DISTRIBUTION OF MEETING INFORMATION
Board Meeting Notices – Wilmette Village Hall, Metra Station, WPLD legal bulletin board, WPLD website.
Agenda hard copy – WPLD legal bulletin board. *Agenda email* – all WPLD staff & President of the Friends.
Agenda & attachments hard copy – WPLD Reference Desk. *Agenda & attachments electronic copy* – WPLD website.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA
Tuesday, August 20, 2019 at 7:30 pm in the Staff Lounge

The WPLD Board of Trustees will conduct a Public Hearing on the Budget and Appropriation Ordinance in the Staff Lounge at 7:15 pm. The purpose of the hearing is to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance.

All WPLD Board trustees are encouraged to attend the Public Hearing.

I.   Call to Order and Roll Call.

II.   Approve July Minutes. **Attachment 1**

III.   Presentation. None.

IV.   Public Comment.

V.   Treasurer's Report
    A. Financial Reports for July. **Attachment 2**

    B. Bills and Salaries for July. **Attachment 3**

VI.   Action Items
    A. Illinois State Library Annual Report (IPLAR) for FY 2018-19. **Attachment 4**

    B. Ordinance No. 2019/20-193, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-20 and Certificate of Estimate of Revenue. This ordinance was passed in tentative form at the July 2019 meeting of the Board. **Attachment 5**

VII.   Discussion Items – None.

VIII.   Director's Report. Updates on the outdoor renovation project and the WPLD Strategic Plan, a summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information are included in this section. **Attachment 6**

IX.   Committee Reports.

X.   Information Items
    A. The ILA Annual Conference will be held October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org.

    B. Communication. Articles of interest are included here. Comments from suggestion boxes will be distributed at the meeting. **Attachment 7**

XI.   New Business / Old Business.

XII.   Adjournment.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, July 16, 2019 at 7:30 pm in the staff lounge

PRESENT: Trustees Johnson, McDonald, Riddle, Rodgers, Wolf
ABSENT: Trustees Barshis, Fishman
VISITORS: None

I.   Call to Order and Roll Call. President McDonald called the meeting to order at 7:35 pm. In the absence of Secretary Barshis, President McDonald requested that trustee Johnson act as Secretary pro-tem until the arrival of trustee Wolf who would then be Secretary pro-tem.

II. June Monthly Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the June 18, 2019 WPLD Board meeting. Trustee Wolf seconded the motion.

Trustee Riddle requested that the minutes be amended. After discussion, trustee Rodgers moved that the June 18, 2019 Board meeting minutes be amended to include the following language: "Director Auston offered the possibility of hiring a third-party consultant to provide further cost estimates." This sentence will be added to section VI-C of the June 18, 2019 minutes, before the sentence beginning "Trustees McDonald and Wolf expressed concern . . .". Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.

Trustee Rodgers moved to approve the amended minutes of the June 18, 2019 WPLD Board meeting. Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.

III. June Special Board Meeting Minutes. Trustee Rodgers moved to approve the minutes of the June 18, 2019 WPLD Special Board meeting. Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE.

IV. Presentation. None.

V.   Public Comment. None.

VI. Treasurer's Report
A. Financial Reports for June. Treasurer Rodgers summarized the June financial reports. These are the final financial reports for the fiscal year. For June, the two largest sources of General Fund revenue were the Kenilworth Public Library District and General Fund Interest. For twelve months of activity, the actual expenditure rate for total General Fund expenditures was 95.13% of budget; the budgeted expenditure rate for this time period was 100.00% of budget. The financial reports indicated the specific expenditure accounts that were in excess of the budgeted amount. Trustees Rodgers, Johnson, and Riddle discussed the CD section of the financial reports. The following topics will be discussed at future Finance Committee meetings: the WPLD Levy Ordinance, the WPLD Endowment Fund, responsible financial/investment management and the assumption of financial risk, clarity of the monthly financial reports, and the General Fund Balance Policy. The Board determines the disposition or transfer of surplus funds after completion of the financial audit.

B. Bills and Salaries for June. Trustee Rodgers moved to approve the June bills and salaries. Trustee Wolf seconded the motion. Director Auston answered Trustee Johnson's question regarding purchasing books.
Aye – Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent – Barshis, Fishman
MOTION CARRIED

VII.   Action Items.
     A. Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-20 in Tentative Form. The ordinance and Director Auston's explanatory memo were included in attachment 5 of agenda binders. Once the tentative ordinance is passed, it will be sent to the WPLD attorney and posted on the WPLD legal bulletin board and web page. The final ordinance will be on the August agenda as an action item. Trustees will conduct a public hearing 15 minutes before the August meeting to allow public discussion of the ordinance before finalization. A notice of the public hearing will be published in a local newspaper and posted on the WPLD legal bulletin board and web page, at the Metra Station and Village Hall. Director Auston summarized the Board's financial responsibilities and stated that the appropriation ordinance establishes the legal authority for the Library to responsibly allocate the revenue that it receives. Based upon consultation with the Library attorney, the appropriation ordinance increases each line item of the Library budget by 10%. The appropriation ordinance allows the Library to address unexpected expenditures and/or bequests in a timely fashion; the Library is not required to spend these funds. Director Auston and Trustees Wolf and Rodgers responded to Trustees Johnson's and Riddle's questions regarding the appropriation ordinance. Trustee Wolf moved to approve Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2019-20 in Tentative Form. Trustee Rodgers seconded the motion.

     Trustee Johnson motioned to amend the above motion in the following way: strike out Item V of the proposed Ordinance No. 2019/20-193. Item V is entitled *Transfer to B/E Special Reserve Fund from General Fund* and proposes a transfer of $200,000. Trustee Riddle seconded the motion.
     Aye – Johnson
     Nay – McDonald, Rodgers, Wolf
     Abstain – Riddle
     Absent – Barshis, Fishman
     MOTION NOT CARRIED

     Trustee Rodgers moved to call for a vote on the passage of Ordinance No. 2019/20-193 approval of which had been approved and seconded. Trustee Wolf seconded the motion.
     Aye – McDonald, Rodgers, Wolf
     Nay – Johnson, Riddle
     Abstain – None
     Absent – Barshis, Fishman
     MOTION CARRIED

     B. Ordinance No. 2019/20-194, Ordinance Amending the Budget and Appropriation Ordinance for Fiscal Year 2018/19. The proposed ordinance and Director Auston's explanatory memo were included in attachment 6 of agenda binders. Director Auston summarized the ordinance and answered trustees' questions. Trustee Rodgers moved to approve Ordinance No. 2019/20-194, Ordinance Amending the Budget and Appropriation for Fiscal Year 2018/19. Trustee Johnson seconded the motion.
     Aye – Johnson, McDonald, Rodgers, Wolf
     Nay – None
     Abstain – Riddle
     Absent – Barshis, Fishman
     MOTION CARRIED. *The ordinance is attached.*

VIII.   Discussion Items. None.

IX.   Director's Report. Attachment 7 of agenda binders included the Director's Report, June statistics (circulation, electronic services and programming), and community engagement reports. The Director's Report included information on the 2019 Summer Reading Club: A Universe of Stories, updates on the WPLD Strategic Plan, summaries of library department and staff activities, and meetings / workshops attended by the Director and staff. the meeting, Director Auston summarized information included in attachment 7, discussed the Outdoor Renovation Project, a proposed ribbon-cutting event with the CTA for the Linden book drop, and an update on the Kenilworth

book drop. Director Auston distributed information on a trustee workshop to be conducted at River Forest Library on August 10th from 9:30-12:30. The workshop, *Keys to Running a More Successful Board Meeting,* will be facilitated by Nancy Sylvester. Trustees commented on various aspects of the report. Trustee Johnson offered to help coordinate the ribbon-cutting event with the CTA.

X. Committee Reports.
    A. ILA Representative. Illinois Library Association Newsletters have been emailed to trustees. Trustee Barshis will review these newsletters at a later meeting.

    B. Policy Committee. All members of the Policy Committee, Trustees McDonald (chair), Barshis, Rodgers, and Wolf, attended the July 2, 2019 meeting as did Director Auston. Trustee McDonald summarized the meeting. The committee will reconvene on Monday, August 19, 2019 at 11:00 am to continue the review of draft Library policies. Trustee McDonald stated that all trustees are encouraged to attend all committee meetings. All approved policies will be presented to the full Board at the September meeting. Trustee Johnson requested a copy of all documents discussed at the Policy Committee meeting.

    C. Finance Committee. A committee meeting will be scheduled.

    D. Advocacy & Partners Committee. Trustee Johnson, committee chair, will schedule the first meeting of the committee which includes Trustees Barshis and Fishman.

XI. Information Items.
    A. As a requirement of IPLAR, the Illinois Public Library Annual Report, the Board Minutes Audit Committee must review the FY 2018-19 minutes of the WPLD Board of Trustees meetings. This review should occur prior to the August 2019 WPLD Board of Trustees meeting. Trustees Fishman and Riddle are members of the committee.

    B. The ILA Annual Conference will be held October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org.

    C. Communication. Trustees reviewed communication presented in Attachment 8 of agenda binders. Patron comments were distributed at the meeting.

XII. New Business / Old Business. Trustee Riddle recommended that the Facilities and Equipment Committee meet to determine strategies regarding the Library parking situation. Trustee Johnson wanted to know how many staff members park in the Library parking lot. Trustee Wolf and Director Auston discussed the need for cooperation and dialogue with the Village regarding parking. Trustee Johnson would like Library's Sunday hours to be addressed. Trustee McDonald suggested a community survey on all hours including Sunday service hours. Director Auston stated that this issue will be discussed at a later meeting.

XIII. Adjournment. Trustee Wolf moved adjournment of the meeting. Trustee McDonald seconded the motion.
    Aye – Johnson, McDonald, Riddle, Rodgers, Wolf
    Nay – None
    Abstain – None
    Absent – Barshis, Fishman
    MOTION CARRIED. The meeting adjourned at 9:37 pm.

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

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

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

ORDINANCE NO. 2019/20-194

ORDINANCE AMENDING THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-19

WHEREAS, the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, by Ordinance No. 2017/18-189 adopted a Combined Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2018 and ending June 30, 2019 (B&A Ordinance); and

WHEREAS, recent reviews of expenditures reflected expenditures in amounts greater than the amounts stated in the B&A Ordinance; and

WHEREAS, the Board of Library Trustees hereby determines that the B&A Ordinance should be amended to reflect expenditures made during the fiscal year ended June 30, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:

1. The B&A Ordinance be and hereby is amended in the following respects:

    A. The line item in the B&A Ordinance for Contingency-General Fund is decreased from $400,000 to $295,000 (decrease of $104,350);

    B. Certain line items in the B&A Ordinance are increased in the total amount of $104,350 as follows:
        I. PATRON MATERIAL SERVICES
            A. Books by $3,500.00 (from $275,000.00 to $278,000.00)
            E. Electronic Resources-AS & YS by $25,000.00 (from $475,000.00 to $500,00.00)
            L. Grant Expense by $1,200.00 (from $0.00 to $1,200.00)
            N. Friends Purchases by $8,000.00 (from $28,800.00 to $36,800.00)

        II. PERSONNEL
            H. Employee Health Insurance by $57,500.00 (from $548,300.00 to $605,800.00)

        III. OPERATION
            E. Copiers by $3,000 (from $28,000 to $31,000)
            G. Postage/Shipping by $600.00 (from $6,000.00 to $6,600.00)
            J. Equipment/Computer Maintenance by $1,750.00 (from $122,000.00 to $123,750.00)
            M. Building Supplies by $3,000 (from $24,000.00 to $27,000.00)
            Q. Parking Lot Rent by $800.00 (from $12,000.00 to $12,800.00)

2. All portions of the B&A Ordinance inconsistent with the foregoing are amended in the same manner and to the same extent.

3. In all respects, the B&A Ordinance remains in full force and effect.

4. This Ordinance is effective on its adoption.

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on the 16th day of July, 2019 by a vote of:
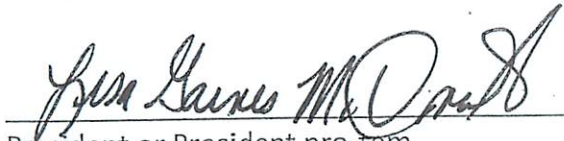
AYES: Johnsm, McDonald, Rodgers, Wolf

NAYS: None

ABSTAIN: Riddle

ABSENT: Barshis, Fishman

APPROVED:

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

ATTEST:

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

SECRETARY CERTIFICATE

I, _Stuart Wolf_ , DO HEREBY CERTIFY that I am the duly elected, qualified and serving

Secretary or Secretary pro-tem and as such keeper of the books and records of the Board of Library

Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached ORDINANCE NO. 2019/20-194, ORDINANCE AMENDING

THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-19 is a true and correct copy of said

ordinance which was presented, passed, and recorded by said Board at their meeting on July 16, 2019 by a

vote of:

AYES: Johnson, McDonald, Rodgers, Wolf

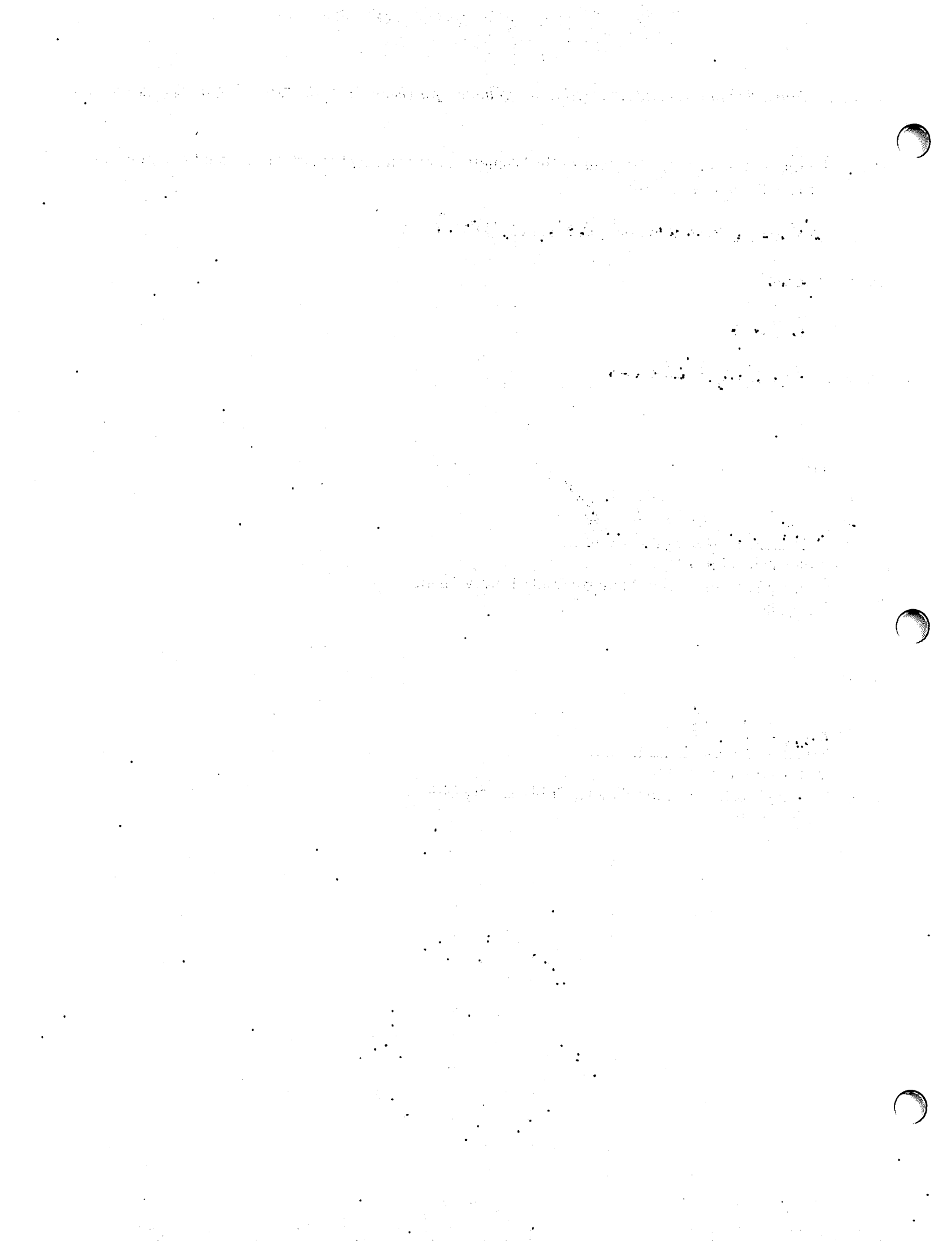NAYS: None

ABSTAIN: Riddle

ABSENT: Barshis, Fishman

Dated this 16th day of July, 2019.

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

Wilmette Public Library
Notes on Financial Reports for July 2019

Revenue Report

During July, WPL received $798,496.59 in Real Estate Taxes, $8,437.66 in General Fund Interest, $8,150.81 in Replacement Taxes, and $4,907.26 in Gifts/Donations.

Expenditure Report

Total General Fund expenses at 6.69% are below the expected one-month rate of 8.33%.

Several accounts show expenses higher than the on- month rate, but at this point in the Fiscal Year these overages are all due to timing of expenses.

Check Detail, July 1 - 31, 2019

The largest General Fund checks were written to Wellness Insurance Network ($47,269.12), EBSCO Subscription Services ($31,671.52), ProQuest ($29,182.04), Cooperative Computer Services ($23,610.46), Cengage/Gale ($21,474.16), Reaching Across Illinois Library System ($14,021.00), OverDrive, Inc. ($10,725.66), Infogroup aka Info USA ($8,640.00), Baker Taylor ($6,795.76, $5,737.72), and Hill Mechanical Services ($6,002.30).

Checks paid from the BE Fund were written to Shales McNutt Construction ($200,316.18), Teska Associates, Inc. ($2,704.00), and Rubino Engineering ($793.00).

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (7/5/19 for $125,434.76, and 7/19/19 for $129,374.14).

Certificate of Deposit Activity

Of the $8,437.66 in General Fund interest received during July, $5,40.17 was earned by the funds invested in the GF Certificates of Deposit.

Statement of Assets, Liabilities Fund Balances

During the Fiscal Year, Equity is composed of Beginning Fund Balances and Net Income for the year to date. After June 30, the net income for the prior year is designated as the Current Fund Balance.

On the July 31, 2019 Statement, the Current Fund Balance represents the net income/(loss) of ($28,066.55) for the Fiscal Year July 1, 2018 – June 30, 2019.

