella would also like to have additional discussion on the ELC and small changes that can be made.

XII. Public Comment – Comments limited to three minutes.

None

XIII. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1). Was made by Mr. Pasillas and seconded by Ms. Mendez. Motion passed.

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- XIV. Motion to end closed executive session and return to open session was made by Ms. Amorella and seconded by Mr. Pasillas. Motion passed and open session began at 8:10pm.

A motion was made by Ms. Mendez and seconded by Ms. Stickels not to renew the Executive Directors Contract and terminate the employment of the Executive Director at the end of the contract term. The Waukegan Public Library will provide a 30 day notice to the Executive Director under section 4.2 of the contract.

Aye: Mr. Pasillas; Ms. Stickels; Ms. Smith; Ms. Mendez and Ms. Amorella.

Nays: Ms. Darden; Ms. England; Mr. McShane and Ms. Jenkins. Motion passed.

A number of Board members provided comment following the vote:

Ms. Darden stated she believes Ms. Gomez-Beloz was not given a fair review and the goings on are disconcerting. She would like to give Ms. Gomez-Beloz an opportunity with a one year contract to address issues. There are a lot of unethical procedural policies that have not been done right. I don't want to see Ms. Gomez-Beloz go. She later stated that she thought Ms. Gomez-Beloz did good work.

Ms. Gomez-Beloz asked to hear specifics on concerns.

- In the past year she has been given no specific information. When she asks she does not received responses from the Board. It is very difficult to move forward. I have done what has been asked of me and there is no resolution.
- Having to work with people who are actively communicating against me is very difficult but I continue to support their work. I am extremely disappointed. I have not brought shame to the Library, I have not fired anyone. I have worked hard to build a good relationship with the city. If this is the final decision I will be contacting an attorney.
- I did not receive a formal review from the Board, only a list of complaints from Ms. Stickels.
- I have not shut out this Board, I have repeatedly asked for communication. If you continue to communicate with the next Director in this way the same thing will happen.

Ms. Jordan stated that Human Resources have not been allowed to be present in closed sessions when discussion of personnel was taking place.

Mr. Pasillas stated the staff told him stories and he got the impression the culture was not good.

Ms. Gomez-Beloz asked I would ask what does not being happy mean. Can you give me some specifics?

- I have been trying to work with managers on better communication. For instance, managers wanted input on the agenda for the Leadership meeting.

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- I have had staff that needed additional time off for personal matters. I have always granted that to give them time to work out their issues. I have been providing training opportunities to staff.

Ms. England thanked Ms. Gomez-Beloz on behalf of the Board. She also asked that no new contracts be signed at this time.

Mr. McShane stated that he comes to meetings and hears from Ms. Gomez-Beloz; Mr. Gaskill and Ms. Jordan about the accomplishments at the Library. He feels that Selina is trying her best, being open with the Board. I am truly saddened.

XV. Motion to adjourn at 9:35pm.

DRAFT

WAUKEGAN PUBLIC LIBRARY
Summary of Actual vs. Budgeted Results
For the 9 Months Ended January 31, 2019

