



MEETING MINUTES

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2023-2024 was conducted from 6:30-6:35pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Di Lorenzo, Fishman, Nealon, O'Keefe and Sennett attended the hearing. Trustees Cox and Sommer were absent. There were no public comments.

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:35pm. Secretary Di Lorenzo called the roll.

PRESENT: Trustees Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett, Director Auston

ABSENT: Trustees Cox, Sommer

VISITORS: Liz Seager (League of Women Voters - Wilmette)

STAFF: Marti Bellefontaine, Cathleen Blair, Ethan Herdrich, Matthew Hoffman

II. Public Comment.

None.

III. Review draft of July 18, 2023 Regular Board Meeting Minutes. Trustee Di Lorenzo moved approval of the July 18, 2023 Regular Board Meeting Minutes, as presented. Trustee Nealon seconded the motion. There was no discussion.

Aye – Di Lorenzo, Fishman, Nealon, Sennett

Nay – None

Abstain – O'Keefe

Absent or not voting – Cox, Sommer

MOTION CARRIED.

IV. Presentations.

None.

V. Treasurer's Report.

A. Financial Report for July 2023. Trustee O'Keefe read Treasurer Sommer's report:

- Trustee Sommer was unable to verify the GF and SRF balances as they were not available, however she reported that the balances appear reasonable.
- The amount received for replacement taxes in July 2023 was \$27,308, which is almost identical to those received in July 2022. Anticipated replacement taxes for

August 2023 is \$4,402, slightly more than received in August 2022. WPLD is off to a good start for total budgeted income.

- Treasurer Sommer had a question regarding Miscellaneous Income being \$13,499, more than double budgeted, to which Director Auston stated he would look into it.

- B. Bills and Salaries Check Detail for July 2023. Trustee O’Keefe moved approval of the July 2023 Bills and Salaries Check Detail, as presented. Trustee Sennett seconded the motion.

Aye – Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett

Nay – None

Abstain – None

Absent or not voting – Cox, Sommer

MOTION CARRIED.

VI. Action Items.

- A. Ordinance No. 2023/24-209, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023-24. This ordinance was passed in tentative form at the July 18, 2023 meeting of the Board. Trustee O’Keefe motioned approval of Ordinance No. 2023/24-209, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023-24 in Final Form, as presented. Trustee Di Lorenzo seconded.

Aye – Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett

Nay – None

Abstain - None

Absent or not voting – Cox, Sommer

MOTION CARRIED. *The Ordinance is attached.*

- B. Transfer \$10,000 from General Fund to Liability Fund to balance Fiscal Year 2022-23 expenses. Trustee Di Lorenzo moved approval of the transfer of \$10,000 from the General Fund to the Liability Fund to balance Fiscal Year 2022-23 expenses. Trustee O’Keefe seconded.

Aye – Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett

Nay – None

Abstain – None

Absent or not voting – Cox, Sommer

MOTION CARRIED.

- C. Policy Recommendation: Review and approval of supplement to Library Cards and Accounts Policy: 4-14 Permission to Pick Up Resources. Trustee Sennett moved approval of Policy 4-14: Permission to Pick Up Resources, a supplement to Policy 4: Library Cards and Accounts, effective September 1, 2023. Trustee Nealon seconded.

Aye – Di Lorenzo, Fishman, Nealon, O’Keefe, Sennett

Nay – None

Abstain – None

Absent or not voting – Cox, Sommer

MOTION CARRIED.

- D. Illinois State Library Annual Report (IPLAR) for FY 2022-23. Director Auston noted that IPLAR is the major statistical collection for the Library and as such the data gets reported to the national public library service collection, which helps to inform statistical trending for the industry. IPLAR is also a requirement for the Library's Per Capita Grant application and makes us eligible for a number of other programs within the state. Trustee Nealon motioned to approve IPLAR for 2022-23. Trustee Sennett seconded.

Aye – Di Lorenzo, Fishman, Nealon, O'Keefe, Sennett

Nay – None

Abstain - None

Absent or not voting – Cox, Sommer

MOTION CARRIED.

