



MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm. Director Auston called the roll.

PRESENT: Trustees Cox, Fishman, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: Trustees Di Lorenzo and Nealon

VISITORS: Susan Morrison – League of Women Voters

STAFF: Marti Bellefontaine, Cathleen Blair, Lauren Kelly, Linnea Lundberg, Marcos Levy

In trustee Di Lorenzo's absence, trustee O'Keefe moved to appoint trustee Cox as secretary pro tem for this meeting. Trustee Sommer seconded.

Aye – Cox, Fishman, O'Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

II. Public Comment. None.

III. Review draft of October 17, 2023 Regular Board Meeting Minutes. Trustee O'Keefe moved approval of the October 17, 2023 Regular Board Meeting Minutes, as presented. Trustee Sommer seconded the motion. There was no discussion.

Aye – Cox, Fishman, O'Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

IV. Presentations. Digital & Maker Services Manager Lauren Kelly introduced "The Studio", Wilmette Public Library's forthcoming Maker Space. They provided an overview of our first dedicated maker space, soon to occupy the current Technology Center after the computer relocation project is completed in early December. The Studio will debut on/or about January 24, with its grand opening coinciding with Maker Fest on Saturday, March 9, 2024.

V. Treasurer's Report.

A. Financial Report for October 2023. Trustee Sommer shared her report:

- There were three checks this month from the Special Reserve Fund. One to Go-To Communications for \$4794.25 which was a onetime configuration expense for the new phone system as part of the project approved in September. There was also a check to Computer View for \$14,670, which is half of the \$29,340 for the telephone system switch infrastructure. The other

half of this was paid the previous month. Finally, there was a small check to Engberg Anderson as part of the BAS project.

- As noted, the library received Replacement taxes totaling \$22,635 this month. YTD we have received \$54,345 and, as of last year at the same time, we had received \$66,911 so we are slightly below last year but still on track to meet the budgeted amount for the year.
- In July there was Miscellaneous Income for \$13,499 and, as determined in a prior meeting this is actually income from the Friends and should have been recorded on line #48500 (where we budgeted for this income) and not #47071. Treasurer Sommer discussed this with Director Auston and this will be corrected by the outside accountant. He did request that they do this, but it was missed in this month's financial adjustments.
- In December we should start receiving property tax revenue as tax bills are due December 1.
- For the General Fund CD that expired in October 2023, it was reinvested last week. Two CDs were purchased at rates of about 5%.
- Before the next meeting on the balance sheet, the Current Fund balance will be rolled into the into the Beginning Fund balances in the Equity Section.

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

Aye – Cox, Fishman, O'Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

VI. Action Items.

- A. Review and approval of Ordinance No. 2023/24-210, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24, for a total of \$6,222,700. The draft levy and background information were again appended to board packet, including the materials discussed by the Finance Committee back in early October (all posted on our website: <https://www.wilmettelibrary.info/about-us/board-of-trustees>). Following review of 3 potential levy scenarios for fall 2023, the Board analyzed the long range impact of the decision to the overall financial health of the library. The Board recognizes that while the library is currently in compliance with its Fund Balance Policy (retaining 6 months to 1 year of operating revenue in reserve), it's clear that with deficit spending planned for the foreseeable future, the library district will exhaust its fund balance in approximately 10 years unless the Board takes action each year to ensure appropriate funding levels. As a result of this fact and the long range study, the Board has built consensus around a 4.9% increase over last year's (FY22-23) levy extension. Treasurer Sommer provided/appended a valuable contextual resource to this month's packet, compiling 5 years of prior tax bill information and a chart of the library's respective portion of various tax bills. This levy will affect WPLD's FY24-25 operating revenues. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee O'Keefe moved approval of Ordinance No. 2023/24-210, An

Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023/24 for a total of \$6,222,700, as presented. Trustee Sennett seconded the motion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED. *The Ordinance is attached.*