DRAFT
unaudited

		2020 Actual	2020 Budget	% Budget Rec'd/Used	% Budget Remaining
Revenues					
1	41000 Real Estate Tax Revenue	4,166,960	4,200,000	99%	1%
2	42000 Library Revenue	42,244	50,000	84%	16%
3	43000 Contributed Income	22,657	13,500	168%	-68%
4	44000 Grant Revenue	193,962	348,000	56%	44%
5	45000 Interest Income	10,030	5,000	201%	0%
6	46000 Other Income	2,661	5,000	53%	47%
	Total Revenues	4,438,514	4,621,500	96%	4%
Expenditures					
7	51000 Salaries, Benefits, Staff Dev	2,198,068	3,003,650	73%	27%
8	52000 Administrative Services	72,968	106,338	69%	31%
9	53000 Supplies	43,289	58,000	75%	25%
10	54000 Library Materials	235,475	313,750	75%	25%
11	55000 Building Services	34,670	47,000	74%	26%
12	56000 Programs	43,637	37,350	117%	-17%
13	57000 Marketing	39,154	51,500	76%	24%
14	58000 Foundation Related	2,442	3,950	62%	38%
15	58500 Grants	54,276	279,000	19%	81%
16	59000 Repairs and Maintenance	14,175	18,700	76%	24%
17	60000 Tech Services	79,996	212,800	38%	62%
18	60800 Capital Expenses	53,842	195,000	28%	72%
19	60840 Statue	58,950	0	0%	0%
20	60900 Debt Service	294,938	294,462	100%	0%
	Total Expenditures	3,225,880	4,621,500	70%	30%
	Net Surplus	1,212,634	0		

Cash on Hand

	January 31, 2020
Operations	
10100 Petty Cash	800
10200 Associated Bank - Imprest	11,452
10300 First Midwest - City Account	1,599,029
10400 Associated Bank - Money Market	469,872
10600 Associated Bank - Flex	3,319
Sub-Total	2,084,472
Reserves	
10700 MB Financial	15,205
10500 First Midwest - Money Market	1,004
Sub-Total	16,209
Investments	
10600 FMB Certificates of Deposit	1,000,000
Total	3,100,681
Debt certificates outstanding	2,345,000

3:23 PM

02/13/20

Waukegan Public Library
Monthly Board Check Detail
 January 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
113244	01/13/2020	Maddox, Susan	10300 · First Midwest City	
1.14.20 Prog	01/06/2020		56100 · Adult Programs	-300.00
TOTAL				-300.00
113245	01/13/2020	New York Life Insurance Company	10300 · First Midwest City	
Dec 24	01/13/2020		24400 · Optional Insurance	-198.56
TOTAL				-198.56
113246	01/15/2020	Baker & Taylor 10	10300 · First Midwest City	
2035012332	01/14/2020		54100 · General	-1,105.96
2035013145	01/14/2020		54100 · General	-296.76
2035016252	01/14/2020		54100 · General	-411.85
2035021242	01/14/2020		54100 · General	-1,534.26
2035023069	01/14/2020		54100 · General	-955.57
2035026059	01/14/2020		54100 · General	-758.72
2035028257	01/14/2020		54100 · General	-289.74
2035033902	01/14/2020		54100 · General	-577.94
2035039603	01/14/2020		54100 · General	-805.70
2035041289	01/14/2020		54100 · General	-403.62
TOTAL				-7,140.12
113247	01/15/2020	Baker & Taylor 30	10300 · First Midwest City	
H42521000	01/14/2020		54100 · General	-47.27
H42521001	01/14/2020		54100 · General	-18.37
H42521002	01/14/2020		54100 · General	-114.58
H42521003	01/14/2020		54100 · General	-14.69
H42521004	01/14/2020		54100 · General	-21.30
H42521005	01/14/2020		54100 · General	-21.30
H42592210	01/14/2020		54100 · General	-9.33
H42612180	01/14/2020		54100 · General	-69.05
H42612181	01/14/2020		54100 · General	-10.18
H42668500	01/14/2020		54100 · General	-754.33
H42668501	01/14/2020		54100 · General	-44.05
H42718160	01/14/2020		54100 · General	-193.18
H42718161	01/14/2020		54100 · General	-18.37
H42718162	01/14/2020		54100 · General	-29.39
H42718163	01/14/2020		54100 · General	-11.02
H42718164	01/14/2020		54100 · General	-86.68
H42718165	01/14/2020		54100 · General	-11.01
H42788490	01/14/2020		54100 · General	-255.18
H42788491	01/14/2020		54100 · General	-30.06
H42887170	01/14/2020		54100 · General	-29.38
H42887171	01/14/2020		54100 · General	-29.39
H42887172	01/15/2020		54100 · General	-11.02
H42939590	01/15/2020		54100 · General	-26.11
H42982040	01/15/2020		54100 · General	-246.14
H42982041	01/15/2020		54100 · General	-145.17
H42982042	01/15/2020		54100 · General	-22.04
H42982043	01/15/2020		54100 · General	-24.41
TOTAL				-2,293.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
113248	01/15/2020	Baker & Taylor 70	10300 · First Midwest City	
H42340480	01/15/2020		54100 · General	-13.50
H42684620	01/15/2020		54100 · General	-14.35
TOTAL				-27.85
113249	01/15/2020	Center Point Large Print	10300 · First Midwest City	
1749742	01/15/2020		54100 · General	-140.22
TOTAL				-140.22
113250	01/15/2020	Gale CENGAGE Learning	10300 · First Midwest City	
69169767	01/15/2020		54100 · General	-28.79
TOTAL				-28.79
113251	01/15/2020	Ingram Library Services	10300 · First Midwest City	
62622534	01/15/2020		54100 · General	-23.93
62624622	01/15/2020		54100 · General	-42.82
TOTAL				-66.75
113252	01/15/2020	Library Ideas LLC	10300 · First Midwest City	
73721	01/15/2020		54500 · E-Books	-62.00
TOTAL				-62.00
113253	01/15/2020	Midwest Tape	10300 · First Midwest City	
98380200	01/15/2020		54100 · General	-33.73
98439328	01/15/2020		54100 · General	-202.41
98439329	01/15/2020		54100 · General	-119.95
98439350	01/15/2020		54100 · General	-29.99
98439351	01/15/2020		54100 · General	-29.99
98439352	01/15/2020		54100 · General	-269.93
TOTAL				-686.00
113254	01/15/2020	News-Sun	10300 · First Midwest City	
73818926	01/15/2020		54100 · General	-149.76
TOTAL				-149.76
113255	01/15/2020	OverDrive, Inc.	10300 · First Midwest City	
02640CO1924...	01/15/2020		54500 · E-Books	-69.94
02640CO1924...	01/15/2020		54500 · E-Books	-79.99
02640DA1925...	01/15/2020		54500 · E-Books	-15.18
02640DA1925...	01/15/2020		54500 · E-Books	-60.97