VII. Director's Report.

Director Auston noted the following from his report:

- New 4K Blu-ray collection has launched with over 70 titles, supporting local patron demand.
- In an effort to better evaluate and serve the digital resource needs of our registered Kenilworth users, with the new 5-year service agreement with KPLD this fiscal year, both Wilmette and Winnetka-Northfield libraries are issuing entirely new library cards to KPLD cardholders. Kenilworth users who have not come in to pick up their new cards by the end of August will have their cards mailed to them.
- Summer Reading Clubs continue to run through the end of the month and are generously supported by the Friends of the Wilmette Public Library.
- IT & DMS staff are planning a series of improvements and enhancements to computer services this fall, including the new Scan Station in the Tech Center, and a forthcoming updated system for checking out computers and printing from them. Coin towers will also be updated to accept credit cards and large bills. The copier service agreement is due for renewal and will be reviewed to enhance printing for both the public and staff.

VIII. Committees - Report on Meetings.

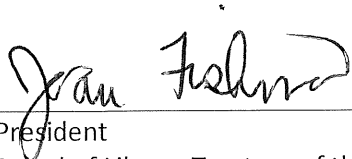
- A. ILA / RAILS Updates. No report for ILA or RAILS. Director Auston noted he attended the CCS governing board meeting in which the consortium discussed joining the RAILS Find It Illinois program, a patron-initiated inter-library loan service.
- B. Intergovernmental Cooperation Committee Update. Director Auston noted staff participated in an informative and useful mental health working group subcommittee. Staff were introduced to social workers working actively in the township.

IX. Information Items.

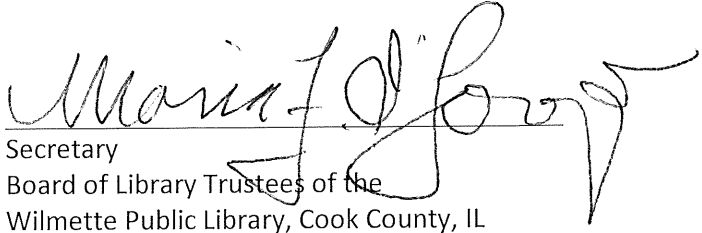
- A. Communication. Comments from suggestion boxes were distributed at the meeting.
- B. ILA Annual Conference will be held October 24-26, 2023 in Springfield, IL.

X. New Business.
None.

XI. Adjournment.
Trustee O'Keefe moved to adjourn the meeting. Seconded by Trustee Nealon.
MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:27pm.



President
Board of Library Trustees of the
Wilmette Public Library, Cook County, IL



Secretary
Board of Library Trustees of the
Wilmette Public Library, Cook County, IL

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2023/24-209

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2023-2024

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Sec. 330/1, et seq., as amended, requires all Illinois Municipal corporations to adopt a combined annual budget and appropriation ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, ILCS, Chap. 75, Secs. 16/35-5 and 16/30-85, provides procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said budget and appropriation ordinance has been held prior to final action hereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District;

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of said Library District, and of the expenditures therefrom, be and the same hereby is adopted as the budget for said District for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of the Library District, for the objects and purposes indicated for the said fiscal year:

