

DISTRIBUTION OF MEETING INFORMATION

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

Agenda Hard Copy - Library legal bulletin board, front door of Library.

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

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

NOTICE

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

Join by Computer:

<https://us02web.zoom.us/j/84379269429?pwd=bFISbHQ2UW4xalJ3dmdwdlJEMGhSdz09>

Meeting ID: 843 7926 9429

Passcode: 794721

Join by Phone:

+1 312 626 6799

Meeting ID: 843 7926 9429

Passcode: 794721



Wilmette Public Library

Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, January 19, 2021, 6:00 p.m.

Agenda

- I. Call to Order and Roll Call. (Call to Order - President McDonald, Roll Call - Secretary Barshis)
- II. Public Comment. (President McDonald) [10 minutes]
Meeting attendees who wish to address the WPLD Board of Trustees may do so here.
- III. Review draft of Minutes. (President McDonald) [3 minutes]
A. November 17, 2020 Regular Meeting Minutes. **Attachment 1**
- IV. Presentations.
None.
- V. Treasurer's Report. (Treasurer Rodgers) [10 minutes]
A. Financial Reports for November and December 2020. **Attachments 2 and 3**
B. Bills and Salaries Check Detail for November and December 2020. **Attachments 4 and 5**
- VI. Action Items.
None.

- VII. Discussion Items.
- A. Review Updated Pandemic Response Plan. (Director Auston, Circulation Manager Hegelund) [15 minutes]
 - B. Library RFP Project Updates. (Director Auston) [10 minutes]
 - C. 2021 Capital Repair Project Update. (Director Auston) [20 minutes] **Attachment 6**
- VIII. Director's Report. (Director Auston) [10 minutes]
A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information are included in this section. **Attachment 7**
- IX. Committees - Report on Meetings. [5 minutes]
- A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)
- ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>
RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>
- X. Information Items.
- A. Communication. Comments from suggestion boxes will be distributed at the meeting.
 - B. The Presidents' Day Legislative Meet-Up 2021, sponsored by the Illinois Library Association, is Monday, February 15, 2020 from 9:00am to 10:30 am via Zoom virtual conference. For more information, see <https://www.ila.org/events/legislative-meet-ups>. Please contact Director Auston if you wish to register to attend.
 - C. Three seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 6, 2021 election. All seats will be for a full four-year term expiring in April 2025. There are 6 candidates for the 3 seats (in the order received): Julie Cho, MaryAnne O'Keefe, Stuart Wolf (incumbent), Tracy Sommer, Patricia Nealon, and Ronald Rodgers (incumbent).
 - D. The selection for WPLD's "One Book Everyone Reads" (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu's National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu will discuss the book via Zoom digital conference on Saturday, April 17, 2021. Additional details are forthcoming.
- XI. New Business/Old Business.
- XII. Adjournment.

[Estimated meeting length: 80 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, November 17, 2020 at 6:00pm via remote audiovisual conference

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

ELECTRONIC VISITORS: Dan Berg, Sikich; Georgia Gebhardt, League of Women Voters – Wilmette

STAFF: Marti Bellefontaine, Linda Dahl, Patsy deVuono, Kim Hegelund, Gayle Justman, John Risko, Jessica Thomson

- I. Call to Order and Roll Call.
President McDonald called the meeting to order at 6:01 pm. Secretary Barshis called the roll.
- II. Public Comment.
There was no public comment.
- III. Review draft of Minutes.
 - A. October 20, 2020 Regular Board Meeting Minutes. Trustee Fishman moved approval of the October 20, 2020 Regular Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.
Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED
- IV. Presentations. FY 19-20 Annual Audit Presentation.
Daniel A. Berg, CPA and partner in Sikich LLP, virtually attended the meeting. Sikich LLP performed the Audit of WPLD's financial statements for the fiscal year ending June 30, 2020. Trustees received copies of the draft material prior to the meeting. Mr. Berg discussed the Annual Financial Report for the Year Ending June 30, 2020 and the Auditor's Communication to the Board of Trustees with trustees and answered their questions. Mr. Berg stated that this was a clean audit. Trustees discussed fund balances and governing policies related to the auditor's assessment. The Board will continue discussion of the finance policy at future committee and regular meetings.
- V. Treasurer's Report.
 - A. Financial Reports for October 2020.
Trustee Rodgers reviewed the financial reports for October 2020. Trustee Rodgers noted that during October the WPL received \$276,010.42 in real estate taxes, \$13,285.15 in general fund interest, and \$35,523.75.00 in Per Capita Grant receipts. General Fund expenses are at 30.97% which is below the expected three-month rate of 33.3%. There were no unexpected expenditures.
 - B. Bills and Salaries Check Detail for October 2020.
Trustee Rodgers moved approval of the October 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.
Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf
Nay – Johnson
Abstain – None
Absent or not voting – None
MOTION CARRIED

VI. Action Items.

A. Libraries of Illinois Risk Agency (LIRA) renewal of Property/Casualty and Workers Compensation Insurance for December 31, 2020 - December 31, 2021, for a contract total of \$46,853. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$39,686. Bottom line increase for this year is 18%. Director Auston explained that the insurance industry is experiencing a “hard market” largely due to nationwide property damage due to extreme weather. Insurable values have gone up a mere \$300,000. The package for property, liability, auto, and crime have gone down even as we added a new vehicle. Excess property has increased by \$5,000. Another area of significant increase is cyber and identity theft coverage which has almost doubled. Director Auston noted the LIRA board unanimously approved the addition of the crisis protect policy, which reflects a \$1,700 increase and includes examples of extreme crisis. Trustee Riddle motioned to approve the LIRA renewal of Property/Casualty and Workers Compensation Insurance for December 31, 2020-December 31, 2021 for a contract total of \$46,853. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

B. Cancellation of December 2020 Regular Board Meeting. The meeting is scheduled for Tuesday, December 15, 2020. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 19, 2021. Trustee Wolf moved to cancel the previously scheduled December 15, 2020 Regular Board Meeting and resume business at the next Regular Board Meeting on January 19, 2021. Trustee Fishman seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

A. Discuss Fiscal Year 2019-2020 Annual Report. Director Auston indicated that this past year’s report has been expanded by several months, as the fiscal year ended during the closure due to the pandemic and therefore does not cover the whole story of the year. Trustees discussed suggestions for improvement of the data presentation and how the Adobe Spark platform creates a more dynamic document.

B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 12: Technology and Chapter 13: Marketing, Promotion, and Collaboration. Director Auston stated that WPLD meets and exceeds both of these standards. WPLD is preparing for a comprehensive website redesign and enhanced remote access in 2021, which will include meeting various standards including ADA. Other standards being met include having partners in online programming and budgeting for ongoing technology needs. The Wi-Fi signal was enhanced earlier this summer to improve the broadcast signal into the parking lot, expanding the range of remote services. As to marketing, promotion, and collaboration, WPLD has a communications plan which ties to the long-range strategic plan. As the standards suggest, WPLD participates in cooperative activities and those services are promoted throughout the community via several means including print and social media platforms. Trustees plan to review the Internet policy in 2021.

C. Review Updated Pandemic Response and Reopening Plan. In response to rising COVID-19 cases and the state’s anticipated guidance of moving towards Tier 3 of the Restore Illinois Phase 4 plan, advisory recommendations from Illinois Dept. of Public Health, Cook County Dept. of Public Health, and discussions with local task forces

as well as other local libraries, WPLD already had plans to close to the public when a staff member tested positive for COVID-19, making the decision to close more imminent. Several measures have been taken for better contact tracing including a daily employee health screening which confirms staff wellness, as well as scheduling work in teams. Staff pivoted back to Parking Lot Pickup fairly seamlessly by anticipating a second closure with a communications plan and having signage ready to go, as well as putting internal procedures used earlier this year into play.

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

- Digital Collections include our OverDrive Advantage Collection, for use by Wilmette and Kenilworth patrons only. This enables our digital collections to be oriented toward local patron interests and demand-driven, while satisfying local holds first.
- Recent author events included our first Meet The Author virtual presentation, featuring Arshay Cooper and over 480 patron participants on October 21. Over 6,000 participants enjoyed our multi-library partnership presentation of Dr. Ibram X. Kendi on November 9.
- Remote bookdrops will reopen on November 23. Delivery, outreach, and remote drop services will be using the new vehicle as soon as staff has been trained and new procedures are implemented.
- Circulation continues to be strong. In the wake of the pandemic, circulation statistics have been down between 4 and 8% compared to last year which is remarkable in that the hours we've been open have been reduced by a third. When we've been open this year, door counts have been down just 40% within these reduced hours.

VIII. Committees – Report on Meetings.

- A. ILA / RAILS Update. No ILA update. RAILS has monitored the OCLC study which suggests quarantining materials for three days and checked in on the fourth day.

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

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

IX. Information Items.

- A. Communication. None to report.

B. For Thanksgiving, WPLD will close at 6pm on Wednesday, November 25 and remain closed on Thursday, November 26. For Christmas, WPLD will be closed Thursday, December 24 and Friday, December 25.

C. Three seats on the seven-member WPLD Board of Trustees will be open for the Tuesday, April 2, 2021 election. All seats will be for a full four-year term expiring in April 2025. Trustee election packets will be available both online and through Parking Lot Pickup. Complete nomination papers may be filed on weekdays from Monday, December 14, 2020 through December 21, 2020 from 10am-5pm.

X. New Business / Old Business.

- A. Trustee Riddle inquired about the next finance committee meeting. Director Auston and Trustee Rodgers will review the draft policies with special counsel first and then schedule a meeting, likely in mid-January.

B. The State Library has yet to announce the Per Capita Grant application requirements.

XI. Close WPL Board of Trustees Monthly Meeting and convene in WPL Board of Trustees Closed Meeting. At 7:44pm, Trustee McDonald moved to close WPLD Board of Trustees regular monthly board meeting and to reconvene in a closed meeting to perform the annual review of the Director’s performance in compliance with 5 ILCS 120/2c(1). Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

XII. Close, Closed Meeting and Convene in Open Meeting. The purpose of the Open Meeting following a Closed Meeting is to announce in Open Meeting the actions taken in Closed Meeting and then to endorse these actions. At 9:01pm, Trustee McDonald called the Open Meeting to order and announced the Board had moved to increase the Director’s annual salary to \$132,000, effective 1/1/21, and to provide a \$5,000 bonus in this calendar year. Trustee McDonald stated that Trustees unanimously approved of Director Auston’s performance during this pandemic year. In the closed session, the measure was approved by six trustees; Trustee Johnson had to leave the closed meeting before the vote was taken. Trustee Riddle left the meeting before this motion was recorded. Trustee Wolf approved the actions taken in the closed meeting. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, Riddle

MOTION CARRIED

XIII. Adjournment Open Meeting. Trustee Wolf moved to adjourn the meeting. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – None

Absent or not voting – Johnson, Riddle

MOTION CARRIED. The meeting adjourned at 9:05 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

Wilmette Public Library
Notes on Financial Reports for November 2020

Revenue Report

During November, WPL received \$3,013.31 in Real Estate Taxes, \$14,324.76 in General Fund Interest, and \$1,561.19 of personal property tax proceeds.

Expenditure Report

Total General Fund expenses at 37.21% are below the expected three month rate of 41.67%.

Several accounts (50100-Books, 50300-Audio Visual Materials, 62000-Professional Memberships) show expenses higher than the five month rate. In each case, this is due to the normal timing of the payments and does not indicate a general trend. Periodicals (50400) and Electronic Resources (50500) reflect a normal timing of subscription payments which renew at the beginning of the fiscal year. Registrations (63000) are high due to registrations for annual ILA conference in October. Building Supplies (76200) are high due to COVID related purchases.

Check Detail, November 1 - 30, 2020

The largest General Fund checks were written to Wellness Insurance Network (\$50,803.30), OverDrive, Inc. (\$14,646.16), Baker & Taylor (\$15,132.47, \$8,551.94, \$924.97, \$572.77), Cooperative Computer Services (\$22,275.95), Midwest Tape (\$1,656.21, \$2,687.32, \$1,269.49) and Sikich LLP (\$4,500.00).

The total amount in this report represents the expenses paid by check and ACH and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (11/6/20 for \$112,366.93 and 11/20/20 for \$113,026.09).

Certificate of Deposit Activity

Of the \$14,324.76 in General Fund interest received during November, \$8,335.47 was earned by the funds invested in the GF Certificates of Deposit.

Three certificate of deposits (CD) matured in November and were transferred to short term investment accounts (MaxSafe) at North Shore Community Bank. We will continue this approach as CD's mature until market volatility subsides. These short term accounts earn a better interest rate than a standard two year CD and allows us short term flexibility.

Statement of Assets, Liabilities Fund Balances

On the November 30, 2020 statement, the fund balances have been adjusted to reflect the results of the Annual Financial Report (for year ended 6/30/20), and the Net Income represents the difference between total income and total expenses for the year to date.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of November 30, 2020

		November 30, 2020
ASSETS		
Current Assets		
	10005 · Rutherford Trust Funds	163,416.46
	10010 · CIBC Bk MM Account (GF)	1,748.32
	10050 · NSCB MaxSafe (GF)	3,865,115.32
	10004 - NSCB MaxSafe (SRF)	1,307,949.93
	10100 · Operating Checking	319,107.15
	10200 · Payroll Checking	208,293.13
	10300 · HRA & FSA Checking	7,113.50
	10610 · Special Reserve MMF	271,244.21
	10710 · Endowment MMF	0.00
	10810 · Illinois Funds	613,293.11
	10900 · Fifth Third Securities	348,165.85
	11000 · CDs General Fund Total	5,080,820.13
	16000 · CDs Special Reserve Fund Total	3,423,480.88
TOTAL ASSETS		15,609,747.99
LIABILITIES & EQUITY		
Liabilities		
	20000 · Accounts Payable	(3,854.57)
	26000 · Employee Payroll Liabilities	7,366.77
Equity		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,902,331.00
	30020 · IMRF/SS Fund Balance	306,119.00
	30030 · Audit Fund Balance	5,456.00
	30040 · Liability Fund Balance	40,944.00
	30060 · Special Reserve Fund Balance	5,975,158.00
	30070 · Endowment Fund Balance	0.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,413,155.00
	Net Income	193,080.79
Total Equity		15,606,235.79
TOTAL LIABILITIES & EQUITY		15,609,747.99

Wilmette Public Library
Revenue Actual vs Budget November 2020 (41.67% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	November 2020	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	14,324.76	69,074.16	125,000.00	(55,925.84)	55.26%
	44100 · Replacement Taxes	0.00	21,016.81	45,000.00	(23,983.19)	46.7%
	44200 · Kenilworth	0.00	43,238.00	166,604.00	(123,366.00)	25.95%
	45000 · Grants	1,561.19	36,981.13	38,656.00	(1,674.87)	95.67%
	46100 · Fines	228.55	871.58	-	871.58	100.0%
	46200 · Lost Materials	780.15	2,785.44	9,000.00	(6,214.56)	30.95%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	26.00	85.50	5,000.00	(4,914.50)	1.71%
	47100 · Copier Receipts	230.91	2,117.86	10,000.00	(7,882.14)	21.18%
	47200 · Room Rental	(550.00)	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	1,500.00	16,028.08	40,000.00	(23,971.92)	40.07%
	INCOME SUB-TOTAL	18,101.56	191,589.56	443,260.00	(251,670.44)	43.22%
	41010 · GF Taxes	(25,093.41)	2,239,537.95	5,308,603.00	(3,069,065.05)	42.19%
	TOTAL INCOME	(6,991.85)	2,431,127.51	5,751,863.00	(3,320,735.49)	42.27%
* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, Special Reserve, or Endowment interest.						

