

## DISTRIBUTION OF MEETING INFORMATION

Board Meeting Notices - Village Hall, League of Women Voters, WPLD website, WPLD trustees, WPLD legal bulletin board.

Agenda Hard Copy - Library legal bulletin board.

Agenda Email - All staff & President of the Friends of WPLD.

Agenda & Attachments Electronic Copy - WPLD website & all WPLD trustees.

## NOTICE

Wilmette Public Library Board of Trustees will hold a virtual meeting to perform essential business only. Below are links to connect or call into the meeting.

Join by Computer:

<https://us02web.zoom.us/j/82308869221?pwd=MVR2K0hNZWdRSklxNkwvOXdNZE55dz09>

Meeting ID: 823 0886 9221

Passcode: 606260

Join by Phone:

+1 312 626 6799

Meeting ID: 823 0886 9221

Passcode: 606260



Wilmette Public Library

Board of Library Trustees Regular Meeting  
Remote Audiovisual Conference  
1242 Wilmette Avenue, Wilmette, IL 60091  
Tuesday, April 20, 2021, 6:00 p.m.

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## Agenda

- I. Call to Order and Roll Call. (Call to Order - President McDonald, Roll Call - Secretary Barshis)
- II. Public Comment. (President McDonald) [10 minutes]  
Meeting attendees who wish to address the WPLD Board of Trustees may do so here.
- III. Review draft of Minutes. (President McDonald) [3 minutes]
  - A. March 16, 2021 Regular Meeting Minutes. **Attachment 1**
- IV. Presentations.  
None.
- V. Treasurer's Report. (Treasurer Rodgers) [10 minutes]
  - A. Financial Reports for March 2021. **Attachments 2**
  - B. Bills and Salaries Check Detail for March 2021. **Attachments 3**
- VI. Action Items.
  - A. Schedule Finance Committee meeting. (Director Auston & Treasurer Rodgers) [2 minutes]

The purpose of the committee meeting is to discuss and draft the budget for fiscal year 2021-2021 (July 1, 2021 – June 30, 2022). Committee members are Trustees Rodgers (chair), Fishman, Riddle, Wolf. Trustee McDonald, as Board President, is an ex-officio member. All trustees are invited to attend. Director Auston and Finance Manager Risko will also attend the meeting. If necessary, the meeting date will be established via email.

VII. Discussion Items.

A. Policy Committee Update. (Committee Chair McDonald) [5 minutes]

B. Pandemic Response Plan Update. (Director Auston) [5 minutes]

c. Library Project Updates. (Director Auston) [10 minutes]

VIII. Director's Report. (Director Auston) [10 minutes]

A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, monthly statistics, and other information are included in this section.

**Attachment 4**

IX. Committees - Report on Meetings. [5 minutes]

A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

A. At the April 6, 2021 consolidated election, MaryAnne O'Keefe, Tracy Sommer, and Patricia Nealon were elected to the Wilmette Public Library Board of Trustees. All of the seats are for full four-year terms expiring in April 2025. Elected trustees will be sworn in, officers (WPLD Board President, Vice-President, Secretary, Treasurer) will be elected, and the new WPLD Board will conduct all regular business at the May 2021 meeting. The President announces Committee and Trustee assignments to Committees at the June 2021 meeting.

B. Board and Leadership staff Statements of Economic Interest (SEI) for 2020 are due to be filed by May 1, 2021. Required filers should have received Filer ID/Username information via email from the Cook County Clerk's Ethics Department. Complete the filing of SEIs online at: <http://www.cookcountyclerk.com/ethics/econinterest>.

C. The selection for WPLD's annual "One Book Everyone Reads" (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu's National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu discussed the book via Zoom digital conference on Wednesday, April 14, 2021. For more information, visit: <https://www.wilmettelibrary.info/events/series/ober>

XI. New Business/Old Business.

XII. Adjournment.

[Estimated meeting length: 60 minutes]

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, March 16, 2021 at 6:00pm via remote audiovisual conference**

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf, Director Auston. Trustee Riddle was absent. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: LWV – Elizabeth Seager; trustee candidates Patricia Nealon, MaryAnne O’Keefe, and Tracy Sommer; from Shales-McNutt – John Shales and Jason Perkunas; and from Engberg Anderson Nathan Van Zuidam and Joe Huberty

STAFF: Marti Bellefontaine, Kim Hegelund, Gayle Justman, Stephen Koebel, Marcos Levy, John Risko

- I. Call to Order and Roll Call.  
President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.
- II. Public Comment.  
There was no public comment.
- III. Review draft of Minutes.
  - A. February 16, 2021 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the February 16, 2021 Regular Meeting Minutes as amended. Trustee Fishman seconded the motion. There was no discussion.  
Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf  
Nay – None  
Absent or not voting – Riddle  
MOTION CARRIED
- IV. Presentations.  
None.
- V. Treasurer’s Report.
  - A. Financial Reports for February 2021.  
Trustee Rodgers reviewed the financial report for February 2021. During February, WPLD received \$672,068.05 in property taxes and \$6,254.36 in general fund interest. Total General Fund expenses at 58.43% are below the expected eight month rate of 66.7%. Trustee Rodgers noted that expenses are distributed across the year unevenly and are not uniform from one month to the next. There were no unexpected expenditures.
  - B. Bills and Salaries Check Detail for February 2021.  
Trustee Rodgers moved approval of the February 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.  
Aye – Barshis, Fishman, McDonald, Rodgers, Wolf  
Nay – Johnson  
Abstain – None  
Absent or not voting – Riddle  
MOTION CARRIED

VI. Action Items.

A. 2021 Capital Repair Project Bid Package #2. Review and award of contracts to recommended bidders for General Trades and Electrical Work. Jason Perunas from Shales-McNutt reviewed the recommendation to award and bid tabulations which were included in the board packets. Mr. Perunas noted one bid package included an extremely low bid and upon further review it was determined that the bidder did not pay prevailing wage, and therefore was dismissed for not being the lowest responsible bidder. The General Trades bid package received 6 bids. It is recommended that we move forward with Ostrander Construction, the lowest responsible bidder for this package, in the amount of \$152,700. The Electrical work bid package received 3 bids. It is recommended that we move forward with Hy-Power Electric Company, the lowest responsible bidder for this package, in the amount of \$615,500. This work incorporates alternates 1 (replacing existing security cameras) & 2 (installing cameras in both elevators). Overall the work is coming in about \$100,000 lower than was initially projected by Shales McNutt Construction prior to bidding, and what was initially estimated in the 2020 Capital Reserve Study for this work. Further, the total project cost was able to include repair of the vestibule curtain wall, replacement of the carpeting in the vestibule, and repairs and restriping of the existing permeable paver parking lot. President McDonald moved approval of the 2021 Capital Repair Project Bid Package #2 of general trades in the amount of \$152,700 to Ostrander Construction, and electrical in the amount of \$615,500 to Hy-Power Electric Company, for a bid package not to exceed \$769,000. Trustee Wolf seconded.

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Riddle

MOTION CARRIED

B. Review and approval of Website Redesign proposal from Library Market an amount not to exceed \$25,000. Director Auston provided an overview of the contract proposal. Library Market was the low bidder of the 3 proposals received. Digital Services Manager Stephen Koebel reviewed how the 7-member staff Web Redesign Committee's work is informed by many valuable perspectives. The team has evaluated other library websites for inspiration, moved on to evaluating our own website, and continues with consolidation and organization of our current pages. Trustees discussed the timetable, domain names, and community participation in the process. Trustee Wolf moved approval of the website redesign proposal by Library Market in an amount not to exceed \$25,000. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Abstain – Johnson

Absent or not voting – Riddle

MOTION CARRIED

C. Policy Committee Recommendation: Review and approval of draft Finance & Investment Policy. President McDonald introduced the process for the development and review of the financial policies, which have been reviewed before both the Finance Committee and the Policy Committee. The goal of the documents is to update policies to reflect Public Library District Act, Public Funds Investment Act, and WPLD's actual practices. Two key changes were enhanced detail to 5-9 Investments and establishment of 5-6 Fund Balance Policy to provide direction for the Director as well as future boards regarding reserve funds. The other key change is 5-12 Purchasing Policy, section B. Expenditures Not Requiring A Competitive Process, items #3 and #5, allowing single item purchases of \$10,000 or more (increased from \$5,000), which do not need prior board approval

given the Board has already approved the operating budget for such purchases. President McDonald noted that, in the past after the auditor's report, surplus operating funds were transferred to the Special Reserve Fund from the General Fund balance. This procedure has not happened in the last few years as WPLD had no policy for a General Fund balance target. Trustees discussed the need for a fund balance policy. Financial stability, cash flow for operations, adequate reserves to respond to emergencies, as well as noting a delay in receiving property taxes as Cook County has delayed the property tax deadline are some of the reasons noted for having an operating fund balance policy. Director Auston spoke to a preference for an operating reserve fund with at least 6 months of reserves and with a ceiling cap being formalized as a safeguard and structure. Trustees suggested Director Auston proceed working with a financial consultant to study both the short and long term financial picture of the District. Financial planning direction will help trustees and residents understand how the District can plan for future tax levies. Trustee Rodgers moved approval of the Financial Management Policy. Trustee Wolf seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – Riddle

MOTION CARRIED

VII. Discussion Items.

- A. Review Updated Pandemic Response Plan. Director Auston noted 508 people visited WPL upon reopening February 19, making it the busiest day since reopening. Overall door counts average 46 patrons per hour and circulation is at about 87% compared to the same period pre-pandemic. Parking Lot Pickups have dropped off, but are still averaging about 20 appointments per day. Patron compliance with health and safety guidelines has been positive. Services continue to be consistent with our July-November 2020 model: no study rooms, seating is limited, no room rentals, periodicals are available for checkout only, no in-person programming, no eating/drinking, and Books Down Under is not yet open or accepting donations.
- B. Library Project Updates. Installation of 3 new self-checkout stations was completed March 16, 2021. A number of options and features can be enabled once all is up and running. First floor print collection tagging for RFID is complete. The RFID project is slightly behind due to delays at the outset, however staff labor is not lagging as crews are working 12 hours a day tagging materials. Audio/visual collections are more complicated to tag for RFID, but will be among the next collections addressed.

VIII. Director's Report. Director Auston noted the following from his report:

- March closed our first ever virtual Winter Reading Program. Adults were encouraged to read 4 books in any genre and kids were encouraged to read or be read to for 20 days in a row. There were 154 adults, 240 kids through grade 8, and 17 teens who received a \$15 gift card from The Book Stall for completing Winter Reading.
- Director Auston thanked the Friends of the Library for their continued support of Winter Reading and their support of the March 25 multiple-library author talk with Harlen Coben. On February 18, WPLD hosted local resident Catherine Grace Katz, author of *Daughters of Yalta*, via zoom to 280 screens. As many residents have participated in author talks via digital access during the pandemic, we will continue to study that as a service option going forward.
- Fourteen staff members from the Security and Safety team, Facilities, and first-floor managers took part in a safety training program on February 27. Data from the training program will be shared with staff at a future staff development day as well as through our Person-In-Charge training.

- The One Book Everyone Reads feature event for *Interior Chinatown* by Charles Yu will be presented on Wednesday, April 14 at 7pm. Three book discussions and seven supporting programs are planned and include an event on March 24 on Anti-Asian Racism, Xenophobia, and COVID-19; a Mandarin/English Bilingual Storytime on March 27; and a Mandarin Conversation Café for every ability of Mandarin speaker on April 2.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA registration is open for the Reaching Forward conference on May 7, 2021.

ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>

RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>

X. Information Items.

- A. Communication. None to report.

B. Three seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 6, 2021 election. All seats will be for a full four-year term expiring in April 2025. There are 6 candidates for the 3 seats (in the order received): Julie Cho, MaryAnne O’Keefe, Stuart Wolf (incumbent), Tracy E. Sommer, Patricia Nealon, and Ronald Rodgers (incumbent). The Library is partnering with the League of Women Voters to host candidate forums for all local races prior to this election. Village Board and Park Board candidates will be held Saturday, March 13: <http://wilmette.libnet.info/event/4884530>. Library Board, School District 39, and School District 203 will be held Saturday, March 20: <http://wilmette.libnet.info/event/4884528>. Video recordings will be available on the LWV website.

C. The selection for WPLD’s “One Book Everyone Reads” (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu’s National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu will discuss the book via Zoom digital conference on Wednesday, April 14, 2021. Additional details are forthcoming.

XI. New Business / Old Business.

- A. President McDonald noted there is a Policy Committee meeting scheduled for April 5 at 4pm to review the Library Operations policy.

XII. Adjournment.

Trustee Wolf moved to adjourn the meeting. Trustee Johnson seconded the motion.

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Riddle

MOTION CARRIED

The meeting adjourned at 7:18 pm.

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

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

**Wilmette Public Library**  
Notes on Financial Reports for March 2021

**Revenue Report**

During March, WPL received \$1,603,907.14 in Property Taxes, \$41,573.00 in fees from Kenilworth Library District and \$5,300.01 in General Fund Interest.

**Expenditure Report**

Total General Fund expenses at 65.45% are below the expected nine month rate of 75%.

Several accounts (50100-Books, 62000-Professional Memberships, and 75000-Insurance – Property/Casualty) show expenses higher than the nine month rate. In each case, this is due to the normal timing of the payments and does not indicate a general trend. Periodicals (50400) reflect a normal timing of subscription payments which renew at the beginning of the fiscal year. Registrations (63000) are high due to registrations for annual ILA conference in October. Friends Purchases (58500) are higher due to One Book Everyone Reads and AS Reading Incentives. Building Supplies (76200) are high due to COVID related purchases. Library Vehicle Expense (77500) is high due to purchase of vehicle “wrapping” in February.

**Check Detail, March 1 - 31, 2021**

The largest General Fund checks were written to Wellness Insurance Network (\$51,100.68), OverDrive, Inc. (\$18,071.74), Computer View, Inc. (\$10,417.50, \$16,150.00), Landscape Concepts Management (\$3,924.00, \$3,146.00), Midwest Tape (\$1,318.59, \$2,686.49, \$1,633.60), Baker & Taylor (\$588.13, \$12,876.14, \$2,222.84, \$13,482.68) and Engberg Anderson Inc. (\$59,791.40).

The total amount in this report represents the expenses paid by check and ACH and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (3/12/21 for \$118,226.56 and 3/26/21 for \$117,923.50).

**Certificate of Deposit Activity**

Of the \$5,300.01 in General Fund interest received during March, \$4,516.69 was earned by the funds invested in GF Certificates of Deposit.

One certificate of deposit (CD) matured in March. The proceeds were transferred to the MaxSafe account at NSCB. We will continue to monitor our options as CD’s mature until market volatility subsides.

**Statement of Assets, Liabilities Fund Balances**

On the March 31, 2021 statement, the net gain of \$919,559.30 reflects the collection of spring property taxes. Due to Covid, property tax due dates have been extended to May 1<sup>st</sup>. The cash balances are more than enough to cover expenses until remaining property taxes are received in April/May.