Budget & Appropriation Ordinance for Fiscal Year 2023-24 (page 2)			
FUND BALANCES, estimated July 1, 2023			
General Fund Balance		6,954,262.25	
Municipal Retirement & Social Security		412,402.00	
Audit		6,880.00	
Liability Insurance		19,645.00	
Special Reserve Fund		5,803,375.00	
			13,196,564
ESTIMATE OF REVENUE EXPECTED TO BE RECEIVED DURING FISCAL YEAR			
1. Tax Income-Current Levy Receipts*		5,870,000	
2. Other General Fund Income (Fines, Donations, Per Capita Grant, etc.)		561,065	
TOTAL ESTIMATE OF REVENUE			6,431,065
* Item 1 is based totally on levy, as filed. Amount indicated may not be fully collected.			
ESTIMATE OF EXPENDITURES			
I. PATRON MATERIALS/SERVICES - GENERAL FUND			
A. Books/Continuations		330,000	
B. Library of Things		7,700	
C. Audio Visual Materials		99,000	
D. Periodicals		44,000	
E. Electronic Resources - AS & YS		566,500	
F. Computer Software		13,200	
G. Electronic Service Providers		176,000	
H. Programming		77,000	
I. Interlibrary Loan		1,100	
J. Newsletter		38,500	
K. Promotion		11,000	
L. Grant Expense		11,000	
M. Rutherford Trust		11,000	
N. Friends Purchases		30,000	
II. PERSONNEL - GENERAL FUND			
A. Librarian Salaries		1,865,108	
B. Non-Librarian Salaries		1,828,260	
C. Custodial Salaries		247,550	
D. Professional Memberships		8,800	
E. Continuing Education Registration		11,000	
F. Travel/Mileage		8,800	
G. Staff Development		27,500	
H. Employee Health Insurance		800,800	

Budget & Appropriation Ordinance for Fiscal Year 2023-24 (page 3)			
III. OPERATION - GENERAL FUND			
A. Fees (p/r, bank, credit card)		15,400	
B. Professional Fees		27,500	
C. Library Supplies		33,000	
D. Office Supplies		27,500	
E. Copiers		30,800	
F. Printing		1,100	
G. Postage/Shipping		8,800	
H. Telephone		13,200	
I. Equipment/Furnishings/Computers		181,500	
J. Equipment/Computer/Security System Maintenance		104,500	
K. Property/Casualty Insurance		0	
L. Building/Grounds Improvement		38,500	
M. Building Supplies		44,000	
N. Building Maintenance		82,500	
O. Building Maintenance Contracts		121,000	
P. Grounds Maintenance		38,500	
Q. Parking Lot Rent		14,300	
R. Utilities		27,500	
S. Sales and Use Tax		110	
T. Library Vehicle Maintenance		4,400	
TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES			7,027,928
IV. CONTINGENCY - GENERAL FUND			
		200,000	200,000
V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND			
Specific fund for library site, building, equipment			
accumulated according to ordinance pursuant to 75 ILCS 16/40-50			
		500,000	500,000
VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS			
A. Renovate Interior Space & Update Furnishings (D, I*)		1,000,000	
B. Upgrade Technology, Network & Signage (A, B, F*)		700,000	
C. Improve and/or Maintain Building & Parking (C, E, H*)		2,000,000	
* See Resolution 2021/22-207, Amending a Plan & Estimating Costs			3,700,000
VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND			
A. Municipal Retirement-Social Security pursuant to 40 ILCS 5/7 - 171			
1. Municipal Retirement		240,000	
2. Social Security		250,000	
B. Audit Expense pursuant to 50 ILCS 310/9			
		11,000	
C. Liability Insurance, including Worker's Compensation and			
Unemployment Insurance pursuant to 745 ILCS 10/9 - 107		70,000	
TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND			571,000
AGGREGATE TOTAL APPROPRIATED			11,998,928
<u>Section 2.</u> There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income in the sum of			
ELEVEN MILLION NINE HUNDRED NINETY-EIGHT THOUSAND AND NINE HUNDRED TWENTY-EIGHT DOLLARS			
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2023-24.			

Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to ILCS, Chap. 75, Sec. 16/40-50, pursuant to plans developed and adopted by this Board, and said unexpended balances shall be accumulated in this Fund for the purpose of erecting or purchasing a new library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment therefor.