After the annual audit, this amount is combined with the Beginning Fund Balances to reflect the new Fund Balances. This change should be reflected in the October statement.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of July 31, 2019

	July 31, 2019
ASSETS	
Current Assets	
10001 · Deposit Account	2,003,085.55
10005 · Rutherford Trust Funds ·	165,725.29
10010 · Pvt Bk MM Account - GF	1,747.16
10100 · Operating Checking	501,442.98
10200 · Payroll Checking	186,369.40
10300 · HRA & FSA Checking	4,855.27
10610 · B/E MMF	3,296.48
10710 · Endowment MMF	37,783.04
10810 · Illinois Funds	58,047.15
10900 · Fifth Third Securities	52,311.36
11000 · CD's General Fund Total	7,237,143.73
16000 · CD's B/E Fund Total	5,331,323.69
TOTAL ASSETS	**15,583,131.10**
LIABILITIES & EQUITY	
Equity	
30000 · Beginning Fund Balances	
30010 · General Fund Balance	8,958,617.00
30020 · IMRF Fund Balance	438,048.00
30030 · Audit Fund Balance	7,095.00
30040 · Liability Fund Balance	38,231.00
30060 · B/E Fund Balance	5,785,982.00
30070 · Endowment Fund Balance	37,245.00
30080 · Specific Programs	183,147.00
30000 · Beginning Fund Balances	15,448,365.00
39000 · Current Fund Balance	(28,066.55)
Net Income	162,832.65
Total Equity	**15,583,131.10**
TOTAL LIABILITIES & EQUITY	**15,583,131.10**

Wilmette Public Library
Revenue Actual vs July 2019
(8.33% of Budget Year Completed)

	Current Month	July 2019- June 2020	FY 2019-20 Budget	$ Over(Under) Budget	% of Budget
INCOME					
* 43010 · GF Interest	8,437.66	8,437.66	95,000.00	(86,562.34)	8.88%
44100 · Replacement Taxes	8,150.81	8,150.81	35,000.00	(26,849.19)	23.29%
44200 · Kenilworth	0.00	0.00	163,000.00	(163,000.00)	0.0%
45000 · Grants	0.00	0.00	33,859.00	(33,859.00)	0.0%
46100 · Fines	2,120.69	2,120.69	24,000.00	(21,879.31)	8.84%
46200 · Lost Materials	913.00	913.00	9,000.00	(8,087.00)	10.14%
46400 · Service Fees	175.01	175.01	500.00	(324.99)	35.0%
47000 · Miscellaneous Income	3,817.39	3,817.39	35,000.00	(31,182.61)	10.91%
47100 · Copier Receipts	883.61	883.61	12,500.00	(11,616.39)	7.07%
47200 · Room Rental	189.50	189.50	5,000.00	(4,810.50)	3.79%
48000 · Gifts/Donations	4,907.26	4,907.26	39,000.00	(34,092.74)	12.58%
INCOME SUB-TOTAL	29,594.93	29,594.93	451,859.00	(422,264.07)	6.55%
41010 · GF Taxes	798,496.59	798,496.59	5,308,603.00	(4,510,106.41)	15.04%
TOTAL INCOME	828,091.52	828,091.52	5,760,462.00	(4,932,370.48)	14.38%

*   In order to compare with annual budget, figures include only GF interest, not SS/IMRF, B/E, or Endowment interest.

**   In order to compare with annual budget, figures include only GF taxes, not SS/IMRF, Audit, or Liability taxes.

WPL Expenditure Actual vs. Budget
July, 2019
(8.33% of Budget Year Completed)

	Current Month	July 2019 - June 2020	FY 2019-20 Budget	$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	17,148.42	17,148.42	257,000.00	(239,851.58)	6.67%
50200 · Continuations	3,244.48	3,244.48	48,500.00	(45,255.52)	6.69%
50250 · Library of Things	0.00	0.00	5,000.00	(5,000.00)	0.00%
50300 · Audio Visual Materials	6,141.18	6,141.18	113,000.00	(106,858.82)	5.43%
50400 · Periodicals	31,868.17	31,868.17	58,500.00	(26,631.83)	54.48%
50500 · Electronic Resources	119,015.58	119,015.58	550,000.00	(430,984.42)	21.64%
50700 · Programming	3,116.35	3,116.35	60,000.00	(56,883.65)	5.19%
50810 · ILL Expense	0.00	0.00	1,200.00	(1,200.00)	0.00%
52000 · Newsletter	0.00	0.00	40,000.00	(40,000.00)	0.00%
53000 · Promotion	(12.28)	(12.28)	10,000.00	(10,012.28)	-0.12%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	737.84	737.84	9,000.00	(8,262.16)	8.20%
58500 · Friends Purchases	4,069.00	4,069.00	28,800.00	(24,731.00)	14.13%
61000 · Personnel	237,083.79	127,083.79	3,274,468.00	(3,147,384.21)	3.88%
62000 · Professional Memberships	0.00	0.00	6,500.00	(6,500.00)	0.00%
63000 · Registrations	475.00	475.00	10,000.00	(9,525.00)	4.75%
64000 · Travel/Mileage/Meals	1,850.00	1,850.00	35,000.00	(33,150.00)	5.29%
65000 · Staff Development	168.31	168.31	30,000.00	(29,831.69)	0.56%
66000 · Insurance - Employee	49,983.21	49,983.21	523,300.00	(473,316.79)	9.55%
67000 · Employee Paid Expenses	2,300.49	2,300.49	25,000.00	(22,699.51)	9.20%
70100 · Accounting - PR & CrCd fees	799.66	799.66	16,000.00	(15,200.34)	5.00%
70200 · Professional Fees	1,554.50	154.50	20,000.00	(19,845.50)	0.77%
70310 · Library Supplies	1,053.87	1,053.87	35,000.00	(33,946.13)	3.01%
70320 · Office Supplies	5,995.84	5,995.84	45,000.00	(39,004.16)	13.32%
70400 · Copiers	1,908.35	1,908.35	28,000.00	(26,091.65)	6.82%
70500 · Printing	0.00	0.00	11,000.00	(11,000.00)	0.00%
70600 · Postage/Shipping	0.00	0.00	6,000.00	(6,000.00)	0.00%
70700 · Telephone	830.98	830.98	13,000.00	(12,169.02)	6.39%
74100 · Equipment/Furnishings/Computers	91.10	91.10	130,000.00	(129,908.90)	0.07%
74150 · Equipment/Computer Maintenance	1,362.65	1,362.65	158,000.00	(156,637.35)	0.86%
75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
76100 · Building Improvement	154.52	154.52	20,000.00	(19,845.48)	0.77%
76200 · Building Supplies	2,392.22	2,392.22	24,000.00	(21,607.78)	9.97%
76300 · Building Maintenance	0.00	0.00	85,000.00	(85,000.00)	0.00%
76350 · Building Maint Contracts	10,903.30	10,903.30	100,000.00	(89,096.70)	10.90%
76400 · Grounds Maintenance	54.00	54.00	45,000.00	(44,946.00)	0.12%
76450 · Parking Lot Rent	0.00	0.00	12,000.00	(12,000.00)	0.00%
76800 · Utilities	411.79	411.79	21,000.00	(20,588.21)	1.96%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
78000 · Kenilworth Expenses	0.00	0.00	0.00	0.00	
TOTAL GENERAL FUND EXPENSE	504,702.32	393,302.32	5,882,868.00	(5,489,565.68)	6.69%
92000 · SS/IMRF Fund	33,587.78	33,587.78	468,000.00	(434,412.22)	7.18%
93000 · Audit Expense	0.00	0.00	10,000.00	(10,000.00)	0.00%
94000 · Liability Fund	274.21	274.21	40,000.00	(39,725.79)	0.69%
96000 · B/E Special Reserve Fund	204,113.18	204,113.18	6,000,000.00	(5,795,886.82)	3.40%
97000 · Endowment Fund	0.00	0.00	0.00	0.00	
TOTAL OTHER FUNDS	237,975.17	237,975.17	6,518,000.00	(6,280,024.83)	3.65%
TOTAL GENERAL & SPECIAL RESERVE	742,677.49	631,277.49	12,400,868.00	(11,769,590.51)	5.09%

Purchase Date	Maturity Date	Bank	CD	CD #	Interest Rate	Amount
General Fund						
August 23, 2017	August 23, 2019	5/3 Goldman Sachs Bk	GF 10	38148PDN5	1.70%	250,000.00
August 24, 2017	August 26, 2019	5/3 Morgan Stanley Bk	GF 16	61747MYJ4	1.70%	250,000.00
October 18, 2017	October 18, 2019	5/3WEX Bank	GF 8	92937CGAO	1.70%	250,000.00
November 24, 2017	November 24, 2019	NSCB/Wintrust	GF 2	3804744799	1.69%	512,088.46
February 2, 2018	February 2, 2020	NSCB/Wintrust	GF 3	3804991322	2.40%	528,135.52
March 19, 2018	March 19, 2020	NSCB/Wintrust	GF 9	3804889432	2.40%	538,424.88
May 9, 2018	November 9, 2020	5th/3rd Connectone BK	GF 6	18123-0D7C0G	2.75%	250,000.00
May 11, 2018	November 10, 2020	5th/3rd Horizon Bk	GF 7	18123-0D7B1D	2.60%	250,000.00
August 28, 2018	August 28, 2020	5/3 UBS Bk USA	GF 15	90348JDK3	2.80%	250,000.00
August 29, 2018	August 31, 2020	5/3 Bank of Hope	GF 19	062683BM8	2.75%	250,000.00
September 28, 2018	September 28, 2020	5/3 Wells Fargo Bk	GF 21	949763UB0	2.90%	250,000.00
September 28, 2020	September 28, 2020	5/3 Berkshire Bk MA	GF 23	084601QQ9	2.80%	250,000.00
October 5, 2018	October 5, 2020	5/3 Farmers & Merchants BK	GF 20	30856PAY2	2.80%	250,000.00
November 28, 2018	November 30, 2020	5th/3rd Compass Bk	GF 13	20451PVY9	3.10%	250,000.00
December 7, 2018	December 20, 2020	5th/3rd St Bk of India	GF 14	856285MT5	3.15%	250,000.00
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313/1	2.72%	522,026.67
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	533,499.56
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF5	64886	2.60%	539,121.78
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	529,823.31
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	534,023.55
Total GF				Weighted Avg Yield	2.46%	7,237,143.73
B/E Fund						
August 3, 2017	August 9, 2019	5th 3rd Sallie Mae	BE 14	80280JLG4	1.70%	250,000.00
August 22, 2017	August 22, 2019	5/3 American Expr Cent.	BE 2	02587DW61	1.70%	250,000.00
October 15, 2017	October 15, 2019	CIBC/Private Bank	BE 6	96545	1.70%	536,437.71
November 22, 2017	November 22, 2019	5th/3rd Citizens St Bk	BE1	254672WR5	1.75%	250,000.00
November 29, 2017	November 29, 2019	5th/3rd Kennebec Svg Bk	BE 4	33767ARJ2	1.70%	250,000.00
February 22, 2018	February 24, 2020	5/3 Discover Bank	BE13	254673ML7	2.35%	250,000.00
February 21, 2018	February 21, 2020	5/3 First Nat'l Bk Omaha	BE 12	332135HH82	2.30%	75,000.00
March 7, 2018	May 7, 2020	5th 3rd Rockford B&T IL	BE 7	77315PBN1	2.30%	250,000.00
May 12, 2018	May 12, 2020	CIBC/Private Bank	BE 10	134430	2.25%	561,880.19

Purchase Date	Maturity Date	Bank	CD	CD #	Interest Rate	Amount
June 30, 2018	June 30, 2020	NSCB/Wintrust	BE 15	3804025908	2.75%	540,311.15
August 17, 2018	August 17, 2020	5/3 JP Iberia Bank/ LA	BE 5	45083AJX1	2.75%	250,000.00
September 28, 2018	September 28, 2020	5/3 Stearns Bk MN	BE 11	857894XP9	2.80%	250,000.00
October 31, 2018	October 31, 2020	5th 3rd JP Morgan Chase Bk	BE21	48128FA69	3.05%	203,000.00
November 5, 2018	November 5, 2020	5th 3rd 1st Bk of Greenwich	BE 20	31926GAL4	3.00%	250,000.00
January 8, 2019	January 8, 2021	CIBC/Private Bank	BE 8	6956404	2.72%	537,117.21
January 8, 2019	January 8, 2021	CIBC/Private Bank	BE 16	6939573	2.72%	377,577.43
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	BE 9	02007GHT3	2.60%	250,000.00
Total B/E Individual CDs				Weighted Avg Yield	2.36%	5,331,323.69
TOTAL CD's				Weighted Avg Yield	2.42%	12,568,467.42

Wilmette Public Library
Check Detail
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Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	**51756**	**BT A/V**	**10101 · General Fund Checking**	
Bill	T05160940		50314 · AS Music	(34.59)
Bill	H36560460		50312 · AS Non-feature	(39.53)
Bill	H36560461		50312 · AS Non-feature	(18.36)
Bill	H36786910		50311 · AS Feature	(46.27)
Bill	H36790860		50311 · AS Feature	(29.38)
Bill	H36790861		50311 · AS Feature	(94.77)
Bill	H36905470		50312 · AS Non-feature	(22.04)
Bill	H36905471		50312 · AS Non-feature	(22.01)
				(306.95)
Bill Pmt -Check	**51757**	**BT Books**	**10101 · General Fund Checking**	
Bill	2034627679		50120 · YS Books	(585.50)
Bill	2034637964		50120 · YS Books	(84.57)
Bill	2034639919		50120 · YS Books	(1,908.93)
Bill	2034646547		50110.3 · 300's	(96.42)
			50110.6 · 600's	(48.45)
			50110.7 · 700's	(11.87)
			50110.8 · 800's	(27.95)
			50110.9 · 900's	(79.16)
			50111 · Fiction	(466.59)
			50113 · Reference	(29.74)
			50111 · Fiction	(3.80)
Bill	2034648980		50110.7 · 700's	(42.75)
			50110.8 · 800's	(14.20)
			50110.9 · 900's	(51.90)
			50111 · Fiction	(498.09)
			50111 · Fiction	(3.03)
				(3,952.95)
Bill Pmt -Check	**51758**	**CDW Government**	**10101 · General Fund Checking**	
Bill	SPD6802		74120 · Computers	(91.10)
				(91.10)
Bill Pmt -Check	**51759**	**Cengage/ Gale**	**10101 · General Fund Checking**	
Bill	67373520		50512 · AS & YS Esubscriptions	(12,382.36)
Bill	67373521		50512 · AS & YS Esubscriptions	(9,091.80)
				(21,474.16)
Bill Pmt -Check	**51760**	**Center Point Large Print**	**10101 · General Fund Checking**	
Bill	1702705		50111 · Fiction	(183.36)
Bill	1706359		50111 · Fiction	(28.46)
				(211.82)

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	51761	**CLCD, LLC**	10101 · General Fund Checking	
Bill	6995		50512 · AS & YS Esubscriptions	(995.00)
				(995.00)
Bill Pmt -Check	51762	**Consumers' Checkbook**	10101 · General Fund Checking	
Bill	CHI1217415G2019		50512 · AS & YS Esubscriptions	(450.00)
				(450.00)
Bill Pmt -Check	51763	**Friends of WPL**	10101 · General Fund Checking	
Bill	7/1-7/7/19		47071 · FOL Annex income	(201.40)
				(201.40)
Bill Pmt -Check	51764	**Goethe-McGinn, Lisa**	10101 · General Fund Checking	
Bill	event 7/14/19		50730 · Community Serv Prog	(400.00)
				(400.00)
Bill Pmt -Check	51765	**Growing Minds, LLC**	10101 · General Fund Checking	
Bill	032646		50512 · AS & YS Esubscriptions	(1,700.00)
				(1,700.00)
Bill Pmt -Check	51766	**IntelliCorp Records, Inc.**	10101 · General Fund Checking	
Bill	1051113		65010 · Recruitment	(15.30)
				(15.30)
Bill Pmt -Check	51767	**Jeannie McQueenie Productions**	10101 · General Fund Checking	
Bill	event 7/17/19		58500 · Friends Purchases	(1,350.00)
				(1,350.00)
Bill Pmt -Check	51768	**Jo-Ann Stores, LLC**	10101 · General Fund Checking	
Bill	8/19-7/22		50512 · AS & YS Esubscriptions	(2,625.00)
				(2,625.00)
Bill Pmt -Check	51769	**Lexis Nexis Matthew Bender**	10101 · General Fund Checking	
Bill	monthly		50210 · AS Continuations	(76.00)
				(76.00)
Bill Pmt -Check	51770	**Midwest Tape**	10101 · General Fund Checking	
Bill	97601197		50313 · AS Audiobooks	(185.96)
Bill	97601198		50313 · AS Audiobooks	(334.90)
Bill	97601310		50313 · AS Audiobooks	(229.95)

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Type	Num	Name	Account	Paid Amount
				(750.81)
Bill Pmt -Check	51771	Navori Labs Digital Signage Engine	10101 · General Fund Checking	
Bill	44266		50530 · Computer Software	(1,119.00)
				(1,119.00)
Bill Pmt -Check	51772	NiCor Gas	10101 · General Fund Checking	
Bill	5/28-6/26/19		76810 · Heating/Cooling	(411.79)
				(411.79)
Bill Pmt -Check	51773	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA19123884		50511 · AS E-Books & YS E-Books	(10,706.71)
Bill	01018MA19124425		50511 · AS E-Books & YS E-Books	(18.95)
				(10,725.66)
Bill Pmt -Check	51774	ProQuest	10101 · General Fund Checking	
Bill	70578438		50512 · AS & YS Esubscriptions	(6,678.00)
Bill	70579233		50512 · AS & YS Esubscriptions	(22,504.04)
				(29,182.04)
Bill Pmt -Check	51775	Reaching Across Illinois Library System	10101 · General Fund Checking	
Bill	5817		50511 · AS E-Books & YS E-Books	(6,521.00)
Bill	5843		50512 · AS & YS Esubscriptions	(7,500.00)
				(14,021.00)
Bill Pmt -Check	51776	Recorded Books	10101 · General Fund Checking	
Bill	76446272		50313 · AS Audiobooks	(71.77)
Bill	76446664		50313 · AS Audiobooks	(113.96)
				(185.73)
Bill Pmt -Check	51777	Rubin, Lindy	10101 · General Fund Checking	
Bill	7/11/19		56000 · Rutherford Trust Expenditures	(75.00)
				(75.00)
Bill Pmt -Check	51778	State Chemical Solutions	10101 · General Fund Checking	
Bill	901020390		76200 · Building Supplies	(100.28)
Bill	901042315		76200 · Building Supplies	(235.00)
Bill	901061065		76200 · Building Supplies	(125.35)
				(460.63)
Bill Pmt -Check	51779	The Teaching Company Sales, LLC	10101 · General Fund Checking	

Type	Num	Name	Account	Paid Amount
Bill	SINV08564960		50312 · AS Non-feature	(89.95)
				(89.95)
Bill Pmt -Check	51780	Today's Business Solutions	10101 · General Fund Checking	
Bill	9515		74152 · Computer Maintenance	(600.00)
				(600.00)
Bill Pmt -Check	51781	United States Treasury	10101 · General Fund Checking	
Bill	IRS Form 720		66050 · ACA related fees/taxes	(161.70)
				(161.70)
Bill Pmt -Check	51782	Wellness Insurance Network	10101 · General Fund Checking	
Bill	July 2019		66015 · retiree health premium	(47.00)
			66010 · Emp Health Insurance	(47,222.12)
				(47,269.12)
Bill Pmt -Check	51783	Thornton, Christine	10101 · General Fund Checking	
Bill	07/15/19		50710 · AS Programming	(300.00)
				(300.00)
Bill Pmt -Check	51784	Advanced Disposal/Veolia	10101 · General Fund Checking	
Bill	T40002240242		76400 · Grounds Maintenance	(54.00)
				(54.00)
Bill Pmt -Check	51785	AM Best	10101 · General Fund Checking	
Bill	3480859		50210 · AS Continuations	(194.25)
Bill	3482928		50210 · AS Continuations	(194.25)
				(388.50)
Bill Pmt -Check	51786	Andertoons, LLC	10101 · General Fund Checking	
Bill	7/18/19		58500 · Friends Purchases	(500.00)
				(500.00)
Bill Pmt -Check	51787	Barnes & Noble	10101 · General Fund Checking	
Bill	3866054		50110.3 · 300's	(20.24)
				(20.24)
Bill Pmt -Check	51788	BT A/V	10101 · General Fund Checking	
Bill	H36853170		50120 · YS Books	(5.14)
Bill	H36748470		50120 · YS Books	(33.09)
Bill	H37004340		50311 · AS Feature	(203.47)