Wilmette Public Library  
Statement of Assets, Liabilities and Fund Balances  
As of March 31, 2021

		March 31, 2021
<b>ASSETS</b>		
<b>Current Assets</b>		
	10005 · Rutherford Trust Funds	161,948.32
	10010 · CIBC Bk MM Account (GF)	1,748.61
	10050 · NSCB MaxSafe (GF)	5,274,276.97
	10004 · NSCB MaxSafe (SRF)	1,558,296.18
	10100 · Operating Checking	385,196.36
	10200 · Payroll Checking	228,042.01
	10300 · HRA & FSA Checking	4,035.52
	10610 · Special Reserve MMF	271,262.19
	10810 · Illinois Funds	616,373.30
	10900 · Fifth Third Securities	353,622.02
	11000 · CDs General Fund Total	4,296,709.48
	16000 · CDs Special Reserve Fund Total	3,183,282.26
<b>TOTAL ASSETS</b>		<b>16,334,793.22</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
	20000 · Accounts Payable	178.08
	26000 · Employee Payroll Liabilities	1,900.84
<b>Equity</b>		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,902,331.00
	30020 · IMRF/SS Fund Balance	306,119.00
	30030 · Audit Fund Balance	5,456.00
	30040 · Liability Fund Balance	40,944.00
	30060 · Special Reserve Fund Balance	5,975,158.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,413,155.00
	Net Income	919,559.30
<b>Total Equity</b>		<b>16,332,714.30</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>16,334,793.22</b>



Wilmette Public Library  
 Revenue Actual vs Budget  
 March 2021 (75% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	March	Budget	Budget	Budget
<b>INCOME</b>						
*	43010 · GF Interest	5,300.01	100,728.49	125,000.00	(24,271.51)	80.58%
	44100 · Replacement Taxes	3,272.34	35,250.74	45,000.00	(9,749.26)	78.34%
	44200 · Kenilworth	41,573.00	126,384.00	166,604.00	(40,220.00)	75.86%
	45000 · Grants	1,561.19	38,542.32	38,656.00	(113.68)	99.71%
	46100 · Fines	150.60	2,167.10	-	2,167.10	100.0%
	46200 · Lost Materials	1,036.58	4,295.25	9,000.00	(4,704.75)	47.73%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	0.00	85.50	5,000.00	(4,914.50)	1.71%
	47100 · Copier Receipts	11.00	2,128.86	10,000.00	(7,871.14)	21.29%
	47200 · Room Rental	0.00	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	10,630.24	30,008.32	40,000.00	(9,991.68)	75.02%
	<b>INCOME SUB-TOTAL</b>	<b>63,534.96</b>	<b>338,981.58</b>	<b>443,260.00</b>	<b>(104,278.42)</b>	<b>76.48%</b>
	41010 · GF Taxes	1,603,907.14	4,531,584.01	5,308,603.00	(777,018.99)	85.36%
	<b>TOTAL INCOME</b>	<b>1,667,442.10</b>	<b>4,870,565.59</b>	<b>5,751,863.00</b>	<b>(881,297.41)</b>	<b>84.68%</b>
* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, Special Reserve, or Endowment interest.						

**WPL Expenditure Actual vs. Budget  
March 2021  
(75% of Budget Year Completed )**

	Current Month	YTD March	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
<b>EXPENSE</b>					
50100 · Books	27,755.40	207,735.08	230,000.00	(22,264.92)	90.32%
50200 · Continuations	1,826.27	29,573.25	45,000.00	(15,426.75)	65.72%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	4,742.82	66,437.91	100,000.00	(33,562.09)	66.44%
50400 · Periodicals	2,116.58	39,920.26	45,000.00	(5,079.74)	88.71%
50500 · Electronic Resources	31,862.07	490,359.63	660,000.00	(169,640.37)	74.30%
50700 · Programming	3,066.04	23,686.69	45,000.00	(21,313.31)	52.64%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	0.00	10,310.62	35,000.00	(24,689.38)	29.46%
53000 · Promotion	3,898.62	5,728.21	10,000.00	(4,271.79)	57.28%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	0.00	1,785.00	9,000.00	(7,215.00)	19.83%
58500 · Friends Purchases	6,273.97	27,206.07	30,000.00	(2,793.93)	90.69%
61000 · Personnel	219,004.35	2,203,901.09	3,451,289.00	(1,247,387.91)	63.86%
62000 · Professional Memberships	250.00	6,071.27	6,500.00	(428.73)	93.40%
63000 · Registrations	50.00	7,767.31	10,000.00	(2,232.69)	77.67%
64000 · Travel/Mileage/Meals	988.02	5,819.71	10,000.00	(4,180.29)	58.20%
65000 · Staff Development	1,297.54	6,086.47	15,000.00	(8,913.53)	40.58%
66000 · Insurance - Employee	54,115.65	424,936.43	600,000.00	(175,063.57)	70.82%
70100 · Accounting - PR & CrCd fees	1,036.30	7,879.33	15,000.00	(7,120.67)	52.53%
70200 · Professional Fees	952.19	12,446.76	35,000.00	(22,553.24)	35.56%
70310 · Library Supplies	826.73	14,876.31	30,000.00	(15,123.69)	49.59%
70320 · Office Supplies	1,112.85	13,076.56	40,000.00	(26,923.44)	32.69%
70400 · Copiers	2,270.32	20,717.92	28,000.00	(7,282.08)	73.99%
70500 · Printing	60.00	354.40	5,000.00	(4,645.60)	7.09%
70600 · Postage/Shipping	0.00	4,314.75	6,000.00	(1,685.25)	71.91%
70700 · Telephone	2,159.99	10,688.02	15,000.00	(4,311.98)	71.25%
74100 · Equipment/Furnishings/Computers	15,737.21	45,031.55	125,000.00	(79,968.45)	36.03%
74150 · Equipment/Computer Maintenance	16,150.00	53,132.61	86,000.00	(32,867.39)	61.78%
75000 · Insurance - Property/Casualty	0.00	27,500.00	27,500.00	0.00	100.00%
76100 · Building Improvement	417.88	8,744.46	20,000.00	(11,255.54)	43.72%
76200 · Building Supplies	4,533.43	27,809.96	28,000.00	(190.04)	99.32%
76300 · Building Maintenance	2,167.26	24,353.32	85,000.00	(60,646.68)	28.65%
76350 · Building Maint Contracts	7,959.00	72,056.99	100,000.00	(27,943.01)	72.06%
76400 · Grounds Maintenance	8,515.77	19,861.41	40,000.00	(20,138.59)	49.65%
76450 · Parking Lot Rent	0.00	8,550.00	13,000.00	(4,450.00)	65.77%
76800 · Utilities	2,268.85	13,449.82	22,000.00	(8,550.18)	61.14%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	139.46	3,907.21	4,000.00	(92.79)	97.68%
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>423,554.57</b>	<b>3,946,076.38</b>	<b>6,028,889.00</b>	<b>(2,082,812.62)</b>	<b>65.45%</b>
92000 · SS/IMRF Fund	31,401.37	359,151.68	515,000.00	(155,848.32)	69.74%
93000 · Audit Expense	0.00	10,436.00	11,000.00	(564.00)	94.87%
94000 · Liability Fund	1,151.74	24,522.04	44,000.00	(19,477.96)	55.73%
96000 · Special Reserve Fund	59,791.40	113,527.92	6,000,000.00	(5,886,472.08)	1.89%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
<b>TOTAL OTHER FUNDS</b>	<b>92,344.51</b>	<b>549,831.64</b>	<b>6,570,000.00</b>	<b>(6,020,168.36)</b>	<b>8.37%</b>
<b>TOTAL GENERAL &amp; OTHER FUNDS</b>	<b>515,899.08</b>	<b>4,495,908.02</b>	<b>12,598,889.00</b>	<b>(8,102,980.98)</b>	<b>35.68%</b>

All CDs Sorted by Maturity  
Date March 31, 2021

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD or CUSIP #</i>	<i>Interest Rate</i>	<i>Amount</i>
<b><u>General Fund</u></b>						
April 15, 2019	April 15, 2021	<i>NSCB/Wintust</i>	GF 1	340182997	2.60%	556,848.17
May 13, 2019	May 13, 2021	<i>CIBC/Private Bank</i>	GF 11	6832170	2.50%	553,312.11
July 29, 2019	July 29, 2021	<i>NSCB/Wintrust</i>	GF 17	2733	2.17%	553,510.31
October 23, 2019	October 25, 2021	<i>5/3 Sallie Mae Bk Salt Lake</i>	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	<i>5/3 Sallie Mae Bk Salt Lake</i>	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	<i>CIBC/Private Bank</i>	GF 10	6932392	1.75%	511,012.46
November 24, 2019	November 24, 2021	<i>NSCB/Wintrust</i>	GF 2	3804744799	1.70%	528,937.87
January 18, 2020	January 18, 2022	<i>5/3 Wells Fargo Bk West</i>	GF14	949495AN5	1.80%	250,000.00
February 2, 2020	February 2, 2022	<i>NSCB/Wintrust</i>	GF 3	3804991322	1.65%	545,207.58
February 1, 2021	February 1, 2022	<i>CIBC/Private Bank</i>	GF 12	6920313	0.20%	547,880.98
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.77%	4,296,709.48
<b><u>Special Reserve Fund</u></b>						
May 12, 2020	May 12, 2021	<i>CIBC/Private Bank</i>	SRF 10	134430	0.65%	577,669.07
October 15, 2019	October 15, 2021	<i>CIBC/Private Bank</i>	SRF 6	96545	1.65%	552,243.62
October 31, 2019	November 1, 2021	<i>5th 3rd Morgan Stanley BK</i>	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	<i>5th/3rd BMW Bank NA</i>	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	<i>5th/3rd Goldman Sachs Bk</i>	SRF 4	3814MKQ5	1.70%	250,000.00
January 8, 2021	January 8, 2022	<i>CIBC/Private Bank</i>	SRF 8	6956404	0.20%	559,827.49
January 8, 2021	January 8, 2022	<i>CIBC/Private Bank</i>	SRF 16	6939573	0.20%	393,542.08
February 28, 2020	February 28, 2022	<i>5/3 Investors Bank</i>	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	<i>5/3 Merrick Bank</i>	SRF 12	59013KFS0	1.60%	100,000.00
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.05%	3,183,282.26
<b>TOTAL CD's</b>				<b>Weighted Avg Yield</b>	<b>1.47%</b>	<b>7,479,991.74</b>

**Wilmette Public Library**  
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Type	Num	Name	Account	Paid Amount
<b>Check</b>			<b>10101 - General Fund Checking</b>	
			70220 - Bank & Other Professional Fees	(465.75)
				<u>(465.75)</u>
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>Synchrony Bank/Amazon</b>	<b>10101 - General Fund Checking</b>	
Bill	1.16-2.15.21		50110.1 - 100's	(12.72)
			50110.3 - 300's	(38.70)
			50110.4 - 400's	(21.62)
			50110.6 - 600's	(231.31)
			50110.7 - 700's	(42.96)
			50110.9 - 900's	(119.81)
			50111 - Fiction	(391.50)
			50120 - YS Books	(316.14)
			50722 - YS Program Materials	(278.40)
			58500 - Friends Purchases	(212.23)
			70320 - Office Supplies	(369.15)
			74110 - Equipment/Furnishings	(477.95)
				<u>(2,512.49)</u>
<b>Bill Pmt -Check</b>	<b>53580</b>	<b>ADDitude</b>	<b>10101 - General Fund Checking</b>	
Bill	1 yr (4 issues)		50410 - AS Periodicals	(19.95)
				<u>(19.95)</u>
<b>Bill Pmt -Check</b>	<b>53581</b>	<b>Aflac</b>	<b>10101 - General Fund Checking</b>	
Bill	693540		26003 - AFLAC	(178.08)
				<u>(178.08)</u>
<b>Bill Pmt -Check</b>	<b>53582</b>	<b>Andertoons, LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	2.25.21		50721 - YS Performers	(200.00)
				<u>(200.00)</u>
<b>Bill Pmt -Check</b>	<b>53583</b>	<b>Baker &amp; Taylor</b>	<b>10101 - General Fund Checking</b>	
Bill	H54077660		50311 - AS Feature	(110.16)
Bill	H54077661		50311 - AS Feature	(11.02)
Bill	H54111930		50311 - AS Feature	(36.70)
Bill	H54111931		50311 - AS Feature	(29.38)
Bill	H54172430		50311 - AS Feature	(46.27)
Bill	H54152140		50312 - AS Non-feature	(66.13)
Bill	H54267220		50311 - AS Feature	(44.02)
Bill	H54298600		50311 - AS Feature	(19.83)
Bill	H54312510		50312 - AS Non-feature	(99.08)
Bill	H54315750		50312 - AS Non-feature	(95.54)
				<u>(558.13)</u>

**Wilmette Public Library**  
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Bill Pmt -Check	53584	Baker & Taylor Books	10101 - General Fund Checking	
Bill	2035757337		50120 - YS Books	(98.43)
Bill	2035756212		50111 - Fiction	(253.06)
Bill	2035759468		50111 - Fiction	(81.21)
Bill	5016736727		50110.6 - 600's	(11.87)
			50110.7 - 700's	(28.25)
			50111 - Fiction	(14.86)
			50110.7 - 700's	(0.27)
Bill	2035770220		50120 - YS Books	(162.23)
Bill	2035756452		50110.1 - 100's	(54.14)
			50110.3 - 300's	(88.37)
			50110.4 - 400's	(14.24)
			50110.7 - 700's	(51.20)
			50110.9 - 900's	(16.14)
			50111 - Fiction	(159.09)
			50112 - H.S. Collection	(10.71)
			50114 - Miscellaneous	(31.25)
			50111 - Fiction	(1.97)
Bill	2035769265		50110.1 - 100's	(16.14)
			50110.6 - 600's	(58.62)
			50112 - H.S. Collection	(50.61)
			50111 - Fiction	(82.82)
			50111 - Fiction	(1.04)
Bill	2035771880		50110.1 - 100's	(63.28)
			50110.3 - 300's	(165.03)
			50110.5 - 500's	(14.85)
			50110.6 - 600's	(141.17)
			50110.8 - 800's	(21.19)
			50110.9 - 900's	(137.28)
			50111 - Fiction	(770.27)
			50112 - H.S. Collection	(10.16)
			50111 - Fiction	(6.62)
Bill	5016750690		50210 - AS Continuations	(1,080.91)
Bill	2035778063		50110.1 - 100's	(14.00)
			50110.3 - 300's	(136.71)
			50110.6 - 600's	(36.08)
			50110.7 - 700's	(39.72)
			50110.8 - 800's	(10.12)
			50110.9 - 900's	(80.01)
			50111 - Fiction	(110.47)
			50112 - H.S. Collection	(19.08)
			50110.3 - 300's	(2.23)
Bill	5016754278		50110.3 - 300's	(29.06)
			50110.6 - 600's	(53.96)
			50110.7 - 700's	(14.10)
			50111 - Fiction	(27.95)
			50112 - H.S. Collection	(9.51)
			50110.6 - 600's	(0.67)
Bill	2035779337		50120 - YS Books	(142.67)
Bill	2035771879		50110.0 - 000's	(40.00)
			50110.3 - 300's	(80.88)