Section 4. Except as otherwise provided by law, no further appropriations shall be made at any other time within such fiscal year provided that this Board may from time to time make transfers between the various items in any Fund, or appropriations in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency, by two-thirds (2/3) vote of all the trustees, as provided by ILCS, Chap. 75, Sec. 16/30-90, et seq., and this Board may amend this budget and appropriation ordinance, from time to time by the same procedure as prescribed by statute for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the fiscal year shall be available until August 30th for the authorization of the payment of obligations incurred prior to the close of the fiscal year, and until September 30th for the payment of such obligations or for the transfer of un-expendable balances thereof to be accumulated, as provided by ILCS, Chap. 75, Sec. 16/30-90.

Section 5. A copy of this ordinance in tentative form has been available for public inspection at the Library for thirty (30) days, and notice of said hearing has been given by posting for thirty (30) days, and by publication in a newspaper published within this District in substantially the following form:

THE BOARD OF LIBRARY TRUSTEES OF THE
WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

Public notice is hereby given that a public hearing will be held on the proposed annual budget and appropriation ordinance for the fiscal year July 1, 2023 to June 30, 2024 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 6:30 p.m., on the 15th day of August, 2023. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at said Library during regular library hours.

Dated this 13th day of July, 2023

/s/ Maria DiLorenzo
Secretary

Section 6. This ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 16/35-5, et seq., and Sec. 16/40-50; and the Illinois Revenue Code, ILCS, Chap. 35, Sec. 205/157, et seq., and other statutes appertaining thereto.

Section 7. This ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict therewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provision or parts of this act, which shall be severable therefrom.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on the 15th day of August, 2023 by vote of:

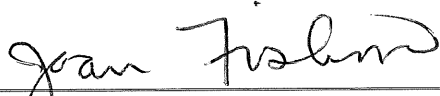
AYES: DiLorenzo, Nealon, O'Keefe, Sennett, Fishman

NAYS: None

ABSTAIN: None

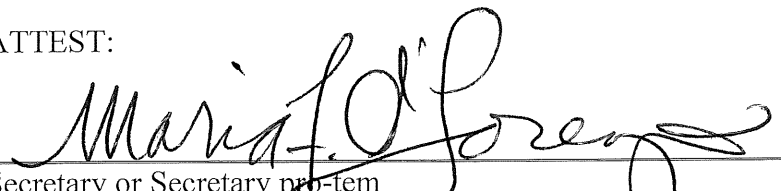
ABSENT OR NOT VOTING: Cox, Sommer

APPROVED:



President or President pro-tem
The Board of Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:



Secretary or Secretary pro-tem
The Board of Trustees of the Wilmette Public Library District
Cook County, Illinois

SECRETARY CERTIFICATE

I, Maria DiLorenzo, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary and as such keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached ORDINANCE NO. 2023/24-209 ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2023/24 is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting, on August 15, 2023 by a vote of:

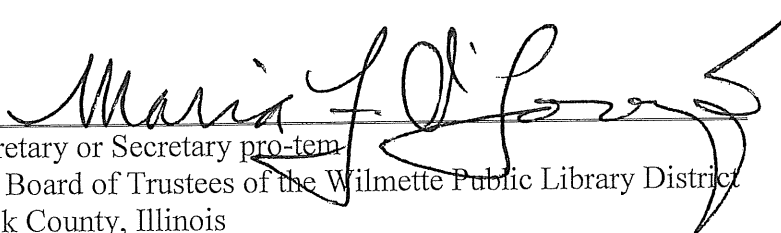
AYES: *DiLorenzo, Fishman, Nealon, O'Keefe, Sennett.*

NAYS: *None*

ABSTAIN: *None*

ABSENT OR NOT VOTING: *Cox, Sommer*

DATED this 15th day of August, 2023


Secretary or Secretary pro-tem
The Board of Trustees of the Wilmette Public Library District
Cook County, Illinois

THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

August 15, 2023

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

1. Estimated Tax Income-Current Levy Receipts	5,870,000
2. Estimated Tax Income-Current General Obligation Library Bond Levy Receipts	-0-
3. Fines, Gifts, Non-Resident Fees, Other Income	561,065



Treasurer or Board President in the absence of the Treasurer
The Board of Trustees of the Wilmette Public Library District
Cook County, Illinois