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Num	Date	Name	Account	Paid Amount
02640DA2000...	01/15/2020		54500 · E-Books	-22.95
02640DA2000...	01/15/2020		54500 · E-Books	-117.96
02640DA2000...	01/15/2020		54500 · E-Books	-258.00
TOTAL				-624.99
113256	01/15/2020	GCG Financial, Inc-Dental	10300 · First Midwest City	
Jan 2020	01/15/2020		51420 · Dental Insurance	-1,912.00
TOTAL				-1,912.00
113257	01/15/2020	GCG Financial, Inc-Medical	10300 · First Midwest City	
Jan 2020	01/15/2020		51410 · Health Insurance	-19,661.00
TOTAL				-19,661.00
113258	01/15/2020	Gomez-Beloz, Selina	10300 · First Midwest City	
Per Diem ALA	01/15/2020		51520 · Conference Expenses	-339.50
TOTAL				-339.50
113259	01/15/2020	Jordan, Debra	10300 · First Midwest City	
Reimb - Kyle	01/15/2020		51710 · Staff Recognition/Apprecia...	-92.34
TOTAL				-92.34
113260	01/15/2020	Madison National Life	10300 · First Midwest City	
1376893	01/15/2020		51440 · Life Insurance	-178.68
TOTAL				-178.68
113261	01/15/2020	Martinez, Ivette	10300 · First Midwest City	
Dec 17-19	01/15/2020		58510 · Literacy	-187.00
Dec 16 -30	01/15/2020		58510 · Literacy	-272.00
TOTAL				-459.00
113262	01/15/2020	Nationwide Retirement Solutions	10300 · First Midwest City	
1.15.20	01/15/2020		24600 · Nationwide	-1,357.00
TOTAL				-1,357.00
113263	01/15/2020	Nnambi, Hadiyah N.	10300 · First Midwest City	
Dec 16 - 30	01/15/2020		58510 · Literacy	-822.50
TOTAL				-822.50