**Wilmette Public Library**  
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		50110.6 · 600's	(16.39)
		50110.7 · 700's	(99.73)
		50110.9 · 900's	(85.16)
		50114 · Miscellaneous	(5.52)
		50110.7 · 700's	(1.61)
Bill	2035770248	50120 · YS Books	(251.97)
Bill	2035781273	50110.0 · 000's	(20.82)
		50110.1 · 100's	(24.34)
		50110.4 · 400's	(11.89)
		50110.6 · 600's	(25.53)
		50110.7 · 700's	(46.58)
		50110.9 · 900's	(29.45)
		50111 · Fiction	(272.63)
		50112 · H.S. Collection	(46.38)
		50111 · Fiction	(2.39)
Bill	5016759560	50110.3 · 300's	(19.04)
Bill	2035782404	50120 · YS Books	(57.90)
Bill	2035779065	50110.3 · 300's	(15.19)
		50110.4 · 400's	(142.06)
		50110.6 · 600's	(111.15)
		50110.8 · 800's	(14.58)
		50110.9 · 900's	(213.55)
		50111 · Fiction	(215.63)
		50114 · Miscellaneous	(58.75)
		50111 · Fiction	(3.56)
Bill	2035789242	58500 · Friends Purchases	(190.40)
		50110.1 · 100's	(20.89)
		50110.2 · 200's	(13.56)
		50110.3 · 300's	(28.21)
		50110.5 · 500's	(46.88)
		50110.6 · 600's	(97.71)
		50110.8 · 800's	(10.12)
		50110.9 · 900's	(48.77)
		50111 · Fiction	(369.63)
		50112 · H.S. Collection	(53.07)
		50111 · Fiction	(4.40)
Bill	2035731087	50120 · YS Books	(113.20)
Bill	2035749516	50110.4 · 400's	(30.34)
		50110.6 · 600's	(18.95)
		50110.7 · 700's	(73.05)
		50110.9 · 900's	(16.15)
		50111 · Fiction	(283.17)
		50114 · Miscellaneous	(37.50)
		50111 · Fiction	(2.11)
Bill	2035795638	50110.1 · 100's	(15.26)
		50110.3 · 300's	(50.35)
		50110.5 · 500's	(26.40)
		50110.6 · 600's	(14.10)
		50110.7 · 700's	(133.03)
		50110.9 · 900's	(31.68)
		50111 · Fiction	(199.42)
		50112 · H.S. Collection	(10.73)

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			50111 · Fiction	(2.40)
Bill	2035744908		50120 · YS Books	(447.47)
Bill	2035755004		50120 · YS Books	(743.51)
Bill	2035795038		50120 · YS Books	(167.05)
Bill	2035769306		50110.3 · 300's	(33.23)
			50110.4 · 400's	(16.15)
			50110.6 · 600's	(17.05)
			50110.9 · 900's	(27.54)
			50111 · Fiction	(320.90)
			50114 · Miscellaneous	(35.00)
			50111 · Fiction	(2.07)
Bill	2035802074		58500 · Friends Purchases	(114.24)
			50110.0 · 000's	(14.88)
			50110.3 · 300's	(251.44)
			50110.5 · 500's	(191.48)
			50110.6 · 600's	(73.26)
			50110.7 · 700's	(88.15)
			50110.8 · 800's	(19.04)
			50110.9 · 900's	(137.85)
			50111 · Fiction	(842.59)
			50112 · H.S. Collection	(117.11)
			50111 · Fiction	(9.25)
Bill	5016777890		50110.3 · 300's	(15.82)
			50110.6 · 600's	(15.26)
			50111 · Fiction	(305.65)
			50111 · Fiction	(1.68)
Bill	2035764331		50110.4 · 400's	(57.19)
			50110.7 · 700's	(23.70)
			50110.9 · 900's	(16.14)
			50111 · Fiction	(200.95)
			50114 · Miscellaneous	(26.25)
			50111 · Fiction	(1.49)
Bill	2035806694		50110.1 · 100's	(33.72)
			50110.3 · 300's	(11.82)
			50110.6 · 600's	(60.67)
			50110.8 · 800's	(43.35)
			50111 · Fiction	(104.35)
			50112 · H.S. Collection	(9.75)
			50111 · Fiction	(1.31)
				<hr/>
				(12,876.14)

<b>Bill Pmt -Check</b>	<b>53585</b>	<b>Barnes &amp; Noble Inc</b>	<b>10101 · General Fund Checking</b>	
Bill	4080846		50111 · Fiction	(43.12)
Bill	4080885		50111 · Fiction	(22.40)
Bill	4080886		50111 · Fiction	(21.59)
Bill	4080887		50110.9 · 900's	(47.98)
			50112 · H.S. Collection	(7.99)
Bill	4080888		50111 · Fiction	(24.79)
				<hr/>
				(167.87)

<b>Bill Pmt -Check</b>	<b>53586</b>	<b>Barrow, Amy</b>	<b>10101 · General Fund Checking</b>	
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Bill	007		58500 · Friends Purchases	(850.00)
				<u>(850.00)</u>
<b>Bill Pmt -Check</b>	<b>53587</b>	<b>Blackstone Audiobooks</b>	<b>10101 · General Fund Checking</b>	
Bill	1205659		50311 · AS Feature	(41.60)
				<u>(41.60)</u>
<b>Bill Pmt -Check</b>	<b>53588</b>	<b>Cengage Learning Inc/ Gale</b>	<b>10101 · General Fund Checking</b>	
Bill	73202383		50111 · Fiction	(209.19)
Bill	73594435		50111 · Fiction	(499.31)
Bill	73871377		50111 · Fiction	(23.24)
				<u>(731.74)</u>
<b>Bill Pmt -Check</b>	<b>53589</b>	<b>Center Point Large Print</b>	<b>10101 · General Fund Checking</b>	
Bill	1825977		50111 · Fiction	(26.21)
			50110.7 · 700's	(28.46)
			50110.5 · 500's	(28.46)
				<u>(83.13)</u>
<b>Bill Pmt -Check</b>	<b>53590</b>	<b>Chicago Sun-Times</b>	<b>10101 · General Fund Checking</b>	
Bill	7 days		50410 · AS Periodicals	(1,248.00)
				<u>(1,248.00)</u>
<b>Bill Pmt -Check</b>	<b>53591</b>	<b>Comcast</b>	<b>10101 · General Fund Checking</b>	
Bill	118448051		50650 · Internet	(1,580.00)
				<u>(1,580.00)</u>
<b>Bill Pmt -Check</b>	<b>53592</b>	<b>Comcast Business</b>	<b>10101 · General Fund Checking</b>	
Bill	2.15 - 3.14.21		70700 · Telephone	(751.72)
				<u>(751.72)</u>
<b>Bill Pmt -Check</b>	<b>53593</b>	<b>Complete Cleaning Company</b>	<b>10101 · General Fund Checking</b>	
Bill	C16921		76350 · Building Maint Contracts	(4,767.00)
				<u>(4,767.00)</u>
<b>Bill Pmt -Check</b>	<b>53594</b>	<b>Computer View, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	28913		74120 · Computers	(10,417.50)
				<u>(10,417.50)</u>
<b>Bill Pmt -Check</b>	<b>53595</b>	<b>Cooke, J P Co</b>	<b>10101 · General Fund Checking</b>	
Bill	664903		70320 · Office Supplies	(35.20)
				<u>(35.20)</u>



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<b>Bill Pmt -Check</b>	<b>53596</b>	<b>Council of State Governments</b>	<b>10101 - General Fund Checking</b>	
Bill	96951		50210 - AS Continuations	(112.50)
				<u>(112.50)</u>
<b>Bill Pmt -Check</b>	<b>53597</b>	<b>DEMCO</b>	<b>10101 - General Fund Checking</b>	
Bill	6908473		70320 - Office Supplies	(65.66)
Bill	6908884		70310 - Library Supplies	(328.95)
				<u>(394.61)</u>
<b>Bill Pmt -Check</b>	<b>53598</b>	<b>Garvey's Office Products</b>	<b>10101 - General Fund Checking</b>	
Bill	PINV2047516		70310 - Library Supplies	(478.00)
				<u>(478.00)</u>
<b>Bill Pmt -Check</b>	<b>53599</b>	<b>Goodman, Barb</b>	<b>10101 - General Fund Checking</b>	
Bill	007		58500 - Friends Purchases	(887.50)
				<u>(887.50)</u>
<b>Bill Pmt -Check</b>	<b>53600</b>	<b>GovConnection, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	70957484		74120 - Computers	(513.26)
				<u>(513.26)</u>
<b>Bill Pmt -Check</b>	<b>53601</b>	<b>Grey House Pubishing</b>	<b>10101 - General Fund Checking</b>	
Bill	7.10.21-7.9.22		50512 - AS & YS Esubscriptions	(2,795.00)
				<u>(2,795.00)</u>
<b>Bill Pmt -Check</b>	<b>53602</b>	<b>H&amp;H Industries, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	826783		76300 - Building Maintenance	(150.87)
				<u>(150.87)</u>
<b>Bill Pmt -Check</b>	<b>53603</b>	<b>Hill Mechanical Services</b>	<b>10101 - General Fund Checking</b>	
Bill	556026		76350 - Building Maint Contracts	(2,186.00)
				<u>(2,186.00)</u>
<b>Bill Pmt -Check</b>	<b>53604</b>	<b>Idlewood Electric Supply Inc</b>	<b>10101 - General Fund Checking</b>	
Bill	692519		76100 - Building Improvement	(417.88)
				<u>(417.88)</u>
<b>Bill Pmt -Check</b>	<b>53605</b>	<b>Image Systems &amp; Business Solutions</b>	<b>10101 - General Fund Checking</b>	
Bill	71609378		70400 - Copiers	(2,270.32)
				<u>(2,270.32)</u>

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<b>Bill Pmt -Check</b>	<b>53606</b>	<b>Infobase Learning</b>	<b>10101 - General Fund Checking</b>	
Bill	INV412735		50512 - AS & YS Esubscriptions	(3,071.34)
				<u>(3,071.34)</u>
<b>Bill Pmt -Check</b>	<b>53607</b>	<b>Katz, Catherine</b>	<b>10101 - General Fund Checking</b>	
Bill	2.18.21		58500 - Friends Purchases	(300.00)
				<u>(300.00)</u>
<b>Bill Pmt -Check</b>	<b>53608</b>	<b>Landscape Concepts Management Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	1839		76400 - Grounds Maintenance	(3,924.00)
				<u>(3,924.00)</u>
<b>Bill Pmt -Check</b>	<b>53609</b>	<b>Liu, Ying</b>	<b>10101 - General Fund Checking</b>	
Bill	lost book		46200 - Lost Materials	(18.00)
				<u>(18.00)</u>
<b>Bill Pmt -Check</b>	<b>53610</b>	<b>Mack Mechanical Systems Inc</b>	<b>10101 - General Fund Checking</b>	
Bill	1003		76300 - Building Maintenance	(280.00)
				<u>(280.00)</u>
<b>Bill Pmt -Check</b>	<b>53611</b>	<b>Manufacturers' News</b>	<b>10101 - General Fund Checking</b>	
Bill	005503-00 '21 Ed.		50210 - AS Continuations	(209.70)
				<u>(209.70)</u>
<b>Bill Pmt -Check</b>	<b>53612</b>	<b>Midwest Tape</b>	<b>10101 - General Fund Checking</b>	
Bill	500005812		50311 - AS Feature	(14.24)
Bill	500005850		50313 - AS Audiobooks	(79.98)
Bill	500005851		50313 - AS Audiobooks	(44.99)
Bill	500005852		50313 - AS Audiobooks	(69.98)
Bill	500005853		50313 - AS Audiobooks	(84.98)
Bill	500027303		50311 - AS Feature	(59.99)
Bill	500027304		50313 - AS Audiobooks	(69.98)
Bill	500027305		50313 - AS Audiobooks	(265.93)
Bill	500027306		50311 - AS Feature	(19.49)
Bill	500027307		50312 - AS Non-feature	(14.99)
Bill	500027308		50323 - YS Audiobooks	(26.99)
Bill	500027309		50322 - YS Non-feature	(5.24)
Bill	500034680		50321 - YS Feature	(83.22)
Bill	500034681		50321 - YS Feature	(48.73)
Bill	500034682		50324 - YS Music	(10.49)
Bill	500034683		50314 - AS Music	(44.51)
Bill	500034685		50314 - AS Music	(7.49)
Bill	500034686		50314 - AS Music	(20.23)
Bill	500055350		50313 - AS Audiobooks	(220.95)
Bill	500055351		50313 - AS Audiobooks	(24.99)

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Bill	500055352		50313 · AS Audiobooks	(29.99)
Bill	500055353		50311 · AS Feature	(46.48)
Bill	500055354		50324 · YS Music	(24.73)
				(1,318.59)
<b>Bill Pmt -Check</b>	<b>53613</b>	<b>Midwest Tape - Hoopla</b>	<b>10101 · General Fund Checking</b>	
Bill	2.28.21		50511 · AS E-Books & YS E-Books	(2,686.49)
				(2,686.49)
<b>Bill Pmt -Check</b>	<b>53614</b>	<b>Mocavo</b>	<b>10101 · General Fund Checking</b>	
Bill	5637239195		50512 · AS & YS Esubscriptions	(995.00)
				(995.00)
<b>Bill Pmt -Check</b>	<b>53615</b>	<b>NiCor Gas</b>	<b>10101 · General Fund Checking</b>	
Bill	1.28-2.26.21		76810 · Heating/Cooling	(2,268.85)
				(2,268.85)
<b>Bill Pmt -Check</b>	<b>53616</b>	<b>Oriental Trading</b>	<b>10101 · General Fund Checking</b>	
Bill	708003014-01		50722 · YS Program Materials	(21.98)
				(21.98)
<b>Bill Pmt -Check</b>	<b>53617</b>	<b>OverDrive, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	01018MA21074859		50511 · AS E-Books & YS E-Books	(14,844.84)
Bill	01018MA21075233		50511 · AS E-Books & YS E-Books	(3,226.90)
				(18,071.74)
<b>Bill Pmt -Check</b>	<b>53618</b>	<b>Peterson Products</b>	<b>10101 · General Fund Checking</b>	
Bill	84521		76200 · Building Supplies	(382.96)
				(382.96)
<b>Bill Pmt -Check</b>	<b>53619</b>	<b>POLONIA Bookstore</b>	<b>10101 · General Fund Checking</b>	
Bill	68803		50110.4 · 400's	(16.80)
				(16.80)
<b>Bill Pmt -Check</b>	<b>53620</b>	<b>Schildkraut, Shelly</b>	<b>10101 · General Fund Checking</b>	
Bill	lost book		46200 · Lost Materials	(19.00)
				(19.00)
<b>Bill Pmt -Check</b>	<b>53621</b>	<b>Stanley Access Tech</b>	<b>10101 · General Fund Checking</b>	
Bill	0906168324		76300 · Building Maintenance	(1,724.72)
				(1,724.72)
<b>Bill Pmt -Check</b>	<b>53622</b>	<b>Staples Advantage</b>	<b>10101 · General Fund Checking</b>	