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Type	Num	Name	Account	Paid Amount
Bill	H37004341		50311 · AS Feature	(22.04)
Bill	H37004342		50321 · YS Feature	(73.40)
Bill	H37004343		50311 · AS Feature	(53.61)
Bill	H37004344		50311 · AS Feature	(44.02)
Bill	H37004350		50312 · AS Non-feature	(13.99)
Bill	H37031440		50312 · AS Non-feature	(124.24)
Bill	T05263410		50312 · AS Non-feature	(26.39)
Bill	H6905460		50314 · AS Music	(25.46)
Bill	H7040490		50312 · AS Non-feature	(25.72)
Bill	H37072020		50311 · AS Feature	(22.01)
Bill	H37072021		50311 · AS Feature	(14.66)
Bill	H37072040		50312 · AS Non-feature	(29.39)
Bill	H37104130		50311 · AS Feature	(16.90)
Bill	H37120740		50314 · AS Music	(11.03)
				(744.56)
Bill Pmt -Check	51789	BT Books	10101 · General Fund Checking	
Bill	2034626758		50111 · Fiction	(399.95)
Bill	2034638582		50111 · Fiction	(138.64)
			50110.6 · 600's	(11.86)
			50120 · YS Books	(10.07)
Bill	2034643654		50120 · YS Books	(10.21)
Bill	2034638947		50111 · Fiction	(553.02)
Bill	5015584905		50210 · AS Continuations	(1,113.11)
Bill	2034650482		50120 · YS Books	(331.75)
Bill	2034653388		50111 · Fiction	(33.37)
			50110.9 · 900's	(20.14)
Bill	2034651155		50110.0 · 000's	(42.63)
			50110.1 · 100's	(25.65)
			50110.3 · 300's	(14.10)
			50110.4 · 400's	(34.19)
			50110.5 · 500's	(15.82)
			50110.6 · 600's	(14.87)
			50110.7 · 700's	(14.69)
			50110.9 · 900's	(11.89)
			50111 · Fiction	(471.01)
			50112 · H.S. Collection	(11.89)
			50111 · Fiction	(3.28)
Bill	2034655066		50110.0 · 000's	(23.77)
			50110.2 · 200's	(10.11)
			50110.3 · 300's	(88.88)
			50110.6 · 600's	(68.44)
			50110.7 · 700's	(16.92)
			50110.9 · 900's	(35.76)
			50111 · Fiction	(229.10)
			50111 · Fiction	(2.36)
Bill	2034652247		50120 · YS Books	(563.48)
Bill	2034664675		50120 · YS Books	(41.24)
Bill	2034658021		50110.0 · 000's	(20.82)

Type	Num	Name	Account	Paid Amount
			50110.1 · 100's	(14.69)
			50110.3 · 300's	(47.45)
			50110.6 · 600's	(135.57)
			50110.7 · 700's	(14.87)
			50110.8 · 800's	(101.40)
			50110.9 · 900's	(53.53)
			50111 · Fiction	(255.21)
			50112 · H.S. Collection	(46.86)
			50111 · Fiction	(3.45)
Bill	2034664222		50110.0 · 000's	(18.05)
			50110.1 · 100's	(25.03)
			50110.3 · 300's	(78.92)
			50110.5 · 500's	(11.87)
			50110.6 · 600's	(35.59)
			50110.8 · 800's	(54.72)
			50110.9 · 900's	(46.31)
			50111 · Fiction	(138.03)
			50112 · H.S. Collection	(19.65)
			50111 · Fiction	(2.14)
Bill	2034667015		50110.0 · 000's	(9.51)
			50110.1 · 100's	(109.44)
			50110.3 · 300's	(50.24)
			50110.6 · 600's	(41.34)
			50110.8 · 800's	(14.10)
			50110.9 · 900's	(14.85)
			50111 · Fiction	(195.00)
			50112 · H.S. Collection	(10.16)
			50111 · Fiction	(2.22)
Bill	2034671796		50110.2 · 200's	(15.25)
			50110.3 · 300's	(23.79)
			50110.4 · 400's	(11.29)
			50110.7 · 700's	(176.35)
			50110.8 · 800's	(8.93)
			50110.9 · 900's	(47.68)
			50111 · Fiction	(116.70)
			50112 · H.S. Collection	(10.16)
			50110.7 · 700's	(2.05)
Bill	2034673406		50110.3 · 300's	(16.38)
			50111 · Fiction	(402.54)
			50112 · H.S. Collection	(29.18)
			50111 · Fiction	(2.24)
				(6,795.76)
Bill Pmt -Check	51790	Busse, Julie	10101 · General Fund Checking	
Bill	event 7/20/19		50710 · AS Programming	(150.00)
				(150.00)
Bill Pmt -Check	51791	Call One	10101 · General Fund Checking	

Type	Num	Name	Account	Paid Amount
Bill	7/15-8/14/19		70700 · Telephone	(830.98)
				(830.98)
Bill Pmt -Check	51792	Cengage/ Gale	10101 · General Fund Checking	
Bill	67431754		50110.7 · 700's	(24.74)
			50111 · Fiction	(176.93)
				(201.67)
Bill Pmt -Check	51793	Colley Elevator - A	10101 · General Fund Checking	
Bill	186366		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	51794	Colley Elevator - B	10101 · General Fund Checking	
Bill	186362		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	51795	Comcast	10101 · General Fund Checking	
Bill	84774800		50650 · Internet	(1,580.00)
				(1,580.00)
Bill Pmt -Check	51796	Cooperative Computer Services	10101 · General Fund Checking	
Bill	1622		50610 · CCS	(18,301.19)
			50620 · OCLC	(5,309.27)
				(23,610.46)
Bill Pmt -Check	51797	Cummins NPower	10101 · General Fund Checking	
Bill	F2-4762		74151 · Equipment Maintenance	(245.50)
Bill	F2-5634		74151 · Equipment Maintenance	(445.48)
				(690.98)
Bill Pmt -Check	51798	De Lage Landen	10101 · General Fund Checking	
Bill	64186791		70400 · Copiers	(294.04)
				(294.04)
Bill Pmt -Check	51799	DEMCO	10101 · General Fund Checking	
				0.00
Bill Pmt -Check	51800	Dose, Frederick	10101 · General Fund Checking	
Bill	7/22/19		50710 · AS Programming	(150.00)
				(150.00)

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Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	51801	Employee Benefits Corporation	10101 · General Fund Checking	
Bill	2601611		660321 · FSA program fees	(77.00)
			660402 · HRA Fees	(161.50)
				(238.50)
Bill Pmt -Check	51802	Findaway World	10101 · General Fund Checking	
Bill	290941		70310 · Library Supplies	(51.75)
Bill	290942		50313 · AS Audiobooks	(56.24)
				(107.99)
Bill Pmt -Check	51803	Forte	10101 · General Fund Checking	
Bill	35219		70100 · Accounting - PR & CrCd fees	(5.00)
				(5.00)
Bill Pmt -Check	51804	Friends of WPL	10101 · General Fund Checking	
Bill	7/8-7/14/19		47071 · FOL Annex income	(308.65)
				(308.65)
Bill Pmt -Check	51805	ILA - Dues	10101 · General Fund Checking	
Bill	166571		70200 · Professional Fees	(150.00)
				(150.00)
Bill Pmt -Check	51806	Itinerant Botanist	10101 · General Fund Checking	
Bill	event 7/18/19		56000 · Rutherford Trust Expenditures	(250.00)
				(250.00)
Bill Pmt -Check	51807	Midwest Tape	10101 · General Fund Checking	
Bill	97625360		50313 · AS Audiobooks	(309.92)
Bill	97625362		50313 · AS Audiobooks	(69.98)
Bill	97625363		50311 · AS Feature	(104.96)
Bill	97656022		50321 · YS Feature	(149.94)
				(634.80)
Bill Pmt -Check	51808	Oxford University Press	10101 · General Fund Checking	
Bill	99449615		50512 · AS & YS Esubscriptions	(1,465.00)
				(1,465.00)
Bill Pmt -Check	51809	Recorded Books	10101 · General Fund Checking	
Bill	76446257		50511 · AS E-Books & YS E-Books	(63.22)
Bill	76449213		50511 · AS E-Books & YS E-Books	(126.44)
Bill	76450502		50511 · AS E-Books & YS E-Books	(53.79)

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Type	Num	Name	Account	Paid Amount
				(243.45)
Bill Pmt -Check	51810	Russian Publishing House	10101 · General Fund Checking	
Bill	18344		50110.4 · 400's	(97.70)
				(97.70)
Bill Pmt -Check	51811	Scholastic Inc.	10101 · General Fund Checking	
Bill	19606929		58500 · Friends Purchases	(594.00)
				(594.00)
Bill Pmt -Check	51812	Schwartz, Jo	10101 · General Fund Checking	
Bill	20190715		50730 · Community Serv Prog	(100.00)
				(100.00)
Bill Pmt -Check	51813	Smith, Michael	10101 · General Fund Checking	
Bill	7/31/19		50710 · AS Programming	(300.00)
				(300.00)
Bill Pmt -Check	51814	Staples Advantage	10101 · General Fund Checking	
Bill	1624578902		76200 · Building Supplies	(1,469.77)
				(1,469.77)
Bill Pmt -Check	51815	State Chemical Solutions	10101 · General Fund Checking	
Bill	901083996		76200 · Building Supplies	(235.00)
				(235.00)
Bill Pmt -Check	51816	Tsai Fong Books	10101 · General Fund Checking	
Bill	4764		50110.4 · 400's	(96.93)
Bill	4803		50110.4 · 400's	(131.47)
				(228.40)
Bill Pmt -Check	51817	Rubino Engineering Inc.	10106 · B/E Operating Checking	
Bill	5248		96400 · Outdoor Renovation Project	(793.00)
				(793.00)
Bill Pmt -Check	51818	Amazon /Synchrony Bank	10101 · General Fund Checking	
Bill	6/13-7/15/19		70325 · Supplies for Coffee Station	(3,835.47)
				(3,835.47)
Bill Pmt -Check	51819	BT A/V	10101 · General Fund Checking	

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Type	Num	Name	Account	Paid Amount
Bill	T05304060		50314 · AS Music	(62.48)
Bill	H37207500		50311 · AS Feature	(51.40)
Bill	H37207501		50311 · AS Feature	(47.76)
Bill	H37207502		50321 · YS Feature	(139.60)
Bill	H37207503		50311 · AS Feature	(22.01)
Bill	H37254420		50312 · AS Non-feature	(14.69)
Bill	H37272680		50312 · AS Non-feature	(33.06)
Bill	H37272690		50314 · AS Music	(41.94)
Bill	H37254410		50311 · AS Feature	(14.69)
Bill	H37254411		50311 · AS Feature	(18.36)
Bill	H37341490	.	50311 · AS Feature	(60.93)
				(506.92)
Bill Pmt -Check	51820	BT Books	10101 · General Fund Checking	
Bill	2034676312		50110.0 · 000's	(26.77)
			50110.3 · 300's	(156.39)
			50110.5 · 500's	(31.58)
			50110.6 · 600's	(28.98)
			50110.7 · 700's	(74.03)
			50110.8 · 800's	(18.53)
			50110.9 · 900's	(8.92)
			50111 · Fiction	(231.53)
			50112 · H.S. Collection	(10.73)
			50111 · Fiction	(2.94)
Bill	2034680631		50110.2 · 200's	(28.49)
			50110.3 · 300's	(61.34)
			50110.7 · 700's	(14.69)
			50110.9 · 900's	(33.90)
			50111 · Fiction	(307.49)
			50112 · H.S. Collection	(10.73)
			50111 · Fiction	(2.28)
				(1,049.32)
Bill Pmt -Check	51821	Cengage/ Gale	10101 · General Fund Checking	
Bill	67456110		50110.7 · 700's	(21.74)
			50111 · Fiction	(155.24)
Bill	67463431		50110.9 · 900's	(26.24)
Bill	67470251		50210 · AS Continuations	(576.65)
Bill	67471185		50110.9 · 900's	(26.24)
				(806.11)
Bill Pmt -Check	51822	Chase Card Services	10101 · General Fund Checking	
Bill	6/10-7/09/19		50722 · YS Program Materials	(800.98)
			63010 · Conference Registration	(221.37)
			70312 · YS supplies	(227.18)
			70312 · YS supplies	(140.06)
			70312 · YS supplies	(50.53)

Wilmette Public Library
Check Detail
July 2019

Type	Num	Name	Account	Paid Amount
			50530 · Computer Software	(191.87)
			50712 · Teen Programming	(130.38)
			63020 · Cont Ed/Mtg Registration	(245.99)
			50410 · AS Periodicals	(399.47)
			76200 · Building Supplies	(100.28)
			70100 · Accounting - PR & CrCd fees	(4.92)
			74151 · Equipment Maintenance	(70.52)
			70320 · Office Supplies	(601.14)
			50722 · YS Program Materials	(51.72)
			50712 · Teen Programming	(10.56)
			70100 · Accounting - PR & CrCd fees	(24.61)
			70325 · Supplies for Coffee Station	(99.71)
			50722 · YS Program Materials	(81.28)
			56000 · Rutherford Trust Expenditures	(86.42)
			70100 · Accounting - PR & CrCd fees	(27.54)
				(3,566.53)
Bill Pmt -Check	51823	Complete Cleaning Company	10101 · General Fund Checking	
Bill	C10530		76350 · Building Maint Contracts	(4,495.00)
				(4,495.00)
Bill Pmt -Check	51824	Downing Music, Inc.	10101 · General Fund Checking	
Bill	event 7/31/19		58500 · Friends Purchases	(750.00)
				(750.00)
Bill Pmt -Check	51825	EBSCO Subscription Services	10101 · General Fund Checking	
Bill	1581081		70310 · Library Supplies	(209.35)
			50420 · YS Periodicals	(2,167.87)
			50410 · AS Periodicals	(29,294.30)
				(31,671.52)
Bill Pmt -Check	51826	Foster, Judy	10101 · General Fund Checking	
Bill	event 7/29/19		50730 · Community Serv Prog	(300.00)
				(300.00)
Bill Pmt -Check	51827	Friends of WPL	10101 · General Fund Checking	
Bill	7/15-7/21/19		47071 · FOL Annex income	(291.00)
				(291.00)
Bill Pmt -Check	51828	Grinnell, Max (Karl M.)	10101 · General Fund Checking	
Bill	event 7/25/19		56000 · Rutherford Trust Expenditures	(200.00)
				(200.00)
Bill Pmt -Check	51829	Hill Mechanical Services	10101 · General Fund Checking	

Type	Num	Name	Account	Paid Amount
Bill	527548		76350 · Building Maint Contracts	(2,186.00)
Bill	528250		76350 · Building Maint Contracts	(3,816.30)
				(6,002.30)
Bill Pmt -Check	51830	Infogroup aka Info USA	10101 · General Fund Checking	
Bill	10003557204		50512 · AS & YS Esubscriptions	(8,460.00)
				(8,460.00)
Bill Pmt -Check	51831	Midwest Tape	10101 · General Fund Checking	
Bill	97655828		50313 · AS Audiobooks	(79.98)
Bill	97655829		50313 · AS Audiobooks	(44.99)
Bill	97656020		50313 · AS Audiobooks	(109.97)
Bill	97656023		50313 · AS Audiobooks	(99.97)
Bill	97656024		50322 · YS Non-feature	(5.24)
Bill	97656025		50322 · YS Non-feature	(26.24)
Bill	97656026		50313 · AS Audiobooks	(184.96)
Bill	97668090		50313 · AS Audiobooks	(219.95)
Bill	97668091		50313 · AS Audiobooks	(89.98)
Bill	97668093		50313 · AS Audiobooks	(39.99)
				(901.27)
Bill Pmt -Check	51832	Quill Corp	10101 · General Fund Checking	
Bill	8529950		70320 · Office Supplies	(10.17)
Bill	8531616		70320 · Office Supplies	(153.99)
Bill	8547534		70320 · Office Supplies	(35.78)
Bill	8565756		70320 · Office Supplies	(93.40)
Bill	8587604		50722 · YS Program Materials	(17.55)
Bill	8679217		70320 · Office Supplies	(12.35)
Bill	8691260		70320 · Office Supplies	(22.01)
				(345.25)
Bill Pmt -Check	51833	Recorded Books	10101 · General Fund Checking	
Bill	76447259		50111 · Fiction	(63.22)
Bill	76451059		50313 · AS Audiobooks	(34.99)
Bill	76453946		50511 · AS E-Books & YS E-Books	(40.60)
				(138.81)
Bill Pmt -Check	51834	Rowman & Littlefield Publishing Group	10101 · General Fund Checking	
Bill	11175240		50210 · AS Continuations	(106.48)
				(106.48)
Bill Pmt -Check	51835	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	8/1-8/31/19		66020 · Emp Life/LTD Insurance	(2,235.89)

Wilmette Public Library
Check Detail
July 2019

Type	Num	Name	Account	Paid Amount
				(2,235.89)
Bill Pmt -Check	51836	The Library Store	10101 · General Fund Checking	
Bill	416205		70320 · Office Supplies	(1,120.37)
				(1,120.37)
Bill Pmt -Check	51837	Thomson Reuters	10101 · General Fund Checking	
Bill	840619033		50210 · AS Continuations	(108.05)
				(108.05)
Bill Pmt -Check	51838	Tsai Fong Books	10101 · General Fund Checking	
Bill	4851		50110.4 · 400's	(99.94)
				(99.94)
Bill Pmt -Check	51839	Tumbleweed Press	10101 · General Fund Checking	
Bill	95568		50512 · AS & YS Esubscriptions	(639.20)
				(639.20)
Bill Pmt -Check	51840	Aflac	10101 · General Fund Checking	
Bill	744962		67020 · Aflac premiums	(53.04)
				(53.04)
Bill Pmt -Check	51841	BT A/V	10101 · General Fund Checking	
Bill	T053362880		50312 · AS Non-feature	(13.95)
Bill	T05385530		50311 · AS Feature	(100.56)
Bill	H37422870		50314 · AS Music	(93.44)
Bill	H37104140		50314 · AS Music	(11.88)
Bill	H37104141		50314 · AS Music	(10.00)
Bill	H37422880		50314 · AS Music	(22.06)
Bill	H37435561		50321 · YS Feature	(139.58)
Bill	H37435562		50311 · AS Feature	(30.80)
Bill	H37435560		50311 · AS Feature	(48.50)
Bill	H37507280		50314 · AS Music	(69.70)
Bill	H37497910		50321 · YS Feature	(50.68)
			50311 · AS Feature	(124.49)
Bill	T05443980		50311 · AS Feature	(26.31)
Bill	H37291170		50314 · AS Music	(14.23)
Bill	H37543480		50311 · AS Feature	(29.39)
Bill	H37555050		50311 · AS Feature	(44.02)
Bill	H37665730		50312 · AS Non-feature	(88.51)
				(918.10)
Bill Pmt -Check	51842	BT Books	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
July 2019