**WPL Expenditure Actual vs. Budget
November 2020
(41.67% of Budget Year Completed)**

	Current Month	November 2020	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	25,639.06	127,214.38	230,000.00	(102,785.62)	55.31%
50200 · Continuations	1,894.74	15,207.21	45,000.00	(29,792.79)	33.79%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	5,361.35	46,202.89	100,000.00	(53,797.11)	46.20%
50400 · Periodicals	597.95	35,211.73	45,000.00	(9,788.27)	78.25%
50500 · Electronic Resources	49,441.46	332,915.44	660,000.00	(327,084.56)	50.44%
50700 · Programming	4,600.28	14,216.64	45,000.00	(30,783.36)	31.59%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	0.00	8,818.50	35,000.00	(26,181.50)	25.20%
53000 · Promotion	0.00	1,160.60	10,000.00	(8,839.40)	11.61%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	550.00	1,535.00	9,000.00	(7,465.00)	17.06%
58500 · Friends Purchases	0.00	13,335.70	30,000.00	(16,664.30)	44.45%
61000 · Personnel	205,826.12	1,180,616.11	3,451,289.00	(2,270,672.89)	34.21%
62000 · Professional Memberships	914.00	3,564.27	6,500.00	(2,935.73)	54.83%
63000 · Registrations	108.00	7,067.31	10,000.00	(2,932.69)	70.67%
64000 · Travel/Mileage/Meals	471.51	2,867.69	10,000.00	(7,132.31)	28.68%
65000 · Staff Development	133.65	2,848.28	15,000.00	(12,151.72)	18.99%
66000 · Insurance - Employee	51,055.81	263,318.86	600,000.00	(336,681.14)	43.89%
70100 · Accounting - PR & CrCd fees	715.95	3,716.63	15,000.00	(11,283.37)	24.78%
70200 · Professional Fees	1,747.16	8,497.28	35,000.00	(26,502.72)	24.28%
70310 · Library Supplies	2,202.17	12,975.45	30,000.00	(17,024.55)	43.25%
70320 · Office Supplies	1,045.08	5,321.94	40,000.00	(34,678.06)	13.30%
70400 · Copiers	2,327.44	11,636.64	28,000.00	(16,363.36)	41.56%
70500 · Printing	100.00	294.40	5,000.00	(4,705.60)	5.89%
70600 · Postage/Shipping	0.00	2,508.84	6,000.00	(3,491.16)	41.81%
70700 · Telephone	1,092.39	4,364.15	15,000.00	(10,635.85)	29.09%
74100 · Equipment/Furnishings/Computers	201.90	20,809.13	125,000.00	(104,190.87)	16.65%
74150 · Equipment/Computer Maintenance	227.97	19,805.36	86,000.00	(66,194.64)	23.03%
75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
76100 · Building Improvement	(1,410.06)	2,885.78	20,000.00	(17,114.22)	14.43%
76200 · Building Supplies	1,853.83	17,116.31	28,000.00	(10,883.69)	61.13%
76300 · Building Maintenance	5,942.15	20,027.45	85,000.00	(64,972.55)	23.56%
76350 · Building Maint Contracts	8,377.00	40,704.80	100,000.00	(59,295.20)	40.70%
76400 · Grounds Maintenance	4,645.66	6,220.49	40,000.00	(33,779.51)	15.55%
76450 · Parking Lot Rent	0.00	2,850.00	13,000.00	(10,150.00)	21.92%
76800 · Utilities	716.38	6,314.12	22,000.00	(15,685.88)	28.70%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	0.00	960.77	4,000.00	(3,039.23)	24.02%
TOTAL GENERAL FUND EXPENSE	376,378.95	2,243,110.15	6,028,889.00	(3,785,778.85)	37.21%
92000 · SS/IMRF Fund	35,474.96	198,486.77	515,000.00	(316,513.23)	38.54%
93000 · Audit Expense	6,750.00	9,000.00	11,000.00	(2,000.00)	81.82%
94000 · Liability Fund	166.95	996.36	44,000.00	(43,003.64)	2.26%
96000 · Special Reserve Fund	3,604.65	15,656.02	6,000,000.00	(5,984,343.98)	0.26%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS	45,996.56	266,333.15	6,570,000.00	(6,303,666.85)	4.05%
TOTAL GENERAL & OTHER FUNDS	422,375.51	2,509,443.30	12,598,889.00	(10,089,445.70)	19.92%

All CDs Sorted by Maturity
Date November 30, 2020

Purchase Date	Maturity Date	Bank	CD	CD or CUSIP #	Interest Rate	Amount
<u>General Fund</u>						
November 28, 2018	November 30, 2020	5th/3rd Compass Bk	GF 13	20451PVY9	3.10%	250,000.00
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313	2.72%	544,098.89
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	557,986.89
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	552,167.93
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	549,883.28
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	549,615.06
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	CIBC/Private Bank	GF 10	6932392	1.75%	508,781.07
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	526,009.19
January 18, 2020	January 18, 2022	5/3 Wells Fargo Bk West	GF14	949495AN5	1.80%	250,000.00
February 2, 2020	February 2, 2022	NSCB/Wintrust	GF 3	3804991322	1.65%	542,277.82
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>2.22%</i>	<i>5,080,820.13</i>
<u>Special Reserve Fund</u>						
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 8	6956404	2.72%	555,962.92
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 16	6939573	2.72%	390,825.41
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	576,725.80
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	549,966.75
October 31, 2019	November 1, 2021	5th 3rd Morgan Stanley BK	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	5th/3rd BMW Bank NA	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	5th/3rd Goldman Sachs Bk	SRF 4	3814MKQ5	1.70%	250,000.00
February 28, 2020	February 28, 2022	5/3 Investors Bank	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	5/3 Merrick Bank	SRF 12	59013KFS0	1.60%	100,000.00
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>1.86%</i>	<i>3,423,480.88</i>
TOTAL CD's				Weighted Avg Yield	2.08%	8,504,301.01

Wilmette Public Library
Notes on Financial Reports for December 2020

Revenue Report

During December, WPL received \$12,173.70 in Real Estate Taxes, \$9,552.37 in General Fund Interest, and \$1,904.38 of personal property tax proceeds.

Expenditure Report

Total General Fund expenses at 46.43% are below the expected six month rate of 50.0%.

Several accounts (50100-Books, 50300-Audio Visual Materials, 62000-Professional Memberships) show expenses higher than the six month rate. In each case, this is due to the normal timing of the payments and does not indicate a general trend. Periodicals (50400) and Electronic Resources (50500) reflect a normal timing of subscription payments which renew at the beginning of the fiscal year. Registrations (63000) are high due to registrations for annual ILA conference in October. Building Supplies (76200) are high due to COVID-related purchases.

Check Detail, December 1 - 31, 2020

The largest General Fund checks were written to Wellness Insurance Network (\$51,468.43), OverDrive, Inc. (\$16,778.92), Baker & Taylor (\$163.04, \$8,032.58, \$894.54, \$9,473.58), Midwest Tape (\$1,567.89, \$2,715.15, \$1,906.94), and Shales McNutt Construction (\$10,000.00).

The total amount in this report represents the expenses paid by check and ACH and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (12/4/20 for \$173,238.16, 12/18/20 for \$113,581.97, and 12/30/20 for \$110,831.74). December is the second of two three-payroll periods in 2020.

Certificate of Deposit Activity

Of the \$9,552.37 in General Fund interest received during December, \$8,727.17 was earned by the funds invested in the GF Certificates of Deposit.

One certificate of deposit (CD) matured in December and was transferred to a short term investment account (MaxSafe) at North Shore Community Bank. We will continue this approach as CDs mature until market volatility subsides. This short term account earns a better interest rate than a standard two year CD and allows us short term flexibility.

Statement of Assets, Liabilities Fund Balances

On the December 30, 2020 statement, the net income of (\$407,770.64) reflects the low property taxes received this month. The cash balances are more than enough to cover expenses until the next installment of property taxes are received in February and March.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of December 31, 2020

		December 31, 2020
ASSETS		
Current Assets		
	10005 · Rutherford Trust Funds	161,905.25
	10010 · CIBC Bk MM Account (GF)	1,748.40
	10050 · NSCB MaxSafe (GF)	3,154,785.56
	10004 - NSCB MaxSafe (SRF)	1,308,053.81
	10100 · Operating Checking	686,448.93
	10200 · Payroll Checking	200,884.96
	10300 · HRA & FSA Checking	2,908.31
	10610 · Special Reserve MMF	271,248.82
	10810 · Illinois Funds	613,293.11
	10900 · Fifth Third Securities	350,800.92
	11000 · CDs General Fund Total	4,835,597.98
	16000 · CDs Special Reserve Fund Total	3,423,480.88
TOTAL ASSETS		15,011,156.93
LIABILITIES & EQUITY		
Liabilities		
	20000 · Accounts Payable	0.00
	26000 · Employee Payroll Liabilities	5,772.57
Equity		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,902,331.00
	30020 · IMRF/SS Fund Balance	306,119.00
	30030 · Audit Fund Balance	5,456.00
	30040 · Liability Fund Balance	40,944.00
	30060 · Special Reserve Fund Balance	5,975,158.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,413,155.00
	Net Income	(407,770.64)
Total Equity		15,005,384.36
TOTAL LIABILITIES & EQUITY		15,011,156.93

Wilmette Public Library
Revenue Actual vs Budget December 2020 (50% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	December 2020	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	9,552.37	78,626.53	125,000.00	(46,373.47)	62.9%
	44100 · Replacement Taxes	1,904.38	22,921.19	45,000.00	(22,078.81)	50.94%
	44200 · Kenilworth	0.00	43,238.00	166,604.00	(123,366.00)	25.95%
	45000 · Grants	0.00	36,981.13	38,656.00	(1,674.87)	95.67%
	46100 · Fines	433.28	1,304.86	-	1,304.86	100.0%
	46200 · Lost Materials	16.95	2,802.39	9,000.00	(6,197.61)	31.14%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	0.00	85.50	5,000.00	(4,914.50)	1.71%
	47100 · Copier Receipts	0.00	2,117.86	10,000.00	(7,882.14)	21.18%
	47200 · Room Rental	0.00	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	1,400.00	17,428.08	40,000.00	(22,571.92)	43.57%
	INCOME SUB-TOTAL	13,306.98	204,896.54	443,260.00	(238,363.46)	46.23%
	41010 · GF Taxes	12,173.70	2,251,711.65	5,308,603.00	(3,056,891.35)	42.42%
	TOTAL INCOME	25,480.68	2,456,608.19	5,751,863.00	(3,295,254.81)	42.71%
* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, Special Reserve, or Endowment interest.						

**WPL Expenditure Actual vs. Budget
December 2020
(50% of Budget Year Completed)**

	Current Month	YTD December 2020	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	17,647.19	144,604.71	230,000.00	(85,395.29)	62.87%
50200 · Continuations	3,557.98	18,765.19	45,000.00	(26,234.81)	41.70%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	8,313.99	54,516.88	100,000.00	(45,483.12)	54.52%
50400 · Periodicals	21.95	35,233.68	45,000.00	(9,766.32)	78.30%
50500 · Electronic Resources	53,459.18	386,374.62	660,000.00	(273,625.38)	58.54%
50700 · Programming	2,380.13	16,596.77	45,000.00	(28,403.23)	36.88%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	0.00	8,818.50	35,000.00	(26,181.50)	25.20%
53000 · Promotion	0.00	1,160.60	10,000.00	(8,839.40)	11.61%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	0.00	1,535.00	9,000.00	(7,465.00)	17.06%
58500 · Friends Purchases	0.00	13,335.70	30,000.00	(16,664.30)	44.45%
61000 · Personnel	369,843.43	1,550,459.54	3,451,289.00	(1,900,829.46)	44.92%
62000 · Professional Memberships	1,116.00	4,680.27	6,500.00	(1,819.73)	72.00%
63000 · Registrations	0.00	7,067.31	10,000.00	(2,932.69)	70.67%
64000 · Travel/Mileage/Meals	999.75	3,867.44	10,000.00	(6,132.56)	38.67%
65000 · Staff Development	187.35	3,035.63	15,000.00	(11,964.37)	20.24%
66000 · Insurance - Employee	56,844.21	320,163.07	600,000.00	(279,836.93)	53.36%
70100 · Accounting - PR & CrCd fees	945.75	4,662.38	15,000.00	(10,337.62)	31.08%
70200 · Professional Fees	768.51	9,265.79	35,000.00	(25,734.21)	26.47%
70310 · Library Supplies	529.41	13,504.86	30,000.00	(16,495.14)	45.02%
70320 · Office Supplies	1,484.03	6,922.40	40,000.00	(33,077.60)	17.31%
70400 · Copiers	2,270.32	13,906.96	28,000.00	(14,093.04)	49.67%
70500 · Printing	0.00	294.40	5,000.00	(4,705.60)	5.89%
70600 · Postage/Shipping	21.99	2,530.83	6,000.00	(3,469.17)	42.18%
70700 · Telephone	1,097.10	5,461.25	15,000.00	(9,538.75)	36.41%
74100 · Equipment/Furnishings/Computers	2,472.08	23,281.21	125,000.00	(101,718.79)	18.62%
74150 · Equipment/Computer Maintenance	16,150.00	35,955.36	86,000.00	(50,044.64)	41.81%
75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
76100 · Building Improvement	298.59	3,184.37	20,000.00	(16,815.63)	15.92%
76200 · Building Supplies	3,681.02	20,937.76	28,000.00	(7,062.24)	74.78%
76300 · Building Maintenance	0.00	20,027.45	85,000.00	(64,972.55)	23.56%
76350 · Building Maint Contracts	7,778.80	48,483.60	100,000.00	(51,516.40)	48.48%
76400 · Grounds Maintenance	14.45	6,234.94	40,000.00	(33,765.06)	15.59%
76450 · Parking Lot Rent	2,850.00	5,700.00	13,000.00	(7,300.00)	43.85%
76800 · Utilities	1,178.04	7,492.16	22,000.00	(14,507.84)	34.06%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	394.88	1,355.65	4,000.00	(2,644.35)	33.89%
TOTAL GENERAL FUND EXPENSE	556,306.13	2,799,416.28	6,028,889.00	(3,229,472.72)	46.43%
92000 · SS/IMRF Fund	63,497.36	261,984.13	515,000.00	(253,015.87)	50.87%
93000 · Audit Expense	0.00	9,000.00	11,000.00	(2,000.00)	81.82%
94000 · Liability Fund	290.30	1,286.66	44,000.00	(42,713.34)	2.92%
96000 · Special Reserve Fund	10,000.00	25,656.02	6,000,000.00	(5,974,343.98)	0.43%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS	73,787.66	340,120.81	6,570,000.00	(6,229,879.19)	5.18%
TOTAL GENERAL & OTHER FUNDS	630,093.79	3,139,537.09	12,598,889.00	(9,459,351.91)	24.92%