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Bill	1633424504		76400 · Grounds Maintenance	(580.69)
				<u>(580.69)</u>
<b>Bill Pmt -Check</b>	<b>53623</b>	<b>Sun Life Employee Benefits/Assurant</b>	<b>10101 · General Fund Checking</b>	
Bill	3.1-3.31.21		66020 · Emp Life/LTD Insurance	(2,203.21)
				<u>(2,203.21)</u>
<b>Bill Pmt -Check</b>	<b>53624</b>	<b>The Book Stall</b>	<b>10101 · General Fund Checking</b>	
Bill	356995, 999		58500 · Friends Purchases	(1,500.00)
				<u>(1,500.00)</u>
<b>Bill Pmt -Check</b>	<b>53625</b>	<b>The Shakespeare Project of Chicago</b>	<b>10101 · General Fund Checking</b>	
Bill	2.27.21		58500 · Friends Purchases	(250.00)
				<u>(250.00)</u>
<b>Bill Pmt -Check</b>	<b>53626</b>	<b>Thomson Reuters</b>	<b>10101 · General Fund Checking</b>	
Bill	843847127		50210 · AS Continuations	(115.61)
				<u>(115.61)</u>
<b>Bill Pmt -Check</b>	<b>53627</b>	<b>Twisted Fiber Studio</b>	<b>10101 · General Fund Checking</b>	
Bill	TFS21-107		50712 · Teen Programming	(75.00)
				<u>(75.00)</u>
<b>Bill Pmt -Check</b>	<b>53628</b>	<b>USA Today</b>	<b>10101 · General Fund Checking</b>	
Bill	3.1-2.28.22		50410 · AS Periodicals	(677.63)
				<u>(677.63)</u>
<b>Bill Pmt -Check</b>	<b>53629</b>	<b>Village of Wilmette</b>	<b>10101 · General Fund Checking</b>	
Bill	55176		76350 · Building Maint Contracts	(120.00)
				<u>(120.00)</u>
<b>Bill Pmt -Check</b>	<b>53630</b>	<b>Wellness Insurance Network</b>	<b>10101 · General Fund Checking</b>	
Bill	February 2021		66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(94.00)
			66010 · Emp Health Insurance	(50,959.68)
				<u>(51,100.68)</u>
<b>Bill Pmt -Check</b>	<b>53631</b>	<b>Women's Exchange</b>	<b>10101 · General Fund Checking</b>	
Bill	3.7.21 Susan KT		63010 · Conference Registration	(25.00)
				<u>(25.00)</u>
<b>Bill Pmt -Check</b>	<b>53632</b>	<b>YourMembership.com, Inc</b>	<b>10101 · General Fund Checking</b>	

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Bill	R49771160		65010 · Recruitment	(250.00)
				<u>(250.00)</u>
<b>Bill Pmt -Check</b>	<b>53633</b>	<b>Advanced Disposal</b>	<b>10101 · General Fund Checking</b>	
Bill	T40002564032		76400 · Grounds Maintenance	(55.35)
				<u>(55.35)</u>
<b>Bill Pmt -Check</b>	<b>53634</b>	<b>ALA Subscriptions</b>	<b>10101 · General Fund Checking</b>	
Bill	Young Adult		50410 · AS Periodicals	(70.00)
				<u>(70.00)</u>
<b>Bill Pmt -Check</b>	<b>53635</b>	<b>Aurora Public Library Foundation</b>	<b>10101 · General Fund Checking</b>	
Bill	2021-011		58500 · Friends Purchases	(965.83)
				<u>(965.83)</u>
<b>Bill Pmt -Check</b>	<b>53636</b>	<b>Baker &amp; Taylor</b>	<b>10101 · General Fund Checking</b>	
Bill	H45333610		50312 · AS Non-feature	(22.04)
Bill	H54333611		50312 · AS Non-feature	(28.65)
Bill	H54333612		50312 · AS Non-feature	(18.37)
Bill	NS21030020		50512 · AS & YS Esubscriptions	(1,495.00)
Bill	H54476250		50311 · AS Feature	(19.83)
Bill	H54489630		50312 · AS Non-feature	(9.54)
Bill	H54490990		50311 · AS Feature	(143.11)
Bill	H54524740		50312 · AS Non-feature	(330.60)
Bill	T24011200		50312 · AS Non-feature	(44.07)
Bill	H54476260		50312 · AS Non-feature	(49.22)
Bill	H54595090		50311 · AS Feature	(25.71)
Bill	H54595091		50311 · AS Feature	(22.01)
Bill	H54571260		50311 · AS Feature	(14.69)
				<u>(2,222.84)</u>
<b>Bill Pmt -Check</b>	<b>53637</b>	<b>Baker &amp; Taylor Books</b>	<b>10101 · General Fund Checking</b>	
Bill	2035749812		50120 · YS Books	(413.42)
Bill	2035780197		50111 · Fiction	(338.52)
Bill	2035773704		50120 · YS Books	(485.54)
Bill	2035771241		50120 · YS Books	(8.88)
Bill	2035784142		50120 · YS Books	(318.36)
Bill	2035767838		50120 · YS Books	(411.66)
Bill	5016782979		50210 · AS Continuations	(26.91)
Bill	2035787218		50111 · Fiction	(146.39)
Bill	2035761973		50120 · YS Books	(598.63)
Bill	2035788476		50111 · Fiction	(59.55)
Bill	2035807135		50120 · YS Books	(139.50)
Bill	2035809049		50110.1 · 100's	(28.50)
			50110.3 · 300's	(37.24)
			50110.6 · 600's	(36.71)

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		50110.8 · 800's	(8.93)
		50110.9 · 900's	(32.02)
		50111 · Fiction	(81.10)
		50112 · H.S. Collection	(115.16)
		50112 · H.S. Collection	(1.70)
Bill	5016785037	50110.5 · 500's	(19.75)
		50111 · Fiction	(289.45)
		50111 · Fiction	(1.55)
Bill	2035776174	50110.1 · 100's	(27.49)
		50110.3 · 300's	(14.96)
		50110.4 · 400's	(7.73)
		50110.6 · 600's	(11.87)
		50110.7 · 700's	(18.95)
		50110.9 · 900's	(65.45)
		50111 · Fiction	(381.40)
		50114 · Miscellaneous	(42.50)
		50111 · Fiction	(2.64)
Bill	2035816909	50110.1 · 100's	(31.08)
		50110.3 · 300's	(96.60)
		50110.5 · 500's	(14.13)
		50110.6 · 600's	(104.14)
		50110.7 · 700's	(67.12)
		50110.8 · 800's	(27.46)
		50110.9 · 900's	(45.18)
		50111 · Fiction	(557.55)
		50112 · H.S. Collection	(17.25)
		50111 · Fiction	(4.80)
Bill	5016801336	50110.3 · 300's	(14.85)
		50110.6 · 600's	(13.08)
		50111 · Fiction	(33.98)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(0.36)
Bill	2035788475	50110.1 · 100's	(44.64)
		50110.2 · 200's	(14.69)
		50110.3 · 300's	(105.07)
		50110.5 · 500's	(15.82)
		50110.6 · 600's	(48.02)
		50110.9 · 900's	(103.82)
		50114 · Miscellaneous	(13.80)
		50110.3 · 300's	(1.66)
Bill	2035821789	50110.1 · 100's	(80.22)
		50110.3 · 300's	(106.07)
		50110.4 · 400's	(118.19)
		50110.6 · 600's	(28.45)
		50110.7 · 700's	(28.95)
		50110.8 · 800's	(32.76)
		50110.9 · 900's	(15.25)
		50111 · Fiction	(367.49)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(3.94)
Bill	2035822404	50120 · YS Books	(147.41)
Bill	2035791677	50120 · YS Books	(420.98)

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Bill	2035782488	50120 · YS Books	(336.07)
Bill	2035788550	50120 · YS Books	(380.84)
Bill	2035791785	50110.1 · 100's	(32.20)
		50110.3 · 300's	(18.05)
		50110.4 · 400's	(126.02)
		50110.9 · 900's	(67.49)
		50111 · Fiction	(521.96)
		50114 · Miscellaneous	(63.75)
		50111 · Fiction	(3.83)
Bill	2035797101	50111 · Fiction	(20.35)
Bill	2035816650	50110.0 · 000's	(32.77)
		50110.2 · 200's	(16.38)
		50110.3 · 300's	(46.30)
		50110.4 · 400's	(9.58)
		50110.5 · 500's	(15.79)
		50110.6 · 600's	(116.99)
		50110.7 · 700's	(106.65)
		50110.8 · 800's	(30.49)
		50110.9 · 900's	(51.32)
		50114 · Miscellaneous	(12.42)
		50110.6 · 600's	(2.13)
Bill	2035798829	50110.1 · 100's	(54.19)
		50110.4 · 400's	(39.16)
		50110.6 · 600's	(43.43)
		50110.9 · 900's	(122.44)
		50111 · Fiction	(241.66)
		50114 · Miscellaneous	(42.50)
		50111 · Fiction	(2.50)
Bill	2035829178	50110.0 · 000's	(35.69)
		50110.3 · 300's	(31.04)
		50110.4 · 400's	(10.11)
		50110.6 · 600's	(75.93)
		50110.7 · 700's	(22.60)
		50110.9 · 900's	(36.00)
		50111 · Fiction	(181.43)
		50112 · H.S. Collection	(20.80)
		50111 · Fiction	(2.07)
Bill	2035798828	50110.0 · 000's	(15.82)
		50110.1 · 100's	(15.79)
		50110.2 · 200's	(15.79)
		50110.3 · 300's	(93.20)
		50110.5 · 500's	(47.46)
		50110.6 · 600's	(213.57)
		50110.7 · 700's	(47.53)
		50110.8 · 800's	(11.30)
		50110.9 · 900's	(192.75)
		50114 · Miscellaneous	(23.46)
		50110.6 · 600's	(3.27)
Bill	2035831710	50110.0 · 000's	(10.70)
		50110.3 · 300's	(30.52)
		50110.4 · 400's	(11.87)
		50110.6 · 600's	(15.82)

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			50110.7 · 700's	(42.67)
			50110.9 · 900's	(19.78)
			50111 · Fiction	(225.56)
			50112 · H.S. Collection	(21.46)
			50111 · Fiction	(1.89)
Bill	2035832137		50110.0 · 000's	(16.94)
			50110.1 · 100's	(59.88)
			50110.3 · 300's	(189.30)
			50110.5 · 500's	(55.38)
			50110.6 · 600's	(38.99)
			50110.7 · 700's	(11.89)
			50110.9 · 900's	(10.70)
			50111 · Fiction	(592.68)
			50111 · Fiction	(4.88)
Bill	5016813053		50210 · AS Continuations	(310.43)
Bill	5016815329		50110.3 · 300's	(28.50)
			50111 · Fiction	(123.46)
			50111 · Fiction	(0.76)
Bill	2035806779		50110.3 · 300's	(17.09)
			50110.4 · 400's	(32.32)
			50110.6 · 600's	(17.10)
			50110.7 · 700's	(26.72)
			50110.9 · 900's	(185.21)
			50111 · Fiction	(306.11)
			50114 · Miscellaneous	(43.75)
			50111 · Fiction	(2.92)
Bill	2035839065		50110.3 · 300's	(27.98)
			50110.6 · 600's	(38.57)
			50110.8 · 800's	(25.05)
			50110.9 · 900's	(28.81)
			50111 · Fiction	(292.65)
			50112 · H.S. Collection	(40.47)
			50111 · Fiction	(2.27)
				<hr style="width: 100%; border: 1px solid black;"/>
				(13,482.68)
<b>Bill Pmt -Check</b>	<b>53638</b>	<b>Barnes &amp; Noble Inc</b>	<b>10101 · General Fund Checking</b>	
Bill	4085271		50110.1 · 100's	(22.40)
			50110.5 · 500's	(21.60)
			50110.6 · 600's	(22.40)
			50110.9 · 900's	(96.00)
			50111 · Fiction	(22.36)
Bill	4085416		50110.2 · 200's	(43.18)
			50110.3 · 300's	(20.80)
			50110.7 · 700's	(36.00)
Bill	4085417		50110.6 · 600's	(15.19)
				<hr style="width: 100%; border: 1px solid black;"/>
				(299.93)
<b>Bill Pmt -Check</b>	<b>53639</b>	<b>Blackstone Audiobooks</b>	<b>10101 · General Fund Checking</b>	
Bill	1210202		50313 · AS Audiobooks	(78.43)
				<hr style="width: 100%; border: 1px solid black;"/>
				(78.43)



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<b>Bill Pmt -Check</b>	<b>53640</b>	<b>Call One</b>	<b>10101 - General Fund Checking</b>	
Bill	382124		70700 - Telephone	(926.74)
				<u>(926.74)</u>
<b>Bill Pmt -Check</b>	<b>53641</b>	<b>Cengage Learning Inc/ Gale</b>	<b>10101 - General Fund Checking</b>	
Bill	73617957		50111 - Fiction	(23.24)
			50110.9 - 900's	(50.23)
Bill	73690259		50111 - Fiction	(38.99)
Bill	73690393		50110.3 - 300's	(23.25)
			50110.8 - 800's	(18.75)
			50111 - Fiction	(67.48)
Bill	73778616		50111 - Fiction	(20.24)
Bill	73793041		50110.6 - 600's	(24.74)
			50110.8 - 800's	(23.99)
			50110.9 - 900's	(26.24)
				<u>(317.15)</u>
<b>Bill Pmt -Check</b>	<b>53642</b>	<b>Center Point Large Print</b>	<b>10101 - General Fund Checking</b>	
Bill	1829674		50111 - Fiction	(183.36)
Bill	1832971		50110.9 - 900's	(56.92)
			50111 - Fiction	(111.59)
				<u>(351.87)</u>
<b>Bill Pmt -Check</b>	<b>53643</b>	<b>Chase Card Services</b>	<b>10101 - General Fund Checking</b>	
Bill	2.10-3.9.21		50530 - Computer Software	(375.00)
			50722 - YS Program Materials	(72.57)
			63020 - Cont Ed/Mtg Registration	(25.00)
			65040 - Staff Recognition	(147.54)
			77500 - Library Vehicle Maintenance	(59.46)
				<u>(679.57)</u>
<b>Bill Pmt -Check</b>	<b>53644</b>	<b>Chicago Tribune - Advertising</b>	<b>10101 - General Fund Checking</b>	
Bill	031788792000		53010 - Advertising/Publicity	(3,898.62)
				<u>(3,898.62)</u>
<b>Bill Pmt -Check</b>	<b>53645</b>	<b>Colley Elevator - A</b>	<b>10101 - General Fund Checking</b>	
Bill	207797		76350 - Building Maint Contracts	(240.00)
Bill	208547		76350 - Building Maint Contracts	(203.00)
				<u>(443.00)</u>
<b>Bill Pmt -Check</b>	<b>53646</b>	<b>Colley Elevator - B</b>	<b>10101 - General Fund Checking</b>	
Bill	207798		76350 - Building Maint Contracts	(240.00)
Bill	208543		76350 - Building Maint Contracts	(203.00)
				<u>(443.00)</u>