Type	Num	Name	Account	Paid Amount
Bill	2034654629		50120 · YS Books	(390.97)
Bill	2034658183		50120 · YS Books	(182.31)
Bill	2034665329		50120 · YS Books	(118.94)
Bill	2034659467		50111 · Fiction	(451.38)
Bill	2034672032		50120 · YS Books	(1,175.94)
Bill	2034675387		50111 · Fiction	(41.46)
			50110.9 · 900's	(20.44)
Bill	2034680847		50120 · YS Books	(239.80)
Bill	2034683790		50110.2 · 200's	(28.45)
			50110.3 · 300's	(51.26)
			50110.6 · 600's	(45.28)
			50110.7 · 700's	(14.85)
			50110.9 · 900's	(50.60)
			50111 · Fiction	(63.28)
			50111 · Fiction	(1.27)
Bill	2034685768		50110.0 · 000's	(20.20)
			50110.1 · 100's	(15.79)
			50110.3 · 300's	(49.67)
			50110.4 · 400's	(22.75)
			50110.5 · 500's	(30.48)
			50110.7 · 700's	(10.70)
			50110.8 · 800's	(15.23)
			50110.9 · 900's	(68.29)
			50111 · Fiction	(207.18)
			50112 · H.S. Collection	(36.98)
			50111 · Fiction	(2.39)
Bill	5015611086		50210 · AS Continuations	(875.69)
Bill	2034692072		50110.1 · 100's	(12.43)
			50110.2 · 200's	(14.69)
			50110.3 · 300's	(82.59)
			50110.8 · 800's	(25.34)
			50110.9 · 900's	(48.89)
			50111 · Fiction	(200.77)
			50112 · H.S. Collection	(41.21)
			50111 · Fiction	(2.13)
Bill	2034688408		50110.0 · 000's	(10.12)
			50110.2 · 200's	(45.17)
			50110.3 · 300's	(168.98)
			50110.4 · 400's	(14.24)
			50110.5 · 500's	(37.78)
			50110.6 · 600's	(15.82)
			50110.7 · 700's	(37.65)
			50110.8 · 800's	(10.12)
			50110.9 · 900's	(123.17)
			50111 · Fiction	(140.76)
			50112 · H.S. Collection	(11.29)
			50110.3 · 300's	(3.08)
Bill	2034694896		50110.1 · 100's	(18.88)
			50110.3 · 300's	(198.73)
			50110.6 · 600's	(28.87)

Wilmette Public Library
Check Detail
July 2019

Type	Num	Name	Account	Paid Amount
			50110.9 · 900's	(92.89)
			50111 · Fiction	(118.25)
			50111 · Fiction	(2.29)
				(5,737.72)
Bill Pmt -Check	51843	Cengage/ Gale	10101 · General Fund Checking	
Bill	67423691		50110.8 · 800's	(26.99)
			50111 · Fiction	(218.17)
Bill	67491227		50111 · Fiction	(21.75)
Bill	67491327		50111 · Fiction	(21.00)
				(287.91)
Bill Pmt -Check	51844	Computer View	10101 · General Fund Checking	
Bill	28343		50630 · Hosted Services	(450.00)
				(450.00)
Bill Pmt -Check	51845	Danielsen, Ralph	10101 · General Fund Checking	
Bill	event 8/1/19		56000 · Rutherford Trust Expenditures	(125.00)
				(125.00)
Bill Pmt -Check	51846	De Lage Landen	10101 · General Fund Checking	
Bill	64400438		70400 · Copiers	(1,509.19)
				(1,509.19)
Bill Pmt -Check	51847	DEMCO	10101 · General Fund Checking	
Bill	6646290		70310 · Library Supplies	(368.15)
				(368.15)
Bill Pmt -Check	51848	Findaway World	10101 · General Fund Checking	
Bill	291714		50323 · YS Audiobooks	(224.95)
				(224.95)
Bill Pmt -Check	51849	Friends of WPL	10101 · General Fund Checking	
Bill	week 7/22-28		47071 · FOL Annex income	(339.15)
				(339.15)
Bill Pmt -Check	51850	Midwest Tape	10101 · General Fund Checking	
Bill	97683258		50313 · AS Audiobooks	(214.95)
Bill	97683259		50324 · YS Music	(12.74)
Bill	97714741		50311 · AS Feature	(22.49)
Bill	97714703		50324 · YS Music	(38.97)
Bill	97714706		50324 · YS Music	(23.23)

Wilmette Public Library
Check Detail
July 2019

Type	Num	Name	Account	Paid Amount
Bill	97714708		50324 · YS Music	(23.23)
Bill	97714704		50324 · YS Music	(107.92)
Bill	97714740		50313 · AS Audiobooks	(74.98)
Bill	97714707		50313 · AS Audiobooks	(64.98)
Bill	97714742		50313 · AS Audiobooks	(37.99)
Bill	97714702		50313 · AS Audiobooks	(39.99)
Bill	97714709		50313 · AS Audiobooks	(75.98)
				(737.45)
Bill Pmt -Check	51851	Modular Robotics	10101 · General Fund Checking	
Bill	100020571		50722 · YS Program Materials	(29.90)
				(29.90)
Bill Pmt -Check	51852	Ralph Covert Performance, LLC	10101 · General Fund Checking	
Bill	event 8/1/19		58500 · Friends Purchases	(750.00)
				(750.00)
Bill Pmt -Check	51853	Recorded Books	10101 · General Fund Checking	
Bill	76453762		50313 · AS Audiobooks	(45.09)
Bill	76454538		50311 · AS Feature	(41.60)
				(86.69)
Bill Pmt -Check	51854	St. John's Evangelical Church	10101 · General Fund Checking	
Bill	month of August		96400 · Outdoor Renovation Project	(300.00)
				(300.00)
Bill Pmt -Check	51855	Today's Business Solutions	10101 · General Fund Checking	
Bill	072919-10		70400 · Copiers	(105.12)
				(105.12)
Bill Pmt -Check	51856	Verizon Wireless	10101 · General Fund Checking	
Bill	9833991816		50650 · Internet	(40.01)
				(40.01)
Bill Pmt -Check	51857	Shales McNutt Construction	10106 · B/E Operating Checking	
Bill	thru 7/31/19		96400 · Outdoor Renovation Project	(200,316.18)
				(200,316.18)
Bill Pmt -Check	51858	Teska Associates, Inc.	10106 · B/E Operating Checking	
Bill	9643		96400 · Outdoor Renovation Project	(2,704.00)
				(2,704.00)

Type	Num	Name	Account	Paid Amount
			Operating Expenditures	(261,739.37)
			Special Reserve B/E Expenditures	(203,813.18)
			Total July Expenditures	(465,552.55)

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)	☑	2019 ☑	Verify	Submit/Lock

WILMETTE PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30710
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0584
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Wilmette Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	1242 Wilmette Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	Wilmette
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60091
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	1242 Wilmette Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Wilmette
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60091
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-256-5025
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-256-6911
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.wilmettelibrary.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Anthony Auston
1.15 Title	Director
1.16 Library Director's E-mail	aauston@wilmettelibrary.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District ☑
1.17b If the library type has changed, then enter the updated answer here.	☑
1.18 Is the main library a combined public and school library?	No ☑
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No ☑

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No ☑
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	27,087
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	☑
1.25a This library is currently a member of what Illinois library system?	RAILS ☑
1.25b If the library's system has changed, then enter the updated answer here.	☑

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes ☑
1.27 Does this library have paid staff?	Yes ☑
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes ☑
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes ☑
1.30 Is this library supported in whole or in part with public funds?	Yes ☑
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes ☑

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0	0
2.1b Total number of branch libraries [PLSC 210]	0	0
2.2a Are any of the branch libraries a combined public and school library?	No ☑	

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	7/01/18	7/01/2017
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	6/30/19	6/30/2018
3.3 Number of months in this fiscal year	12	12
3.4 Name of person preparing this annual report	Cynthia McMillan	Cynthia McMillan
3.5 Telephone Number of Person Preparing Report	847-256-6916 847-256-6916	
3.6 FAX Number	847-256-6911 847-256-2911	
3.7 E-Mail Address	cmcmillan@wilmettelibrary.info	cmcmillan@wilmettelibrary.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No ☑	No

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7 ☑ 7
5.2 Total number of vacant board seats	0 0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes ☑ Yes

First Member

5.5 Name	Stuart Wolf
5.6 Trustee Position	Vice-President ☑
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-920-9653
5.9 E-mail Address	swolf@wilmettelibrary.info
5.10 Home Address	2342 Greenwood Avenue
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Second member

5.5 Name	Fina Riddle
5.6 Trustee Position	Other ☑
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-256-2112
5.9 E-mail Address	friddle@wilmettelibrary.info
5.10 Home Address	2112 Thornwood
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Third member

5.5 Name	Ronald Rodgers
5.6 Trustee Position	Treasurer ☑
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-251-6028
5.9 E-mail Address	rrodgers@wilmettelibrary.info
5.10 Home Address	200 Millbrook Lane
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Fourth member

5.5 Name	Lisa McDonald
5.6 Trustee Position	President ☑
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-853-0237
5.9 E-mail Address	lmcdonald@wilmettelibrary.info
5.10 Home Address	1111 New Trier Court
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Fifth member

5.5 Name	Jan Barshis
5.6 Trustee Position	Secretary ☑
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-256-5132
5.9 E-mail Address	jbarshis@wilmettelibrary.info
5.10 Home Address	1500 Sheridan Rd. #5E
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Sixth member

5.5 Name	Joan Fishman
5.6 Trustee Position	Other ☑

5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-533-4907
5.9 E-mail Address	jfishman@wilmettelibrary.info
5.10 Home Address	2020 Central Ave.
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

Seventh member

5.5 Name	Dan Johnson
5.6 Trustee Position	Other ☑
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	312-933-4890
5.9 E-mail Address	djohnson@wilmettelibrary.info
5.10 Home Address	1726 Walnut
5.11 City	Wilmette
5.12 State	IL
5.13 Zip Code	60091

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	70,166	
6.1b If the main library's square footage has changed, then enter the updated answer here.		70,166
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes ☑ Yes	
6.2b If so, please describe	We provide sensory-friendly programming with lower lights and sound than are used *for other programming.*	
6.3a Total Number of Meeting Rooms	3	3
6.3b Total number of times meeting room(s) used by the public during the fiscal year	1,249	1,129
6.4a Total Number of Study Rooms	6	6
6.4b Total number of times study room(s) used by the public during the fiscal year	5,419	4,516

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an

effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities						

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1	$100,000	0	$0
Structural repairs (walls, foundations, etc.)	1	$35,000	0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning			0	$0
Electrical systems other than alarms	1	$50,000	0	$0
Plumbing systems	1	$30,000	0	$0
Egress systems (doors, stairs, etc.)	1	$15,000	0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement	1	$50,000	0	$0
Security measures	1	$100,000	0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas	1	$30,000	0	$0
Accessibility measures			0	$0
Technology upgrading			0	$0
New building construction (construction of a new facility)			0	$0
Building additions (adding square feet to existing facility)			0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate $	Other Facilities - Number of Buildings	Other Facilities - Estimate $
General repair/remodeling	1		0	$0
Structural repairs (walls, foundations, etc.)			0	$0
Roof repair/replacement			0	$0
Heating/ventilation/air conditioning			0	$0
Electrical systems other than alarms			0	$0
Plumbing systems			0	$0
Egress systems (doors, stairs, etc.)			0	$0
Fire protection (detectors, alarms, etc.)			0	$0
Asbestos abatement			0	$0
Security measures			0	$0
Energy conservation			0	$0
Repair of sidewalks, curbing, parking areas			0	$0
Accessibility measures			0	$0
Technology upgrading			0	$0
New building construction (construction of a new facility)			0	$0
Building additions (adding square feet to existing facility)			0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	$14,962,740 $14,962,740
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No ☑ No

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes ☑ Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	Resolution No. 2018/19-201, Amending a Plan and Estimating Costs was passed at t~~l~~ the June 18, 2019 WPLD Board meeting. Attachment A is included here

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No ☑ No

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(6), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$5,709,567 $5,981,721
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes ☑
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$-1 $-1

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	$33,859	$21,031
8.3 Equalization aid grant	$0	$0
8.4 Personal property replacement tax	$50,595	$46,768
8.5 Other State Government funds received	$-1	$-1
8.6 If Other, please specify	-1	-1 ☑Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	$84,453	$67,798

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	$0	$0
8.9 E-Rate funds received	$0	$0
8.10 Other federal funds received	$0	$0
8.11 If Other, please specify	-1	-1 ☑Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	$0	$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$32,737	$64,358
8.14 Other receipts intended to be used for operating expenditures	$572,696	$362,364
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	$605,433	$426,722
8.16 Other non-capital receipts placed in reserve funds	$0	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	$6,399,453	$6,476,241

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument ☑ Insurance Policy/Instrument
8.18b Proof of Certificate of Insurance for Library Funds	☑
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$3,500,000 $3,500,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes ☑ Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer ☑ Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	$2,990,135 $2,683,946
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	$1,096,022 $979,862
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	$4,086,157 $3,663,808

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	$348,545	$347,217
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	$440,174	$467,364
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	$85,890	$239,631
10.3b Please provide an explanation of the other types of material expenditures.	programs, services, mp3 players	programs, services, mp3 players
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	$874,609	$1,054,212

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	$846,095	$639,676
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	$5,806,861 $5,357,696	

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0	$0
12.1b Local Government: Other	$0	$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	$0	$0
12.2 State Government [PLSC 401]	$0	$0
12.3 Federal Government [PLSC 402]	$0	$0
12.4 Other Capital Revenue [PLSC 403]	$111,272	$60,225
12.5 If Other, please specify	investment interest	investment interest
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	$111,272	$60,225

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$581,040	$138,996

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

32	31	$1,013.38	695.00	
13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**	
Head of Adult Services	Young Adult Services	$53.37	37.50	✖
Assistant Manager	Adult Services	$38.04	37.50	✖
Assistant Manager	Adult Services	$30.60	37.50	✖
Librarian	Adult Services	$35.35	15.40	✖
Librarian	Adult Services	$33.88	5.80	✖
Librarian	Adult Services	$27.74	8.60	✖
Librarian	Adult Services	$28.01	2.20	✖
Librarian	Adult Services	$29.04	37.50	✖
Librarian	Adult Services	$33.54	10.00	✖
Librarian	Adult Services	$27.14	37.50	✖
Librarian	Adult Services	$25.50	8.00	✖
Librarian	Adult Services	$25.52	4.00	✖
Librarian	Adult Services	$26.58	10.00	✖
Librarian	Adult Services	$25.79	10.00	✖
Librarian	Adult Services	$30.72	19.50	✖
Librarian				✖
Librarian	Adult Services	$30.10	26.00	✖
Head of Youth Services	Children's Services	$35.39	37.50	✖
Librarian	Children's Services	$22.20	15.00	✖
Librarian	Children's Services	$26.58	4.00	✖
Librarian	Children's Services	$30.23	37.50	✖
Librarian	Children's Services	$31.40	37.50	✖
Librarian	Children's Services	$25.48	8.00	✖
Librarian	Children's Services	$34.40	37.50	✖
Librarian	Children's Services	$31.21	27.40	✖
Librarian	Children's Services	$25.52	13.60	✖
Librarian	Children's Services	$30.84	37.50	✖
Librarian	Children's Services	$25.48	10.00	✖
Director	Library Director	$65.54	37.50	✖
Cataloger	Cataloging	$24.90	37.50	✖
Head of Tech Services	Automation/Technology/Systems	$53.55	37.50	✖
Librarian	Adult Services	$49.74	10.00	✖
				✖

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]	17.38	18.95

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week	
	⌄		⌄		✖

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)		
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	17.38	18.95

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	360.60	967.46
13.14 Minimum hourly rate actually paid	$19.60	$12.91
13.15 Maximum hourly rate actually paid	$43.27	$42.01
13.16 Total FTE Group C employees (13.13 / 40)	9.02	24.19

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	225.60	212.00
13.18 Minimum hourly rate actually paid	$11.77	$10.14
13.19 Maximum hourly rate actually paid	$22.41	$21.76
13.20 Total FTE Group D employees (13.17 / 40)	5.64	5.30

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	265.80	132.29
13.22 Minimum hourly rate actually paid	$13.30	$20.48
13.23 Maximum hourly rate actually paid	$36.14	$35.09
13.24 Total FTE Group E employees (13.21 / 40)	6.65	3.31
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	21.30	32.79
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	38.68	51.74

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annua Salary Range Minimum
	⌄		⌄		

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.39 Date Filled

				13.38 Current Status: Filled or Unfilled	(mm/year, if applicable)
		☑	☑	☑	

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.4 Elim
	☑		☑			

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	3,900	3,900
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	0	0
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,900	3,900
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52	52
14.3 Total annual visits/attendance in the library [PLSC 501]	330,446	347,552

PROGRAMS & ATTENDANCE (15.1 - 15.17)

Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:
A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs		15.2 Attendance		15.3 Passive Programs	
Children's	604	580	24,129	24,730	-1	-1
Young Adult	0	0	0	0	-1	-1
Other	542	439	9,291	9,278	-1	-1
Total	1,146	1,019	33,420	34,008	-3	-3
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes ☑ Yes					
15.17b Please describe the programming provided.	We offered some of our regular programs that were more relaxed, had lower lights					

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	13,240 16,945	
16.2a Total Number of Unexpired Non-resident Users Cards	0	0
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	$0.00 $0.00	
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	13,240 16,945	
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes ☑ Yes	

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLSC 450]	210,641	218,684
17.2 Current Print Serial Subscriptions [PLSC 460]	462	445
17.3 Total Print Materials (17.1+17.2)	211,103	219,129
17.4 E-books Held at end of the fiscal year [PLSC 451]	62,251	56,444
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	31,030	30,960
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	39,910	34,381
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	21,756	21,987
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	6,303	2,698

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	73	72
17.8 State (state government or state library) [PLSC 457]	13	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	86	85

USE OF RESOURCES (18.1 - 18.17)

Libraries are require by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	364,952	365,645
18.2 Number of young adult materials loaned	12,614	0
18.3 Number of children's materials loaned [PLSC 551]	358,630	260,782
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	736,196	626,427

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: <u>Reporting Electronic Item Usage for the IPLAR</u>

18.5 Books- Physical	543,725	436,182
18.6 Videos/DVDs- Physical	114,593	119,021
18.7 Audios (include music)- Physical	57,400	65,211
18.8 Magazines/Periodicals- Physical	5,939	5,763
18.9 Other Items- Physical	14,539	250
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	736,196	626,427
18.11 Use of Electronic Materials [PLSC 552]	191,716	163,494
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	927,912	789,921
18.13 Successful Retrieval of Electronic Information [PLSC 554]	42,835	34,447
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	234,551	197,941
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	970,747	824,368
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	39,799	40,652
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	36,614	34,492

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	79,810	66,508

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	68

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	145	119
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	86	64
20.3 Is your library's catalog automated?	Yes ☑	Yes
20.4 Is your library's catalog accessible via the web?	Yes ☑	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes ☑	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes ☑ Yes	
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify) ☑ Other (specify)	
21.2b If Other, please specify	300 gigs gigs	300
21.3 What is the monthly cost of the library's internet access?	$1,500	$1,500
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	28	27
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	23,778	27,046
21.6 Wireless Sessions Per Year [PLSC 652]	1,087,656	958,152
21.7 Does your library utilize Internet filters on some or all of the public access computers?	No ☑ No	

| 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | Yes☑ Yes |
| 21.9 Number of website visits or sessions to your library website [PLSC 653] | 177,293   -1 |

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

| 22.1 Did your library apply directly for E-rate discounts for the fiscal year? | No ☑ No |
| 22.3 If NO, why did your library NOT participate in the E-rate program? | –1
☑ Not Applicable |

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$29,649 $28,631
23.2 Does the above amount include travel expenses?	Yes☑ Yes
23.3 How many hours of training did employees receive this year?	1,115.75 1,761.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes☑ Yes
23.5 Would you like to receive autism training at your library?	Yes☑ Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

| 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? |
| 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? |
| 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). |

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	☑
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.