All CDs Sorted by Maturity
Date December 31, 2020

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD or CUSIP #</i>	<i>Interest Rate</i>	<i>Amount</i>
<u>General Fund</u>						
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313	2.72%	544,098.89
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	559,165.54
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	553,334.29
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	549,883.28
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	550,586.29
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	CIBC/Private Bank	GF 10	6932392	1.75%	508,781.07
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	526,739.84
January 18, 2020	January 18, 2022	5/3 Wells Fargo Bk West	GF14	949495AN5	1.80%	250,000.00
February 2, 2020	February 2, 2022	NSCB/Wintrust	GF 3	3804991322	1.65%	543,008.78
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>2.18%</i>	<i>4,835,597.98</i>
<u>Special Reserve Fund</u>						
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 8	6956404	2.72%	555,962.92
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 16	6939573	2.72%	390,825.41
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	576,725.80
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	549,966.75
October 31, 2019	November 1, 2021	5th 3rd Morgan Stanley BK	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	5th/3rd BMW Bank NA	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	5th/3rd Goldman Sachs Bk	SRF 4	3814MKQ5	1.70%	250,000.00
February 28, 2020	February 28, 2022	5/3 Investors Bank	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	5/3 Merrick Bank	SRF 12	59013KFS0	1.60%	100,000.00
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>1.86%</i>	<i>3,423,480.88</i>
TOTAL CD's				Weighted Avg Yield	2.05%	8,259,078.86

Wilmette Public Library
Check Detail
 November 2020

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	ACH	Image Systems & Business Solutions	10101 · General Fund Checking	
Bill	70132415		70400 · Copiers	(2,270.32)
				(2,270.32)
Bill Pmt -Check	53263	Advanced Disposal	10101 · General Fund Checking	
Bill	T40002506083		76400 · Grounds Maintenance	(54.00)
				(54.00)
Bill Pmt -Check	53264	Aflac	10101 · General Fund Checking	
Bill	048361		26003 · AFLAC	(240.60)
				(240.60)
Bill Pmt -Check	53265	Alliance Francaise du North Shore	10101 · General Fund Checking	
Bill	room rental refund		47200 · Room Rental	(550.00)
				(550.00)
Bill Pmt -Check	53266	Art Excursions, Inc.	10101 · General Fund Checking	
Bill	2006-3354		56000 · Rutherford Trust Expenditures	(350.00)
				(350.00)
Bill Pmt -Check	53267	ATI Technologypartners	10101 · General Fund Checking	
Bill	79144		70700 · Telephone	(87.50)
				(87.50)
Bill Pmt -Check	53268	Baker & Taylor	10101 · General Fund Checking	
Bill	H51710780		50311 · AS Feature	(41.14)
Bill	2035524793		50111 · Fiction	(154.84)
Bill	H51663920		50312 · AS Non-feature	(172.59)
Bill	H51733880		50311 · AS Feature	(22.01)
Bill	H51771240		50311 · AS Feature	(72.00)
Bill	H51771241		50311 · AS Feature	(36.72)
Bill	H51798040		50312 · AS Non-feature	(73.47)
				(572.77)
Bill Pmt -Check	53269	Baker & Taylor Books	10101 · General Fund Checking	
Bill	2035573959		50120 · YS Books	(142.79)
Bill	2035564670		50111 · Fiction	(232.71)
Bill	5016513989		50110.3 · 300's	(115.41)
			50110.4 · 400's	(28.50)
			50110.6 · 600's	(62.81)
			50110.7 · 700's	(30.80)

Wilmette Public Library
Check Detail
November 2020

		50110.8 · 800's	(17.10)
		50111 · Fiction	(34.85)
		50110.3 · 300's	(1.45)
Bill	2035577964	50110.2 · 200's	(15.82)
		50110.3 · 300's	(42.92)
		50110.5 · 500's	(16.92)
		50110.7 · 700's	(35.01)
		50110.8 · 800's	(10.14)
		50111 · Fiction	(384.16)
		50112 · H.S. Collection	(35.58)
		50111 · Fiction	(2.70)
Bill	2035582371	50110.1 · 100's	(96.08)
		50110.3 · 300's	(42.34)
		50110.5 · 500's	(27.66)
		50110.6 · 600's	(65.78)
		50110.7 · 700's	(76.28)
		50110.8 · 800's	(9.95)
		50111 · Fiction	(173.34)
		50111 · Fiction	(2.46)
Bill	5016521684	50210 · AS Continuations	(547.90)
Bill	2035584992	50120 · YS Books	(386.58)
Bill	2035585966	50110.0 · 000's	(66.89)
		50110.1 · 100's	(27.12)
		50110.2 · 200's	(47.21)
		50110.3 · 300's	(29.35)
		50110.5 · 500's	(10.12)
		50110.6 · 600's	(205.10)
		50110.7 · 700's	(55.37)
		50110.8 · 800's	(37.26)
		50110.9 · 900's	(132.47)
		50111 · Fiction	(388.52)
		50112 · H.S. Collection	(169.23)
		50111 · Fiction	(5.84)
Bill	2035588082	50110.0 · 000's	(26.77)
		50110.1 · 100's	(9.51)
		50110.3 · 300's	(53.64)
		50110.5 · 500's	(38.16)
		50110.6 · 600's	(82.47)
		50110.8 · 800's	(67.80)
		50110.9 · 900's	(152.54)
		50111 · Fiction	(108.00)
		50110.9 · 900's	(2.69)
Bill	2035590862	50110.1 · 100's	(21.80)
		50110.6 · 600's	(18.36)
		50110.7 · 700's	(19.78)
		50110.8 · 800's	(36.01)
		50110.9 · 900's	(46.22)
		50111 · Fiction	(244.10)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(1.99)
Bill	5016531238	50110.1 · 100's	(35.05)
		50110.7 · 700's	(16.94)

Wilmette Public Library
Check Detail
November 2020

		50110.8 · 800's	(31.62)
		50110.9 · 900's	(26.59)
		50110.1 · 100's	(0.55)
Bill	2035439067	50120 · YS Books	(496.60)
Bill	2035463276	50120 · YS Books	(636.84)
Bill	2035522925	50120 · YS Books	(805.78)
Bill	2035525909	50120 · YS Books	(374.10)
Bill	2035536048	50120 · YS Books	(580.46)
Bill	2035544137	50120 · YS Books	(429.94)
Bill	2035546385	50120 · YS Books	(405.51)
Bill	2035559307	50120 · YS Books	(800.85)
Bill	2035562408	50120 · YS Books	(335.72)
Bill	2035543121	50111 · Fiction	(50.40)
Bill	2035450982	50111 · Fiction	(53.50)
		50112 · H.S. Collection	(6.64)
		50111 · Fiction	(0.27)
Bill	2035511916	50120 · YS Books	(172.45)
Bill	2035591225	50110.6 · 600's	(14.13)
		50110.7 · 700's	(33.87)
		50110.9 · 900's	(89.51)
		50111 · Fiction	(441.97)
		50111 · Fiction	(2.90)
Bill	2035569960	50120 · YS Books	(430.10)
Bill	2035594161	50120 · YS Books	(141.90)
Bill	2035438108	50111 · Fiction	(230.14)
Bill	2035474876	50112 · H.S. Collection	(9.02)
		50111 · Fiction	(46.79)
		50111 · Fiction	(0.25)
Bill	2035495442	50112 · H.S. Collection	(12.54)
		50111 · Fiction	(39.30)
		50111 · Fiction	(0.23)
Bill	2035581040	50111 · Fiction	(115.29)
Bill	2035597677	50110.0 · 000's	(49.52)
		50110.2 · 200's	(87.79)
		50110.3 · 300's	(207.16)
		50110.4 · 400's	(15.15)
		50110.5 · 500's	(16.38)
		50110.6 · 600's	(63.81)
		50110.7 · 700's	(296.72)
		50110.8 · 800's	(163.73)
		50110.9 · 900's	(69.83)
		50111 · Fiction	(509.55)
		50112 · H.S. Collection	(52.44)
		50111 · Fiction	(7.66)
Bill	2035601153	50110.1 · 100's	(28.57)
		50110.2 · 200's	(15.20)
		50110.3 · 300's	(40.11)
		50110.5 · 500's	(15.46)
		50110.6 · 600's	(192.47)
		50110.7 · 700's	(96.24)
		50110.8 · 800's	(14.13)
		50110.9 · 900's	(186.69)

Wilmette Public Library
Check Detail
November 2020

			50111 · Fiction	(226.60)
			50112 · H.S. Collection	(10.16)
			50111 · Fiction	(4.13)
Bill	2035606822		50110.1 · 100's	(27.05)
			50110.3 · 300's	(84.75)
			50110.5 · 500's	(14.13)
			50110.6 · 600's	(132.27)
			50110.7 · 700's	(102.82)
			50110.8 · 800's	(30.76)
			50110.9 · 900's	(260.26)
			50111 · Fiction	(79.83)
			50110.9 · 900's	(3.66)
Bill	2035607167		50110.1 · 100's	(20.00)
			50110.3 · 300's	(58.21)
			50111 · Fiction	(282.31)
			50112 · H.S. Collection	(44.06)
			50111 · Fiction	(2.02)
				<u>(15,132.47)</u>
Bill Pmt -Check	53270	Barrow, Amy	10101 · General Fund Checking	
Bill	Arshay Cooper		50710 · AS Programming	(106.95)
				<u>(106.95)</u>
Bill Pmt -Check	53271	Cahill, John Inc	10101 · General Fund Checking	
Bill	0170990		76300 · Building Maintenance	(783.50)
				<u>(783.50)</u>
Bill Pmt -Check	53272	Call One	10101 · General Fund Checking	
Bill	339176		70700 · Telephone	(1,004.89)
				<u>(1,004.89)</u>
Bill Pmt -Check	53273	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	72541997		50110.3 · 300's	(21.75)
Bill	72542085		50110.0 · 000's	(22.49)
			50111 · Fiction	(23.25)
Bill	72542207		50111 · Fiction	(83.23)
Bill	72597057		50111 · Fiction	(28.49)
				<u>(179.21)</u>
Bill Pmt -Check	53274	Center Point Large Print	10101 · General Fund Checking	
Bill	1806018		50110.9 · 900's	(28.46)
			50110.8 · 800's	(28.46)
				<u>(56.92)</u>
Bill Pmt -Check	53275	Chase Card Services	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
November 2020

Bill	10/10-11/9/20		50511 · AS E-Books & YS E-Books	(81.56)
			50410 · AS Periodicals	(102.19)
			50530 · Computer Software	(133.74)
			63020 · Cont Ed/Mtg Registration	(33.61)
			50512 · AS & YS Esubscriptions	(34.26)
			50722 · YS Program Materials	(74.86)
			63021 · AS Cont Ed/Mtg Registration	(40.46)
			50650 · Internet	(41.15)
			65040 · Staff Recognition	(34.29)
			70320 · Office Supplies	(158.44)
			65040 · Staff Recognition	(22.67)
			76400 · Grounds Maintenance	(2,170.09)
			50530 · Computer Software	(27.43)
			50530 · Computer Software	(96.02)
			50530 · Computer Software	(27.43)
				<hr/>
				(3,078.20)
Bill Pmt -Check	53276	Colley Elevator - A	10101 · General Fund Checking	
Bill	204041		76350 · Building Maint Contracts	(203.00)
				<hr/>
				(203.00)
Bill Pmt -Check	53277	Colley Elevator - B	10101 · General Fund Checking	
Bill	204037		76350 · Building Maint Contracts	(203.00)
				<hr/>
				(203.00)
Bill Pmt -Check	53278	Comcast	10101 · General Fund Checking	
Bill	111138754		50650 · Internet	(1,580.00)
				<hr/>
				(1,580.00)
Bill Pmt -Check	53279	Complete Cleaning Company	10101 · General Fund Checking	
Bill	C15701		76350 · Building Maint Contracts	(4,629.00)
				<hr/>
				(4,629.00)
Bill Pmt -Check	53280	Computer View, Inc.	10101 · General Fund Checking	
Bill	28801		50650 · Internet	(200.00)
Bill	28794		50630 · Hosted Services	(450.00)
				<hr/>
				(650.00)
Bill Pmt -Check	53281	Cooperative Computer Services	10101 · General Fund Checking	
Bill	1781		50610 · CCS	(17,397.63)
			50620 · OCLC	(4,878.32)
				<hr/>
				(22,275.95)
Bill Pmt -Check	53282	DEMCO	10101 · General Fund Checking	