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<b>Bill Pmt -Check</b>	<b>53647</b>	<b>Comcast</b>	<b>10101 - General Fund Checking</b>	
Bill	118582247		70700 - Telephone	(433.17)
				<u>(433.17)</u>
<b>Bill Pmt -Check</b>	<b>53648</b>	<b>Computer View, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	28908		74152 - Computer Maintenance	(16,150.00)
				<u>(16,150.00)</u>
<b>Bill Pmt -Check</b>	<b>53649</b>	<b>Findaway World LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	343869		50323 - YS Audiobooks	(229.45)
				<u>(229.45)</u>
<b>Bill Pmt -Check</b>	<b>53650</b>	<b>H&amp;H Industries, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	827417		76200 - Building Supplies	(3,398.00)
				<u>(3,398.00)</u>
<b>Bill Pmt -Check</b>	<b>53651</b>	<b>HR Source aka Management Association</b>	<b>10101 - General Fund Checking</b>	
Bill	13313		70220 - Bank & Other Professional Fees	(185.00)
				<u>(185.00)</u>
<b>Bill Pmt -Check</b>	<b>53652</b>	<b>ILA</b>	<b>10101 - General Fund Checking</b>	
Bill	189482		62010 - Staff Memberships	(250.00)
				<u>(250.00)</u>
<b>Bill Pmt -Check</b>	<b>53653</b>	<b>JMD Defense, LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	Safety training		65070 - Staff Training	(900.00)
				<u>(900.00)</u>
<b>Bill Pmt -Check</b>	<b>53654</b>	<b>Krueger International, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	14253798		74110 - Equipment/Furnishings	(4,320.00)
				<u>(4,320.00)</u>
<b>Bill Pmt -Check</b>	<b>53655</b>	<b>Landscape Concepts Management Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	2558		76400 - Grounds Maintenance	(3,146.00)
				<u>(3,146.00)</u>
<b>Bill Pmt -Check</b>	<b>53656</b>	<b>Mid-Central Printing &amp; Mailing</b>	<b>10101 - General Fund Checking</b>	
Bill	54853		70500 - Printing	(60.00)
				<u>(60.00)</u>
<b>Bill Pmt -Check</b>	<b>53657</b>	<b>Midwest Tape</b>	<b>10101 - General Fund Checking</b>	

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Bill	500055356		50314 · AS Music	(22.49)
Bill	500090743		50314 · AS Music	(10.49)
Bill	500090789		50324 · YS Music	(20.38)
Bill	500090994		50313 · AS Audiobooks	(127.97)
Bill	500090995		50313 · AS Audiobooks	(89.98)
Bill	500090996		50313 · AS Audiobooks	(309.92)
Bill	500091411		50324 · YS Music	(9.74)
Bill	500091412		50324 · YS Music	(11.24)
Bill	500122452		50311 · AS Feature	(111.73)
Bill	500122841		50313 · AS Audiobooks	(572.85)
Bill	500122843		50313 · AS Audiobooks	(155.96)
Bill	500122844		50313 · AS Audiobooks	(34.99)
Bill	500122453		50322 · YS Non-feature	(14.99)
Bill	500122454		50322 · YS Non-feature	(11.24)
Bill	500143417		50324 · YS Music	(33.57)
Bill	500143419		50324 · YS Music	(19.63)
Bill	500143490		50324 · YS Music	(11.24)
Bill	500143491		50314 · AS Music	(8.99)
Bill	500143492		50314 · AS Music	(56.20)
				<hr/>
				(1,633.60)

**Bill Pmt -Check 53658 Millen Hardware 10101 - General Fund Checking**

Bill	February 2021		50722 · YS Program Materials	(49.85)
			70310 · Library Supplies	(19.78)
			70320 · Office Supplies	(433.11)
			76200 · Building Supplies	(59.92)
			76300 · Building Maintenance	(11.67)
			76400 · Grounds Maintenance	(809.73)
				<hr/>
				(1,384.06)

**Bill Pmt -Check 53659 MPLC 10101 - General Fund Checking**

Bill	504315359		50710 · AS Programming	(195.77)
				<hr/>
				(195.77)

**Bill Pmt -Check 53660 Oriental Trading 10101 - General Fund Checking**

Bill	708513146-01		50722 · YS Program Materials	(21.98)
				<hr/>
				(21.98)

**Bill Pmt -Check 53661 Peterson Products 10101 - General Fund Checking**

Bill	84299		76200 · Building Supplies	(564.00)
				<hr/>
				(564.00)

**Bill Pmt -Check 53662 Pioneer Press 10101 - General Fund Checking**

Bill	Counter		50410 · AS Periodicals	(65.00)
Bill	Evanston Review		50410 · AS Periodicals	(36.00)
				<hr/>
				(101.00)

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<b>Bill Pmt -Check</b>	<b>53663</b>	<b>Quill Corporation</b>	<b>10101 - General Fund Checking</b>	
Bill	5274421		70320 - Office Supplies	(52.75)
Bill	14899195		70320 - Office Supplies	(127.55)
Bill	15004303		70320 - Office Supplies	(22.87)
Bill	15076623		50722 - YS Program Materials	(11.04)
				<u>(214.21)</u>
<b>Bill Pmt -Check</b>	<b>53664</b>	<b>Reaching Across Illinois Library System</b>	<b>10101 - General Fund Checking</b>	
Bill	7725		50600 - Electronic Service Providers	(750.00)
				<u>(750.00)</u>
<b>Bill Pmt -Check</b>	<b>53665</b>	<b>Sticky Fingers Cooking REAL V, LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	233		50721 - YS Performers	(150.00)
				<u>(150.00)</u>
<b>Bill Pmt -Check</b>	<b>53666</b>	<b>Summers, Kelly</b>	<b>10101 - General Fund Checking</b>	
Bill	3.13.21		58500 - Friends Purchases	(75.00)
				<u>(75.00)</u>
<b>Bill Pmt -Check</b>	<b>53667</b>	<b>Swank Movie Licensing USA</b>	<b>10101 - General Fund Checking</b>	
Bill	2990588		50730 - Community Serv Prog	(1,727.00)
				<u>(1,727.00)</u>
<b>Bill Pmt -Check</b>	<b>53668</b>	<b>T-Mobile</b>	<b>10101 - General Fund Checking</b>	
Bill	2.8-3.2.21		70700 - Telephone	(48.36)
				<u>(48.36)</u>
<b>Bill Pmt -Check</b>	<b>53669</b>	<b>Terryburg Web Development, Inc.</b>	<b>10101 - General Fund Checking</b>	
Bill	711		50655 - Web Design	(42.50)
				<u>(42.50)</u>
<b>Bill Pmt -Check</b>	<b>53670</b>	<b>The Book Stall</b>	<b>10101 - General Fund Checking</b>	
Bill	358160		58500 - Friends Purchases	(750.00)
				<u>(750.00)</u>
<b>Bill Pmt -Check</b>	<b>53671</b>	<b>The Teaching Company Sales, LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	SINV10264727		50210 - AS Continuations	(179.85)
				<u>(179.85)</u>
<b>Bill Pmt -Check</b>	<b>53672</b>	<b>Thomas Klise/Crimson Multimedia</b>	<b>10101 - General Fund Checking</b>	
Bill	005040		50325 - YS Video Games	(155.18)
				<u>(155.18)</u>

**Wilmette Public Library**  
**Check Detail**  
 March 2021

(155.18)

<b>Bill Pmt -Check</b>	<b>53673</b>	<b>Thomson Reuters</b>	<b>10101 - General Fund Checking</b>	
Bill	844008294		50210 - AS Continuations	<u>(115.61)</u>
				(115.61)
<b>Bill Pmt -Check</b>	<b>53674</b>	<b>Village of Wilmette</b>	<b>10101 - General Fund Checking</b>	
Bill	20 Chrysler		77500 - Library Vehicle Maintenance	<u>(80.00)</u>
				(80.00)
<b>Bill Pmt -Check</b>	<b>53675</b>	<b>Warehouse Direct</b>	<b>10101 - General Fund Checking</b>	
Bill	4719997-2		76200 - Building Supplies	<u>(128.55)</u>
				(128.55)
<b>Bill Pmt -Check</b>	<b>53676</b>	<b>Whisdosh, Bridget</b>	<b>10101 - General Fund Checking</b>	
Bill	lost item		46200 - Lost Materials	<u>(17.00)</u>
				(17.00)
<b>Bill Pmt -Check</b>	<b>53677</b>	<b>Wolf, Yvonne</b>	<b>10101 - General Fund Checking</b>	
Bill	0161		58500 - Friends Purchases	<u>(175.00)</u>
				(175.00)
<b>Bill Pmt -Check</b>	<b>53678</b>	<b>Engberg Anderson Inc</b>	<b>10106 - SRF Operating Checking</b>	
Bill	20326200-3		96000 - SRF Special Reserve Fund	<u>(59,791.40)</u>
				(59,791.40)
			Operating Expenditures	(201,712.53)
			Special Reserve B/E Expenditures	<u>(59,791.40)</u>
			<b>Total March Expenditures</b>	<b><u><u>(261,503.93)</u></u></b>

## Wilmette Public Library Director's Report – April 20, 2021

### Library Activities for March-April 2021

Anthony Auston, Director

#### Strategic Plan Progress Updates

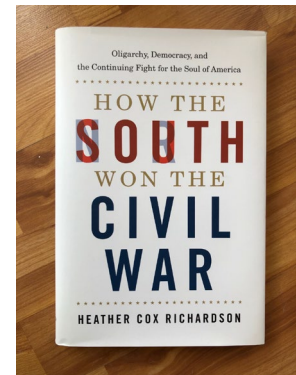
##### **Objective 1.1: Beginning October 2018, expand provision of library materials and programs outside of the established library facility.**

Outreach Librarian Ruth Bell made 13 contactless deliveries of books and STEM Kits to our partner preschools and made two virtual preschool visits attended by 22 children and teachers. For our March StoryWalk at Vattmann Park we chose the picture book *Once Upon a Goat* by Dan Richards.

On Saturday, March 6 we partnered with the Girl Scouts to offer their Puppets and Pajamas Party program on Zoom. It was attended by 35 patrons.

##### **Objective 1.2: Establish a committee to explore new outreach opportunities and deepen existing partnerships.**

The Library and the League of Women Voters Wilmette continues its partnership to present a co-hosted book club, this month discussing, "How the South Won the Civil War: Oligarchy, Democracy, and the Continuing Fight for the Soul of America" by Heather Cox Richardson. The Library purchases extra copies of the title both in print and digitally, and the Library and the League co-host the discussion on Zoom. Copies of the book are available in the new Book Club Hub in the center of the first floor of the library.



##### **Objective 1.2: Establish a committee to explore new outreach opportunities and deepen existing partnerships.**

On March 10, the Library, in collaboration with the League of Women Voters Wilmette and the Citizens' Climate Lobby (CCL), hosted a presentation where the CCL explored how Wilmette residents should vote on the advisory question on the April 6 ballot, asking: "Shall the U.S. Congress pass legislation to place a carbon fee on fossil fuel producers, where the collected revenue is given equitably to American households, incentivizing businesses and consumers to reduce climate disrupting emissions, transition to clean energy, and protect our economic well-being?" Citing scientific facts, the CCL made a compelling argument that we need to put a cap on carbon emissions for the health and safety of the planet and specifically, Wilmette residents. CCL representative Mike Ryan allowed us to record his presentation, which will be hosted on the LWVW's website for those who could not attend the program.

**Objective 1.4: Explore ways to connect local government, non-profits, businesses, and individuals with relevant community resources.**

The League of Women Voters Wilmette (LWVW) partnered with Wilmette Public Library to hold candidate forums prior to the April 6, 2021 Consolidated (Local) Election. We recognize that local elections impact every area of our daily lives, including school quality, park district and library programming, public health and safety, and environmental sustainability. This year's forums were held via Zoom for safety and convenience. There were 2 separate candidate sessions: Saturday, March 13 (Village President, Village Trustees, Park Commissioners), and Saturday, March 20 (Library Trustees, D39 Board, D203 Board). With a League of Women Voters Evanston member serving as a neutral moderator, these forums were an overwhelming success with 246 screens viewing on March 13, and 137 on March 20. It was a wonderful collaboration between the Library and the League, and we received several emails from the candidates and the Wilmette community alike thanking both organizations for providing a neutral space for political discourse. Recordings of the forums remain available: <https://www.lwvwilmette.org/>

Director Auston will be serving on School District 39's Strategic Planning Committee. The team is multifaceted, including school staff, parents, students, community members, and leaders of other community organizations. The process, and the resulting 5 year plan, is designed to honor D39's commitment to inclusion and the individual uniqueness of each person. The strategic plan will address the student, staff, and family experience within the District as well as academic performance. The Library is interested in better understanding our community from this perspective in an effort to partner with the schools in fulfillment of the greater needs of our community's students and families. Information about the planning process will be updated on D39's website here: <http://wilmette39.org/cms/one.aspx?pageId=44612212>

**Objective 3.4: By August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff.**

One Book, Everyone Reads programming has begun! This year, we're discussing the 2020 National Book Award-winning novel *Interior Chinatown* by Charles Yu. The programming committee, which consists of Jennifer Bartel, Jillian McKeown, Rachel Garcia, EvaAnne Johnson, Sarah Beth Brown, and from Youth Services, Andrea Vaughn Johnson, Jennifer Lee, and Lisa Bigelow, set a goal of focusing on both our strategic goals and community conversations. We sought to plan programs that provoke original thought in our staff and patrons alike while focusing on what is happening in our world and community right now.

On March 13, EvaAnne Johnson and the North Suburban Genealogical Society (NSGS) co-hosted, "Beginning Steps to Finding Your Chinese Ancestors" via Zoom with Kelly Summers, an Accredited Genealogist. Patrons learned the first steps in collecting and gathering family data and searching U.S. genealogical records for Chinese family information. They discussed the importance of identifying the Chinese surname character and the ancestral village in China. The program was an overwhelming success with the program filling up. Eva said that the feedback was extremely positive, citing that Kelly Summers was an excellent and knowledgeable speaker.

On March 18, Jennifer Bartel organized the OBER program, “The Untold Story Behind Mahjong,” where patrons learned about the history and cultural significance of the ancient game of Mahjong with Yvonne Wolf of Chinese Intercultural, LLC.

On Tuesday, March 23, the OBER committee hosted the first of two book club discussions for staff (the next will be in April) to discuss the selection with their peers in order to understand the book on a deeper level so that they can discuss it with patrons. In order to facilitate this, the committee provided around 30 paperbacks of the book and put them in the breakroom for staff to keep or pass around, and they were enjoyed by staff from all over the library.

On March 24, the Library hosted the program, “Anti-Asian Racism, Xenophobia, & COVID-19,” which may be one of the most important discussions during OBER that directly affects both our Asian American community and staff. The program discussed the psychological impact of stereotypes and racism, including the Asian American images in popular culture and the model minority stereotype. Finally, the presentation included the importance of ally-ship in addressing injustice. Presented by Dr. Teresa Mok, a licensed clinical psychologist, and Dr. David Chih, director of the UIUC Asian American Cultural Center.