3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

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

ORDINANCE NO. 2019/20-193

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019-2020

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

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

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

Section 1. The following budget containing an estimate of all receipts of said Library District, and of the expenditures therefrom, be and the same hereby is adopted as the budget for said District for the fiscal year beginning July 1, 2019 and ending June 30, 2020, and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of the Library District, for the objects and purposes indicated for the said fiscal year:

Budget & Appropriation Ordinance for Fiscal Year 2019-20			
FUND BALANCES, estimated July 1, 2019			
General Fund Balance	9,141,764		
Municipal Retirement & Social Security	438,048		
Audit	7,095		
Liability Insurance	38,231		
Wilmette Public Library Endowment Fund	37,245		
Special Reserve Fund	5,785,982		
		15,448,365	
ESTIMATE OF REVENUE EXPECTED TO BE RECEIVED DURING FISCAL YEAR			
1. Tax Income-Current Levy Receipts*	5,428,251		
2. Other General Fund Income (Fines, Donations, Per Capita Grant, etc.)	451,859		
TOTAL ESTIMATE OF REVENUE		5,880,110	
* Item 1 is based totally on levy, as filed. Amount indicated may not be fully collected.			
ESTIMATE OF EXPENDITURES			
I. PATRON MATERIALS/SERVICES - GENERAL FUND			
A. Books/Continuations	336,050		
B. Library of Things	5,500		
C. Audio Visual Materials	125,400		
D. Periodicals	64,350		
E. Electronic Resources - AS & YS	440,000		
F. Computer Software	15,400		
G.· Electronic Service Providers	134,200		
H. Programming	66,000		
I. Interlibrary Loan	1,320		
J. Newsletter	44,000		
K. Promotion	11,000		
L. Grant Expense	5,000		
M. Rutherford Trust	9,900		
N. Friends Purchases	31,680		
II. PERSONNEL - GENERAL FUND			
A. Librarian Salaries	1,736,575		
B. Non-Librarian Salaries	1,645,035		
C. Custodial Salaries	220,305		
D. Professional Memberships	7,150		
E. Continuing Education Registration	11,000		
F. Travel/Mileage	38,500		
G. Staff Development	33,000		
H. Employee Health Insurance	665,735		

	Budget & Appropriation Ordinance for Fiscal Year 2019-20			
III.	OPERATION - GENERAL FUND			
	A. Fees (p/r, bank, credit card)	17,600		
	B. Professional Fees	22,000		
	C. Library Supplies	38,500		
	D. Office Supplies	49,500		
	E. Copiers	30,800		
	F. Printing	12,100		
	G. Postage/Shipping	6,600		
	H. Telephone	14,300		
	I. Equipment/Furnishings/Computers	137,500		
	J. Equipment/Computer/Security System Maintenance	94,600		
	K. Property/Casualty Insurance	27,500		
	L. Building/Grounds Improvement	22,000		
	M. Building Supplies	26,400		
	N. Building Maintenance	93,500		
	O. Building Maintenance Contracts	110,000		
	P. Grounds Maintenance	49,500		
	Q. Parking Lot Rent	13,200		
	R. Utilities	23,100		
	S. Sales and Use Tax	110		
TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES			6,435,910	
IV.	CONTINGENCY - GENERAL FUND	400,000	400,000	
V.	TRANSFER TO B/E SPECIAL RESERVE FUND FROM GENERAL FUND			
	Specific fund for library site, building, equipment			
	accumulated accoding to ordinance pursuant to 75 ILCS 16/40-50	200,000	200,000	
VI.	B/E SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS			
	A. Renovate Interior Space & Update Furnishings (D, I*)	3,300,000		
	B. Upgrade Computer Network, Materials Handling & Signage (A, B, F*)	700,000		
	C. Improve and/or Maintain Building & Parking (C, E, H*)	1,000,000		
	D. Update Hardscape and/or Landscape (G*)	1,000,000		
	* See Resolution 2017/18-192, Amending a Plan & Estimating Costs		6,000,000	
VII.	SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND			
	A. Municipal Retirement-Social Security pursuant to 40 ILCS 5/7 - 171			
	1. Municipal Retirement	295,000		
	2. Social Security	220,000		
	B. Audit Expense pursuant to 50 ILCS 310/9	11,000		
	C. Liability Insurance, including Worker's Compensation and	44,000		
	Unemployment Insurance pursuant to 745 ILCS 10/9 - 107			
TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND			570,000	
AGGREGATE TOTAL APPROPRIATED			13,605,910	
Section 2. There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income in the sum of				
THIRTEEN MILLION SIX HUNDRED FIVE THOUSAND NINE HUNDRED TEN DOLLARS				
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2019-20.				

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

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

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

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

Public notice is hereby given that a public hearing will be held on the proposed annual budget and appropriation ordinance for the fiscal year July 1, 2019 to June 30, 2020 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 7:15 p.m., on the 20th day of August, 2019. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at said Library during regular library hours.

Dated this 16th day of July, 2019

/s/ Stuart Wolf
Secretary pro-tem

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

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

THE BOARD OF LIBRARY TRUSTEES

OF THE WILMETTE PUBLIC LIBRARY DISTRICT

COOK COUNTY, ILLINOIS

August 20, 2019

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

1. Estimated Tax Income-Current Levy Receipts

        5,428,251

2. Estimated Tax Income-Current General
    Obligation Library Bond Levy Receipts   -0-

3. Fines, Gifts, Non-Resident Fees, Other Income   451,859

_____

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

SECRETARY CERTIFICATE

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

I DO FURTHER CERTIFY that the above attached ORDINANCE NO. 2019/20-193 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019-2020 is a true and correct copy of said ordinance which was presented, passed, and recorded by said Board at their meeting on August 20, 2019 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

DATED this 20th day of August, 2019

_____

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

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on the 20th day of August 2019 by vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

APPROVED:

_____

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

ATTEST:

_____

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

Library Law: Budgeting, Appropriating, and Levying
By Gerard E. Dempsey and Janet N. Petsche
June 6, 2007

The first lesson learned by new library trustees and library administrators should be that a library cannot survive without a real estate tax levy. The second lesson should be that without appropriating for the expenditure of the taxes collected, they cannot be spent. This article will review the budgeting, appropriating and levying procedures for both local libraries and library districts.

Budgeting

There are no statutory directions for the preparation of a basic budget for either local libraries or library districts. A budget may be prepared by the library director or administrator, the library's accountant, a committee of the board of library trustees, the board's treasurer or the entire board, but what is produced has to be a document showing reasonable estimates of the dollars that will be spent in the coming fiscal year and reasonably specific descriptions of the costs and expenses that will be paid for. Most libraries separate expenditures into categories covering salaries, benefits, materials, equipment, utilities, consultant services, capital expenditures *etc* . Although the dollar amounts listed are estimates, they generally reflect past experience of annual increases in costs. However, appropriations can be an expression of what would be spent if sufficient funds become available.

Local libraries and library districts may use the same method in preparing a budget, but Illinois statutes require that they take different steps in order to appropriate funds and impose a tax levy.

Appropriating and Levying for Local Libraries

The Illinois Local Library Act requires that within 30 days after the expiration of their municipality's fiscal year, local libraries must present a report to the city council, village board of trustees or board of town trustees (the "corporate authorities") that states the amounts the library wants the corporate authorities to include for library purposes in the municipality's appropriations for the ensuing fiscal year.[1] The report must also be sent to the Illinois State Library.

When listing appropriation amounts, board members and administrators should be aware that a local library's appropriations are allowed to exceed budgeted amounts and may include non-budgeted items, so if unexpected income is received by the Library, those funds can be expended. In this way, if the library

receives unexpected donations or the real estate tax collection unexpectedly increases for any reason, including the passage of a referendum, the library would be able to expend the additional funds.

In the same report in which the local library lists its appropriations, it should report, among many other required items, the amount the library board believes it will be necessary for the corporate authorities to levy for library purposes in the municipality's next annual levy ordinance. Because a municipality's levy ordinance must be filed with the county clerk on or before the last Tuesday in December each year, some library boards confirm the levy by adopting a resolution closer to the date that the levy ordinance is to be adopted. After its adoption, the library is to forward a certified copy of the resolution to the corporate authorities, advising them to include the library's levy amount in the municipality's levy ordinance.

While the law requires the corporate authorities to levy the amount requested by a local library, without diminution,[2] the county clerk will, if requested in writing by the corporate authorities of non-home rule villages (as opposed to cities and towns), be required to impose a separate limiting rate under the Property Extension Limitation Law ("PTELL") directly on the library's requested levy[3] If the corporate authorities in these non-home rule villages do not make such a request, the library's levy amount will be subject only to the limits imposed by PTELL, proportionally distributed among all of the funds of the municipality.

Appropriating and Levying for Library Districts

The law requires that a library district adopt an ordinance combining budget and appropriations, including a statement of cash on hand, an estimate of cash to be received from all sources during the fiscal year, an estimate of expected expenditures and a statement of the estimated cash expected to be on hand at the end of that year.[4] The library's ordinance must be adopted within the first quarter of the fiscal year, but no later then the fourth Tuesday of September.[5]

At least 30 days before adoption, a tentative budget and appropriation ordinance must be posted at the library and notice of a public hearing on the budget and appropriations must be published. The notice should state the time and place of the meeting and where copies of the tentative ordinance can be obtained. Within 30 days after the budget and appropriation ordinance is adopted, the library must file a certified copy with the county clerk. A certified copy of the ordinance must also be published after its adoption.

Administrators and board members should note that the law allows the transfer from one appropriation to another appropriation so long as the amount transferred does not affect the total amount appropriated and does not exceed 10% of the total appropriation in the fund.[6] The transfer may be made by adopting an ordinance with the approval of 2/3ds of all of the library trustees present and voting at any meeting of the library board.

If a budget and appropriation ordinance must be amended, the procedure to adopt the original document must be followed. In other words, notice of a public hearing must be published, a tentative amended ordinance must be posted and a public hearing must be held before adoption of the amendment.

After publication of the budget and appropriation ordinance, a library district must adopt its levy ordinance on or before the first Tuesday in December. Before adoption of the tax levy ordinance, the library board must determine if it must hold a public hearing pursuant to the Truth in Taxation Act that requires such a hearing if the amount levied increases or decreases the prior year's extension by more than 5%.[7] Notice of such hearing, in the form dictated by that Act, must be published not less than 7 and not more than 14 days before the hearing is held. Upon adoption of the levy ordinance, the library must file a certified copy of the levy ordinance with the county clerk, on or before the last Tuesday in December.

The importance of following these procedures for appropriating and levying is clear when it is understood that a county clerk may refuse to levy taxes if appropriate deadlines are not meet and that even a minor deviation from the required procedures can be the basis for a tax rate objection brought by taxpayers, seeking a refund of collected taxes.

Library administrators and board members should make every effort to schedule adoption of the required documents, allowing enough time to meet deadlines, even if faced with unexpected contingencies.

About the Authors

Gerard Dempsey and Janet Petsche are partners with the law firm of Klein, Thorpe & Jenkins, Ltd. which is an Illinois law firm with offices in the Civic Opera Building at 20 North Wacker Drive in Chicago and at 15010 S. Ravinia, Orland Park. The firm concentrates in the representation of local libraries, library districts and library systems, as well as other local governmental units.

Footnotes

[1] 75 ILCS 5/4-10.

[2] *See Rockford v. Gill*, 75 Ill.2d 334 (1979).

[3] 35 ILCS 200/18-195.

[4] 50 ILCS 330/3 (Library Districts must follow the dictates of the Illinois Municipal Budget Law as well as the directions in the Illinois Public Library District Act of 1991 (75 ILCS 16/1-1 *et seq.*)).

[5] 75 ILCS 16/30-85.

[6] 50 ILCS 330/3.

[7] 35 ILCS 200/18-80 *et seq.* .

Strategic Plan Update

A comprehensive fiscal year-end summary of activities in support of the Library's 3 year Strategic Plan, *Shaping Our Future*, is included as a supplemental attachment to this month's Director's Report. Continued progress on the plan for fiscal year 2019-2020 is included below:

Objective 1.1: Beginning October 2018, expand provision of library materials and programs outside of the established library facility.
Youth Services librarian Ruth Bell conducted 23 outreach visits to preschools and daycares in July, presenting storytime and STEM activities to 377 people.

Ruth Bell also expanded her Summer Reading Club visits to six preschool summer day camps this year. She loaned a collection of picture books perfect for reading aloud to preschoolers to the camp counselors, to support them in reading to campers. Ruth performed storytimes, signed up the children as a group, tracked their reading on a leaderboard, and gave every child a free prize book and the end of the program. (I didn't get the total # of participants from Ruth yet and she is on vacation this week. Will have it for the SRC report first week Sept.)

Youth Services staff performed four Storytime in the Park programs and a Summer Storywalk in Vattmann Park.

Objective 2.1: By July 2018, create a "Library of Things" that circulates non-traditional library items.
Two mini projectors, five Merge Cubes and five Merge VR/AR headsets were added to the circulating Library of Things, bringing the total number of items in this collection to 91. The collection includes:
    Bee-Bot card mat (x5)
    Bee-Bot: programmable floor robot (x5)
    Bird watching kit (x2)
    Cubelets discovery set (x5)
    Portable DVD player (x7)
    Magnifiers (x7)
    iPad 2 (x2)
    Merge cube (x5)
    Merge headset (x5)
    Nintendo 2DS (x7)
    NOOK (x4)
    Ozobit (x6)
    Kill A Watt meter (x2)
    Portable CD player (x7)
    Sphero (x6)
    Mini projector (x2)
    Telescope (x2)
    Mobile hotspot (x12)

Objective 2.3: Beginning June 2019, adjust current practices to increase ease of use of physical and digital collections, e.g., fines, wait time, holds.
To promote ease of access and circulation, staff will begin the periodicals barcoding project with the September issue of most magazines. We will have two systems for a while (blue cards and barcodes).

After it is no longer the current issue, the magazine will be holdable for Wilmette and Kenilworth patrons, renewable (4 times), but will not be available for ILL. After September 1, staff will perform an update on the items on the blue cards so that those issues will be renewable going forward.

Objective 3.3: Beginning April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal.
On August 9, families joined us for a sing-along of traditional songs with the residents Mather Place of Wilmette. Seniors and children played tambourines and shakers and sang favorite songs from childhood. 35 adults and 5 children participated, and many of the residents expressed that the program stirred up happy memories of childhood and parenthood. Mather Place would like us to bring the program back in the future.

In July we also continued to offer monthly intergenerational programs Everyone Makes and Drop-In Chess. This month adults and children also explored our technology toys in a Family Tech Playground event and jammed at a Sing Together program at the library.

Collections

In July, we added 913 adult books, 17 teen books, and 670 youth books for a total of 1,600 books (a decrease of 252 books over last month's totals). Also, we added 236 adult AV items and 113 youth AV items for a total of 349 AV items (an increase of 87 AV items over last month's total). Both the Adult and Youth Departments continue to steadily withdrawing materials. In fact, as we have done in the past four months, we withdrew more books than we added in July. 1,924 adult books and 8 teen books were withdrawn along with 2,887 youth books for a total of 4,819 books (an increase of 864 books over last month's total). 292 adult AV items and 49 youth AV items were withdrawn for a total of 341 AV items (an increase of 61 AV items over last month's total). The large number of withdrawals of youth books is due to a project to aggressively weed their nonfiction collection. The large number of withdrawals of adult AV items is due to a project to refresh the feature film collection by replacing DVDs and Blu-rays with large circulation numbers.

In addition to the weeding of the Youth Services nonfiction collection, staff is also weeding the JE and fiction collections. Rosemarie Hohol is coordinating with Shanti D'Costa, David Bliss, and Sarah Stranglen to withdraw the hundreds of children's books arriving in Technical Services on a weekly basis.

One major news piece in the world of library electronic resources is Lynda.com's transition to LinkedIn Learning. Lynda.com is a consumer-recognized instructional tool that provides video tutorials on a wide variety of software and topics. Lynda.com was purchased by LinkedIn and is retooling and rebranding the product as LinkedIn Learning. News broke to libraries that users would have to re-register with a LinkedIn account which undoubtedly collects personal information that libraries do not collect on principle, and as such many libraries deem a privacy violation; ALA responded with a public statement: http://www.ala.org/news/member-news/2019/07/ala-urges-linkedin-learning-reconsider-changes-terms-service-impair-library. The change is set to go live on September 11, 2019.

Staff is also tracking a trend where LexisNexis and other vendors appear to be deprioritizing institutional subscriptions, as evidenced by the dropping of support for remote patrons using barcode authentication. LexisNexis, a reputable source for business and legal info, will no longer allow remote users to log in with their library barcode. Instead, the library will maintain a single user account which will be lent to patrons. Digital Services is coordinating with Adult Services to provide access and communication to users.

ILA joined ALA (http://www.ala.org/news/press-releases/2019/07/ala-denounces-new-macmillan-library-lending-model-urges-library-customers) in denouncing Macmillan Publishers' new library eBook lending model. Under the new model, scheduled to take effect November 1, a library may purchase only a single copy of each new title in eBook format upon release, after which Macmillan will impose an eight-week embargo on additional copies of that title sold to libraries. The new Macmillan eBook lending model expands upon an existing policy that took effect in July 2018 when the company, without warning, issued a four-month embargo applying solely to titles from its Tor imprint. Other major publishers use business models that limit access to eBooks through public libraries, such as a one- or two-year access model, or limiting how many "circulations" an eBook may have, but Macmillan is the only one to implement an embargo. ILA members are encouraged to visit ALA's eBook lending action page for more information (http://www.ala.org/advocacy/e-books). ILA advocacy calls on the library community and library patrons to contact Macmillan Publishers to express their objection to the company's new policy.

Programs

Over 1,500 children joined our Summer Reading Club at the library this year, and this number does not yet include all the children who participated in summer camp. The program continues through August 31. Our final numbers and official program summary will be included in the September Director's Report.