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Bill	6862081		70310 · Library Supplies	(505.42)
				<u>(505.42)</u>
Bill Pmt -Check	53283	EBSCO	10101 · General Fund Checking	
Bill	1612473		50410 · AS Periodicals	(36.95)
Bill	1000140724-1		50512 · AS & YS Esubscriptions	(2,243.36)
				<u>(2,280.31)</u>
Bill Pmt -Check	53284	EZ Printing Solutions Inc.	10101 · General Fund Checking	
Bill	9293		70310 · Library Supplies	(544.70)
				<u>(544.70)</u>
Bill Pmt -Check	53285	Gowing, John	10101 · General Fund Checking	
Bill	11.04.20		56000 · Rutherford Trust Expenditures	(200.00)
				<u>(200.00)</u>
Bill Pmt -Check	53286	Highland Park Public Library	10101 · General Fund Checking	
Bill	15010		50710 · AS Programming	(1,331.72)
				<u>(1,331.72)</u>
Bill Pmt -Check	53287	Hill Mechanical Services	10101 · General Fund Checking	
Bill	550524		76350 · Building Maint Contracts	(2,186.00)
Bill	551051		76300 · Building Maintenance	(682.88)
Bill	551052		76300 · Building Maintenance	(657.55)
				<u>(3,526.43)</u>
Bill Pmt -Check	53288	Information Today Inc	10101 · General Fund Checking	
Bill	1722667-B1		50210 · AS Continuations	(464.53)
				<u>(464.53)</u>
Bill Pmt -Check	53289	Integrated Control Technologies LLC	10101 · General Fund Checking	
Bill	W13706		76300 · Building Maintenance	(3,818.22)
				<u>(3,818.22)</u>
Bill Pmt -Check	53290	IntelliCorp Records, Inc.	10101 · General Fund Checking	
Bill	1141440		65010 · Recruitment	(30.60)
				<u>(30.60)</u>
Bill Pmt -Check	53291	Kanopy LLC	10101 · General Fund Checking	
Bill	220716-PPU		50511 · AS E-Books & YS E-Books	(804.00)
				<u>(804.00)</u>

Wilmette Public Library
Check Detail
 November 2020

Bill Pmt -Check	53292	Lexis Nexis Matthew Bender & Co Inc	10101 · General Fund Checking	
Bill	21571317		50210 · AS Continuations	(241.45)
				<u>(241.45)</u>
Bill Pmt -Check	53293	Mid-Central Printing & Mailing	10101 · General Fund Checking	
Bill	54702		70500 · Printing	(100.00)
				<u>(100.00)</u>
Bill Pmt -Check	53294	Midwest Tape	10101 · General Fund Checking	
Bill	99445542		50314 · AS Music	(18.74)
Bill	99555713		50313 · AS Audiobooks	(61.99)
Bill	99555714		50313 · AS Audiobooks	(315.93)
Bill	99555715		50313 · AS Audiobooks	(297.93)
Bill	99555716		50313 · AS Audiobooks	(9.99)
Bill	99555717		50313 · AS Audiobooks	(29.99)
Bill	99555719		50314 · AS Music	(11.24)
Bill	99555721		50314 · AS Music	(54.11)
Bill	99555730		50321 · YS Feature	(12.74)
Bill	99585509		50311 · AS Feature	(89.96)
Bill	99586123		50120 · YS Books	(14.99)
Bill	99586786		50313 · AS Audiobooks	(99.97)
Bill	99586787		50313 · AS Audiobooks	(74.98)
Bill	99586788		50313 · AS Audiobooks	(104.97)
Bill	99586800		50311 · AS Feature	(22.49)
Bill	99586801		50311 · AS Feature	(9.74)
Bill	99586802		50311 · AS Feature	(4.49)
Bill	99586810		50313 · AS Audiobooks	(94.97)
Bill	99586811		50313 · AS Audiobooks	(194.95)
Bill	99586812		50313 · AS Audiobooks	(39.99)
Bill	99586840		50311 · AS Feature	(59.98)
Bill	99585507		50314 · AS Music	(32.07)
				<u>(1,656.21)</u>
Bill Pmt -Check	53295	Midwest Tape - Hoopla	10101 · General Fund Checking	
Bill	99579035		50511 · AS E-Books & YS E-Books	(2,687.32)
				<u>(2,687.32)</u>
Bill Pmt -Check	53296	Millen Hardware	10101 · General Fund Checking	
Bill	October 2020		76200 · Building Supplies	(856.33)
				<u>(856.33)</u>
Bill Pmt -Check	53297	Naryka-Shaver, Allison	10101 · General Fund Checking	
Bill	refund		46200 · Lost Materials	(16.00)
				<u>(16.00)</u>

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Bill Pmt -Check	53298	Niche Academy	10101 · General Fund Checking	
Bill	4762		50512 · AS & YS Esubscriptions	(1,690.00)
				<u>(1,690.00)</u>
Bill Pmt -Check	53299	NiCor Gas	10101 · General Fund Checking	
Bill	9/26-10/27/20		76810 · Heating/Cooling	(716.38)
				<u>(716.38)</u>
Bill Pmt -Check	53300	Oriental Trading	10101 · General Fund Checking	
Bill	705895658-01		50722 · YS Program Materials	(98.58)
				<u>(98.58)</u>
Bill Pmt -Check	53301	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA20374276		50512 · AS & YS Esubscriptions	(12,942.78)
Bill	01018MA20375631		50512 · AS & YS Esubscriptions	(1,703.38)
				<u>(14,646.16)</u>
Bill Pmt -Check	53302	Peregrine Stime Newman Ritzman & Bruckne	10101 · General Fund Checking	
Bill	60715		70210 · Legal Fees	(787.50)
				<u>(787.50)</u>
Bill Pmt -Check	53303	Quill Corporation	10101 · General Fund Checking	
Bill	11583455		70320 · Office Supplies	(13.70)
Bill	11590823		70320 · Office Supplies	(8.81)
Bill	11709433		70320 · Office Supplies	(17.15)
Bill	11751242		70320 · Office Supplies	(32.99)
				<u>(72.65)</u>
Bill Pmt -Check	53304	Reaching Across Illinois Library System	10101 · General Fund Checking	
Bill	7394		50630 · Hosted Services	(3,045.00)
				<u>(3,045.00)</u>
Bill Pmt -Check	53305	Regent Book Company	10101 · General Fund Checking	
Bill	59071		50210 · AS Continuations	(16.09)
				<u>(16.09)</u>
Bill Pmt -Check	53306	Ryan, Julie	10101 · General Fund Checking	
Bill	refund		46200 · Lost Materials	(80.00)
				<u>(80.00)</u>
Bill Pmt -Check	53307	Sage Publications	10101 · General Fund Checking	

Wilmette Public Library
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Bill	501329KI		50210 · AS Continuations	(299.70)
				<u>(299.70)</u>
Bill Pmt -Check	53308	SenSource	10101 · General Fund Checking	
Bill	46500		74153 · Security System Maintenance	(180.00)
				<u>(180.00)</u>
Bill Pmt -Check	53309	Shales McNutt Construction	10101 · General Fund Checking	
Bill	80-425-01		76400 · Grounds Maintenance	(907.50)
				<u>(907.50)</u>
Bill Pmt -Check	53310	Sikich LLP	10101 · General Fund Checking	
Bill	467252		93000 · Audit Expense	(4,500.00)
				<u>(4,500.00)</u>
Bill Pmt -Check	53311	Strening, Andrea	10101 · General Fund Checking	
Bill	refund		46200 · Lost Materials	(5.00)
				<u>(5.00)</u>
Bill Pmt -Check	53312	Terryburg Web Development, Inc.	10101 · General Fund Checking	
Bill	683		50655 · Web Design	(170.80)
				<u>(170.80)</u>
Bill Pmt -Check	53313	Warehouse Direct	10101 · General Fund Checking	
Bill	4805007-0		76200 · Building Supplies	(727.80)
Bill	4798459-0		76200 · Building Supplies	(269.70)
				<u>(997.50)</u>
Bill Pmt -Check	53314	Wellness Insurance Network	10101 · General Fund Checking	
Bill	November 2020		66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(50,756.30)
				<u>(50,803.30)</u>
Bill Pmt -Check	53315	Weston Woods Studios	10101 · General Fund Checking	
Bill	24536799		50323 · YS Audiobooks	(77.85)
				<u>(77.85)</u>
Bill Pmt -Check	53316	Baker & Taylor	10101 · General Fund Checking	
Bill	H51771250		50312 · AS Non-feature	(25.72)
Bill	H51798030		50311 · AS Feature	(40.40)
Bill	H51798031		50311 · AS Feature	(29.39)
Bill	H51905720		50311 · AS Feature	(136.62)

Wilmette Public Library
Check Detail
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Bill	H51925110	50311 · AS Feature	(241.86)
Bill	H52001080	50312 · AS Non-feature	(188.78)
Bill	H51905730	50312 · AS Non-feature	(22.01)
Bill	H51905731	50312 · AS Non-feature	(58.78)
Bill	H51959940	50311 · AS Feature	(22.01)
Bill	H51959950	50312 · AS Non-feature	(29.39)
Bill	H52058250	50311 · AS Feature	(28.61)
Bill	H52082740	50312 · AS Non-feature	(101.40)
			(924.97)

Bill Pmt -Check	53317	Baker & Taylor Books	10101 · General Fund Checking
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Bill	2035517698	50112 · H.S. Collection	(7.69)
		50111 · Fiction	(65.95)
Bill	2035519433	50120 · YS Books	(45.36)
Bill	2035587862	50120 · YS Books	(497.14)
Bill	2035603254	50120 · YS Books	(250.80)
Bill	2035555944	50120 · YS Books	(83.65)
Bill	2035593210	50120 · YS Books	(795.02)
Bill	2035533528	50111 · Fiction	(26.07)
Bill	2035573900	50120 · YS Books	(109.71)
Bill	2035584991	50120 · YS Books	(510.53)
Bill	2035590697	50110.3 · 300's	(84.11)
		50110.5 · 500's	(57.34)
		50110.6 · 600's	(73.14)
		50110.7 · 700's	(34.73)
		50110.9 · 900's	(17.77)
		50110.3 · 300's	(1.31)
Bill	5016548690	50110.1 · 100's	(11.89)
		50110.3 · 300's	(53.93)
		50110.7 · 700's	(47.49)
		50110.9 · 900's	(22.57)
		50111 · Fiction	(18.44)
		50110.3 · 300's	(0.77)
Bill	2035590261	50120 · YS Books	(701.68)
Bill	2035603888	50120 · YS Books	(485.23)
Bill	2035609642	50110.0 · 000's	(15.81)
		50110.1 · 100's	(22.00)
		50110.5 · 500's	(9.49)
		50110.6 · 600's	(44.29)
		50110.7 · 700's	(10.11)
		50111 · Fiction	(275.31)
		50112 · H.S. Collection	(11.29)
		50111 · Fiction	(1.94)
Bill	5016555708	50210 · AS Continuations	(137.66)
Bill	2035615922	50110.0 · 000's	(53.44)
		50110.1 · 100's	(48.36)
		50110.3 · 300's	(134.75)
		50110.6 · 600's	(118.55)
		50110.7 · 700's	(41.17)
		50110.8 · 800's	(31.91)
		50110.9 · 900's	(255.11)

Wilmette Public Library
Check Detail
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		50111 · Fiction	(398.12)
		50111 · Fiction	(5.41)
Bill	2035618525	50110.3 · 300's	(98.74)
		50110.6 · 600's	(122.64)
		50110.7 · 700's	(10.70)
		50111 · Fiction	(100.05)
		50110.6 · 600's	(1.66)
Bill	2035620854	50110.1 · 100's	(13.56)
		50110.3 · 300's	(15.81)
		50110.6 · 600's	(81.92)
		50110.9 · 900's	(142.77)
		50111 · Fiction	(203.24)
		50112 · H.S. Collection	(33.88)
		50111 · Fiction	(2.46)
Bill	2035623034	50110.1 · 100's	(14.69)
		50110.3 · 300's	(28.56)
		50110.6 · 600's	(20.82)
		50110.7 · 700's	(150.70)
		50110.9 · 900's	(108.98)
		50111 · Fiction	(234.04)
		50112 · H.S. Collection	(22.58)
		50111 · Fiction	(2.90)
Bill	5016564732	50110.1 · 100's	(19.80)
		50110.3 · 300's	(24.74)
		50110.6 · 600's	(36.73)
		50110.7 · 700's	(15.82)
		50110.9 · 900's	(34.46)
		50111 · Fiction	(12.99)
		50110.6 · 600's	(0.72)
Bill	2035630607	50110.0 · 000's	(29.74)
		50110.1 · 100's	(88.68)
		50110.2 · 200's	(14.69)
		50110.3 · 300's	(103.08)
		50110.5 · 500's	(15.26)
		50110.6 · 600's	(60.06)
		50110.7 · 700's	(46.32)
		50110.8 · 800's	(19.78)
		50110.9 · 900's	(204.61)
		50111 · Fiction	(314.41)
		50112 · H.S. Collection	(11.29)
		50111 · Fiction	(4.54)
Bill	2035632605	50110.1 · 100's	(69.56)
		50110.2 · 200's	(16.94)
		50110.3 · 300's	(32.49)
		50110.5 · 500's	(51.95)
		50110.6 · 600's	(54.86)
		50110.7 · 700's	(47.46)
		50110.8 · 800's	(31.90)
		50110.9 · 900's	(33.87)
		50111 · Fiction	(92.95)
		50112 · H.S. Collection	(32.18)
		50111 · Fiction	(2.32)

Wilmette Public Library
Check Detail
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(8,551.94)

Bill Pmt -Check	53318	Barrow, Amy	10101 · General Fund Checking	
Bill	003		50710 · AS Programming	(1,150.00)
				<u>(1,150.00)</u>
Bill Pmt -Check	53319	Becker, Jeanne	10101 · General Fund Checking	
Bill	1012		50730 · Community Serv Prog	(375.00)
				<u>(375.00)</u>
Bill Pmt -Check	53320	Blackstone Audiobooks	10101 · General Fund Checking	
Bill	1188867		50313 · AS Audiobooks	(280.20)
				<u>(280.20)</u>
Bill Pmt -Check	53321	CCH Inc	10101 · General Fund Checking	
Bill	5411374455		50210 · AS Continuations	(187.41)
				<u>(187.41)</u>
Bill Pmt -Check	53322	CDW Government, Inc.	10101 · General Fund Checking	
Bill	3820889		74120 · Computers	(201.90)
				<u>(201.90)</u>
Bill Pmt -Check	53323	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	72625936		50110.0 · 000's	(26.99)
			50110.3 · 300's	(50.98)
			50110.8 · 800's	(25.49)
			50111 · Fiction	(421.34)
Bill	72641297		50111 · Fiction	(28.49)
Bill	72647710		50111 · Fiction	(16.49)
Bill	72648324		50110.3 · 300's	(21.75)
			50110.6 · 600's	(26.24)
			50110.8 · 800's	(24.74)
			50110.9 · 900's	(23.99)
			50111 · Fiction	(83.97)
				<u>(750.47)</u>
Bill Pmt -Check	53324	Center Point Large Print	10101 · General Fund Checking	
Bill	1801170		50111 · Fiction	(183.36)
				<u>(183.36)</u>
Bill Pmt -Check	53325	DEMCO	10101 · General Fund Checking	
Bill	6868631		70310 · Library Supplies	(255.80)
Bill	6870064		70310 · Library Supplies	(259.05)
				<u>(259.05)</u>