- B. Resolution No. 2023/24-215, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2023 Levy. Trustee Sommer moved approval of Resolution No. 2023/24-215, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2023 Levy, as presented. Trustee Cox seconded. There was no discussion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED. *The Resolution is attached.*

- C. Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2023 — December 31, 2024, in an amount not to exceed \$60,184. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$50,575. The actual insurance cost is expected after the November 29 LIRA annual member meeting. Trustee Sommer moved approval of the Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2023 — December 31, 2024 in an amount not to exceed \$60,184. Trustee Sennett seconded the motion. Trustees discussed insurance possibilities for Fall 2024.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

- D. Cancellation of December 2023 Regular Board Meeting. The meeting is scheduled for Tuesday, December 19, 2023. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 16, 2024. Trustee Cox moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 19, 2023 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 16, 2024. Trustee O’Keefe seconded the motion.

Aye – Cox, Fishman, O’Keefe, Sennett, Sommer

Nay – None

Absent or not voting – Di Lorenzo, Nealon

MOTION CARRIED

VII. Discussion Items. None.

VIII. Director's Report.

Director Auston noted the following from his report:

- Enhanced merchandising efforts: replacing old bookends, promoting titles with new book easels
- Ongoing project to weed, shift, and the maintain collections on the lower level, including weeding non-fiction DVDs, reorganizing “oversized” items, new endcap signage, and forthcoming comprehensive update of collection shifts in Stack Map
- New items in Library of Things include assistive devices, memory kits, and forthcoming Rokus
- “Newsstand” periodical enhancement in Libby app makes accessing popular magazines easier than ever
- Strong performance for digital resources overall, with highest local use of OverDrive ever - nearly 2,500 items checked out in October
- Physical circulation very strong in October with over 55,000 checkouts
- Locker service remains popular (30% growth in use this month)

IX. Committees - Report on Meetings.

- A. ILA / RAILS Updates. ILA Legislative Meet-Ups will be December 5 in Northbrook. Trustees Fishman and Sennett will join Director Auston. No report for Rails.
- B. Intergovernmental Cooperation Committee Update. Trustee Sommer reported the last Intergovernmental meeting’s objective of narrowing the focus of the theme mental health is an ongoing conversation. Director Auston noted early deliverables would be for more advocacy for mental health services already available. The next meeting will be Thursday, December 7.

X. Information Items.

- A. Communication. Comments from suggestion boxes were distributed at the meeting.
- B. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 22 and remain closed on Thursday, November 23. For Christmas, WPLD will be closed Sunday, December 24 and Monday, December 25. For the New Year, WPLD will be closed Sunday, December 31 and Monday, January 1, 2024.

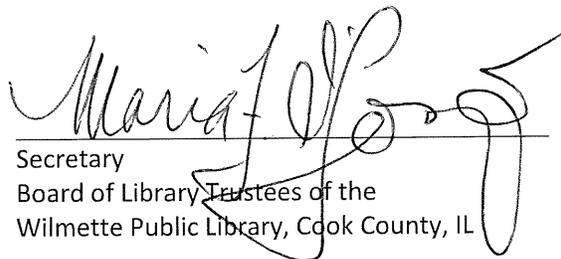
XI. New Business. None.

XII. Adjournment.

Trustee Sommer moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:32pm.



 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. 2023/24-210

AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2023-2024

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 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, Paras. 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 thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District; and said Ordinance was passed more than seven (7) days prior to passage of this Levy Ordinance; and a certified copy of said Ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance; and said Budget and Appropriation Ordinance was filed with the County Clerks of all Counties affected thereby; and a "Certified Estimate of Anticipated Revenues" was filed within thirty (30) days of their adoption;

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

Section 1. Ordinance No. 2023/24-210 of this Board, "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2023-2024" is hereby incorporated by reference.