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113264	01/15/2020	Santana, Elizabeth	10300 · First Midwest City	
reimb - 1.9 mtg	01/15/2020		58520 · Other	-62.38
TOTAL				-62.38
113266	01/15/2020	4Imprint, Inc.	10300 · First Midwest City	
8012740	01/15/2020		58520 · Other	-1,473.69
TOTAL				-1,473.69
113267	01/15/2020	American Library Association	10300 · First Midwest City	
53492490	01/15/2020		56100 · Adult Programs	-43.40
53610548	01/15/2020		56100 · Adult Programs	-9.00
TOTAL				-52.40
113268	01/15/2020	AT&T CABS Department	10300 · First Midwest City	
S669241241-1...	01/15/2020		60400 · Internet	-522.67
TOTAL				-522.67
113269	01/15/2020	Call One	10300 · First Midwest City	
178447	01/15/2020		60310 · Local and Long Distance ...	-920.85
TOTAL				-920.85
113270	01/15/2020	Illinois Central School Bus	10300 · First Midwest City	
Dec 12 ,19	01/15/2020		56620 · Special Programs	-131.68
TOTAL				-131.68
113271	01/15/2020	Illinois Library Association	10300 · First Midwest City	
172919	01/15/2020		51540 · Professional Mships & Dues	-150.00
TOTAL				-150.00
113272	01/15/2020	Illinois State Historical Society	10300 · First Midwest City	
Membership	01/15/2020		51540 · Professional Mships & Dues	-37.50
TOTAL				-37.50
113273	01/15/2020	Lakeland/Larsen Elevator Corpor...	10300 · First Midwest City	
79542	01/15/2020		55000 · Building Services Contract	-443.70
TOTAL				-443.70

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113274	01/15/2020	McGraw-Hill School Education Ho...	10300 · First Midwest City	
111049005001	01/15/2020		58520 · Other	-292.49
TOTAL				-292.49
113275	01/15/2020	Office Plus Solutions & Supply	10300 · First Midwest City	
4538913-0	01/15/2020		53200 · CM Processing Supplies	-187.96
TOTAL				-187.96
113276	01/15/2020	Olson's Ace Hardware	10300 · First Midwest City	
Acct 182702	01/15/2020		59200 · Equipment Repairs	-9.67
			53400 · Maintenance Supplies	-89.16
TOTAL				-98.83
113277	01/15/2020	OpenGov Inc.	10300 · First Midwest City	
Yr 1	01/15/2020		60600 · Website Development	-2,674.00
TOTAL				-2,674.00
113278	01/15/2020	Quill.com	10300 · First Midwest City	
3490075	01/15/2020		53400 · Maintenance Supplies	-40.28
TOTAL				-40.28
113279	01/15/2020	Ramrod Distributors, Inc.	10300 · First Midwest City	
779581	01/15/2020		53400 · Maintenance Supplies	-389.97
TOTAL				-389.97
113280	01/15/2020	Sonitrol Great Lakes - Illinois	10300 · First Midwest City	
451582	01/15/2020		53400 · Maintenance Supplies	-28.54
TOTAL				-28.54
113281	01/15/2020	Verizon	10300 · First Midwest City	
9845215668	01/15/2020		60330 · Wireless Service	-358.26
TOTAL				-358.26
113282	01/15/2020	Waukegan Park District	10300 · First Midwest City	
01022020	01/15/2020		59600 · Utilities	-508.04
TOTAL				-508.04