In the meantime, the second floor has been bustling with activity this summer. Summer Reading Club members have been reporting to the booth to talk about their reading and collect their halfway prizes and prize books. Every week we set up a new "Make and Take" activity that is available at all hours, and hundreds of kids get creative at this table every week through the summer. Readers advisory for recreational reading and audiobooks for road trips have been our most popular requests.

On August 1 we hosted our annual Summer Reading Club picnic, which was also our Library Lawn Grand Re-opening! 180 attendees spread their blankets on the lawn and enjoyed free ice cream from Homer's and live music from banjo player Keith Bauman and Grammy award-winning Ralph's World.

Youth Services hosted four Wednesday Fun Shows in the auditorium in July. Storytown entertained families with their improvised musicals, and Jeannie McQueenie's puppets formed a rock band with children from the audience. We showed the animated film The Big Bad Fox and Other Tales and musician Todd Downing sang and told silly stories.

Another highlight in July was our annual program series "Club Hogwarts" held in honor of Harry Potter's birthday. Twenty-three school age fans made wands, fortune tellers, and participated in other magical activities.

This fall's *Meet The Author* event will feature best-selling author Susan Orlean on October 19 at 2:00pm at Wilmette Junior High School Auditorum. Her most recent book, *The Library Book*, was nominated for the Andrew Carnegie Nonfiction Prize and the Los Angeles Times Book Prize, and was named a New York Times Notable Book of 2018, as well as a Washington Post Top 10 Book of the Year. The book will be adapted by Ms.Orlean for a forthcoming television series with Paramount TV. Copies of the book are available in multiple formats.

Technology

Youth Service librarian Janet Piehl coordinated with local stakeholders and conducted regional library research to develop a plan and recommend resources for WPL's first foray into 3D printing. Included in the annual budget, new equipment will be selected this month, with training to follow in advance of a new series of public Maker programming this fall.

Digital Services staff is planning to host one-on-one appointments for patrons with individual technology needs this fall. In the interim, staff has been booking appointments on an informal basis. Topics covered are based on need, and will cover access to our OverDrive/e-book collection as well as individualized Microsoft software instruction.

New equipment added this month included: an updated/improved credit card reader at the Circulation Desk; a new Creative Pen Tablet on Graphic Artist Sarah Rose's workstation; and 4 new iPads for Youth Services programming.

PC Reservation time management software was updated on all of the patron computers.

Debi Thompson is working on an inventory of our computers and peripherals.

This past month, staff has observed intermittent issues with our website and server having brief outages. CVI, our IT consultant and web host, has provided staff with a monitoring tool so we can evaluate overall server health and respond accordingly. Staff has subsequently made adjustments to our server settings which have alleviated the root causes of these brief outages.

Librarians Sheri Reda and Suzanne Arist are compiling a list/set of links compiling frequently used but complex to create on-the-fly "power searches" that may be shared among staff who use the LEAP staff portal to search the CCS catalog. We're excited to offer this resource in helping to provision improved and more efficient searching for public service staff. Krista Hutley is their tester.

Building

The Library officially installed our newest drop box at the CTA Linden Purple Line station on August 7. The installation marks the culmination of months of coordination and planning, resulting in a partnership agreement between Chicago Transit Authority and the Library. The new drop was inspired by a patron suggestion. This remote drop box is identical in appearance to the recently-refurbished colorful vinyl-wrapped boxes at Plaza del Lago and the Community Recreation Center. The on-site drop boxes at the library will also be refurbished with our colorful new branding this fall.

Staff and Volunteers

Cataloging Librarian Jessica Thomson completed a six week online course covering book cataloging following RDA standards offered by the Illinois Heartland Library System and taught by Dr. Pamela Thomas.

Periodicals & Mail Associate Sarah Stranglen officially joined Technical Services on August 1st; her role was previously part of Circulation. She will continue her regular duties and will also assist with marking materials as withdrawn. She will be actively involved in the forthcoming periodicals barcoding project.

We're happy to welcome back Mary Dormin, formerly of Circulation Services, who reapplied to WPL and was hired for an opening in Switchboard on Tuesday and Thursday evenings and every other Saturday.

The Library is currently recruiting a pool of substitute librarians for both the Adult and Youth Services departments to support public service on an as-needed basis. Information is available on our website: https://www.wilmettelibrary.info/about/about-us/employment

Select Staff Meetings and Workshops

July 9: Better Angels meeting (Betty Giorgi)
July 10: SCRAP Advisory Group at CCS (Jessica Thomson)
July 10: CVI Technology Planning Meeting (Anthony Auston, Gayle Rosenberg Justman, Fred Wallace)
July 10: Programming Meeting (Jennifer Bartel, Rachel Garcia, Betty Giorgi, Jill McKeown, Sarah Rose)
July 11: Charmm'd Leadership Summit in Northbrook (Anthony Auston, Michael Boone, Patsy deVuono, Stephen Koebel, Luciano Ward)
July 12: B'LONG Workshop at Warren-Newport Library (Ruth Bell)
July 12: Outreach Conference (Nancy Wagner)
July 17: Genealogy and Local History Networking Group (Nancy Wagner)
July 17: Quarterly Training Meeting (Betty Giorgi, Jill McKeown, Stephen Koebel)
July 18: Diversity and Inclusion Committee (Anthony Auston, Michael Boone, Rebecca Vrana-Naquin, Patsy DeVuono, Krista Hutley, Christine Hightower, Rosemarie Hohol, and Stephen Koebel)
July 18: Parenting Programming (Rachel Garcia, Betty Giorgi, Andrea Johnson)
July 25: Census Webinar (Nancy Wagner)

Select Director's Meetings

July 1: John Shales, Shales-McNutt Construction
July 2: WPL Policy Committee
July 3: WPL Outdoor Renovation Project Meeting
July 16: WPL Regular Board Meeting
July 22: League of Women Voters Wilmette
July 24: CCS Governing Board Meeting, Cary Area Library
July 25: Outdoor Renovation Project Punchlist Walk-through
July 25: Kenilworth Public Library District Regular Board Meeting

Wilmette Public Library District
Fiscal Year 2018-2019 Strategic Plan Goal Progress Summary
Thursday, August 15, 2019

The Library's 3-year Strategic Plan (covering fiscal years July 2018 through June 2021), encompasses 5 broad organizational goal areas with related time-specific objectives and action steps, and has recently completed its first year. The entire plan, entitled *Shaping Our Future*, is available online at:
https://www.wilmettelibrary.info/about/about-us/mission-and-strategic-plan

The following summary comprises a year-end review of staff's specific activities in fulfillment of the plan's goals and objectives in the following areas:

1. **Growing Community**:
Focus library services to promote strong connections in our community.

2. **Knowledge & Discovery**:
Create an adaptable environment that encourages pursuit of knowledge and discovery to enrich your life.

3. **Diversity & Inclusion**:
Create an inclusive environment so that all feel welcomed and served.

4. **Sharing Resources**:
Allocate staff, facilities, and other resources effectively to provide outstanding library services.

5. **Marketing & Communications**:
Increase visibility and awareness of the library's value to you and to your community.

1. Growing Community:

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

Preschool book & STEM kit Delivery Program
This 2018-2019 school year we offered all Wilmette and Kenilworth preschools a monthly delivery of books & STEM kits to be used in their classrooms. The nine participating preschools were each issued a library card. Teachers sent in their book and kit requests, YS librarians pulled the books, checked them out to the school card and delivered them to their locations. Materials came from the Wilmette Public Library collection as well as a separate seasonal preschool collection that was funded by a donation and a Creativity Grant. Children's Librarian Ruth Bell delivered 1495 books and 42 STEM kits to the nine preschools over the nine month period.

> Participating schools:
> Wilmette Park District Early Childhood Center
> Trinity Church Nursery School
> Sprouted Child Care & Early Education
> BJE Early Childhood Center

About All Things Bright & Beautiful
Rose Hall Montessori
A Joyful Noise Preschool
St. Francis Xavier School
Connecting Kids Preschool – Romona Elementary

Summer Reading Club Outreach

Youth Services librarian Alice Joseph visits all of our schools in May and June to promote the program. From late May through early June she visited Marie Murphy Middle School to talk to 150 6th and 7th grade students, and Romona Elementary to present to all 535 students (including the early childhood program) in six auditorium presentations. At Romona she was joined by the Glenview Library school liaison librarian. She delivered 460 summer brochures to Avoca Elementary School and 480 summer brochures to the Sears School to be distributed to students. Her audiences in June totaled over 1700 students and teachers.

Professor Plum Book Bike

Jill McKeown, Martha Birkhold, Joan Olson, and Professor Plum represented WPL at the French Market in Wilmette on June 8. The Library had books, stickers, and sunglasses to give to adults and children who visited the table. Summer Reading Club was promoted and approximately 30 children, 25 adults, and 10 teens signed up for the clubs. Staff members also promoted the ebook collections and answered questions about the Outdoor Renovation Project.

Going Green Matters Fair

Go Green Wilmette hosted the annual Going Green Matters Fair on March 10, 2019. Adult Services and Youth Services librarians hosted a table at the fair to promote Library programs and services, especially those that relate to "green matters." Friends of the Wilmette Public Library also hosted a table including a pop-up book sale with carefully curated titles related to the range of subjects presented at the event.

Youth Services Outreach

Following the establishment of the Community Engagement Committee in February 2019, Youth Services staff began reporting outreach efforts in the Director's Monthly Report.
Youth Services conducted 20 community engagement visits in March 2019. A highlight was an event coordinated by librarians Ruth Bell and Diane dos Santos. They co-organized the Wilmette Park District event "Celebrate Screen Break Week with Knuffle Bunny, Pigeon and More" on March 4 at the Community Recreation Center. As part of WPD's Screen Break Week, the all-ages event offered nine activity stations celebrating the books of Mo Willems. Families read books together, did crafts, and played games. The Library also brought books to look at and check out, and signed people up for library cards.
Youth Services conducted 21 community engagement visits in April 2019. Youth Services librarian Ruth Bell conducted 17 outreach visits to preschools and daycares in April 2019, presenting storytime and STEM activities and delivering collections of picture books. On April 17, Alice Joseph and Andrea Vaughn Johnson visited Romona Elementary School to present a storytime and promote the Library to students with disabilities. On April 24, Andrea Vaughn Johnson visited the school library at Highcrest Middle School to meet the librarian and discuss opportunities to partner. On April 27, at St. John's Lutheran Church, Youth and Adult Services staff hosted a table at the WK Living Expo, sponsored by the Wilmette/Kenilworth Chamber of Commerce, promoting Library services. On May 8, Andrea Vaughn Johnson and Janet Piehl

visited the Learning Commons at Central Elementary School to get a tour of their library and makerspace and learn how Library maker and tech programs will intersect with student activities.

Youth Services-librarian Ruth Bell conducted 21 outreach visits to preschools and daycares in May 2019, presenting storytime and STEM activities to 352 people. On Wednesday, May 15, Youth Services hosted the Wilmette Park District's Youth Improv performance.

Youth Services librarian Ruth Bell conducted 8 outreach visits to preschools and daycares in June 2019, presenting storytime and STEM activities to 165 people. On Monday, June 3, two kindergarten classes from St. Joseph School's visited the Library for a tour of Youth Services and a story time.

Pride Picnic

On June 9, Youth Services Librarian Laura Antolin and Teen and Adult Librarian Krista Hutley promoted books and Library services at a family event called the Pride Picnic, sponsored by a Glenview organization called Youth Services. The annual picnic is open to those in the North Shore community who identify as LGBTQ+ or an ally, mostly youth and their families. We had a rainbow bookmark craft, coloring sheets, and various giveaways including bookmarks of LGBTQ+ fiction and nonfiction for teens and tweens (the largest audience of the Pride Picnic outside of parents). The Pride Picnic was a great way to connect with YSGN staff, the other organizations at tables (one was the Glenview Public Library), and some local LGBTQ+ community members who may not have thought about the Wilmette Public Library as a resource. WPL staff had interesting conversations with transgender teenagers, and teachers and parents. Staff hopes those who attended the picnic will remember Wilmette Library being a supportive place in the future.

Mather Place Visiting Librarian

This year, in addition to conducting a monthly book discussion series at Mather Place, a rental community for those age 62 and better, the Library will send a visiting librarian once a month, beginning in August, to assist residents in using digital library materials and services. Adult Services Librarian Jenny Klein will staff the visiting librarian service in August and will continue on the third Tuesdays of the month. This pilot program is intended to assist residents in making full use of library services and programs. Reference services, help with the online catalog, and instruction on the downloadable and streaming collections will be provided.

Objective 1.2: By February 2019, establish a committee to explore new outreach opportunities and deepen existing partnerships.

The Community Engagement Committee was established in February 2019. The committee created and piloted an online form for staff to record Outreach, Advocacy, and Partnership activities. Reports of these activities were included as a regular supplement to the Director's Monthly Report in the Board Packet. Staff submits a new Community Engagement online form for every outreach visit and class visit to the library.

Objective 1.3: By April 2020, host public forums for residents to explore and discuss communitywide issues or topics.

The American Library Association (ALA) Public Programs Office named the Library as one of 50 sites to be selected to participate in the *American Creed: Community Conversations* project. The grant supports events and activities to engage patrons with the idea of a unifying American

creed, especially in relation to local history, challenges, and opportunities. Programming took place in March and April 2019. Adult Services staff facilitated the programming in partnership with the League of Women Voters of Wilmette, including coordination of invitation-based *Living Room Conversations*. Formal programming in the series included a screening of the PBS film *American Creed* on April 17; a book discussion of *American Character: A History of the Epic Struggle Between Individual Liberty and the Common Good* by Colin Woodard led by Mary Abroe, of the College of Lake County, on April 24; and a lecture on immigration by Jack Doppelt on April 30, attended by 70 participants, entitled *Are We Becoming a Nation of Enough Immigrants?* Congratulations and gratitude to Adult Services Assistant Manager Nancy Wagner for drafting the grant application and coordinating the project.

Objective 1.4: By November 2020, explore ways to connect local government, non-profits, businesses, and individuals with relevant community resources.

Adult Services staff established a deeper relationship with the Wilmette/Kenilworth Chamber of Commerce and SCORE to provide more mentoring and learning opportunities for small businesses and entrepreneurs. On May 15, this partnership yielded the co-sponsored lecture, *Grow Your Revenue*. In June, the Chamber added a link to SCORE from their website. Chamber Director Julie Yusim highlighted the webinars SCORE produces on various business topics and reached out to the SCORE northern area manager Al Blitz to talk about having SCORE present at some of their morning meetings. Mark Lieberman will present at the fall kickoff monthly breakfast meeting and Nancy Wagner will demonstrate the links to the Library's resources, which should increase awareness of both these services.

2. Knowledge & Discovery:

Objective 2.2: By March 2019, develop a flexible, functional, and inviting interior space plan that preserves core services while meeting the evolving expectations of our community.

Michael Boone, Manager of Human Resources, met with Wilmette Fire Inspector Bob Reichert to review fire safety procedures in advance of the safety drill on Staff Institute Day (March 1). Staff evaluated our evacuation procedures and maps, defined our meeting place, and ensured that we have someone in charge of accounting for everyone who is scheduled to work on a given day in the event of an emergency. Inspector Reichert observed our safety drill, made suggestions, and answered staff's questions and concerns on Staff Institute Day.

Director Anthony Auston and Michael Boone met with Wilmette Police Commander Michael Robinson and Officer Raimond Pavely to evaluate the Library's building and procedures for safety and security improvement opportunities. Officer Pavely presented a personal safety and active shooter response training program on Staff Institute Day.

Automatic External Defibrillator (AED) devices were installed in March. The AED devices and cabinets are located to the right of Elevator B on all 4 floors of the Library. The kits are equipped with everything one would need to help save a life from cardiac arrest. The Library partnered with Wilmette Fire Department in February to offer 2 training classes on CPR/AEDs, and will continue to offer more training in the future.

As we move towards a revitalization plan for the lower level and first floor we will want to start accumulating ideas for future plans without holding back on small changes that may be made in existing layouts. In support of this planning effort, Betty Giorgi, Head of Adult Services, attended a day-long workshop on May 15 at Gail Borden Public Library in Elgin on Space Planning: Reinventing Your Library Space conducted by David Vinjamuri of Third Way Brand Trainers.

In the spring, staff began shelving books face-out on the lower level to increase visibility and promote circulation. Staff began cross-promoting digital resources in the World Languages collection, including promotion of Mango Languages as a world language study and an ELL (English Language Learner) platform. Adult Services collaborated with Community Services on two programs to provide a display of materials of interest for checkout at select programs and events.

Objective 2.4: By September 2019, foster a "Culture of Yes" that allows for quick, low-cost, trial implementation of new ideas from patrons and staff.

In the fall, staff established a running list of when we have to say "no" to a service question posed by a patron. This will help us to assess opportunities for changing the "no" to a "yes."

3. Diversity & Inclusion:

Objective 3.2: Beginning January 2019, create and adapt library services to accommodate the needs of people living with disabilities.

In light of what we learned in the presentation by JJ's List at the March 1 Staff Institute, Youth Services updated language about our programming for disabilities. In the past we described our sensory-friendly performances with the phrase: "This performance is intended for children with special needs and their families." After learning that people with disabilities do not like to be described as having "special needs," the new description is: "This performance intended for children with sensory-input challenges and disabilities and their families." On the online event calendar we added a description: "Sensory-friendly shows are intended for children with autism spectrum disorders, sensory processing disorders, anxiety, or other cognitive or physical disabilities who have a low tolerance for crowds, loud noises, darkness, flashing lights, and other similar sensory input. Audience members can feel comfortable moving or vocalizing throughout the performance." In addition, Community Services changed the tag in our online event calendar from "special needs" to "sensory-friendly."

Staff conducted a study of the audio equipment used for programming in the Auditorium. As a result of the study, overhead speakers were shifted back to provide better sound coverage in the room and reduce microphone feedback caused by presenters standing directly beneath overhead speakers at the front of the room. Current microphones will also be upgraded to newer, professional-grade models. Use of the microphones and amplification system for all programs and book discussions held in the Auditorium will better serve individuals with hearing impairments, including those who rely on the hearing loop system.

Objective 3.3: Beginning April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal.

The Library hosted its inaugural Maker Fest event on Saturday, February 23 from 10:30am-2:30pm. Over 400 people attended the event. 12 employees from several departments staffed the event with the committee team of Janet Piehl, Ruth Bell, Krista Hutley, Suzanne Arist, and Jennifer Bartel. 12 student volunteers from the local junior high and high schools supported the staff. We hosted 43 exhibitors. Local businesses, organizations & individuals brought hands-on activities for patrons, including: Codeverse, REB Records, Treeplay, Drake Baskets, BinaryHeart, Sew on Central, Fiber Arts Group, Evanston Art Center, Wilmette Park District, Winnetka Public Library Studio, and Signe Mason's Girl Scout Gold Award project's geodesic dome planetarium. Activities for the event included: interactive video games and music, basket weaving, coding, snap circuits, light-up origami, knitting and fiber arts, collages, electronics deconstruction, collaborative building, button making, and vinyl cutter stickers. The event received resounding positive feedback with over 90% of those surveyed reporting that they would use a space in the library dedicated to arts, technology, and design (Maker) projects, and 47% reporting that they had attended maker programming at WPL in the past. Survey respondents expressed interest in future maker programs, including equipment requests for a 3D printer, t-shirt press, sewing machine, and laser cutter. The event garnered positive press with articles in the Wilmette Beacon and a front page feature in Wilmette Life.