Section 2. A tax in the sum of SIX MILLION TWO HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED DOLLARS (\$6,222,700) be and hereby is levied upon all taxable property within the corporate limits of this District, in accordance with the Appropriation Ordinance previously enacted; said tax to be levied to defray the expenses and liabilities of this District for the fiscal year beginning July 1, 2023 and ending June 30, 2024, for the specific objects and purposes indicated as follows:

2023-2024 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY

I. PATRON MATERIALS/SERVICES – GENERAL FUND

A. Books/Continuations	250,000
B. Library of Things	-0-
C. Audio Visual Materials	75,000
D. Periodicals	30,000
E. Electronic Resources	350,000
F. Computer Software	5,000
G. Electronic Service Providers	80,000
H. Programming	40,000
I. Interlibrary Loan	-0-
J. Newsletter	15,000
K. Promotion	5,000
L. Donation/Grant	-0-
M. Rutherford Trust	-0-
N. Friends Purchases	-0-
TOTAL PATRON MATERIALS/SERVICES	850,000

II. PERSONNEL – GENERAL FUND

A. Librarian Salaries	1,695,553
B. Non-Librarian Salaries	1,662,055
C. Custodial Salaries	225,039
D. Professional Memberships	5,000
E. Continuing Education/Meetings	5,000
F. Mileage/Travel	7,000
G. Staff Development	8,000
H. Insurance-Employee	605,053
TOTAL PERSONNEL	4,430,700

III. OPERATION – GENERAL FUND

A. Fees (p/r, bank, credit card)	8,000
B. Professional Fees	10,000
C. Library Supplies	20,000
D. Office Supplies	20,000
E. Copiers	20,000
F. Printing	4,000
G. Postage/Shipping	5,000
H. Telephone	5,000
I. Equipment/Furnishings/Computers	45,000
J. Equipment/Computer Maintenance	70,000
K. Insurance-Property/Casualty	-0-
L. Building Improvement	15,000
M. Building Supplies	20,000
N. Building Maintenance	40,000
O. Building Maintenance Contracts	75,000
P. Grounds Maintenance	15,000
Q. Parking Lot Rent	10,000
R. Utilities	15,000
S. Sales and Use Tax	-0-
T. Library Vehicle Maintenance	-0-
TOTAL OPERATION	397,000

IV. CONTINGENCY – GENERAL FUND

-0-

V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND

Specific Fund for library site, building & equipment accumulated according to ordinance pursuant to 75 ILCS16/40-50	-0-
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VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS

-0-

TOTAL GENERAL FUND LEVY

5,677,700

VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND

A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)	
1. Municipal Retirement	236,000
2. Social Security	200,000
B. Audit Expense (Pursuant to 50 ILCS 310/9)	11,000
C. Liability Insurance, including Worker's Comp. & Unemployment Ins. (Pursuant to 745 ILCS 10/9-107)	98,000

TOTAL SPECIAL FUNDS LEVY

545,000

AGGREGATE TOTAL LEVIED - ALL FUNDS

6,222,700

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, Para. 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 and materials 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 a two-thirds (2/3) vote of all the trustees, as provided by ILCS, Chap. 75, Para. 16/30-90, et seq., and this Board may amend said 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 unexpended balances thereof to be accumulated, as provided by ILCS, Chap. 75, Para. 16/30-90.

Section 5. The Secretary of this Board shall file, on or before the last Tuesday in December, a certified copy of this Levy Ordinance with the County Clerk of each county affected by this Levy; and the Secretary of this Board shall also file, on or before the last Tuesday in December, certified copies of this Ordinance and of the Budget and Appropriation Ordinance, with the Library or Libraries operated by this District, and make such Ordinances available for public inspection at all times.

Section 6. Upon filing said certified copy hereof with such County Clerk, the rate percent shall be ascertained and the tax extended as provided by law against property in this District; and the tax so levied and assessed shall be collected and enforced in the same manner and by the same officers as the general taxes in this District and County, and shall be paid over to the Treasurer of this Board by the officers collecting the same.