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113283	01/15/2020	WKGN - Fuel	10300 · First Midwest City	
45396, 45452,...	01/15/2020		59600 · Utilities	-146.80
TOTAL				-146.80
113284	01/27/2020	Cardmember Service	10300 · First Midwest City	
Jan - Rizz	01/22/2020		53400 · Maintenance Supplies	-14.09
			53400 · Maintenance Supplies	-11.00
			59800 · Green Initiatives	-32.51
			53400 · Maintenance Supplies	-8.99
			53400 · Maintenance Supplies	-11.99
			51710 · Staff Recognition/Apprecia...	-5.08
			51710 · Staff Recognition/Apprecia...	-49.92
			53400 · Maintenance Supplies	-29.00
			53400 · Maintenance Supplies	-29.10
Jan - Gask	01/22/2020		51520 · Conference Expenses	-298.38
			56300 · Childrens Programs	-214.24
			51520 · Conference Expenses	-1,341.93
			56200 · Teen Programs	-5.97
			53100 · Administrative	-972.66
			53100 · Administrative	-25.42
			53100 · Administrative	-110.44
			51520 · Conference Expenses	-133.60
			53100 · Administrative	-43.55
			51520 · Conference Expenses	-76.30
			53100 · Administrative	-208.11
			56300 · Childrens Programs	-26.51
			53100 · Administrative	-63.15
			51710 · Staff Recognition/Apprecia...	-123.99
			51540 · Professional Mships & Dues	-165.33
			53100 · Administrative	-61.50
			58520 · Other	-342.39
			53100 · Administrative	-97.09
			53100 · Administrative	-11.21
			53100 · Administrative	-12.51
			56300 · Childrens Programs	-38.68
			53100 · Administrative	-66.42
			60400 · Internet	-6.85
			52300 · Board Related	-169.23
			53100 · Administrative	-58.96
Jan 2020 - SGB	01/27/2020		58520 · Other	-25.00
			58520 · Other	-25.00
			51510 · Professional Development	-168.00
			51710 · Staff Recognition/Apprecia...	-636.56
			51510 · Professional Development	-298.00
			51710 · Staff Recognition/Apprecia...	-481.43
			60400 · Internet	-7.48
			58520 · Other	-473.75
			52300 · Board Related	-309.96
			58520 · Other	-2.62
			58520 · Other	-25.00
			51510 · Professional Development	-149.00
TOTAL				-7,467.90
113285	01/27/2020	Home Depot Credit Services	10300 · First Midwest City	
1/13/20 Stmt	01/22/2020		53400 · Maintenance Supplies	-110.21

Waukegan Public Library
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Num	Date	Name	Account	Paid Amount
			53400 · Maintenance Supplies	-192.50
			53400 · Maintenance Supplies	-12.72
TOTAL				-315.43
113286	01/30/2020	Amazon.com	10300 · First Midwest City	
Jan 20	01/27/2020		54100 · General	-2,265.55
			13500 · Due from Employees Pers...	-129.34
TOTAL				-2,394.89
113287	01/30/2020	Apple Books	10300 · First Midwest City	
112521	01/27/2020		54100 · General	-20.99
TOTAL				-20.99
113288	01/30/2020	Baker & Taylor 10	10300 · First Midwest City	
2035045818	01/27/2020		54100 · General	-1,010.24
2035052540	01/27/2020		54100 · General	-198.70
2035050012	01/27/2020		54100 · General	-445.31
2035054940	01/27/2020		54100 · General	-777.12
2035060141	01/27/2020		54100 · General	-1,067.77
2035063390	01/27/2020		54100 · General	-367.15
2035068612	01/27/2020		54100 · General	-428.48
2035071163	01/27/2020		54100 · General	-473.80
TOTAL				-4,768.57
113289	01/30/2020	Baker & Taylor 30	10300 · First Midwest City	
H43026630	01/27/2020		54100 · General	-29.39
H43060460	01/27/2020		54100 · General	-60.24
H43060461	01/27/2020		54100 · General	-14.36
H43060462	01/27/2020		54100 · General	-10.18
H43141270	01/27/2020		54100 · General	-18.34
H43141271	01/27/2020		54100 · General	-27.51
H43192380	01/27/2020		54100 · General	-11.88
H43192381	01/27/2020		54100 · General	-14.66
H43310460	01/27/2020		54100 · General	-29.38
H43320450	01/27/2020		54100 · General	-33.09
H43320451	01/27/2020		54100 · General	-19.47
H43235230	01/27/2020		54100 · General	-14.69
H43235231	01/27/2020		54100 · General	-177.72
H43235232	01/27/2020		54100 · General	-59.48
H43235233	01/27/2020		54100 · General	-111.00
H43377870	01/27/2020		54100 · General	-82.90
H43439130	01/27/2020		54100 · General	-11.88
H43469080	01/27/2020		54100 · General	-22.04
H43478090	01/27/2020		54100 · General	-202.00
H43478093	01/27/2020		54100 · General	-42.60
H43478092	01/27/2020		54100 · General	-50.69
H43478091	01/27/2020		54100 · General	-36.73
TOTAL				-1,080.23