As we explore this year's One Book, Everyone Reads selection, children were also invited to read about Chinese American experiences. Youth Services created a list of critically acclaimed children's books featuring Chinese American characters and historical figures. (<https://www.wilmettelibrary.info/books-and-more/recommendations/kids-book-lists/chinese-american>)

On April 2 we offered a Mandarin Conversation Café, and on March 27 a Chinese Bilingual Storytime with teacher Ling Liu.

Librarians Ruth Bell and Diane dos Santos are taking The United Way of Illinois Equity Challenge, which is a 21-week program that encourages Illinois residents to engage in racial equity conversations to gain a deeper understanding about the impact systemic racism and inequity have on our state and in our local communities. <https://unitedwayillinois.org/equity-challenge/>

**Objective 4.3: Beginning October 2019, implement emerging technologies and provide curated digital resources to improve the user experience.**

Digital Services Manager Stephen Koebel worked with Director Auston to review our website redesign bids from multiple vendors, and after interviews and evaluation of the results, we recommended Library Market to the Board for approval at the March 16 Regular Board meeting. Ben Bizzle, the proprietor of Library Market, has decades of web experience within a library setting; his business creates websites and calendars specifically for libraries. By design, we feel confident that we've made a great choice for Wilmette Public Library with this vendor to provide a better interface for our digital resources and improve user experience.



Meanwhile, our staff Website Redesign Committee has been preparing for the onboarding of our new Library Market project manager and working on the discovery and evaluation phase of the project. In March, the group reviewed our menu system and information organization. We evaluated other library websites and trends in information seeking behavior in an effort to consolidate and restructure our menus. We'll have an opportunity to revisit this topic with our project manager when we officially kick-off the project in early May.

## **Collections**

### **Digital**

Stephen Koebel met with our representative from the *New York Times* to demo their online product. This product differs than our current database subscription to the NYT through ProQuest. While the ProQuest product provides plain text articles, the NYT online product provides patrons access to the NYT site and app. The model for this service is different than any product we've implemented before: Patrons visit our site and redeem a token for 24-hour access to the NYT. Should a patron want to continue usage, they must revisit our site to redeem another token. The library pays for the tokens up front, so staff will track our usage over the next few months to better estimate our budget for the service. We expect the new NYT Online product to launch in late April with an informational and promotional campaign. We're excited to offer this new service and expect it will be popular with our patrons.

Our digital magazine statistics are notably lower this month than past months since the collection migrated to OverDrive. OverDrive does not have an automatic checkout feature like the previous RBDigital platform did. However, OverDrive does provide push notifications to patrons when a new issue is ready for check out. While some may have preferred the previous automatic checkout feature, OverDrive is not currently planning to implement that feature.

Year-to-date digital resource statistics are appended to this report.

### **Physical**

Shelving staff have been quite busy lately. In addition to their essential role with the RFID tagging project (update below), we've seen a marked increase in returns. Following Spring Break from school, many Children's items were returned. Before they can be reshelved, we have to double check that they have been tagged and those that have not are put on a special cart that gets tagged every afternoon. Lately we have had two or three of those carts each day!

Facilities staff installed temporary shelving at the bottom of the staircase on the lower level, which will be used to house a section of the cookbook collection when the drain installation portion of our capital repair work is being done to that part of the building later this spring. Meanwhile, Adult Services Librarians are finishing their weeding projects in other sections of the lower level non-fiction collections, so Shelving staff can soon shift those collections properly

in advance of both the tagging of those areas and the forthcoming construction project.

Following the shifting of collections, which has been a big part of our work the past few months, Switchboard staff are making the updated wayfinding endcap signs for the stacks. Staff have already addressed most of the affected areas, and will continue to work on having them all match when the weeding and shifting has been completed.

Gayle Rosenberg Justman trained Emma Standard on EBSCONET and EBSCO renewals. Working together with Jill McKeown and Alice Joseph, the adult and youth periodicals selectors, all of our current EBSCO subscriptions that were available for renewal were renewed. Staff notes that periodical vendors are still cancelling titles (whether replaced by a digital edition or not), continuing the trend we've observed the past few years.

New High School books (except the college books) will be on display in the Recent Arrivals area. Emma Standard pulled some recently added books so that the new section would not be empty and added "date dots" to them. Rosemarie Hohol made the changes to the items, and Gayle Rosenberg Justman made changes to the "on order" and "change to old" templates.

Work on the Loan Periods document continued in early March. The final document was posted on our website: [https://www.wilmettelibrary.info/administration/loan\\_periods.pdf](https://www.wilmettelibrary.info/administration/loan_periods.pdf)

Following an increased demand for our circulating tote bags, Rosemarie Hohol input approximately 50 new tote bags and then withdrew a number of tote bag item records with the status of Lost or Missing for over a year.

Rosemarie Hohol has started working on adding or correcting the public notes on DVD and Blu-ray international films to indicate where the item is shelved. For example, for the film "Nřan guyně" which is "The color of pomegranates" in English, the public note is: Shelved under C for Color of Pomegranates.

As part of the RFID tagging process, Adult Services staff reviewed our Fiction holdings and identified worn copies of popular titles that needed replacements. To support this effort in Technical Services, Martha Birkhold has been working on searching the large volume of replacement titles to confirm the replacement copies are on the correct bibliographic records.

### **RFID Project**

The Shelving/Switchboard team has nearly finished tagging the entire Children's Department. This area has almost thirty distinct sections ranging from Parent/Teacher materials to School Reading Challenge books, to World Languages. We are now finishing up with the picture books. The J/Y CDs will be done at the end of the project (along with the remaining AV collections on the first floor), and the procedures for the J/Y periodicals are still to be determined. The hardest part of this part of the project was the sheer volume of materials in the department. We also found it challenging to remove the security strips from all of the video games before tagging

them and returning the strips back on the cases. It was very time consuming. We also realized that the \$1.00 a day fine stickers were no longer needed, so a happy by-product of opening them all allowed us to remove the unnecessary stickers. The tagging team will now move to the Lower Level, with a quick stop in the newly-weeded Mystery/Suspense room.

In anticipation of the tagging project moving toward our popular audiovisual collections, Cataloging Librarian Jessica Thomson explored the possibility of repackaging select single and double disc jewel case CDs with Director Auston. Staff are evaluating a number of options to promote greater accessibility, maintenance, and allocation of space in the Media Room, and this is an opportune time to endeavor such a change since all items that collection will need to be individually handled by the tagging team anyway. Staff from Circulation/ILL, Shelving, Technical Services, and Adult Services, as well as colleagues from peer libraries and our RFID vendor, have all contributed to the research and decision process. We anticipate launching this aspect of the project in early May.

Jessica Thomson researched how to deactivate RFID tags for withdrawn materials and trained some TS staff on how to do this. Also, Jessica prepared procedures for blanking or erasing RFID tags and shared it with TS staff, Patsy De Vuono, and Kim Hegelund.

### **Technical Services Statistics**

The Technical Services team continued to be very productive in March. We added 2,496 physical items to the collection this month, an increase of 468 items over last month's total. Total March withdrawals were down by 1,636 items, although we still saw large numbers of adult fiction and nonfiction books to be withdrawn in anticipation of the RFID tagging of those collections.

We added 1,196 adult books, 54 teen books, and 599 youth books for a total of 1,849 books (an increase of 380 books over last month's total; we added 350 more adult books, 7 more teen books, and 23 more youth books). We added 199 adult AV items, 0 teen AV items, and 21 youth AV items for a total of 220 AV items (an increase of 31 AV items over last month's total; we added 47 more adult AV items, 1 less teen AV item, and 15 less youth AV items). 378 issues were added to the adult magazine collection and 49 issues were added to the youth magazine collection for a total of 427 periodicals (an increase of 57 issues over last month's total).

We withdrew 3,565 adult books, 1 teen book, and 425 youth books for a total of 3,991 books (a decrease of 886 books from last month's total). 416 AV items (328 adult AV items and 88 youth AV items) were also withdrawn (a decrease of 344 items from last month's total). As expected, the periodical withdrawal numbers returned to normal this month due to the fact that the withdrawal of the 2019 issues for those periodicals with a retention statement of "Retains current + 1 year" has been completed. 400 adult magazines and 4 youth magazines were withdrawn for a total of 404 magazines (a decrease of 406 from last month's total).

This month, we shipped 89 boxes to Better World Books. Last month, we shipped 105 boxes.

In terms of digital resources, 1,500 e-books, 709 e-audiobooks, and 10 e-magazines were added to our Overdrive collection in March. Last month, 2,051 e-books and 1,162 e-audiobooks were added to our OverDrive collection. CCS will be adding records for e-magazines now that our RBdigital content has been transferred to OverDrive. Also, 731 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 571 items were removed. Last month, 801 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 292 items were removed.

Year-to-date circulation and collection statistics are appended to this report.

## **Circulation**

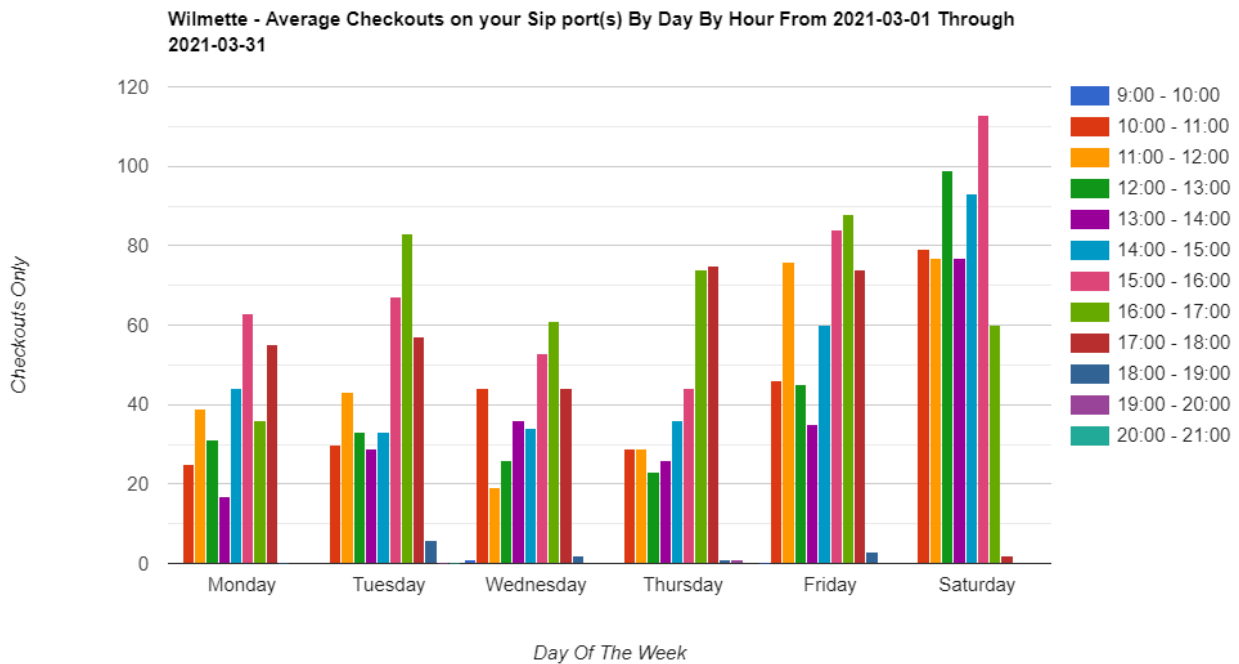
Staff welcomed Bea Harvey as Circulation Assistant on March 8. As part of her onboarding, Bea has had the opportunity to meet with department managers to learn how Circulation interacts with each department, train at the Circulation Desk, Parking Lot Pickup, and is a welcome addition to the team.

Assistant Manager Mark Cegielski has transitioned the department schedule from a Word document to a digital platform. This change has created an efficient way for staff to see who is covering which of the four service points in the department at any given time, all at their fingertips with the TEAMS app or on their computer screens. He has also worked on developing reports and procedures on how to handle materials that are marked missing in our database.

Staff participated in multiple informational trainings including in-house reporting across the departments. A valuable course on coping with compassion fatigue and weary COVID customers. The training offered staff ways to assess their own stress/burnout with a lens of compassion for others and their needs. LACONI offered a pop-in lunchtime training session on the use of storage lockers for contactless pickup at the library and throughout the community.

Staff are preparing the area behind the Circulation Desk for installation of our new RFID pads and where the new AMH (Automated Material Handling) machine will be located. Circulation Manager Kim Hegelund visited Highland Park Public Library to see their procedures and workflow of using Bibliotheca RFID pads at checkout, at the self-checks, the gate system, and their AMH machine.

The department saw the addition of our new Bibliotheca self-check 1000 units in March, and completion of the configuration of our new credit card processing terminals at each station in April. Patrons are responding positively to the new equipment and contactless checkout option. The graph below shows the average usage of our self-checkouts on an hourly basis, and by day of the week for the month of March.



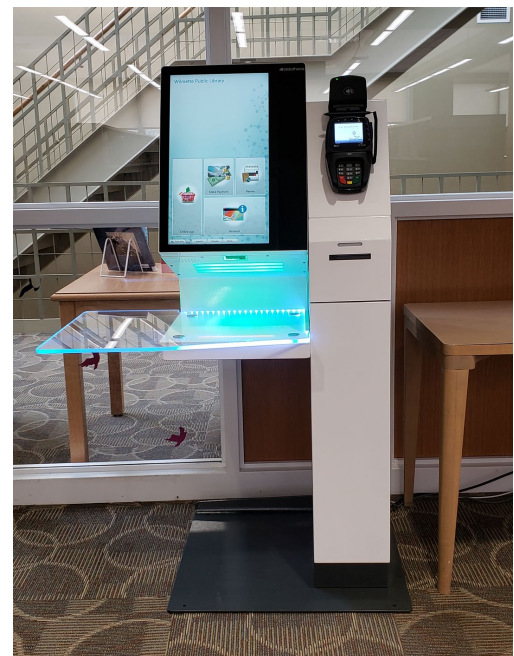
**Statistics of note:**

Our library card partnership with D39 schools continued this month with the schools registering 383 students from grades K-8 for library cards. Staff worked all month to create the cards and send out welcome information to the students. The Library also welcomed 29 online cards this month, and 16 of them have become physical cardholders.

Parking Lot Pickup continues to be a safe and easy way for patrons to pick up materials. In March we had 580 appointments with 245 being repeat users. The demand for this service model remains an ongoing need and staff are happy to include this in our daily workflow.

ILL is trending at numbers seen back in March of 2019 with 4074 items being sent through intra-library loans to CCS libraries.

The month of March brought many patrons back into the building. Staff processed 10,509 holds for patrons and we had 9,130 checked out! Over the course of the month patrons checked out 29,992 items.



## Youth Services



Youth Services distributed 200 take-home kits in March. This month's kit we called a "Kindness Kit" which contained supplies to make a Tree of Hope at home. It included beads, feathers, and paper tags to decorate a tree or branch at home with color and messages of inspiration.

In Youth Services our March picture book display featured women's history picture book biographies. Picture books about friendship, fantasy, springtime, and vehicles were also displayed. In the Junior High room, we highlighted books that were turned into movies and adventure stories. Our March hallway display featured books for school age children about Women's History.