Beginning in May 2019, our Drop-In Chess program, which meets twice a month on Sunday afternoons, welcomed both adult and teen chess players.

Youth Services librarian Lisa Bigelow hosted our first all-ages folk jam on Saturday, April 6. *Sing, Sing, Together* was attended by 8 adults and 7 children.

In April, Youth Services staff presented three intergenerational programs: Everyone Makes, Sing Together, and Drop-In Chess. In May and June we continued to offer monthly intergenerational programs Everyone Makes and Drop-In Chess. This summer Youth Services scheduled Family Tech Playground and Sing Together programs. On August 9, families are invited to join us when we bring Sing Together to the residents of Mather Place of Wilmette.

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

On Staff Institute Day, March 1, 2019, ALA's Office for Diversity, Literacy & Outreach Services provided an overview of their Cultural Competence and social justice framework for all staff in an effort to help staff create more inclusive spaces in the Library. Their presentation offered skills to develop knowledge and awareness of oneself in interacting with our diverse community of users and recognizing how we can more effective in meeting the needs of those users. This program is part of our overall Equity, Diversity, and Inclusion (EDI) strategic plan initiatives. Learn more about ALA/PLA's goals to support and promote EDI here: http://www.ala.org/pla/initiatives/edi

To meet a growing demand from Chinese-speaking families with young children, staff created a new shelf of bilingual Chinese-English picture books in the picture book area. The bilingual books

meet the needs of both English language learners and Chinese language learners, and have been increasingly popular with our patrons. Librarians Yvonne Chang and Jennifer Lee helped with selection and translations for signage, Rosemarie Hohol in Technical Services helped with processing, and Sarah Rose in Community Services created new signage.

The Diversity and Inclusion Committee convened in June. It consists of Anthony Auston, Mike Boone, Rebecca Vrana-Naquin, Patsy DeVuono, Krista Hutley, Christine Hightower, Rosemarie Hohol, and Stephen Koebel (chair). The committee is developing a Diversity Statement and discussing a comprehensive plan to integrate diversity into library programming, services, and staff.

4. Sharing Resources:

Objective 4.1: By December 2018, improve the Library's outdoor space to provide an attractive, environmentally friendly space that maximizes safety, accessibility, and enjoyment.

The Library's Outdoor Renovation Project design, materials, finishes, and plant material selections were approved by the Board of Library Trustees in January 2019. The Board subsequently approved posting the project for public bid, and approved the contract with Shales-McNutt Construction for the project's construction management. The Board awarded bids for project contractors in March, with the project ground breaking taking place in mid-April. The Library remained open throughout construction, and was phased to ensure safe and consistent public access to the facility despite complete reconstruction of the entry plaza. The final punchlist was established in late July and the construction fences finally came down, welcoming the community back to the front lawn. In August we celebrated the grand re-opening of the Library's grounds after 3 months of construction and nearly 2 years of planning. As a result of the renovation project, we've expanded the entry plaza and improved access to the Library's entrance. Our new concrete surfaces will be cleaner, safer, and easier to maintain thanks to our new snowmelt system. We've expanded and beautified our butterfly garden with an accessible walking path and all-native plants, shrubs, and trees (complete with botanical signage to help inform patrons about the species on our site and maybe consider adding these plants in their own home gardens). We've added over a dozen new seating options throughout the site. We've repaired cracked sidewalks and added new and expanded bike racks. We've improved our irrigation system and enhanced our lawn to help support outdoor events and performances. An overview and timeline of the project is available online at:
https://www.wilmettelibrary.info/about/about-us/projects

Objective 4.2: By February 2019, refine personnel and compensation policies to equitably recruit, retain, and recognize talented staff.

Fiscal year 2018-2019 began with a national search for a new Director. Bradbury Miller Associates was retained as the consultant, and returned 23 applicants. Following interviews, review, and consideration of the applicants in the summer of 2018, the Board selected Anthony Auston, former Director of Palatine Public Library District (IL), to begin in late October 2018.

In fall 2018, recruitment began for a new Head of Youth Services. We received 10 qualified applicants for the position. Following interviews, review, and consideration of the applicants, the search committee selected Andrea Vaughn Johnson, formerly of Brooklyn Public Library (NY), to begin in late November 2018.

The Leadership Team conducted 2018 Performance Evaluations following the review and update of the evaluation tool. All staff completed an Employee Work Assessment self-evaluation. Managers and supervisors completed the evaluation forms for their teams. All new hires will receive a 6-month review. Following completion of the annual process this winter, staff will receive a mid-year review in July/August for their 2019 goals.

Staff is developing a Remote Work/Telecommuting Policy and Agreement to formalize our Work from Home practice and procedures. Formalizing the request and agreement process is designed help staff clearly define remote work schedules, work expectations, check-in and communication processes, as well as to set a timeframe for remote work privilege. The new procedures will take effect in FY2019-2020.

Libraries in the region are bracing for the impact of the gradual increase to the state minimum wage over the next 6 years. The minimum wage will increase incrementally from $8.25 to $15 by Jan 1, 2025. To meet this requirement, our positions need to meet minimum thresholds for new hires while also making concessions for wage compression when the salary gap between a new hire and an experienced employee narrows. Administrative staff began preparing a plan for implementing this initiative with peer and legal counsel, noting that some area libraries are already administering supplemental, across-the-board increases as well as adjusting their overall salary grade scale by a percentage to address the potential gap for fairness and equity. Minimum wage will be established at $10/hour on July 1, 2020. WPL currently does not have any positions that start at less than $10/hour. Manager of Human Resources Michael Boone participated in a seminar in June through HR Source to explore ways to prepare for the incremental increase(s). Staff continues to evaluate these trends to ensure our compensation plan and pay grades are appropriately aligned to accept the increases.

The Library participated in the 2019 LACONI Salary & Fringe Benefits survey. The compiled results are available to all participating libraries. The data results from the survey are a valuable benchmarking tool to compare our salaries and benefits and see where they fall within other neighboring libraries, ensuring that we are aware of trends and remain competitive in the local library labor market.

The passage of the FY2019-2020 Working Budget included 3 strategic increases to support human resources: 1) 25% increase to continuing education registrations to promote staff attendance in workshops, events, and the biannual Public Library Association conference in February 2020 in Nashville; 2) 75% increase in travel/mileage reimbursement to support staff attendance in remote continuing education workshops, events, and the biannual Public Library Association conference in February 2020 in Nashville; and 3) 5% increase in total salaries. The Board and staff recognize that Wilmette Public Library District is a service organization. In our efforts to provide our community with quality resources, collections, and services, the Library relies on the strength, qualifications, and training of our staff to achieve our mission. To this end and related to the Library's compensation plan, in spring 2018, the Library conducted a benchmarking study for its workforce, formally comparing compensation with job descriptions

and matching this data to our local industry to ensure that our compensation is appropriate and keeping pace with the market. The study resulted in an updated salary schedule. The first phase of progressive adjustments to compensation, in an effort to meet the market, was completed with the lowest salaried positions in summer 2018. The next phase of adjustments is due to take effect presently, concurrent with planned cost-of-living adjustments which took effect on July 1, 2019. To accomplish this, the Library planned a 3% increase across all positions to meet market and limit compression. Additionally, since the recent passage of the $15 minimum wage bill has a slight cascading effect over the Library's compensation structure, the salary schedule will need to be regularly reviewed and realigned. Further, as our strategic direction and service model evolves, departments will review all open positions and roles of current positions to determine needs in fulfilling our mission going forward. Each of these objectives align with our plan to evaluate, and refine the Library's personnel and compensation strategies to equitably recruit, retain, and recognize talented staff.

Objective 4.4: By December 2019, equip staff with professional development tools and leadership opportunities, and support individual paths for career growth

Assistant Head of Adult Services Jill McKeown is midway through the year-long Charmm'd Foundation Leadership Academy, a development program assisting those who are new to leadership, are being considered for a leadership role within the next couple of years, or are looking for fundamental training on the people-side of leadership.

Adult Services librarian Rachel Garcia attended the Reaching Forward conference on May 3, and was inspired to develop a learning circle at the library on an art/architecture subject after attending the *Learning Circles at Your Library: Creating Life Empowering Adult Programming for Free* workshop.

Teen and Adult librarian Krista Hutley attended *Takes on Teen Programming: Tales of Teen Advisory Boards and Pop-Up Programming that Works* on May 16. As a result she's exploring ways of using "casual interactive" programs to provide a more interactive environment in the teen space without relying on dedicated programs, and is considering doing them more frequently, along with using the digital monitor slideshow in the Teen Room in more creative ways, and is developing new display and readers' advisory ideas for teens.

Selectors in Adult and Youth Services attended training sessions on CollectionHQ in June. CollectionHQ is a software product that uses an Evidence Based Stock Management (EBSM) approach to collection development. The product gives libraries data management tools that help to effectively analyze collections. Selectors can use the data to efficiently manage the collection development process with the ultimate goal of making the collection more patron focused.

Librarians in Adult and Youth Services attended a two hour workshop on LEAP presented by Meiko Landers, Member Services Librarian from CCS, on June 17. This advanced workshop focused on using LEAP features to search the library's collection efficiently and effectively, and gave attendees the opportunity to save individualized power searchers to their own profiles resulting in quicker and more tailored responses to patron requests.

Head of Youth Services Andrea Vaughn Johnson and Assistant Head of Adult Services Jill McKeown attended the annual American Library Association Conference in Washington, DC on June 20-25.

5. Marketing & Communications:

Objective 5.3: By March 2019, develop a set of tools to evaluate how the Library's services, collections, and programs are meeting the needs of the community.

Following evaluation of collection usage, performance, and patron feedback, the FY2019-2020 Working Budget included responsive increases to support programs and collections, including a 17% increase to electronic resources (including streaming and downloadable collections), and a 7% increase in support of Library-wide programming. This funding increase aligns with Strategic Plan Goal 1: Focus library services to promote connections in our community; Objective 2.3: Beginning in June 2019, adjust current practices to increase ease of use of physical and digital collections; Objective 3.3: Beginning in April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal; Objective 3.4: Beginning in August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff; as well as Objective 5.3: By March 2019, develop a set of tools to evaluate how the Library's services, collections, and programs are meeting the needs of the community.

Staff launched our Program Evaluation pilot program in March. The initial round of evaluations will use both in-house surveys as well as those created by PLA's Project Outcome toolkit to begin evaluating library programs and services. The first 6 month phase will evaluate Summer Reading Club and Digital Universe classes using Project Outcome surveys, and will evaluate Money Smart Week, One Book Everybody Reads, and American Creed programming using either in-house surveys or those provided by the sponsoring organization.

Adult Services staff has been reviewing their program feedback from our Death Cafés, Cookbook Club, and One Book, and are inspired by the narrative responses they're receiving.

Gayle Rosenberg Justman, Head of IT and Technical Services, implemented our new material analytics product CollectionHQ, and began training librarian staff with a series of detailed workshops in early June. This collection analytics and reporting software will help staff to better study trending and usage statistics for our collections. All of the full-time librarians who select materials as well as the Director and Head of IT/TS have been set up as users.
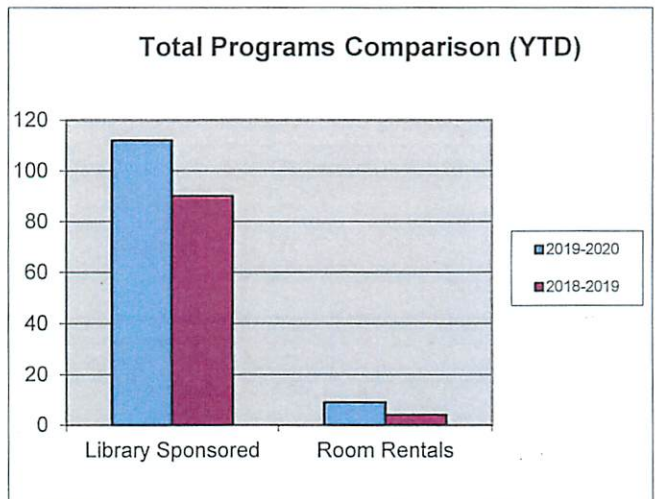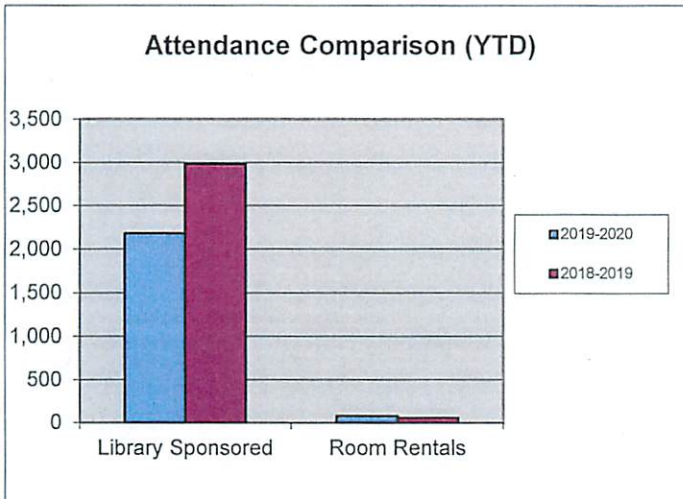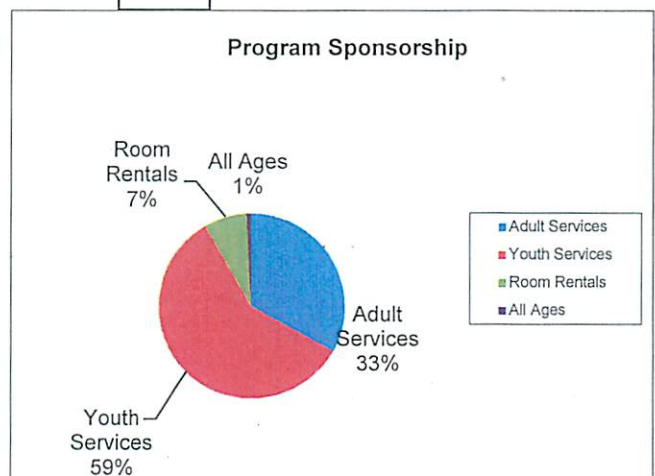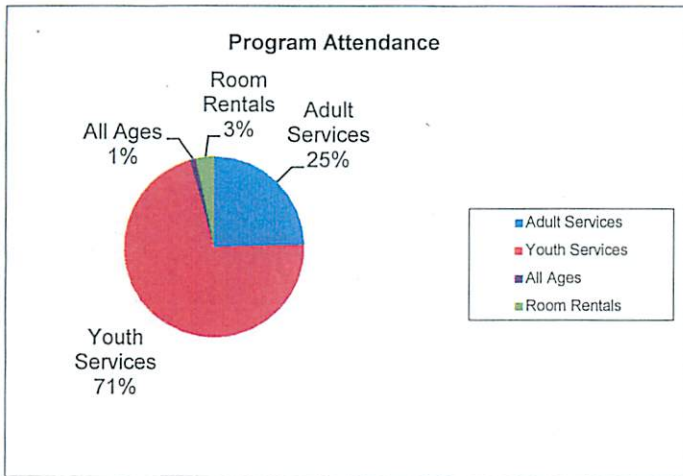
WPL CIRCULATION STATS FOR JULY

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	23	20	13	33	33	0	0	1.43
Bag	295	237	242	479	480	1	0	1.62
Blu-ray	1,236	478	193	671	725	54	78	0.54
Blu-ray Hot	26	73	0	73	73	0	0	2.81
Blu-ray New	83	257	2	259	260	1	6	3.12
Book	188,706	21,305	19,005	40,310	41,423	1,113	2,085	0.21
Book Hot	1,408	1,961	278	2,239	2,240	1	0	1.59
Book New	6,039	4,033	2,300	6,333	7,169	836	339	1.05
Boxset	0	26	5	31	31	0	26	0.00
Boxset New	0	1	0	1	1	0	1	0.00
Cassette	56	0	0	0	0	0	0	0.00
CD	18,099	1,017	731	1,748	1,975	227	152	0.10
CD Audiobook	8,317	833	690	1,523	1,614	91	114	0.18
CD Audiobook New	520	307	173	480	572	92	16	0.92
CD New	339	202	70	272	329	57	11	0.80
DVD	19,464	4,526	2,440	6,966	7,337	371	390	0.36
DVD Hot	85	326	2	328	328	0	0	3.86
DVD New	405	835	93	928	1,002	74	29	2.29
eAudiobook	43,009	0	0	0	0	0	0	0.00
eBook	93,202	0	0	0	0	0	0	0.00
Equipment	13	6	0	6	6	0	0	0.46
eReader	4	2	4	6	6	0	0	1.50
ILL Material	71	71	27	98	98	0	0	1.38
Kit	0	4	4	8	8	0	4	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	7,431	405	284	689	756	67	31	0.09
Large Print New	387	230	108	338	409	71	10	0.87
Magazine	4,094	533	1	534	534	0	0	0.13
Mobile Hotspot	12	20	0	20	20	0	0	1.67
Multimedia Kit	32	2	2	4	4	0	1	0.13
Newspaper	66	1	0	1	1	0	0	0.02
ON-ORDER	1	0	0	0	1	1	0	0.00
Online Resource	34	0	0	0	0	0	0	0.00
Playaway	1,995	525	404	929	958	29	16	0.47
Playaway Audio New	66	63	29	92	106	14	1	1.39
Record	1,577	1	2	3	4	1	1	0.00
Scores / sheet music	0	3	4	7	7	0	3	0.00
Seasonal AV	129	3	0	3	3	0	0	0.02
Seasonal Book	1,165	23	0	23	23	0	2	0.02
Special Collection	96	6	3	9	9	0	1	0.09
STEAM equipment	21	1	0	1	1	0	0	0.05
STEAM Kit	16	7	1	8	8	0	0	0.50
Tablet	2	2	0	2	2	0	0	1.00
VHS	147	0	0	0	0	0	0	0.00
Videogame	852	356	368	724	725	1	26	0.85
Videogame New	0	2	1	3	3	0	2	0.00
Totals	399,529	38,703	27,479	66,182	69,284	3,102	3,345	0.17
Number of Items: Number of items in WPL collection								
Local Charges: Number of items circulated during the month								
Local Renewals: Number of items renewed during the month								
Total: Total number of items circulated & renewed during the month (D+E)								
Total + Lender: Total number of items circulated, renewed & lent via ILL (F+H)								
CCL ILL Lender: Number of items WPL lent via ILL (Interlibrary Loan)								
CCS ILL Borrower: Number of items WPL borrowed via ILL (Interlibrary Loan)								
Ratio: Total + Lender divided by Number of Items (G/C)								