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(514.85)

Bill Pmt -Check	53326	EBSCO	10101 · General Fund Checking	
Bill	1615656		50410 · AS Periodicals	(392.00)
				<u>(392.00)</u>
Bill Pmt -Check	53327	Fox Valley Fire & Safety	10101 · General Fund Checking	
Bill	IN00394428		76350 · Building Maint Contracts	(165.00)
Bill	IN00396301		76350 · Building Maint Contracts	(675.00)
				<u>(840.00)</u>
Bill Pmt -Check	53328	Goodman, Barb	10101 · General Fund Checking	
Bill	003		50710 · AS Programming	(1,150.00)
				<u>(1,150.00)</u>
Bill Pmt -Check	53329	Heritage Technology Solutions	10101 · General Fund Checking	
Bill	217969		76350 · Building Maint Contracts	(215.00)
				<u>(215.00)</u>
Bill Pmt -Check	53330	Hernandorena, Laura	10101 · General Fund Checking	0.00
Bill Pmt -Check	53331	ID Label Inc.	10101 · General Fund Checking	
Bill	0140924-IN		70310 · Library Supplies	(615.30)
				<u>(615.30)</u>
Bill Pmt -Check	53332	Jensen's Plumbing & Heating	10101 · General Fund Checking	
Bill	112704		76400 · Grounds Maintenance	(520.00)
				<u>(520.00)</u>
Bill Pmt -Check	53333	Kim, Joohee	10101 · General Fund Checking	
Bill	refund		46200 · Lost Materials	(15.89)
				<u>(15.89)</u>
Bill Pmt -Check	53334	Midwest Tape	10101 · General Fund Checking	
Bill	99616246		50321 · YS Feature	(85.49)
Bill	99616247		50313 · AS Audiobooks	(100.98)
Bill	99616248		50313 · AS Audiobooks	(69.98)
Bill	99616249		50313 · AS Audiobooks	(39.99)
Bill	99620900		50313 · AS Audiobooks	(39.99)
Bill	99620901		50313 · AS Audiobooks	(39.99)
Bill	99620902		50313 · AS Audiobooks	(24.99)

Wilmette Public Library
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Bill	99620903		50313 · AS Audiobooks	(79.98)
Bill	99620904		50311 · AS Feature	(18.74)
Bill	99620906		50321 · YS Feature	(14.99)
Bill	99620907		50314 · AS Music	(17.09)
Bill	99651366		50311 · AS Feature	(14.99)
Bill	99651804		50312 · AS Non-feature	(59.98)
Bill	99652400		50311 · AS Feature	(23.24)
Bill	99652402		50311 · AS Feature	(12.74)
Bill	99652408		50314 · AS Music	(26.98)
Bill	99652343		50313 · AS Audiobooks	(39.99)
Bill	99651707		50313 · AS Audiobooks	(119.97)
Bill	99652483		50313 · AS Audiobooks	(55.99)
Bill	99652481		50313 · AS Audiobooks	(29.99)
Bill	99652484		50313 · AS Audiobooks	(104.97)
Bill	99651708		50313 · AS Audiobooks	(109.97)
Bill	99652482		50313 · AS Audiobooks	(69.98)
Bill	99673741		50314 · AS Music	(26.23)
Bill	99673740		50314 · AS Music	(24.28)
Bill	99673668		50314 · AS Music	(17.98)
				<hr/>
				(1,269.49)

Bill Pmt -Check 53335 National Audubon Society 10101 · General Fund Checking

Bill			50410 · AS Periodicals	(20.00)
				<hr/>
				(20.00)

Bill Pmt -Check 53336 Quill Corporation 10101 · General Fund Checking

Bill	11882817		70320 · Office Supplies	(26.99)
Bill	11892998		70320 · Office Supplies	(10.11)
Bill	11902558		70320 · Office Supplies	(157.53)
Bill	11918824		70320 · Office Supplies	(7.47)
Bill	11921181		70320 · Office Supplies	(8.79)
Bill	12093692		70312 · YS supplies	(15.90)
Bill	12094379		70320 · Office Supplies	(109.90)
Bill	12218238		70320 · Office Supplies	(420.62)
				<hr/>
				(757.31)

Bill Pmt -Check 53337 RMC Imaging, Inc. 10101 · General Fund Checking

Bill	2387		50530 · Computer Software	(695.00)
				<hr/>
				(695.00)

Bill Pmt -Check 53338 Rose Pest Solutions 10101 · General Fund Checking

Bill	2650597		76350 · Building Maint Contracts	(101.00)
				<hr/>
				(101.00)

Bill Pmt -Check 53339 Sefton, Billy 10101 · General Fund Checking

Bill	11/14/20		50712 · Teen Programming	(150.00)
				<hr/>

Wilmette Public Library
Check Detail
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(150.00)

Bill Pmt -Check	53340	Shales McNutt Construction	10101 · General Fund Checking	
Bill	20-010-01		96100 · SRF Building Improvement	(3,604.65)
				<u>(3,604.65)</u>
Bill Pmt -Check	53341	Sikich LLP	10101 · General Fund Checking	
Bill	471631		93000 · Audit Expense	(2,250.00)
				<u>(2,250.00)</u>
Bill Pmt -Check	53342	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	12/1-12/31/20		66020 · Emp Life/LTD Insurance	(2,342.65)
				<u>(2,342.65)</u>
Bill Pmt -Check	53343	Synchrony Bank/Amazon	10101 · General Fund Checking	
Bill	10.16-11.15.20		50111 · Fiction	(242.48)
			50110.0 · 000's	(39.95)
			50110.1 · 100's	(14.99)
			50110.2 · 200's	(20.69)
			50110.3 · 300's	(146.61)
			50110.4 · 400's	(19.78)
			50110.6 · 600's	(103.02)
			50110.7 · 700's	(85.98)
			50110.8 · 800's	(57.46)
			50110.9 · 900's	(12.99)
			50120 · YS Books	(193.82)
			50300 · Audio Visual Materials	(17.19)
			50314 · AS Music	(20.28)
			50722 · YS Program Materials	(128.88)
			74152 · Computer Maintenance	(47.97)
			50114 · Miscellaneous	(362.65)
				<u>(1,514.74)</u>
Bill Pmt -Check	53344	The Teaching Company Sales, LLC	10101 · General Fund Checking	
Bill	SINV09825100		50312 · AS Non-feature	(224.82)
				<u>(224.82)</u>
Bill Pmt -Check	53345	Thomas Klise/Crimson Multimedia	10101 · General Fund Checking	
Bill	004330		50325 · YS Video Games	(256.18)
				<u>(256.18)</u>
Bill Pmt -Check	53346	Thomson Reuters	10101 · General Fund Checking	
Bill	842999748		50312 · AS Non-feature	(115.61)
Bill	843176606		50312 · AS Non-feature	(115.61)
				<u>(115.61)</u>

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(231.22)

Bill Pmt -Check	53347	Today's Business Solutions, Inc.	10101 · General Fund Checking	
Bill	111620-21		70400 · Copiers	<u>(57.12)</u>
				(57.12)
Bill Pmt -Check	53348	Woman's Club of Wilmette Foundation	10101 · General Fund Checking	
Bill	donation		62020 · Library/Trustee Memberships	<u>(500.00)</u>
				(500.00)
Bill Pmt -Check	53349	Hernandorena, Laura	10101 · General Fund Checking	
Bill	refund		46200 · Lost Materials	<u>(15.00)</u>
				(15.00)
			Operating Expenditures	(183,023.00)
			Special Reserve B/E Expenditures	-
			Total November Expenditures	<u><u>(183,023.00)</u></u>

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Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	ACH	Synchrony Bank/Amazon	10101 · General Fund Checking	
Bill	11.16-12.15.20		50110 · AS Books	(26.34)
			50110.2 · 200's	(12.91)
			50110.3 · 300's	(93.39)
			50110.4 · 400's	(15.91)
			50110.5 · 500's	(14.33)
			50110.6 · 600's	(105.39)
			50110.7 · 700's	(63.21)
			50110.8 · 800's	(36.69)
			50110.9 · 900's	(9.93)
			50111 · Fiction	(295.30)
			50120 · YS Books	(142.54)
			50315 · AS Video Games	(115.21)
			50722 · YS Program Materials	(49.44)
			70310 · Library Supplies	(117.23)
			70320 · Office Supplies	(47.65)
			74110 · Equipment/Furnishings	(186.73)
			76200 · Building Supplies	(53.78)
				<u>(1,385.98)</u>
Bill Pmt -Check	53350	Aflac	10101 · General Fund Checking	
Bill	491127		26003 · AFLAC	(178.08)
				<u>(178.08)</u>
Bill Pmt -Check	53351	ATI Technologypartners	10101 · General Fund Checking	
Bill	79171		70700 · Telephone	(87.50)
				<u>(87.50)</u>
Bill Pmt -Check	53352	Baker & Taylor	10101 · General Fund Checking	
Bill	H52058260		50312 · AS Non-feature	(26.45)
Bill	H52058261		50312 · AS Non-feature	(22.01)
Bill	H52087820		50312 · AS Non-feature	(29.39)
Bill	H52193000		50311 · AS Feature	(46.99)
Bill	H52193010		50312 · AS Non-feature	(18.37)
Bill	H52306140		50311 · AS Feature	(19.83)
				<u>(163.04)</u>
Bill Pmt -Check	53353	Baker & Taylor Books	10101 · General Fund Checking	
Bill	2035591463		50112 · H.S. Collection	(12.53)
			50111 · Fiction	(64.27)
Bill	2035612063		50120 · YS Books	(272.37)
Bill	2035604543		50120 · YS Books	(35.78)
Bill	5016560670		50220 · YS Continuations	(98.98)
Bill	2035602233		50111 · Fiction	(232.24)

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Bill	2035603200	50120 · YS Books	(420.53)
Bill	2035623618	50120 · YS Books	(192.72)
Bill	2035612059	50120 · YS Books	(649.27)
Bill	2035614856	50112 · H.S. Collection	(15.53)
		50111 · Fiction	(78.97)
Bill	2035618213	50120 · YS Books	(350.31)
Bill	2035624227	50111 · Fiction	(281.41)
Bill	2035632335	50120 · YS Books	(207.71)
Bill	2035623182	50120 · YS Books	(362.97)
Bill	2035615534	50120 · YS Books	(455.42)
Bill	2035636724	50110.0 · 000's	(10.09)
		50110.1 · 100's	(31.07)
		50110.3 · 300's	(71.99)
		50110.5 · 500's	(15.26)
		50110.7 · 700's	(210.08)
		50110.8 · 800's	(37.18)
		50110.9 · 900's	(58.43)
		50111 · Fiction	(27.29)
		50112 · H.S. Collection	(11.29)
		50110.7 · 700's	(2.36)
Bill	5016580253	50110.3 · 300's	(14.68)
		50110.5 · 500's	(16.92)
		50110.6 · 600's	(16.06)
		50110.7 · 700's	(68.16)
		50110.7 · 700's	(0.58)
Bill	2035636760	50120 · YS Books	(345.60)
Bill	2035640645	50110.1 · 100's	(67.40)
		50110.3 · 300's	(242.73)
		50110.6 · 600's	(81.05)
		50110.7 · 700's	(118.61)
		50110.9 · 900's	(106.19)
		50111 · Fiction	(55.10)
		50112 · H.S. Collection	(22.02)
		50110.3 · 300's	(3.47)
Bill	5016585301	50210 · AS Continuations	(1,060.53)
Bill	5016591250	50110.3 · 300's	(188.79)
		50110.5 · 500's	(33.25)
		50110.6 · 600's	(32.93)
		50110.7 · 700's	(28.45)
		50110.3 · 300's	(1.42)
Bill	2035646854	50110.1 · 100's	(29.61)
		50110.2 · 200's	(23.74)
		50110.3 · 300's	(14.87)
		50110.6 · 600's	(54.77)
		50110.8 · 800's	(14.13)
		50110.9 · 900's	(113.80)
		50111 · Fiction	(72.64)
		50110.9 · 900's	(1.62)
Bill	2035652642	50110.1 · 100's	(19.04)
		50110.2 · 200's	(31.97)
		50110.3 · 300's	(95.50)
		50110.5 · 500's	(22.60)

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50110.6 · 600's	(108.28)
50110.7 · 700's	(137.43)
50110.8 · 800's	(28.82)
50110.9 · 900's	(67.53)
50111 · Fiction	(389.53)
50112 · H.S. Collection	(70.92)
50113 · Reference	(20.83)
50111 · Fiction	(4.96)
	(8,032.58)

Bill Pmt -Check 53354 Barnes & Noble Inc 10101 · General Fund Checking

Bill	4047968	50110.1 · 100's	(22.36)
Bill	4048929	50111 · Fiction	(20.80)
		50110.3 · 300's	(89.20)
Bill	4052274	50111 · Fiction	(13.59)
			(145.95)

Bill Pmt -Check 53355 Barrow, Amy 10101 · General Fund Checking

Bill	004	50710 · AS Programming	(878.38)
			(878.38)

Bill Pmt -Check 53356 Blackstone Audiobooks 10101 · General Fund Checking

Bill	1190922	50313 · AS Audiobooks	(99.00)
			(99.00)

Bill Pmt -Check 53357 CDW Government, Inc. 10101 · General Fund Checking

Bill	4334589	74120 · Computers	(1,670.10)
			(1,670.10)