Librarian Sheri Reda created a new booktalk video as part of our Read it Now series. "Refugee Tales" describes the stories of kids who escaped incredible perils as they embarked on journeys to find new homes.

## Youth Services Programs

Our young patrons have been very interested in art, craft, and cooking workshops. In March children sculpted with colorful upcycled wires and learned to make prints with a gelatin plate with our children's librarians. Sticky Fingers returned to present two more Books and Cooks programs, where a chef reads a book aloud and teaches participants how to make dishes related to the story. Back by popular demand was artist Mark Anderson who presented two of his Andertoons comic drawing workshops.



"I'm too grown up for kids' books. Where do I find the children's literature?"

In addition to our four weekly storytimes, children's librarians presented three special storytime events: Pajama Storytime, Saint Patrick's Day Storytime, and April Fool's Day Storytime.

Librarian Janet Piehl presented Storytelling Sock Puppets on Monday, March 22 in which participants made sock puppets together, then used the puppets to tell a collaborative story.

Librarian Diane dos Santos showed off her puppetry skills in a video she recorded called "Pickles Gets Ready for Spring" in which Pickles the Puppet learns how to let go of old toys while spring cleaning. The Pickles video and all recordings of our weekly storytimes are on our website at <https://www.wilmettelibrary.info/events/series/storytimes>.



Our monthly STEAM Lab at Home videos continued with Jennifer Lee’s Portable Maze tutorial, which can be viewed on demand on our website at <https://www.wilmettelibrary.info/events/spotlight/steam-lab>.



We welcomed back teaching musicians from The Old Town School of Folk Music for two Wiggleworms performances that got the toddlers singing and dancing.

The Dance Center Evanston presented Ballet Storytime on March 31. Children ages 3 and up danced and moved along with a reading of Olivia's Opposites by Ian Falconer viewed by a performance by a real ballerina.

## **Community Services Programs**

Programs hosted by Community Services:

- 3/2: Why We Need Local Responsible News with staff from The Record (17 patrons)
- 3/9: At Home Film Discussion: Summertime (12 patrons)
- 3/18: The Untold Story Behind Mahjong with Yvonne Wolf (92 patrons)
- 3/24: Anti-Asian Racism and Xenophobia During COVID-19 with Dr. David Chih and Dr. Teresa Mok (57 patrons)

One Book Everyone Reads was a major initiative for Community Services in March. Jennifer Bartel was integral in planning and implementing a number of the supplemental programs, and provided a fresh viewpoint for our long-running signature series.

We also participated in two a multi-library events in March. On March 1, we hosted Dr. Eve L. Ewing, a local author and activist, who spoke in conversation with WBEZ's Natalie Moore. This dynamic and fascinating conversation continued the Equity, Diversity and Inclusion (EDI) work that we have done in collaboration with other local libraries recently. Working together on these EDI focused events helps to demonstrate that these are values we hold as a larger community, and brings speakers of importance to a wider audience than any single library could provide alone. At the end of the month, we were also able to host best-selling author Harlan Coben. This program was popular and well-received by the Wilmette community, and a visit with such a popular author was a new type of collaborative venture for us.

As our programs have evolved, Jennifer Bartel has also continued to evaluate and update our procedures for hosting programs over Zoom. We now host a wide array of programs that have different parameters for registration, technology, presenter, and supply needs. Jennifer has worked with our programmers and our vendors to keep our internal procedures and tools up to date.

## **Digital Services**

Digital Services staff is partnering with Adult Services to provide tax forms to patrons. Staff is offering assistance in the Computer Room, in addition to remote printing pick-up as part of our Parking Lot Pickup services. Staff and patrons alike are adapting well to the limitations of our Computer Room space (we currently have 5 patron computer stations where we previously had 12). This model generally meets needs, though we have seen some congestion on weekends, reinforcing our general 1 hour limits. In addition to direct customer service in the Computer



Room, Digital Services staff continues to provide tech support during remote programs and events.

Our primary staff and patron software trainer, Cinta Bohm, announced she will be relocating and leaving the library in May. Stephen Koebel worked with HR to review and develop our job description to fill this important role. The new part time Software Training Associate position has been posted. We hope to have a new hire onboarded by late spring.

## **Technology**

Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public in March. Projects this month included workstation and peripheral configuration and installation, remote work laptop troubleshooting, network optimization, software installation and troubleshooting, and equipment relocation. Throughout the month, Fred and Debi assisted staff with printer and scanner installations, RFID equipment installation and training, reconfiguring/relocating workstations, wiring issues, coordination with CVI on open tickets, Microsoft Teams training, routine maintenance, equipment cleaning, and other updates.

This month's installation of the new self-checkout machines required a full library team effort. IT Manager Fred Wallace worked with our Bibliotheca technician on several occasions to help finalize the project. Once completed, Fred documented all of the necessary technology configuration information for equipment and with Debi Thompson, created a file for IT to keep track of the details for future needs. Fred also attended a remote training session on how to use and manage Bibliotheca's software.

With the introduction of our new self-checkout equipment, it was also time for us to retire our first generation self-check equipment. We were able to reuse some parts at the library and return the rest to our first vendor/partner so they could recycle them or use them to repair other libraries' equipment.

Fred also coordinated a meeting with CVI, our contracted LAN management firm, to begin planning for necessary infrastructure improvements for the coming fiscal year. In addition to planned upgrades to the WiFi system, we're planning to revisit the telephone system upgrade project that had been planned for last year, but was ultimately abandoned when our two partner agencies elected to implement their own separate systems.

## **Communications**

Staff worked in March to plan upcoming initiatives and solidify our messaging. Sarah Beth Brown worked on OBER communications, promoting the book, the author event, and the supplemental programs. Sarah Rose designed the promotional postcard with our 2021 OBER branding, which was mailed to all homes in Wilmette.

We updated our Antiracist Statement to reflect the inclusivity we feel as an institution, and provided a number of resources for the AAPI community, Black community, and others. We shared this information a number of ways throughout the month, and will continue to provide updated resources, reflect on our commitment to equity and inclusion, and share resources and support for our community. Our updated statement and resources can be found here:

<https://wilmettelibrary.info/about/about-us/edi-resources>

Sarah Rose also turned her focus to our interior signage in March. Following a busy reopening period, many signs throughout the building needed updating or replacing. She worked across departments to come up with new templates and new messaging for a variety of areas throughout the building. Sarah and Sarah Beth conducted several walk-throughs of the building, interior and exterior, to take stock of our signs and begin working on updates. We are beginning to transition some of our signage to promote more of our services and programs, while still keeping our safety precautions visible for patrons.



Our email newsletters continue to be a primary source of information for our patrons. With a list of more than 13,000 email addresses, we are able to effectively communicate directly with both cardholders and a variety of others who have independently signed up to receive our newsletters. As we begin to ramp up our paper newsletter production to resume with a Summer Reading Clubs-focused newsletter this summer, Sarah Beth has been putting work into a schedule that will combine our current email newsletters with our traditional paper newsletters. The distribution schedule of each will be tweaked so that we can continue to offer both types of communication, as we know we have community members who value each type. We plan to send out a print summer newsletter in early June, and resume printing and mailing the *Off The Shelf* newsletter in September.

#### March Newsletters by the Numbers:

- Sends: 101,353
- Opens: 30,924
- Clicks: 1,814

The Library's email open rate is 11% above industry standard, and we have held a steady 30-33% open rate for the full year since we pivoted from primarily-print to primarily-email, an excellent sign that our patrons continue to use these emails and that interest has not dropped off.

**Highlights from our social media channels this month:**

 wilmettelibrary



[View Insights](#) [Promote](#)

♥️ 💬 📌

👤 Liked by jillie\_\_mae and 53 others

wilmettelibrary Check out this throwback bag we found hiding in our circulation department! Back in the day, we offered these retro bags for patrons to easily carry borrowed records back and forth from the library. While we no longer circulate the bags, we still have an awesome record collection—check out some vinyl next time you're in the building!

As we explore this year's One Book, Everyone Reads selection, Interior Chinatown by Charles Yu, children are also invited to read about Chinese American experiences. To get you started, we have created this list of critically acclaimed children's books featuring Chinese American characters and historical figures. <https://www.wilmettelibrary.info/books-and-more/recommendations/kids-book-lists/chinese-american>



**Chinese American Children's Books - Wilmette Public Library**  
Our One Book, Everyone Reads 2021 selecti...

**Chinese American Children's Books - Wilmette Public Library**  
Our One Book, Everyone Reads 2021 selecti...

4 1 Share

👍 Like    💬 Comment    ➦ Share

284 people reached > [Boost](#)

 **Wilmette Public Library**  
Posted by Sarah Beth Brown  
Mar 12 · 🌐


It's election season in Wilmette! We are hosting two candidate forums with the League of Women Voters of Wilmette. Meet the candidates and learn the... [See More](#)



6 1 Share


👍 Like    💬 Comment    ➦ Share

245 people reached > [Boost Post](#)

 **Wilmette Public Library**  
Posted by Sarah Beth Brown  
Mar 17 · 🌐

The attacks on Asian Americans, this week and over the past year, are unconscionable. We invite you to join us for an exploration of the roots of these hate crimes with Dr. Teresa Mok, a licensed clinical psychologist, and Dr. David Chih, director of the UIUC Asian American Cultural Center. Dr. Mok and Dr. Chih will discuss the psychological impact of stereotypes and racism, including the Asian American images in popular culture and the model minority stereotype.

Anti-Asian Racism, Xenophobia, & COVID-19  
Wednesday, March 24, 7pm  
Learn more and register now: <http://wilmette.libnet.info/event/4938627>



**ONE BOOK Everyone Reads**  
WILMETTE.LIBNET.INFO  
Anti-Asian Racism, Xenophobia, & COVID-19 (Virtual)

22 1 Comment 6

## Facilities and Safety

Facilities Manager Marcos Levy prepared a request for proposals for the annual landscape and grounds maintenance agreement. Five companies responded, with four submitting quotes.

	Highland Terrace	Red Stem	Landscape Concepts	Chalet
Spring Clean up	\$1450	\$1480	Incl.	\$1152
Weekly Maintenance Lawn Care	\$4180	\$8680	\$6176	\$7996
Bed Maintenance	\$1980	\$10760	Incl.	Incl.
Fall Clean Up	\$1750	\$2135	Incl.	Incl.
Irrigation Maintenance	N/A	N/A	\$692.00	\$465
Pruning	\$650	\$740	Incl.	\$1479
Turf Care	\$595.00			\$850
Aeration				\$356
Annual Cost	\$10,605	\$23,795	\$6896 1 <sup>st</sup> choice	\$12,299 2 <sup>nd</sup> Choice

Based on the quotes, evaluation, interviews, and our recent positive experience with their short notice snow removal services this past winter, we moved forward with Landscape Concepts (Grayslake, IL) <https://www.landscapeconcepts.com/>. Their work will commence this spring when the masonry project moves away from the southwest corner of the building, allowing access to the native gardens.

The 2021 Capital Repair Project is off to a great start. Our masonry team (Berglund) has been communicating with staff and our construction manager during every step of the process with descriptive detail that more than satisfies our expectation for quality and safety for the Library.

Measures are taken to ensure patron services are accommodated and that the building and grounds are protected. The project page was launched our website in March, and will feature an updated timeline as milestones and anticipated dates for action items are announced and/or completed: <https://www.wilmettelibrary.info/about/about-us/projects>



## Administration

Director Auston and Leadership Team staff reviewed the draft Library Operations Policy in early April, before the documents moved to the April 12 Policy Committee meeting for the Board's first reading of the updated policy. The Committee reviewed the document section by section and moved to recommend the policy for review and approval at the April 20 Regular Meeting.

The policy document includes a range of important policies including guidance on:

- Hours/Holidays/Closings,
- Unattended Children,
- Vulnerable Adults,
- Photography in the Library,
- ADA Compliance,
- Homebound Services,
- Animals,
- Reference and Reader's Advisory Policy,
- Interlibrary Loan Policy, and
- Public Use of Study Rooms and Meeting Rooms.

While the policy language, and the way it's organized, is new to Wilmette Public Library, the content is consistent with our historical practices and procedures and is now being articulated/documented. Additional appendices related to this policy include:

- Appendix 3A: Hours of Operation
- Appendix 3B: ALA Code of Ethics
- Appendix 3C: ALA Library Bills of Rights

Our Safety & Security team and Leadership Team are continuing to evaluate our current "Rules of Behavior" policy, which will become "Appendix 3D: Code of Conduct". We'll present this updated document at a future Policy Committee meeting. In the meantime, the current policy remains in effect and is posted on the website: <https://www.wilmettelibrary.info/about/about-us/policies>

## Human Resources

**Recruiting:** Here are some recent developments in our recruiting efforts:

- **Technical Services:**

**Technical Services Manager** - Since the last report, HR Manager Michael Boone conducted six pre-screen interviews, and from that pool, set up three first round interviews. We then selected two finalists from those interviews, but unfortunately, one applicant withdrew their application from the process. We are still moving forward with a second round interview for the remaining finalist, and will assess our options following that meeting.

- **Digital Services:**  
**Software Training Associate** – We are currently recruiting for this newly-created position in Digital Services. Digital Services Assistant Jacinta Siong Bohm is relocating at the end of May. DS Manager Stephen Koebel modified her current responsibilities to create this new role that will focus on facilitating software application trainings for both patrons and staff. We currently have the job posted on three other recruitment sites besides our website; we hope to attract the perfect applicant.

### Policy/Procedure

- **COVID-19 Vaccinations** – Since the Village of Wilmette included other units of local government in their community vaccination clinics, all Library staff who wanted to participate have already received a first dose. The clinics, which are held at New Trier West in Northfield, have been well-staffed and efficiently run. Some staff have already received the second dose, and by the end of April, everyone who participated, will have received their second dose.
- **ARPA** – The American Rescue Plan Act, signed into law on March 11, was created to ease some of the financial hardship many endured this past year due to the COVID-19 pandemic. Some of the components impact the benefits we offer and will require us to make some modifications:
  - **FFCRA** – The legislation that allows emergency sick pay and leave to eligible employees for qualifying reasons has been extended through the end of September of 2021. Employers are no longer mandated to offer these leave benefits, but may now offer on a voluntary basis.
  - **Dependent Daycare Spending Account** – The current maximum allowable contribution of \$5,000 is increased to \$10,500 for 2021. The dependent daycare account allows participants to pay for childcare with pre-tax dollars.
- **New IL Background Check Regulations** – Last March, Governor Pritzker signed into law an amendment to the Human Rights Act that restricts the use of criminal convictions in hiring and employment decisions. Currently, all of our offers of employment are contingent upon a successful Criminal Background Check. Under this amendment we would not be able to automatically rescind an offer of employment should a conviction appear on a background check report. Further, this amendment would also restrict us from making an employment decision on a current employee should we discover a recent criminal conviction.

### **There are times when criminal conviction records can factor in to our hiring and employment decisions:**

- When law specifically authorizes the use of criminal records.
- When there is a substantial relationship between the previous criminal offense and the employment position.

- When the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

Michael Boone will be attending a webinar regarding this topic on April 29. The session is sponsored by the law firm Smith Amundsen.