Electronic services to Patrons July 2018 vs July 2019

	Jul-18	Jul-19	Difference
GENERAL REFERENCE			
Ask Art	0	0	0
Children's Literature	38	11	-27
Culture Grams	11	1	-10
Encyclopedia Britannica	22	1	-21
Facts On File#	29	0	-29
First Search	244	369	125
Gale Databases (ex. InfoTrac)*	43	78	35
Legal Forms	1	4	3
Novelist	62	445	383
PebbleGo	2	4	2
Reference USA^	114	108	-6
World Book Reference Center	1	1	0
PERIODICALS			
Chicago Tribune	71	103	32
Chicago Tribune-Historical	124	163	39
Consumer Reports	34	73	39
Consumers' Checkbook	13	5	-8
InfoTrac	25	16	-9
Lexis Nexis	19	0	-19
Morningstar	169	26	-143
New York Times	40	124	84
New York Times-Historical	19	36	17
Newspapers.com	114	368	254
Press Reader	250	489	239
Proquest-Research Library	23	95	72
S&P NetAdvantage	212	75	-137
Weiss Ratings	27	0	-27
RBDigital - Magazines	300	960	660
GENEALOGY			
Ancestry Plus	304	364	60
Heritage Quest	236	371	135
HOMEWORK/STUDY			
Brainfuse	16	4	-12
Gale Courses	3	2	-1
Lynda (courses)	22	29	7
Mango Languages	37	28	-9
Mosio - Chat/Text reference help	39	34	-5
Muzzy Languages	8	0	-8
Niche Academy	250	136	-114
WPL Email Reference	3	2	-1

WPL Technology Classes - Attendees	0	0	0
WPL Proctored Exams	1	1	0
E-BOOKS/AV			
Cloud Library	13	5	-8
Hoopla	577	940	363
Kanopy	110	299	189
Digital Library of Illinois-eBooks	3,710	4,179	469
Digital Library of Illinois-eAudiobooks	1,709	2,123	414
Recorded Books (eAudiobooks)	76	37	-39
Recorded Books (eBooks)	0	0	0
Tumblebooks	85	6	-79
Appointments	5	14	9
Subtotal Librarian Interface	298	187	-111
Subtotal E-Book/AV Use	6,285	7,603	1,318
Total (All)	9,211	12,129	2,918
WEB SITE			
Visits (all)	14,311	16,877	2,566
Unique Visitors	7,745	9,236	1,491
Pageviews	23,816	26,978	3,162
PowerPAC (public catalog)-Visits	14,051	13,436	-615
APP (by Communico)	371	343	-28
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Ki			
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			

PROGRAM ATTENDANCE	July 2019		July 2018			2019-2020		2018-2019		
	# Prog.	People	# Prog.	People	+/- People	# Prog.	People	# Prog.	People	+/- People
LIBRARY SPONSORED										
Adult Services	40	553	39	750	-197	40	553	39	750	-197
Youth Services	71	1,605	51	2,226	-621	71	1,605	51	2,226	-621
All Ages	1	23	0	0	0	1	23	0	0	23
ALL Library Programs	**112**	**2,181**	**90**	**2,976**	**-795**	**112**	**2,181**	**90**	**2,976**	**-795**
Room Rentals	9	76	4	53	23	9	76	4	53	23
ALL PROGRAMS	**121**	**2,257**	**94**	**3,029**	**-772**	**121**	**2,257**	**94**	**3,029**	**-772**

Program Attendance

Room Rentals 3%
All Ages 1%
Adult Services 25%
Youth Services 71%
- Adult Services
- Youth Services
- All Ages
- Room Rentals

Program Sponsorship

Room Rentals 7%
All Ages 1%
Adult Services 33%
Youth Services 59%
- Adult Services
- Youth Services
- Room Rentals
- All Ages

Attendance Comparison (YTD)

- 2019-2020
- 2018-2019

Total Programs Comparison (YTD)

- 2019-2020
- 2018-2019

Community Engagement Report
Wilmette Public Library Book Bike
August 2019

Jennifer Bartel
jbartel@wilmettelibrary.info

Our book bike, Professor Plum, has been on 10 outings so far this summer, including trips to the French Market, Vattmann Park, Summerfest, and McKenzie School, both for scheduled and pop-up visits. There were 2 additional dates cancelled due to weather (extreme heat and rain).

Statistics:

- Staff reports over 320 interactions with patrons this summer
- Staff distributed approximately 100 books (15 adult and 85 children's), which were generously donated by the Friends.
- Other giveaways include WPL branded Frisbees, adult and children's sunglasses, and bubbles. So far we have distributed about 310 giveaways.

Notes:

- Riders have included staff and board members with diverse representation across library departments:
  - Jennifer Bartel (Community Services)
  - Marti Bellefontaine (Circulation & Administration)
  - Andrea Johnson (Youth Services)
  - Susan Kaplan-Tosh (Youth Services)
  - Joan Olsen (Switchboard)
  - Janet Piehl (Youth Services)
  - Stuart Wolf (Trustee)

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/5/19; 7/17/19; 8/1**

Group / Organization: **Wilmette Park District- Tiny Tots Rec Center**

Contact at the Group / Organization: **Shelby Potter**

Location: **3000 Glenview Road**

Number of People: **115**

Age Range: **3-4**

Event Name: **Summer Storytime Visits**

Describe the Event: **Visited 8 classes to do storytimes and talk about camp Summer Reading Challenge.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **annual**

Describe the Library's role: **Outreach Program**

Type of Community Engangement (Check all that apply): **Outreach**

Materials: **Logs, Prize books**

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/31**

Group / Organization: **Sprouted: Childcare & Early Education**

Contact at the Group / Organization: **Neelofer Kanji**

Location: **3201 Old Glenview Rd.**

Number of People: **36**

Age Range: **2-5**

Event Name: **Summer Storytime Visits**

Describe the Event: **Visited 2 classes at Sprouted to do storytimes and award book for completing Summer Reading Challenge.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **annual**

Describe the Library's role: **Outreach visit**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role): **Amanda Jacover, Diane Dos Santos, Andrea Johnson**

Date and Times: **7/3;7/10;717;7/31**

Group / Organization: **Wilmette Park District**

Contact at the Group / Organization: **Carol Heafey, CPRP Recreation Program Manager**

Location: **Vattmann Park, 1461 Lake Ave.**

Number of People: **174**

Age Range: **All Ages**

Event Name: **Summer Stories in the Park**

Describe the Event: **Stories and activities on Wednesdays at Vattmann Park**

Is this a recurring event?: **Yes**

If recurring event, how often?: **Every Wednesday 6/19/19-7/31/19**

Describe the Library's role: **Organized and ran a weekly program at Vattmann Park.**

Type of Community Engangement (Check all that apply): **Partnership**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/2/19; 7/30/19**

Group / Organization: **Wilmette Park District- Aftercamp**

Contact at the Group / Organization: **Shelby Potter**

Location: **3000 Glenview Road**

Number of People: **95**

Age Range: **3-7**

Event Name: **Aftercamp Storytime Visits**

Describe the Event: **Visited both aftercamp sessions and did a storytime to the 3 aftercamp groups: 3-4's, 4-5's, & 6-7's.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **annual**

Describe the Library's role: **Summer Outreach Visit**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/26**

Group / Organization: **St Joseph- Happy Campers**

Contact at the Group / Organization: **Dawn Zigmond**

Location: **1740 Lake Ave, Wilmette, IL**

Number of People: **26**

Age Range: **2-5**

Event Name:

Describe the Event: **Visited camp to do storytime and award summer reading book.**

Is this a recurring event?: **No**

If recurring event, how often?: **Summer Storytime Visits**

Describe the Library's role: **Outreach Visit**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/25**

Group / Organization: **All Things Bright & Beautiful Preschool**

Contact at the Group / Organization: **Mary Johnson**

Location: **222 Kenilworth Avenue**

Number of People: **22**

Age Range: **2-5**

Event Name: **Summer Storytime Visits**

Describe the Event: **Storytime visits and awarded campers prize books for the Summer Reading Challenge.**

Is this a recurring event?: **No**

If recurring event, how often?:

Describe the Library's role: **Outreach visit**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

1

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role): **Alice Joseph; Amanda Jacover**

Date and Times: **7/24/19**

Group / Organization: **Wilmette Park District**

Contact at the Group / Organization: **Carol Heafey, CPRP Recreation Program Manager**

Location: **Vattmann Park**

Number of People: **46**

Age Range: **All Ages**

Event Name: **Summer StoryWalk**

Describe the Event: **Enjoy the outdoors, read the new summer story with your librarians, and finish up with a treat.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **3 times a year Spring, Summer, Fall**

Describe the Library's role: **We select and install the StoryWalk and lead the program.**

Type of Community Engangement (Check all that apply): **Partnership**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/16**

Group / Organization: **BJE Early Childhood Center**

Contact at the Group / Organization: **Susan Rosenberg**

Location: **3220 Big Tree Ln**

Number of People: **48**

Age Range: **2-5**

Event Name: **Summer Storytime Visits**

Describe the Event: **Visited 3 classes to do storytimes and talk about camp Summer Reading Challenge.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **annual**

Describe the Library's role: **Outreach Visit**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Ruth Bell**

Other Staff (Name/Role):

Date and Times: **7/8;7/9**

Group / Organization: **Rose Hall Montessori**

Contact at the Group / Organization: **Stephanie Howard Larson**

Location: **1140 Wilmette Ave**

Number of People: **44**

Age Range: **2-5**

Event Name: **Summer Storytime Visits**

Describe the Event: **Visited 3 classes at to do summer storytimes.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **no**

Describe the Library's role: **Outreach Program**

Type of Community Engangement (Check all that apply): **Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

Community celebrates library renovations, end of summer reading program

Maya Bitton (right) enjoys the concert with her grandmother, Sandy Zeller.

Alexa Burnell, Freelance Reporter
5:00 am CDT August 6, 2019

A lively concert on Aug. 1, featuring children's musician Ralph Covert, marked the final chapter in the Wilmette Public Library's summer reading program, but that doesn't mean good things aren't continuing to bloom and grow.

While Andrea Vaughn Johnson, head of youth services, helped families bid farewell to a summer filled with page-turning books, Library Director Anthony Auston unveiled the newly remodeled grounds, giving attendees an environmentally-friendly landscape to picnic and party upon.

"We aim to be the community's front yard. We want the library — both inside and out — to be a place where patrons can learn and be entertained," Auston said. "When designing the new outdoor space, we set out to create a safe, attractive, open and sustainable environment, for the entire community to enjoy."

Auston further explained how the library sought insight from local organizations when considering the redesign. For example, thanks to the knowledge from the Little Garden Club of Wilmette, the grounds are decorated with all-native plants and shrubs, complete with botanical signage, allowing residents to learn more about the plant species on site.

There are now dozens of new seating options, an expanded entryway, additional bike racks and an improved irrigation system. Lastly, a new snow-melting system will allow for safer entry during the cold and snowy months, while also reducing the use of salt — a bonus for the environment.

As the crowd for the concert began to fill-in on the new grounds, Auston gave thanks to Vaughn Johnson who was eager to report that 1,500 children participated in the 2019 summer reading program, "A Universe of Stories."

"We are very excited to host our inaugural event here on the library's new lawn for all the children who participated in our summer reading program. We look forward to hosting more events, classes and programs in our new space, including many nature-based programs coming up in September and October," Johnson said. "As for this evening, we are excited to celebrate with Ralph Covert, while families picnic and enjoy treats from Homer's Ice Cream on a beautiful night."

During the course of the summer, children who enrolled in the reading program vowed to read at least 20 books, but many exceeded the goal, earning prizes along the way.

Wilmette's Madi Krashin, of Romona Elementary, said the program opened her eyes to the author Shel Silverstein and that she also fell in love with a book series called, "Dragon Masters".

Along with being encouraged to read all summer long, children had the opportunity to take various classes, attend outdoor story hours, watch live performances and so much more.

Adults too were part of the action, having the opportunity to get lost in a few good books as well. Thanks to programming for grown-ups, folks like Caryn Caffarelli had the chance to embrace all that the library has to offer — especially front-row seats to the Ralph Covert concert.

"I'm starstruck," Caffarelli said. "My oldest child is 19, and Ralph's music takes me back in time. We made so many special family memories while listening to his music. Being here tonight, takes me back to those wonderful times."

Children have until Aug. 31 to submit their library reading challenge forms. To learn about the ways the library will unite programing with the new outdoor space, visit the September and October calendar for more information.

https://www.wilmettebeacon.com/p/news-community/antiques-expert-assists-residents-appraisals

Antiques expert assists residents with appraisals

Photos by Rhonda Holcomb/22nd Century Media Frederick Dose, of Frederick Dose Appraisals Ltd., talks about an antique mantle clock and candelabra brought in by one of the attendees July 22 at the Wilmette Public Library.

Staff Report
5:00 am CDT July 29, 2019

Frederick Dose, of Highland Park-based Frederick Dose Appraisals Ltd., recently stopped by the Wilmette Public Library to work with residents on appraisals of antiques and collectibles.

Dose, who has been evaluating art and antiques since 1982, was at the library July 22. He has provided expert, researched appraisals of nearly all antique and other collectible categories.

CLASSIFIEDS 312.321.2345

TODAY'S CROSSWORD

ACROSS

1 Meditators
6 Tales
11 Plopped down
14 Very angry
15 Click "send"
16 Like some hours
17 RC rival
18 Sufficient
19 Capone foe
20 Nulls
22 Spring month
24 Roman ships
28 Flowering shrub
29 Creepy feeling
30 Decoys
32 — the Terrible
33 Pussyfoot
35 Run slowly
39 London elevator
40 CPA's sum
41 Demolish
42 "Who — was there?"
43 Pulpits
45 River in England
46 Sly hero
48 Building material
50 Porter pen name (2 wds.)
53 Many shepherds
57 "Star Wars" rogue
58 Wherewithal
60 Fix, as a copier
65 Before, to bards
66 Molecule parts
67 Beauty aid
68 Hwys.
69 Seat-belt feature
70 Organic compound

DOWN

1 Puppy's bark
2 Crude metal
3 Come unzipped
4 — in the bag!
5 Takes forcibly
6 Decade parts
7 Hunter's need
8 Knocks sharply
9 Nothing at all
10 Dirty politics
11 Eddy
12 Condor nest
13 Physicist Nikola —
21 Scrutinizes
23 Deli offering
24 Cunning
25 Smithy's block
26 Flips pages
27 Storm cellar needs
28 Mo. neighbor
31 Golden Rule word
34 Gentle person
36 Crow cousin
37 Fragile layer
38 Nomads' dwellings
43 "Little Women" girl
44 Racket
47 Pleasant scents
49 Double-check
50 Different in
52 Ocean birds
53 Firm grip
55 Rude dude
56 Gluck of opera
59 Hall-of-Famer Mel —
61 Discouraging words
62 Protrude
63 Birthday count
64 Debussy subject

PREVIOUS PUZZLE SOLVED

A	W	A	S	H		B	A	U	D		S	C	A	B
R	O	D	E	O		A	L	T	O		E	L	B	A
E	V	I	C	T		S	E	A	M		R	E	A	L
N	E	O		T	A	I	C	H	I		M	A	T	E
A	N	S	W	E	R	S			C	L	O	N	E	D
			P	L	A	N	T		A	X	E	L	S	
I	R	K			I	S	M			O	N	I	O	N	S
I	D	A		B	U	N	D	T		S	O	I	R	E	E
A	N	I	S	E		A	N	T	I						
	A	S	H		N	O	T	I	C	E		M	U	T	A	T	E	D
O	V	A	L		V	O	Y	A	G	E		H	I	E	R
B	E	Y		O	B	E	Y		I	O	T	A		
E	R	I	E		E	M	E	R	Y		M	A	R	I	A
S	T	A	R		R	E	I	N		S	P	E	E	D

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Foreclosures

F19050146 LCARE
IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS COUNTY DEPARTMENT, CHANCERY DIVISION
Lakeview Loan Servicing, LLC Plaintiff, vs.Trevor Black aka Trevor Dion Black; Unknown Owners and Non-Record Claimants Robles Calendar 59 Defendants. CASE NO.19 CH 7263
NOTICE FOR PUBLICATION
The requisite affidavit for publication having been filed, notice is hereby given you, Trevor Black aka Trevor Dion Black, and UNKNOWN OWNERS and NON-RECORD CLAIMANTS, defendants in the above entitled cause, that suit has been commenced against you and other defendants in the Circuit Court for the Judicial Circuit by said plaintiff praying for the foreclosure of a certain mortgage conveying the premises described as follows, to wit:
LOTS 7 AND 8 TOGETHER WITH THE NORTH 1/2 OF THE VACATED ALLEY LYING SOUTHERLY AND ADJOINING LOTS 7 AND 8 IN BLOCK 4 IN VENDLEY AND CO.'S FIRST ADDITION HILLSIDE ACRES, BEING A RESUBDIVISION OF PORTERS ADDITION TO HILLSIDE A SUBDIVISION OF THAT PART OF THE NORTH EAST QUARTER AND ALSO THAT PART OF THE EAST 40 INCHES OF THE NORTH WEST QUARTER ALL OF FRACTIONAL SECTION 18, TOWNSHIP 39 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING SOUTH OF BUTTERFIELD ROAD, NORTH OF THE RIGHT OF WAY OF THE ILLINOIS CENTRAL RAILROAD (MADISON BRANCH) AND WEST OF HILLSIDE AVENUE (EXCEPT THERE FROM LOT 2, THE NORTH 50 FEET OF LOT 3, THE NORTH 50 FEET OF LOT 8 AND ALL OF LOTS 9 AND 10 IN BLOCK 1 IN SAID PORTERS ADDITION TO HILLSIDE IN COOK COUNTY, ILLINOIS.
P.I.N.: 15-18-206-024-0000
Said property is commonly known as 5057 Butterfield Road, Hillside, Illinois 60162, and which said mortgage(s) was/were made by Trevor Black and recorded in the Office of the Recorder of Deeds as Document Number 1716801142 and for Court against you as provided by law and that said suit is now pending.
NOW THEREFORE, unless you, the said above named defendants, file your answer to the complaint in the said suit or otherwise make your appearance therein, in the Office of the Clerk of the Court at Cook County on or before August 19, 2019, a default may be taken against you at any time after that date and a Judgment entered in accordance with the prayer of said complaint. E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit http://efile.illinoiscourts.gov/service-providers.htm to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit www.illinoiscourts.gov/FAQ/gethelp.asp.

Foreclosures

F19050088 CNLR IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS COUNTY DEPARTMENT, CHANCERY DIVISION CitiMortgage, Inc. Plaintiff, vs. Alicia P. Collins-Brooks aka Alicia Collins-Brooks; Alphonso V. Brooks, Jr. aka Alphonso Brooks, Jr.; Polk Place Condominiums fka 3256 West Polk Condominiums Association; Unknown Owners and Non-Record Claimants Defendants. CASE NO. 19 CH 06454 Calendar 57
3256 West Polk Street 2E, Chicago, Illinois 60624 Curry, Jr.
NOTICE FOR PUBLICATION
The requisite affidavit for publication having been filed, notice is hereby given you, Alicia P. Collins-Brooks aka Alicia Collins-Brooks, Alphonso V. Brooks, Jr. aka Alphonso Brooks, Jr., and UNKNOWN OWNERS and NON-RECORD CLAIMANTS, defendants in the above entitled cause, that suit has been commenced against you and other defendants in the Circuit Court for the Judicial Circuit by said plaintiff praying for the foreclosure of a certain mortgage conveying the premises described