Bill Pmt -Check 53358 Cengage Learning Inc/ Gale 10101 · General Fund Checking

Bill	72655270	50111 · Fiction	(20.24)
Bill	72664338	50111 · Fiction	(21.75)
Bill	72664614	50111 · Fiction	(23.25)
Bill	72700405	50110.9 · 900's	(106.46)
		50111 · Fiction	(172.44)
Bill	72704823	50512 · AS & YS Esubscriptions	(19,888.77)
			(20,232.91)

Bill Pmt -Check 53359 Chase Card Services 10101 · General Fund Checking

Bill	11.10-12.9.20	62010 · Staff Memberships	(225.00)
		50410 · AS Periodicals	(30.00)
		50530 · Computer Software	(195.00)
		76400 · Grounds Maintenance	(14.45)
		74120 · Computers	(516.00)
		77500 · Library Vehicle Maintenance	(27.08)

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			65070 · Staff Training	(130.00)
			70320 · Office Supplies	(77.90)
			50530 · Computer Software	(73.34)
			50530 · Computer Software	(40.00)
			77500 · Library Vehicle Maintenance	(367.80)
			50530 · Computer Software	(40.00)
				(1,736.57)
Bill Pmt -Check	53360	Colley Elevator - A	10101 · General Fund Checking	
Bill	205061		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	53361	Colley Elevator - B	10101 · General Fund Checking	
Bill	205057		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	53362	Comcast	10101 · General Fund Checking	
Bill	112944957		50650 · Internet	(1,580.00)
				(1,580.00)
Bill Pmt -Check	53363	Complete Cleaning Company	10101 · General Fund Checking	
Bill	C16008		76350 · Building Maint Contracts	(4,629.00)
				(4,629.00)
Bill Pmt -Check	53364	Computer View, Inc.	10101 · General Fund Checking	
Bill	28832		74152 · Computer Maintenance	(16,150.00)
				(16,150.00)
Bill Pmt -Check	53365	Emery-Pratt Co	10101 · General Fund Checking	
Bill	639620		50210 · AS Continuations	(17.90)
				(17.90)
Bill Pmt -Check	53366	FedEx Freight	10101 · General Fund Checking	
Bill	6-873-50002		70600 · Postage/Shipping	(21.99)
				(21.99)
Bill Pmt -Check	53367	Goodman, Barb	10101 · General Fund Checking	
Bill	004		50710 · AS Programming	(866.83)
				(866.83)
Bill Pmt -Check	53368	Hill Mechanical Services	10101 · General Fund Checking	
Bill	551853		76350 · Building Maint Contracts	(2,186.00)
				(2,186.00)

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(2,186.00)

Bill Pmt -Check	53369	ILA	10101 · General Fund Checking	
Bill	185469		62010 · Staff Memberships	(100.00)
				<u>(100.00)</u>
Bill Pmt -Check	53370	Image Systems & Business Solutions	10050 · NSCB MaxSafe Acct	
Bill	70607240		70400 · Copiers	(2,270.32)
				<u>(2,270.32)</u>
Bill Pmt -Check	53371	IntelliCorp Records, Inc.	10101 · General Fund Checking	
Bill	1135966		65010 · Recruitment	(42.05)
Bill	1146357		65010 · Recruitment	(15.30)
				<u>(57.35)</u>
Bill Pmt -Check	53372	Kanopy LLC	10101 · General Fund Checking	
Bill	KDEP-7596		50512 · AS & YS Esubscriptions	(5,000.00)
				<u>(5,000.00)</u>
Bill Pmt -Check	53373	LACONI Membership	10101 · General Fund Checking	
Bill	Jan-Dec 2021		62020 · Library/Trustee Memberships	(100.00)
				<u>(100.00)</u>
Bill Pmt -Check	53374	Marquee Movie Presentation, LLC	10101 · General Fund Checking	
Bill	2011WPL-353VP		50730 · Community Serv Prog	(175.00)
				<u>(175.00)</u>
Bill Pmt -Check	53375	Midwest Tape	10101 · General Fund Checking	
Bill	99620905		50323 · YS Audiobooks	(34.98)
Bill	99651709		50313 · AS Audiobooks	(479.87)
Bill	99670346		50313 · AS Audiobooks	(245.94)
Bill	99670348		50313 · AS Audiobooks	(39.99)
Bill	99670349		50313 · AS Audiobooks	(34.99)
Bill	99673638		50311 · AS Feature	(17.24)
Bill	99673810		50313 · AS Audiobooks	(34.99)
Bill	99673811		50313 · AS Audiobooks	(167.95)
Bill	99673812		50313 · AS Audiobooks	(9.99)
Bill	99673813		50313 · AS Audiobooks	(89.98)
Bill	99673814		50313 · AS Audiobooks	(44.99)
Bill	99673815		50313 · AS Audiobooks	(44.99)
Bill	99673816		50313 · AS Audiobooks	(69.98)
Bill	99703354		50313 · AS Audiobooks	(29.99)
Bill	99703355		50313 · AS Audiobooks	(129.98)
Bill	99703356		50311 · AS Feature	(12.74)

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Bill	99703357		50311 · AS Feature	(14.99)
Bill	99703358		50314 · AS Music	(40.48)
Bill	99703359		50314 · AS Music	(12.59)
Bill	99704160		50314 · AS Music	(11.24)
				(1,567.89)
Bill Pmt -Check	53376	Midwest Tape - Hoopla	10101 · General Fund Checking	
Bill	99706187		50511 · AS E-Books & YS E-Books	(2,715.15)
				(2,715.15)
Bill Pmt -Check	53377	Millen Hardware	10101 · General Fund Checking	
Bill	November 2020		76200 · Building Supplies	(845.82)
				(845.82)
Bill Pmt -Check	53378	NiCor Gas	10101 · General Fund Checking	
Bill	10/27-11/28/20		76810 · Heating/Cooling	(1,178.04)
				(1,178.04)
Bill Pmt -Check	53379	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA20426975		50511 · AS E-Books & YS E-Books	(14,679.08)
Bill	01018MA20428267		50511 · AS E-Books & YS E-Books	(2,099.84)
				(16,778.92)
Bill Pmt -Check	53380	Quill Corporation	10101 · General Fund Checking	
Bill	12135228		70320 · Office Supplies	(43.99)
Bill	12307480		70320 · Office Supplies	(900.64)
Bill	1232886		70320 · Office Supplies	(34.18)
				(978.81)
Bill Pmt -Check	53381	Staples Advantage	10101 · General Fund Checking	
Bill	1632018300		76200 · Building Supplies	(832.03)
				(832.03)
Bill Pmt -Check	53382	Thomas Klise/Crimson Multimedia	10101 · General Fund Checking	
Bill	004491		50325 · YS Video Games	(416.18)
Bill	004492		50315 · AS Video Games	(584.63)
Bill	004564		50325 · YS Video Games	(190.18)
Bill	004565		50315 · AS Video Games	(121.44)
				(1,312.43)
Bill Pmt -Check	53383	Tsai Fong Books Inc.	10101 · General Fund Checking	
Bill	8294		50120 · YS Books	(81.67)
				(81.67)

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Bill Pmt -Check	53384	Village of Wilmette-parking	10101 · General Fund Checking	
Bill	54939		76450 · Parking Lot Rent	(2,850.00)
				<u>(2,850.00)</u>
Bill Pmt -Check	53385	Warehouse Direct	10101 · General Fund Checking	
Bill	4805007-1		76200 · Building Supplies	(55.98)
Bill	4756261-0		76200 · Building Supplies	(111.96)
Bill	4805007-2		76200 · Building Supplies	(83.94)
Bill	4820430-0		76200 · Building Supplies	(1,597.82)
Bill	4820444-0		76200 · Building Supplies	(99.38)
				<u>(1,949.08)</u>
Bill Pmt -Check	53386	Wellness Insurance Network	10101 · General Fund Checking	
Bill	Dec 2020		66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(51,421.43)
				<u>(51,468.43)</u>
Bill Pmt -Check	53387	Wilmette Chamber of Commerce	10101 · General Fund Checking	
Bill	21016		62020 · Library/Trustee Memberships	(550.00)
				<u>(550.00)</u>
Bill Pmt -Check	53388	Advanced Disposal	10101 · General Fund Checking	
Bill	T40002518112		76350 · Building Maint Contracts	(54.00)
				<u>(54.00)</u>
Bill Pmt -Check	53389	Aflac	10101 · General Fund Checking	
Bill	877430		26003 · AFLAC	(178.08)
				<u>(178.08)</u>
Bill Pmt -Check	53390	Baker & Taylor	10101 · General Fund Checking	
Bill	H52335060		50311 · AS Feature	(53.57)
Bill	H52335061		50311 · AS Feature	(77.12)
Bill	H52335062		50311 · AS Feature	(71.99)
Bill	H52306150		50312 · AS Non-feature	(19.10)
Bill	H52505060		50312 · AS Non-feature	(249.04)
Bill	H52476710		50312 · AS Non-feature	(25.72)
Bill	H52601590		50311 · AS Feature	(18.37)
Bill	H52601591		50311 · AS Feature	(44.08)
Bill	H52639370		50311 · AS Feature	(162.27)
Bill	H52669080		50312 · AS Non-feature	(118.24)
Bill	H52541640		50312 · AS Non-feature	(14.66)
Bill	H52541641		50312 · AS Non-feature	(18.37)
Bill	H52803370		50312 · AS Non-feature	(22.01)
				<u>(22.01)</u>

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(894.54)

Bill Pmt -Check	53391	Baker & Taylor Books	10101 · General Fund Checking	
Bill	2035626067		50120 · YS Books	(57.66)
Bill	2035644637		50111 · Fiction	(255.66)
Bill	2035647281		50120 · YS Books	(342.13)
Bill	2035652637		50111 · Fiction	(129.77)
Bill	2035652639		50110.1 · 100's	(28.81)
			50110.8 · 800's	(8.47)
			50114 · Miscellaneous	(1.38)
			50110.1 · 100's	(0.19)
Bill	2035653827		50120 · YS Books	(276.12)
Bill	2035653830		50120 · YS Books	(740.61)
Bill	5016604159		50110.1 · 100's	(25.96)
			50110.6 · 600's	(15.26)
			50110.7 · 700's	(17.84)
			50112 · H.S. Collection	(8.92)
			50110.1 · 100's	(0.34)
Bill	2035629688		50120 · YS Books	(634.90)
Bill	2035647412		50120 · YS Books	(560.42)
Bill	2035649431		50120 · YS Books	(7.12)
Bill	2035657898		50110.1 · 100's	(46.42)
			50110.2 · 200's	(10.09)
			50110.3 · 300's	(124.62)
			50110.4 · 400's	(12.47)
			50110.6 · 600's	(41.03)
			50110.7 · 700's	(66.10)
			50110.9 · 900's	(73.55)
			50111 · Fiction	(133.46)
			50111 · Fiction	(2.54)
Bill	2035575206		50120 · YS Books	(411.56)
Bill	2035591462		50120 · YS Books	(80.97)
Bill	2035635189		50111 · Fiction	(68.76)
			50112 · H.S. Collection	(38.42)
			50110.7 · 700's	(28.49)
			50114 · Miscellaneous	(1.25)
			50111 · Fiction	(0.62)
Bill	2035579469		50111 · Fiction	(166.51)
Bill	2035659281		50110.2 · 200's	(15.82)
			50110.3 · 300's	(15.81)
			50114 · Miscellaneous	(1.38)
			50110.2 · 200's	(0.16)
Bill	2035663904		50110.3 · 300's	(32.20)
			50110.6 · 600's	(18.36)
			50110.7 · 700's	(32.08)
			50110.8 · 800's	(33.20)
			50110.9 · 900's	(92.49)
			50111 · Fiction	(216.66)
			50111 · Fiction	(2.12)
Bill	2035534204		50111 · Fiction	(63.03)
Bill	2035667670		50110.1 · 100's	(10.09)

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		50110.3 · 300's	(97.79)
		50110.6 · 600's	(11.89)
		50110.7 · 700's	(31.25)
		50110.9 · 900's	(87.16)
		50111 · Fiction	(197.26)
		50112 · H.S. Collection	(18.99)
		50111 · Fiction	(2.27)
Bill	5016614511	50111 · Fiction	(14.69)
		50110.1 · 100's	(19.78)
		50110.3 · 300's	(33.20)
		50110.3 · 300's	(0.34)
Bill	2035664512	50110.0 · 000's	(18.08)
		50110.3 · 300's	(15.82)
		50110.6 · 600's	(19.77)
		50110.7 · 700's	(186.02)
		50114 · Miscellaneous	(2.07)
		50110.7 · 700's	(1.20)
Bill	2035669951	50110.1 · 100's	(37.27)
		50110.2 · 200's	(22.52)
		50110.3 · 300's	(14.87)
		50110.6 · 600's	(21.98)
		50110.7 · 700's	(47.37)
		50110.9 · 900's	(51.13)
		50111 · Fiction	(153.11)
		50111 · Fiction	(1.74)
Bill	5016619544	50110.9 · 900's	(14.94)
Bill	2035675069	50110.0 · 000's	(29.11)
		50110.1 · 100's	(8.90)
		50110.2 · 200's	(29.95)
		50110.3 · 300's	(146.34)
		50110.5 · 500's	(30.80)
		50110.6 · 600's	(78.54)
		50110.7 · 700's	(42.70)
		50110.9 · 900's	(107.33)
		50111 · Fiction	(87.86)
		50112 · H.S. Collection	(8.92)
		50110.3 · 300's	(2.85)
Bill	2035675915	50110.1 · 100's	(23.72)
		50110.3 · 300's	(30.12)
		50110.6 · 600's	(62.75)
		50110.7 · 700's	(8.90)
		50110.9 · 900's	(94.08)
		50111 · Fiction	(384.70)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(3.08)
Bill	5016629187	50110.1 · 100's	(19.78)
		50110.6 · 600's	(20.83)
		50110.7 · 700's	(16.14)
		50110.9 · 900's	(11.28)
		50110.6 · 600's	(0.34)
Bill	5016626787	50210 · AS Continuations	(825.10)
Bill	2035680353	50110.0 · 000's	(9.51)

Wilmette Public Library
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December 2020