### **Special Projects**

**Salary Structure Update** – To ensure that our salary structure is current and competitive, we have commissioned HR Source to help update our current Salary Grades and Schedules. HR Source helped create the Salary Structure in the fall of 2017, and we want to make sure that all positions are appropriately graded, and the corresponding salary schedules are in-line with current market rates. Michael Boone currently working with department managers to confirm all of our job descriptions are current and accurate. We are hoping to have this project completed sometime over this summer.

### **Select Staff Meetings & Workshops**

Since the pandemic shifted our operations in March 2020, nearly all staff have been meeting virtually with one another multiple times weekly, regularly with their teams, hosting or participating in Zoom meetings, and keeping up with professional reading and training. The overwhelming majority of staff have attended multiple developmental webinars and are cultivating new skills. The modified/remote environment has been especially conducive to professional engagement and future planning for the “new normal” of the foreseeable future. Staff have hosted and attended dozens of programs and developmental workshops on a diverse range of topics through year-end 2020, including:

#### Events:

- 3/11: CCB Storytelling from Story Times to Epistemological Information Divides
- 3/12: We Need Diverse Books & LC- 2021 Symposium Awards
- 3/17: Middle Grade Magic conference
- 3/20: National Day of Healing – Healing the wounds of racial inequities

#### Training:

- 3/1-31: United Way Equity Challenge – weeks 4-6
- 3/4: Mental Health First Aid Interventions
- 3/11: ALSC: Virtual Programming Development
- 3/16: Preparing for the Next Wave of Pandemic-Weary Customers
- 3/24: Anti-Asian Racism, Xenophobia, and COVID-19

#### Webinars:

- 3/5: Graphic Novel Showcase: Titles for Young Readers Coming This Spring
- 3/8: Listenwise webinar: How to use podcasts in the classroom
- 3/8: Books Like Us

3/18: Brooklyn Public Library Virtual Book Launch! Our Skin: A First Conversation About Race  
3/20: CCBC Choices: Favorite Books of 2020  
3/23: HarperCollins Dive into Spring Books Preview  
3/25: Booklist Webinar: Titles for Tough Times  
3/31: School Library Journal Board Books  
Brand Strategy Breakthrough with Tobias Dahlberg & Jacob Cass  
Evaluating Program Success in a World Gone Virtual

Select other staff meetings

3/4: Digital Library of Illinois Annual Meeting (Stephen Koebel)  
3/4: Mind the Gaps: Acknowledging and Addressing an Incomplete History (EvaAnne Johnson)  
3/5: Website Redesign Committee Meeting (Stephen Koebel)  
3/8: AS Selector Meeting (Jillian McKeown, Jennifer Klein, Nancy Wagner, Suzanne Arist, Krista Hutley, John Amundsen, Rachel Garcia, and EvaAnne Johnson)  
3/8: Teacher/School Library Card Meeting (Krista Hutley)  
3/9: School Facilitators Networking Group  
3/10: CCS Executive Committee (Anthony Auston)  
3/12: Youth Programmers Meeting - Discussed SRC, outdoor programming, recommended performers  
3/15: CCS Leap Searching tutorial (EvaAnne Johnson)  
3/16: TOYS Meeting - Publisher spotlight for fall 2021, EDI support  
3/17: Career Counseling Meeting (John Amundsen, Nancy Wagner)  
3/18: EDIT-YS Meeting - How to support Asian community, retired Seuss books and censorship  
3/18: Patron Access Services Meeting (PAS) (John Amundsen)  
3/19: Middle Managers Roundtable (Jillian McKeown)  
3/18: Manipulating Features on Ancestry series (EvaAnne Johnson)  
3/18: PAS Meeting - New patron discovery tool (Vega) to be beta tested, evaluating CCS website, patron survey on notice emails, SQL queries for Accelerated Reader/etc.  
3/19: Maker Space Networking Group (Janet Piehl)  
3/21: RootsTech Genealogy virtual conference (EvaAnne Johnson)  
3/26: Seven Things you need to know about German church records (EvaAnne Johnson)  
3/26: Finding your German Ancestor series (EvaAnne Johnson)  
3/26: Useful Tools for Finding German Ancestors (EvaAnne Johnson)  
3/26: A Wealth of Websites: Deciphering the German Script Made Easy (EvaAnne Johnson)  
3/22: Website Redesign Committee Meeting (John Amundsen, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)  
3/23: MAD: Managing During a Pandemic (Jillian McKeown)  
3/30: RAILS BIG meeting (John Amundsen)  
3/31: Summer Reading Club Meeting (Jennifer Bartel, Ruth Bell, Lisa Bigelow, Sarah Beth Brown, Rachel Garcia, Krista Hutley, Alice Joseph, Andrea Vaughn Johnson, Jennifer Lee, Jillian McKeown, Janet Piehl, Sarah Rose)



04/01/2021

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 03/2021**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	1	0	0	0	0	0	0	0.00
AV equipment	23	14	7	21	21	0	0	0.91
Bag	459	277	222	499	499	0	0	1.09
Blu-ray	1,379	303	174	477	537	60	69	0.35
Blu-ray Hot	4	4	6	10	10	0	0	2.50
Blu-ray New	33	48	56	104	106	2	3	3.15
Book	169,415	19,168	15,533	34,701	36,631	1,930	2,827	0.20
Book Hot	1,209	952	418	1,370	1,466	96	0	1.13
Book New	6,224	2,978	1,696	4,674	5,494	820	415	0.75
Boxset	0	29	7	36	36	0	29	0.00
Cassette	60	0	0	0	0	0	0	0.00
CD	17,150	952	402	1,354	1,670	316	268	0.08
CD Audiobook	7,563	296	311	607	680	73	68	0.08
CD Audiobook Hot	1	0	0	0	0	0	0	0.00
CD Audiobook New	365	142	76	218	274	56	15	0.60
CD New	213	85	69	154	179	25	7	0.72
DVD	18,696	2,835	1,587	4,422	4,852	430	421	0.24
DVD Hot	23	22	24	46	47	1	0	2.00
DVD New	304	323	303	626	695	69	30	2.06
eAudiobook	45,306	0	0	0	0	0	0	0.00
eBook	78,486	0	0	0	0	0	0	0.00
eMagazine	3,268	0	0	0	0	0	0	0.00
Equipment	13	0	0	0	0	0	0	0.00
eReader	4	3	4	7	7	0	0	1.75
Game	0	7	6	13	13	0	7	0.00
ILL AV	1	0	0	0	1	1	0	0.00
ILL Material	0	39	2	41	41	0	1	0.00
Kit	0	4	6	10	10	0	4	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	6,542	330	255	585	662	77	39	0.09
Large Print New	420	128	49	177	256	79	14	0.42
Magazine	4,052	243	537	780	780	0	6	0.19
Mobile Hotspot	12	8	1	9	9	0	0	0.75
MP3 Audiobook	0	2	2	4	4	0	2	0.00
Multimedia Kit	30	6	3	9	10	1	6	0.30
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	27	0	0	0	0	0	0	0.00
Other	0	1	0	1	1	0	1	0.00
Playaway	2,170	319	146	465	490	25	25	0.21
Playaway Audio New	65	37	28	65	74	9	1	1.00
Record	1,577	6	11	17	19	2	0	0.01
Scores / sheet music	0	2	4	6	6	0	2	0.00
Seasonal AV	380	11	4	15	15	0	0	0.04
Seasonal Book	1,999	139	3	142	142	0	1	0.07
Special Collection	0	8	7	15	15	0	8	0.00
STEAM equipment	21	1	1	2	2	0	0	0.10
STEAM Kit	16	6	6	12	12	0	0	0.75
Tablet	2	1	1	2	2	0	0	1.00
VHS	149	0	0	0	0	0	0	0.00
Videogame	1,030	262	279	541	543	2	11	0.53
Videogame New	0	1	1	2	2	0	1	0.00
Totals	368,719	29,992	22,247	52,239	56,313	4,074	4,281	0.14

Item Count is where the Item Owning Library = YOUR LIBRARY  
 Local Charge is where the Station\_Library = YOUR LIBRARY  
 Local Renewal is where the Station\_Library = YOUR LIBRARY  
 Lender is where the Item Owning Library = YOUR LIBRARY and the Station\_Library not = Item\_Library  
 Borrower is where the Station\_Library = YOUR LIBRARY and Item Owning Library not = Station\_Library

This report excludes transactions with these patron codes:  
 In-House Use

actions with these patron statistical Classes

Test User

04/01/2021

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 03/2021**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	46,047	4,699	2,802	7,501	8,395	894	659	0.16	2,630
Magazines	3,514	150	311	461	461	0	7	0.13	311
Multimedia	41,966	4,189	2,553	6,742	7,723	981	865	0.16	2,397
Nonfiction	69,584	3,697	3,409	7,106	8,223	1,117	823	0.10	3,178
Online	118,440	0	0	0	0	0	0	0.00	0
Other	519	342	237	579	579	0	1	1.12	215
Teen Fiction	2,669	373	322	695	757	62	107	0.26	298
Teen Multimedia	97	12	17	29	30	1	6	0.30	15
Teen Nonfiction	369	69	79	148	160	12	14	0.40	71
Teen Online	3,286	0	0	0	0	0	0	0.00	0
Youth Fiction	42,267	12,391	9,295	21,686	22,382	696	1,358	0.51	8,840
Youth Magazines	559	92	226	318	318	0	0	0.57	226
Youth Multimedia	9,056	1,479	925	2,404	2,493	89	87	0.27	883
Youth Nonfiction	24,947	2,491	2,064	4,555	4,777	222	353	0.18	1,968
Youth Online	5,362	0	0	0	0	0	0	0.00	0
Youth Other	37	8	7	15	15	0	1	0.41	7
Totals	368,719	29,992	22,247	52,239	56,313	4,074	4,281	0.14	21,039

Item Count is where the Item Owing Library = YOUR LIBRARY

Local Charge is where the Station\_Library = YOUR LIBRARY

Local Renewal is where the Station\_Library = YOUR LIBRARY

Lender is where the Item Owing Library = YOUR LIBRARY and the Station\_Library not = Item\_Library

Borrower is where the Station\_Library = YOUR LIBRARY and Item Owing Library not = Station\_Library

The number of Auto Renewals is included in the numbers found in the Renewals Column

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classes

Test User

## Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
<b>GENERAL REFERENCE</b>													
Children's Literature	0	0	0	0	0	0	65	82	0				147
Culture Grams	0	0	2	4	0	1	1	0	0				8
Facts on File	1	1	4	25	9	1	6	2	1				50
First Search	65	72	39	90	59	28	22	39	37				451
Gale Databases (ex. InfoTrac)*	57	180	56	58	42	21	99	6	70				589
Legal Forms	0	1	19	0	7	10	3	1	8				49
Novelist	69	36	182	111	140	88	24	14	14				678
PebbleGo	0	0	0	6	1	1	5	2	10				25
Reference USA^	482	118	129	10	2	6	22	19	25				813
World Book Reference Center	0	10	51	121	18	10	6	2	3				221
<b>PERIODICALS</b>													
Chicago Tribune	96	137	152	92	89	106	213	156	105				1,146
Chicago Tribune-Historical	202	216	271	120	54	166	160	148	140				1,477
Consumer Reports	104	73	92	111	105	90	72	88	86				821
Consumers' Checkbook	6	3	15	8	2	3	3	7	8				55
InfoTrac	22	6	4	20	8	0	57	11	29				157
Lexis Nexis	8	6	23	6	269	586	357	316	404				1,975
Morningstar	176	0	92	152	87	687	444	481	282				2,401
New York Times	108	152	98	119	81	64	154	170	32				978
New York Times-Historical	69	31	53	27	17	29	66	95	11				398
Newspapers.com	56	237	230	227	87	134	91	153	171				1,386
Press Reader	151	39	17	222	177	122	194	76	0				998
Proquest-Research Library	123	68	113	87	88	135	194	170	152				1,130
S&P NetAdvantage	521	155	111	0	0	0	295	285	0				1,367
Weiss Ratings	2	1	1	1	2	2	1	1	8				19
Zinio	1,303	1,152	1,371	1,451	1,388	1,206	1,100	764	722				10,457
<b>GENEALOGY</b>													
Ancestry Plus	1,975	2,308	5,065	3,515	1,481	124	148	202	119				14,937
Heritage Quest	130	147	316	77	9	0	15	3	16				713
<b>HOMEWORK/STUDY</b>													
Brainfuse	104	115	277	702	702	63	11	11	0				1,985

Gale Courses	2	5	1	5	4	1	7	1	2					28
Lynda Library	25	2	34	0	37	25	22	14	33					192
Mango Languages	104	95	41	24	19	38	26	47	66					460
Mosio - Chat/Text reference help	213	111	85	80	112	165	118	90	73					1,047
Muzzy Languages	0	0	0	0	0	0	0	0	0					0
Niche Academy	255	164	202	319	245	300	248	208	168					2,109
Email Reference	0	0	0	0	0	0	0	0	0					0
WPL Tech Classes - Attendees	0	0	0	0	0	0	0	0	0					0
WPL Proctored Exams	0	0	0	0	0	0	0	0	0					0
<b>E-BOOKS/AV</b>														
Cloud Library	0	0	0	0	0	0	0	0	0					0
Hoopla	1,534	1,497	1,481	1,535	1,653	1,578	1,585	1,554	1,473					13,890
Kanopy	967	779	770	369	810	1,163	1,122	1,011	997					7,988
Digital Library of Illinois-eBooks	7,986	7,211	6,754	6,860	6,838	7,345	7,738	7,155	7,826					65,713
Digital Library of Illinois-eAudiobooks	3,505	3,434	3,279	3,451	3,505	3,651	3,716	3,453	3,876					31,870
Recorded Books (eAudiobooks)	56	56	43	0	0	0	0	0	0					155
Tumblebooks	89	223	74	131	98	48	40	56	32					791
Appointments	0	0	0	0	0	0	0	0	0					0
Subtotal Librarian Interface	213	111	85	80	112	165	118	90	73	0	0	0	0	1,047
Subtotal E-Book/AV Use	14,137	13,200	12,401	12,346	12,904	13,785	14,201	13,229	14,204	0	0	0	0	120,407
Total (All)	20,566	18,841	21,547	20,136	18,245	17,997	18,450	16,893	16,999	0	0	0	0	169,674
<b>WEB SITE</b>														
Visits (all)	16,751	15,426	14,897	14,845	14,624	14,241	16,207	15,806	15,636					138,433
Unique Visitors	8,516	7,996	7,371	7,484	7,005	6,275	7,246	7,489	7,879					67,261
Pageviews	24,697	27,113	25,662	24,815	24,981	24,191	22,004	27,219	25,340					226,022
<b>PowerPAC (public catalog)-Visits</b>	12,531	12,656	11,833	12,821	12,759	12,673	13,751	12,545	13,469					115,038
<b>Library App</b>	642	595	915	750	862	896	1,118	1,020	1,100					7,898
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News Digest														
*Gale Databases include: Business Insights; Directory Library; Literature Resource; Small Business Resource Center; Virtual Reference Library														
^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business; New Movers/Home; Consumers/Lifestyles														