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
113290	01/30/2020	Baker & Taylor 60	10300 · First Midwest City	
5015961622	01/27/2020		54100 · General	-128.18
TOTAL				-128.18
113291	01/30/2020	Baker & Taylor 70	10300 · First Midwest City	
H42939170	01/27/2020		54100 · General	-14.35
H42939171	01/27/2020		54100 · General	-57.40
H43075540	01/27/2020		54100 · General	-14.35
H43142710	01/27/2020		54100 · General	-28.70
TOTAL				-114.80
113292	01/30/2020	EBSCO	10300 · First Midwest City	
1594045	01/27/2020		54100 · General	-27.95
TOTAL				-27.95
113293	01/30/2020	Gale CENGAGE Learning	10300 · First Midwest City	
69185977	01/27/2020		54100 · General	-27.19
TOTAL				-27.19
113294	01/30/2020	Ingram Library Services	10300 · First Midwest City	
62626240	01/27/2020		54100 · General	-46.74
62627492	01/27/2020		54100 · General	-19.14
TOTAL				-65.88
113295	01/30/2020	Midwest Tape	10300 · First Midwest City	
98469822	01/27/2020		54100 · General	-284.93
98500206	01/27/2020		54100 · General	-69.98
98500208	01/27/2020		54100 · General	-29.99
98515225	01/27/2020		54100 · General	-22.49
98515223	01/27/2020		54100 · General	-84.98
TOTAL				-492.37
113296	01/30/2020	OverDrive, Inc.	10300 · First Midwest City	
02640DA2000...	01/27/2020		54500 · E-Books	-150.95
02640CO2000...	01/27/2020		54500 · E-Books	-76.50
TOTAL				-227.45
113297	01/30/2020	Reader's Digest	10300 · First Midwest City	
Annual	01/27/2020		54100 · General	-25.00

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
TOTAL				-25.00
113298	01/30/2020	4Imprint, Inc.	10300 · First Midwest City	
8046730	01/29/2020		53100 · Administrative	-860.77
TOTAL				-860.77
113299	01/30/2020	AT&T Other	10300 · First Midwest City	
Jan 2020	01/29/2020		60400 · Internet	-769.77
TOTAL				-769.77
113300	01/30/2020	Bayscan Technologies	10300 · First Midwest City	
63315	01/29/2020		53100 · Administrative	-151.00
TOTAL				-151.00
113301	01/30/2020	Comcast #2	10300 · First Midwest City	
Jan 2020	01/29/2020		60400 · Internet	-219.85
TOTAL				-219.85
113302	01/30/2020	De Lage Landen Public Finance	10300 · First Midwest City	
66574187	01/29/2020		60820 · Equipment Leases	-2,495.23
TOTAL				-2,495.23
113303	01/30/2020	Garvey's Office Products	10300 · First Midwest City	
PINV1854880	01/29/2020		53400 · Maintenance Supplies	-456.90
TOTAL				-456.90
113304	01/30/2020	Illinois Department of Innovation ...	10300 · First Midwest City	
1/13/2020	01/29/2020		60400 · Internet	-650.00
TOTAL				-650.00
113305	01/30/2020	Illinois Central School Bus	10300 · First Midwest City	
140-06187	01/29/2020		56620 · Special Programs	-131.68
140-06209	01/29/2020		56620 · Special Programs	-131.68
140-06210	01/29/2020		56620 · Special Programs	-131.68
TOTAL				-395.04
113306	01/30/2020	Illinois Library Association	10300 · First Midwest City	