Section 7. This Board hereby certifies that all applicable provisions of ILCS, Chap. 35, Para. 215/1, et seq., as amended ("the Illinois Truth-in-Taxation Statute"), have been complied with.

Section 8. Pursuant to ILCS, Chap. 35, Para. 205/157a and related statutes, this Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction provisions of the Personal Property Tax Replacement Fund Act are not applicable hereto.

Section 9. This Ordinance is passed pursuant to statutory authority, including the Illinois Public Library District Act, ILCS, Chap. 75, Para. 16/35-5, et seq., Para. 16/30-85, et seq., and Para. 16/40-50, and the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., the Illinois Revenue Code, ILCS, Chap. 35, Para. 205/157, et seq. and other statutes hereunto appertaining.

Section 10. 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 herewith 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 provisions or parts of this act, but shall be severable therefrom.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on this November 21, 2023 by a vote of:

AYES: Cox, O'Keefe, Sennett, Sommer, Fishman

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Di Lorenzo, Neal m

APPROVED:



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

ATTEST:



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

LEVY ORDINANCE – CERTIFICATE OF LEVIES

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

CERTIFICATE OF LEVIES

I, Renee Cox, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary or Secretary pro-tem, and as such am 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 following levies were passed by this Board by "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2023-2024" and are to be levied upon all taxable property within the corporate limits of the District according to applicable statutes:

GENERAL FUND LEVY	5,677,700
RETIREMENT FUND LEVY	
1. Municipal Retirement	236,000
2. Social Security	200,000
AUDIT FUND LEVY	11,000
LIABILITY INSURANCE FUND LEVY	98,000
	<hr/>
TOTAL	<u>\$6,222,700</u>

DATED this 21st day of November, 2023.



Secretary or Secretary pro-tem

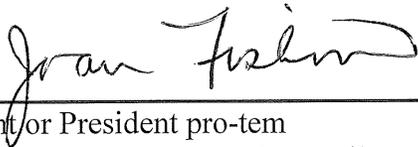
The Board of Library Trustees of the Wilmette Public Library District
Cook County, Illinois

LEVY ORDINANCE – TRUTH IN TAXATION CERTIFICATE

CERTIFICATION OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW*

I, Joan Fishman, the presiding officer and Vice President / President pro-tem of the Board of Library Trustees of the Wilmette Public Library District (Library District), certify that the Library District's tax levy ordinance was adopted in compliance with the provisions of the Truth in Taxation Law.*

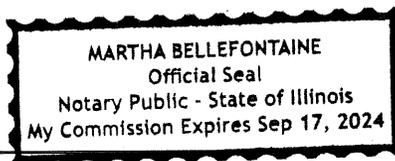
Certified this 21st day of November, 2023.



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

Subscribed and sworn to before me this 21st day of November, 2023.

Notary Public



* 35 ILCS 200/18-55 et seq.
("Truth in Taxation")

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

RESOLUTION 2023/24-215

**INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING
THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2023-24 LEVY**

The Cook County Clerk is instructed to apply any limitation on the Wilmette Public Library District's 2023-24 levy to the corporate fund only, leaving the other funds intact.

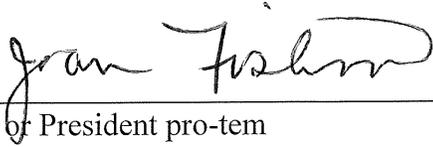
PASSED by the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois this November 21, 2023 by vote of:

AYES: Cox, O'Keefe, Sennett, Sommer, Fishman

NAYS: None

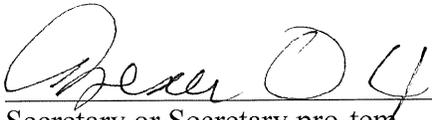
ABSTAIN: None

ABSENT: DiLorenzo, Nealon



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

ATTEST:



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