			50110.3 · 300's	(76.10)
			50110.6 · 600's	(64.89)
			50110.9 · 900's	(16.15)
			50111 · Fiction	(94.96)
			50112 · H.S. Collection	(10.16)
			50111 · Fiction	(1.36)
Bill	2035682563		50110.3 · 300's	(31.61)
			50110.6 · 600's	(84.04)
			50110.7 · 700's	(17.82)
			50110.8 · 800's	(53.08)
			50110.9 · 900's	(10.11)
			50111 · Fiction	(208.07)
			50112 · H.S. Collection	(10.73)
			50111 · Fiction	(2.08)
Bill	2035686099		50110.2 · 200's	(25.34)
			50110.3 · 300's	(84.61)
			50110.4 · 400's	(10.68)
			50110.5 · 500's	(16.95)
			50110.6 · 600's	(24.26)
			50110.7 · 700's	(7.73)
			50110.8 · 800's	(23.70)
			50110.9 · 900's	(45.74)
			50111 · Fiction	(369.14)
			50112 · H.S. Collection	(12.48)
			50111 · Fiction	(3.10)
				<hr style="width: 100%; border: 1px solid black;"/>
				(9,473.58)
Bill Pmt -Check	53392	Barnes & Noble Inc	10101 · General Fund Checking	
Bill	4053846		50110.6 · 600's	(28.00)
Bill	4054628		50110.6 · 600's	(28.00)
			50110.3 · 300's	(11.99)
Bill	4058954		50110.3 · 300's	(23.99)
			50110.9 · 900's	(21.59)
Bill	4060926		50111 · Fiction	(15.19)
			50110.7 · 700's	(22.40)
				<hr style="width: 100%; border: 1px solid black;"/>
				(151.16)
Bill Pmt -Check	53393	Blackstone Audiobooks	10101 · General Fund Checking	
Bill	1193477		50313 · AS Audiobooks	(45.40)
				<hr style="width: 100%; border: 1px solid black;"/>
				(45.40)
Bill Pmt -Check	53394	Call One	10101 · General Fund Checking	
Bill	349957		70700 · Telephone	(1,009.60)
				<hr style="width: 100%; border: 1px solid black;"/>
				(1,009.60)
Bill Pmt -Check	53395	CDW Government, Inc.	10101 · General Fund Checking	
Bill	4842737		74120 · Computers	(33.65)
				<hr style="width: 100%; border: 1px solid black;"/>

Wilmette Public Library
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 December 2020

(33.65)

Bill Pmt -Check	53396	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	72715070		50111 · Fiction	(149.19)
Bill	72721497		50111 · Fiction	(23.25)
Bill	72721925		50111 · Fiction	(23.24)
Bill	72735265		50110.8 · 800's	(24.00)
Bill	72746522		50111 · Fiction	(24.74)
			50110.6 · 600's	(26.24)
			50110.9 · 900's	(24.75)
Bill	72753659		50111 · Fiction	(21.75)
Bill	72757871		50111 · Fiction	(24.60)
				<hr/>
				(341.76)
Bill Pmt -Check	53397	Center Point Large Print	10101 · General Fund Checking	
Bill	1808010		50111 · Fiction	(183.36)
Bill	1811916		50110.9 · 900's	(28.46)
			50110.8 · 800's	(28.46)
				<hr/>
				(240.28)
Bill Pmt -Check	53398	Employee Benefits Corporation	10101 · General Fund Checking	
Bill	3074905		660402 · HRA Fees	(148.75)
			660321 · FSA program fees	(74.50)
			660402 · HRA Fees	(300.00)
			660321 · FSA program fees	(250.00)
Bill	3103012		660321 · FSA program fees	(74.50)
			660402 · HRA Fees	(148.75)
				<hr/>
				(996.50)
Bill Pmt -Check	53399	Encyclopaedia Britannica	10101 · General Fund Checking	
Bill	55559		50512 · AS & YS Esubscriptions	(520.00)
				<hr/>
				(520.00)
Bill Pmt -Check	53400	Findaway World LLC	10101 · General Fund Checking	
Bill	335943		50323 · YS Audiobooks	(188.21)
Bill	336909		50313 · AS Audiobooks	(1,844.70)
				<hr/>
				(2,032.91)
Bill Pmt -Check	53401	GovConnection, Inc.	10101 · General Fund Checking	
Bill	70724380		74120 · Computers	(64.52)
				<hr/>
				(64.52)
Bill Pmt -Check	53402	J.T. Home Refurbishing	10101 · General Fund Checking	
Bill	12.14.20		76100 · Building Improvement	(150.00)
				<hr/>

Wilmette Public Library
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 December 2020

(150.00)

Bill Pmt -Check	53403	Libraries First	10101 · General Fund Checking	
Bill	7885		50512 · AS & YS Esubscriptions	(275.00)
Bill	7886		50512 · AS & YS Esubscriptions	(4,663.00)
				(4,938.00)

Bill Pmt -Check	53404	Midwest Tape	10101 · General Fund Checking	
Bill	99730744		50324 · YS Music	(19.78)
Bill	99730745		50324 · YS Music	(7.49)
Bill	99730746		50311 · AS Feature	(80.24)
Bill	99730747		50313 · AS Audiobooks	(214.94)
Bill	99730748		50313 · AS Audiobooks	(119.96)
Bill	99730749		50313 · AS Audiobooks	(39.99)
Bill	99730920		50313 · AS Audiobooks	(29.99)
Bill	99730921		50313 · AS Audiobooks	(272.95)
Bill	99730922		50311 · AS Feature	(29.99)
Bill	99730923		50312 · AS Non-feature	(22.49)
Bill	99730924		50314 · AS Music	(24.73)
Bill	99730925		50314 · AS Music	(23.98)
Bill	99730927		50314 · AS Music	(11.69)
Bill	99765315		50313 · AS Audiobooks	(191.95)
Bill	99765316		50313 · AS Audiobooks	(39.99)
Bill	99765317		50313 · AS Audiobooks	(44.99)
Bill	99765318		50313 · AS Audiobooks	(39.99)
Bill	99765319		50313 · AS Audiobooks	(159.96)
Bill	99765542		50321 · YS Feature	(34.48)
Bill	99767560		50313 · AS Audiobooks	(39.99)
Bill	99788863		50313 · AS Audiobooks	(189.95)
Bill	99788864		50313 · AS Audiobooks	(79.98)
Bill	99788865		50313 · AS Audiobooks	(39.99)
Bill	99788866		50313 · AS Audiobooks	(109.97)
Bill	99788868		50312 · AS Non-feature	(22.49)
Bill	99788867		50311 · AS Feature	(14.99)
				(1,906.94)

Bill Pmt -Check	53405	Morrenhof, Teun	10101 · General Fund Checking	
Bill	Refund of lost item		46200 · Lost Materials	(25.00)
				(25.00)

Bill Pmt -Check	53406	MTM Vending & Water Cooler Services	10101 · General Fund Checking	
Bill	2135		76350 · Building Maint Contracts	(120.00)
				(120.00)

Bill Pmt -Check	53407	NPR Direct	10101 · General Fund Checking	
Bill	0136005		50210 · AS Continuations	(325.25)
				(325.25)

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(325.25)

Bill Pmt -Check	53408	Quill Corporation	10101 · General Fund Checking	
Bill	12721780		70320 · Office Supplies	(136.34)
Bill	12845931		70320 · Office Supplies	(111.89)
Bill	13065439		70320 · Office Supplies	(57.15)
Bill	13144725		70320 · Office Supplies	(45.38)
				<u>(350.76)</u>
Bill Pmt -Check	53409	Rose Pest Solutions	10101 · General Fund Checking	
Bill	2021 prepayment		76350 · Building Maint Contracts	(383.80)
				<u>(383.80)</u>
Bill Pmt -Check	53410	Shales McNutt Construction	10101 · General Fund Checking	
Bill	20-010-02		96000 · SRF Special Reserve Fund	(10,000.00)
				<u>(10,000.00)</u>
Bill Pmt -Check	53411	Sherwin Williams Co.	10101 · General Fund Checking	
Bill	4665-9		76100 · Building Improvement	(148.59)
				<u>(148.59)</u>
Bill Pmt -Check	53412	Slick, Kristyn	10101 · General Fund Checking	
Bill	119		50730 · Community Serv Prog	(175.00)
				<u>(175.00)</u>
Bill Pmt -Check	53413	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	1.1.21-1.31.21		66020 · Emp Life/LTD Insurance	(2,123.58)
				<u>(2,123.58)</u>
Bill Pmt -Check	53414	The Library Store, Inc.	10101 · General Fund Checking	
Bill	482122		70310 · Library Supplies	(411.50)
				<u>(411.50)</u>
Bill Pmt -Check	53415	The Teaching Company Sales, LLC	10101 · General Fund Checking	
Bill	SINV09921535		50312 · AS Non-feature	(175.96)
				<u>(175.96)</u>
Bill Pmt -Check	53416	Thomson Reuters	10101 · General Fund Checking	
Bill	843343811		50210 · AS Continuations	(115.61)
Bill	843508714		50210 · AS Continuations	(115.61)
				<u>(231.22)</u>

Wilmette Public Library
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December 2020

Bill Pmt -Check	53417	World Book, Inc.	10101 - General Fund Checking	
Bill	0001617776		50220 - YS Continuations	(999.00)
				<u>(999.00)</u>
			Operating Expenditures	(179,779.33)
			Special Reserve B/E Expenditures	<u>(10,000.00)</u>
			Total November Expenditures	<u><u>(189,779.33)</u></u>

Wilmette Public Library
2021 Capital Repairs Project Update
Thursday, January 14, 2021

Representatives from the Library, Engberg Anderson (our architectural and design consultants), Shales-McNutt (our construction management team), and associated engineers have been coordinating the details of the investigative and design work related to our 2021 Capital Repairs Project and are preparing our work for bid. The team met on again on Monday, January 11; the following updates summarize our current scope, timeline, and work estimates.

As you may recall from our prior planning discussions, the 2021 Capital Repairs Project comprises our most extensive set of planned building repairs and system replacements during the 20 year cycle that was evaluated in the recent Capital Reserve Study. The project covers a coordinated set of priority work including:

1. Extensive roof repairs,
2. Complete building envelope tuck-pointing,
3. Exterior sealant replacement,
4. Parking lot paver repair,
5. Water infiltration mediation in the lower level,
6. Updating and replacing electrical mains, feeders, and branch panels,
7. Updating and replacing the fire alarm system, and
8. Adding and designing access control and security systems.

The Capital Reserve Study (posted on our Library Finances page [<https://www.wilmettelibrary.info/about/library-trustees/library-finances>], and linked here for reference: <https://www.wilmettelibrary.info/administration/2020-WPLD-CapitalReserveStudy.pdf>) anticipated that this year's work will comprise both our most high priority projects (including code violation corrections, health and life safety code improvements, building and system integrity investment, and system end-of-life replacements), as well as our highest commitment of reserve funds over the next 20 years of planned maintenance. **This year's work is estimated at nearly \$2 million.** See pages 12-15 of the Study (appended following this overview) for a summary of projected costs and scopes, and pages 20-35 for more detail of the systems covered by this year's work.

1. The 2021 Capital Repairs Project will be presented in 2 bid packages relative to the trades associated with the work:

Bid Package 1, which will be advertised the week of January 18, documents the exterior repairs for the tuck-pointing, sealant replacement, and roof repair work. Proposals for Bid Package 1 will be due February 9. Following review and vetting with our project team, our recommendations will be presented for Board approval at the February 16 Regular Meeting.

Bid Package 2, which is currently in development and will follow in early February, will document the extensive electrical work (mains, feeders, relocations of branch panels, etc.), fire alarm system replacement, and access control and security systems. Proposals for Bid Package 2 will be due March 5. Following review and vetting with our project team, our recommendations will be presented for Board approval at the March 16 Regular Meeting.

2. Our architects and engineers (Engberg Anderson) have coordinated with our construction management team (Shales-McNutt) to design the necessary systems and solutions to meet our long range objectives and deliver the best return on investment possible for the Library and community. Comparing our proposed work to recently completed projects in other districts, **Shales McNutt has provided the Library with unit pricing estimates that very closely match the anticipated costs identified by Engberg Anderson separately last year.** After Director Auston previewed these estimates with President McDonald and Vice President Wolf, Library officials agreed to not post this information online prior to bidding as it could have an adverse effect on the final proposed competitive pricing. On Tuesday, January 12, Director Auston offered to preview this information with Trustees individually at their convenience prior to the January 19 Regular Board Meeting, while keeping the draft document itself confidential for fair competitive bidding.

3. To capture the full life of our existing warranties on our series of roofs, **our project consultants agreed that we will forego total replacement of eligible roofs this year and opt to repair and recoat the roofs instead.** The rationale for this decision (see attached) is manifold: the Library's rooftop HVAC systems are eligible for replacement in 10 years (and whether new or old, they will need to be removed from the roof when the roof is replaced – but not when repaired/recoated; the crane rental alone is estimated over \$20,000); a future renovation may include vertical expansion, which would require roof replacement anyway; the long range life and maintenance of the roofs will be better informed by coordinating a new roofing material solution once the warranties of all the roofs align in about 10 years (again, a perfect time for comprehensive replacement of both the HVAC systems and roofs); roof replacement will require closure of the building for several weeks.

4. **Two aspects of our project (electrical main replacement and parking lot maintenance) will cause significant disruption to library operations, and combined will require closure of the Library building for about 2 weeks this summer. These projects will be coordinated concurrently to reduce impact to operations and the public.** All stakeholders agreed to avoid our busy Summer Reading season, so the anticipated closure is tentatively planned for August (see attached project schedule).

Our consultants estimate that the main electrical feeder replacement will cut all power to the building for at least 1 week, and individual panel replacements will further affect HVAC and lighting systems for another week (assuming all goes as planned). The Library has been advised that occupancy of the building without power is not only prohibited, it's unsafe and impractical. The HVAC systems will be offline for the duration of this phase, which we're told would also be prohibitive to occupancy - especially during a pandemic.

Our stakeholder teams are exploring how we can keep at least the server room powered and cooled, which would allow us to at least continue our remote services (like we did for the first 3 months of the pandemic last spring). To this end, we may be able to add the upgrade and replacement of the generator to the Bid Package 2 project scope to help with this condition, however using the generator for more than a couple days is not advised, nor the intended purpose of such a generator. ComEd may be able to permit us to bypass the main with a low-load line for the exclusive purpose of powering the server room, which is likely the better/more-viable/sustainable option – details on this are forthcoming from our consultants.