Waukegan Public Library
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Num	Date	Name	Account	Paid Amount
Inst Membership	01/29/2020		51540 · Professional Mships & Dues	-300.00
TOTAL				-300.00
113307	01/30/2020	Kronos SaaS, Inc.	10300 · First Midwest City	
11551590	01/29/2020		52600 · Payroll Service	-393.12
TOTAL				-393.12
113308	01/30/2020	Marcive Inc.	10300 · First Midwest City	
WAUK	01/29/2020		54600 · Authority Control	-1,485.00
TOTAL				-1,485.00
113309	01/30/2020	Midwest Tape	10300 · First Midwest City	
97975102	01/29/2020		54100 · General	-39.99
TOTAL				-39.99
113310	01/30/2020	Minuteman Press of Gurnee	10300 · First Midwest City	
56023	01/29/2020		53100 · Administrative	-1,187.04
57118	01/29/2020		58520 · Other	-420.00
TOTAL				-1,607.04
113311	01/30/2020	Office Plus Solutions & Supply	10300 · First Midwest City	
4550854-0	01/29/2020		53100 · Administrative	-48.55
4545763-0	01/29/2020		53100 · Administrative	-30.90
4553893-0	01/29/2020		53100 · Administrative	-21.82
4555278-0	01/29/2020		53100 · Administrative	-134.92
TOTAL				-236.19
113312	01/30/2020	Pitney Bowes	10300 · First Midwest City	
3103680084	01/29/2020		60820 · Equipment Leases	-966.96
TOTAL				-966.96
113313	01/30/2020	Waukegan Safe and Lock Service...	10300 · First Midwest City	
218449	01/29/2020		53400 · Maintenance Supplies	-8.00
218455	01/29/2020		53400 · Maintenance Supplies	-33.90
218506	01/29/2020		53400 · Maintenance Supplies	-48.00
TOTAL				-89.90
113314	01/30/2020	WKGN - Water	10300 · First Midwest City	
Jan 2020	01/29/2020		59600 · Utilities	-179.55

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Num	Date	Name	Account	Paid Amount
TOTAL				-179.55
113315	01/30/2020	Brooks, Yolanda D.	10300 · First Midwest City	
Jan 1-15	01/30/2020		58510 · Literacy	-100.00
TOTAL				-100.00
113316	01/30/2020	Martinez, Ivette	10300 · First Midwest City	
Jan 1-15	01/30/2020		58510 · Literacy	-416.50
Jan 1 -15	01/30/2020		58510 · Literacy	-484.50
TOTAL				-901.00
113317	01/30/2020	Nnambi, Hadiyah N.	10300 · First Midwest City	
Reimb	01/30/2020		58510 · Literacy	-56.03
Jan 1-15	01/30/2020		58510 · Literacy	-638.15
TOTAL				-694.18
113318	01/30/2020	Pompilus, Edna	10300 · First Midwest City	
Jan 1-15	01/30/2020		58510 · Literacy	-137.50
TOTAL				-137.50
113319	01/30/2020	Aflac	10300 · First Midwest City	
294001	01/30/2020		24500 · AFLAC	-404.72
TOTAL				-404.72
113320	01/30/2020	Blue Cross and Blue Shield	10300 · First Midwest City	
2/1 - 3/1/2020	01/30/2020		51410 · Health Insurance	-5,872.00
TOTAL				-5,872.00
113321	01/30/2020	Delta Dental of Illinois - Risk	10300 · First Midwest City	
2/1 - 2/29	01/30/2020		51420 · Dental Insurance	-188.43
TOTAL				-188.43
113322	01/30/2020	Gaskill, Jonathan	10300 · First Midwest City	
PLA feb 2020	01/30/2020		51520 · Conference Expenses	-396.50
TOTAL				-396.50
113323	01/30/2020	Hansen, Cynthia	10300 · First Midwest City	

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Num	Date	Name	Account	Paid Amount
Reimb	01/30/2020		56100 · Adult Programs	-18.78
TOTAL				-18.78
113324	01/30/2020	LIMRiCC	10300 · First Midwest City	
Fourth Qtr 2019	01/30/2020		51340 · Unemployment Tax	-847.58
TOTAL				-847.58
113325	01/30/2020	Martinez, Karina	10300 · First Midwest City	
Reimb LCNN	01/30/2020		57700 · Other	-21.84
TOTAL				-21.84
113326	01/30/2020	Nationwide Retirement Solutions	10300 · First Midwest City	
1/31/2020	01/30/2020		24600 · Nationwide	-1,357.00
TOTAL				-1,357.00
113327	01/30/2020	Rizzio, Charles	10300 · First Midwest City	
Reimb	01/30/2020		51600 · Travel	-33.27
TOTAL				-33.27
113328	01/30/2020	Santana, Elizabeth	10300 · First Midwest City	
Census Kickoff	01/30/2020		58520 · Other	-137.12
TOTAL				-137.12
113329	01/30/2020	Secretary of State - State of Illinois	10300 · First Midwest City	
N 5417-810-7	01/30/2020		58000 · Foundation Related	-10.00
TOTAL				-10.00
113330	01/30/2020	Victor Dixon	10300 · First Midwest City	
Reimb	01/30/2020		56100 · Adult Programs	-30.44
TOTAL				-30.44
113331	01/31/2020	Delta Dental of Illinois - Vision	10300 · First Midwest City	
1315810	01/30/2020		51430 · Vision Insurance	-188.43
TOTAL				-188.43
113333	01/31/2020	Cullen-Williams, Ashley	10300 · First Midwest City	

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Num	Date	Name	Account	Paid Amount
2/9 Event	01/31/2020		56100 · Adult Programs	-200.00
TOTAL				-200.00

This is a short month. I was out at conference and vacation the end of January and that left two weeks of activity to report on.

Complete Count Committee/Census: Our new Census Engagement Specialist is Shirley Robinson. Ms. Robinson is a well-respected and involved member of the community. Her experience and network will aid our work in promoting the Census throughout Waukegan. She and Elizabeth will be working together to distribute information, hold programs, work with partners, provide presentations or train other organizations to present on the Census, work with media, and much more.

Bookmobile room: Discussion is ongoing regarding the bookmobile room, and related spaces to improve patron services, staff spaces, and efficient use of space. Jon will be providing updates on this project.

FY21 Budget – Due to scheduling these last few weeks, the FY21 budget will be provided to the Finance Committee during their regular meeting this month. The city deadline date did not coincide with our own and our scheduling challenges. For this reason, we updated our numbers as best as we could and sent those to the city. We do not anticipate any major change to the totals sent.

Personnel: Departures: Amanda Civitello, Marketing and Communications Manager. Hires: Shirley Robinson, CES. Additional information will be provided by the HR Manager.

Policies: We did not have a quorum at the Governance Committee meeting so no changes or updates to policies were approved. The next meeting is scheduled for March 11, 5:30PM.