In an effort to ensure some level of continuity of in-person library services during this building closure, Director Auston has begun exploring the possibility of relocating select services to a storefront in Wilmette for August. It should be noted that with no access to the building however, any materials and

equipment that we would potentially relocate to such a remote site would have to suffice for public service for the duration of that timeframe. There are a number of other logistical details related to this option that may pose further challenges (build-out and furnishing of the space for library operations, temporary development and implementation of necessary technology and telecom infrastructure, village permitting, appropriate number of public bathrooms (code for public buildings dictates this), short term coordination with RAILS/CCS/ILL delivery and reciprocity with peer libraries, etc.) and the overall communications plan to the community for a brief relocation of services. Despite these challenges, we're committed to exploring this option until satisfied with the findings. That said, at the moment, rental of a suitable storefront alone appears cost-prohibitive (we would also need to specially appropriate for this detail in the 2021-22 B&AO), let alone outfitting a vacant space with furnishings to temporarily support library operations.

Return of library materials to our bookdrops also pose a logistical concern during this closure phase: the 3 primary parking lot drops (which currently account for about 80% of returned materials) will be inaccessible for the duration of this phase (2 weeks) due to the parking lot paver work. The west-side building drops will need to remain closed as the building will be closed, unmaintained by staff, and would be clogged in just 24 hours. The remote drops could potentially be maintained, however unless the Library has a storefront base of operations, staff wouldn't have a place to store, quarantine, and check-in the items we collect. We could simply adjust our loan periods and encourage patrons to keep their materials and/or return to neighboring libraries (though we certainly don't want to overwhelm them) – there's a precedent for this approach from previously disruptive renovations here.

On that note, we're also exploring our relationships/options with our peer libraries Winnetka-Northfield, Glenview, Evanston, and Skokie to see how they may be able to help support us (including holds pickup, collection services, in-building services, etc.).

All told, it should also be noted that August is typically our second lowest circulation/door count month (after December), which is ultimately why we scheduled this work during that month in the first place. It may be reasonable to assume that most of our community will have had the option to receive their COVID-19 vaccines by this time and that we may see the same statistical patterns and travel plans that we've seen in our community in Augusts past once our users complete the Summer Reading Clubs.

5. An overall summary timeline for the project is attached to end of this update.

Estimated timing, duration, and coordination for key elements of the project include:

Tentative Construction Start	Thu 4/1/21
Masonry Restoration Work (44 days)	Thu 4/1/21 - Tue 6/1/21
Roofing Repair Work (23 days)	Wed 6/2/21 - Fri 7/2/21
Electrical Work Ahead of Main Service Replacement (25 days)	Tue 6/29/21 - Mon 8/2/21
Fire Alarm Work (60 days)	Tue 6/29/21 - Mon 9/20/21
Access Control and Camera System Work (60 days)	Tue 6/29/21 - Mon 9/20/21
Lower Level Drain Installation (36 days)	Thu 7/1/21 - Thu 8/19/21
Masonry Restoration Work around Electrical Service (5 days)	Tue 8/3/21 - Mon 8/9/21
Electrical Shutdown (10 days)	Tue 8/3/21 - Mon 8/16/21
Paver Replacement Work (10 days)	Tue 8/3/21 - Mon 8/16/21
Complete Power Distribution Work (25 days)	Tue 8/17/21 - Mon 9/20/21
Substantial Completion	Mon 9/20/21



Anticipated Annual Capital Repair & Major Maintenance (CR & M) Costs, 2020-2039

	1 Life Safety	2 Occupant Health	3 Building / System Integrity	4 Obsolescence	Sum 1-4	Average per year within 5 year period
2020	\$720,000	\$575,515	\$618,477	\$55,935	\$1,969,927	\$452,686
2021	\$0	\$0	\$116,173	\$0	\$116,173	
2022	\$0	\$0	\$123,639	\$48,976	\$172,615	
2023	\$0	\$0	\$0	\$0	\$0	
2024	\$0	\$0	\$4,714	\$0	\$4,714	
5 Year Group	\$720,000	\$575,515	\$863,002	\$104,911	\$2,263,429	
2025	\$0	\$0	\$217,364	\$0	\$217,364	\$326,606
2026	\$0	\$0	\$86,829	\$0	\$86,829	
2027	\$485,800	\$27,672	\$787,965	\$0	\$1,301,437	
2028	\$0	\$0	\$0	\$0	\$0	
2029	\$0	\$0	\$27,400	\$0	\$27,400	
5 Year Group	\$485,800	\$27,672	\$1,119,558	\$0	\$1,633,031	
2030	\$0	\$121,401	\$0	\$0	\$121,401	\$521,525
2031	\$77,863	\$48,448	\$735,374	\$0	\$861,686	
2032	\$0	\$71,288	\$0	\$0	\$71,288	
2033	\$0	\$0	\$872,584	\$0	\$872,584	
2034	\$47,268	\$0	\$633,397	\$0	\$680,665	
5 Year Group	\$125,132	\$241,138	\$2,241,356	\$0	\$2,607,625	
2035	\$0	\$0	\$0	\$0	\$0	\$246,658
2036	\$0	\$0	\$522,088	\$0	\$522,088	
2037	\$0	\$0	\$272,823	\$0	\$272,823	
2038	\$0	\$0	\$0	\$0	\$0	
2039	\$0	\$0	\$438,377	\$0	\$438,377	
5 Year Group	\$0	\$0	\$1,233,288	\$0	\$1,233,288	
TOTAL	\$1,330,932	\$844,325	\$5,457,204	\$104,911	\$7,737,372	

Approximately \$7.7 million is needed over the next 20 years to maintain the physical integrity and appearance of the building. This is an average of just over \$386,000 per year. Based on the evaluation, and the anticipated timing of the various systems reaching the end of their anticipated lifespan, a more filtered assessment indicates spikes in the near future as masonry, roofs, building sealants, electrical systems and site paving need repair or replacement.

Notes:

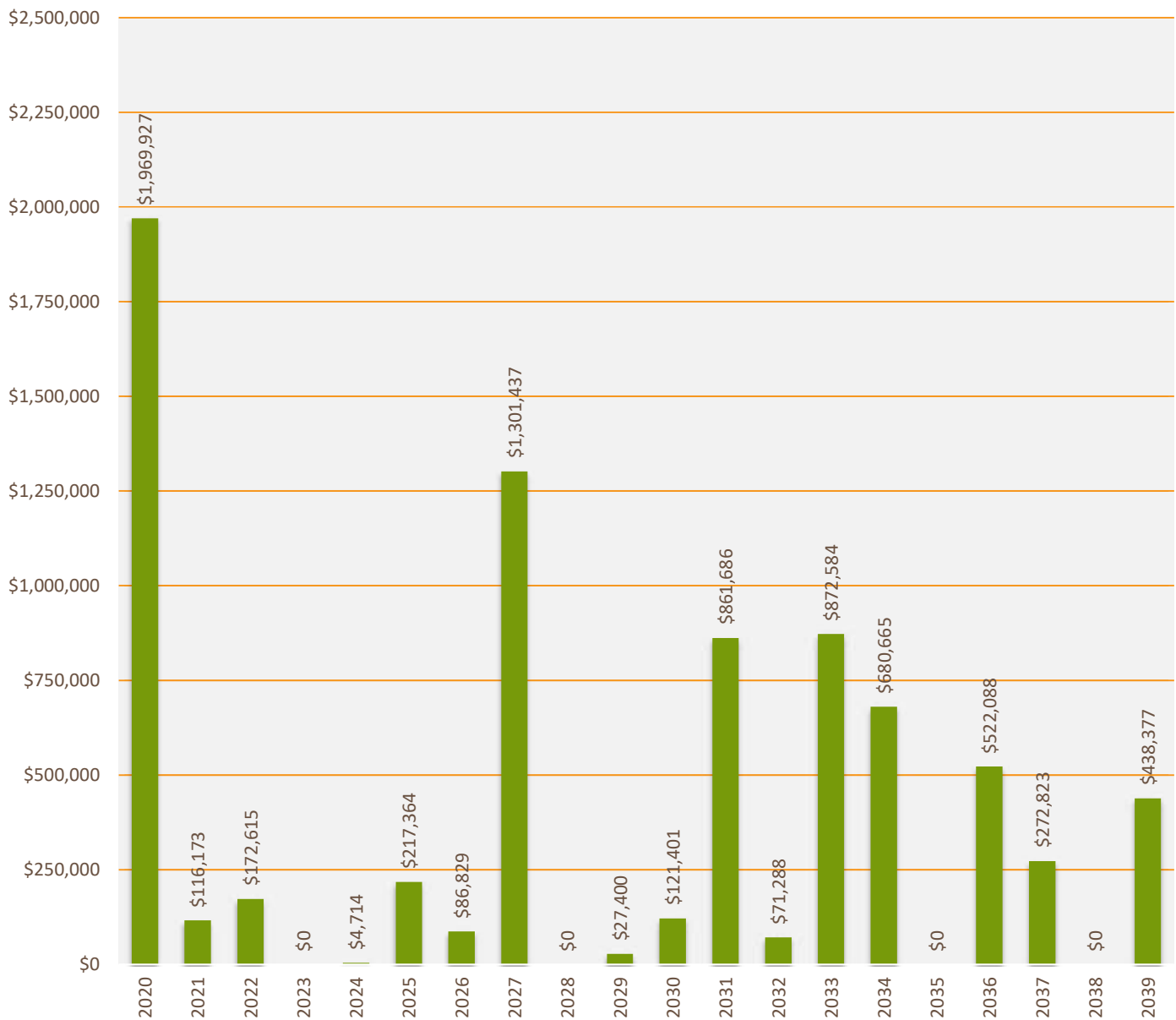
Costs are for repairs and replacements only. Many repairs will precipitate ancillary work (removal of ceilings, walls, floor or other intervening construction) that will add to the scheduled cost of the work.

Short lifespan repairs (interior painting with a 3-5 year lifespan as an example) are included in the workbook only at the initial occurrence. Actual expenses will recur within the 20 year window.





20-Year Anticipated CR & M Costs by Year



Major expenses occur in predictable patterns. Near term expenses (2020) are reflective of the age of the building and the need to continue the Library’s efforts to keep the various portions of the building in good working order. Mid-term expenses (2027) reflect the aging of systems installed or repaired in recent renovations, many of which will have 20- to 25-year lifespans. Longer term expenses are associated with building systems that are inherently more robust, less prone to damage, or less exposed to wear.

Notes:

Costs are for repairs and replacements only. Many repairs will precipitate ancillary work (removal of ceilings, walls, floor or other intervening construction) that will add to the scheduled cost of the work.

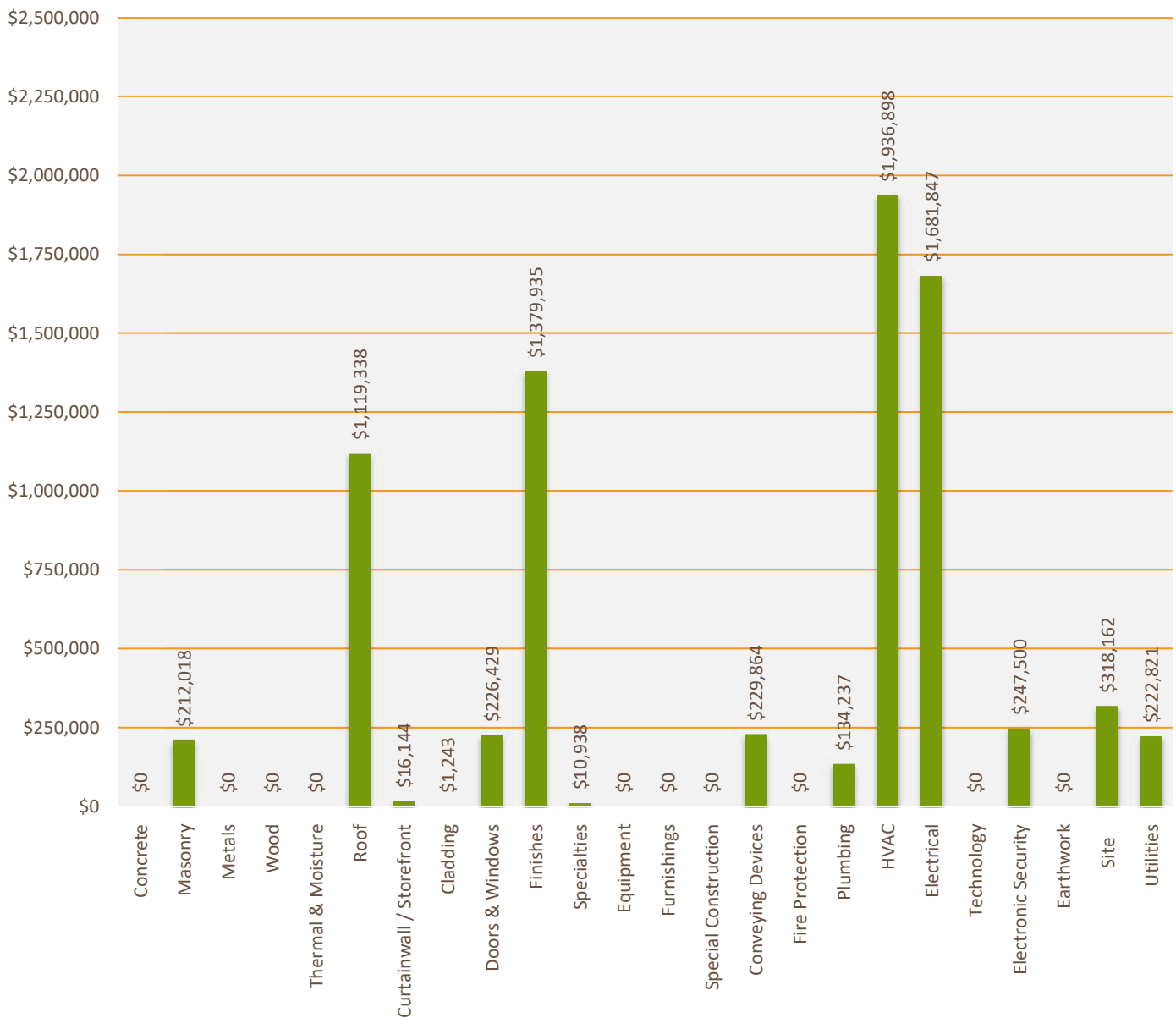
Short lifespan repairs (interior painting with a 3-5 year lifespan as an example) are included in the workbook only at the initial occurrence.

Actual expenses will recur within the 20 year window.





20-Year Anticipated CR & M Costs by Category



Major expenses align with typical lifecycle milestones for the two parts of the building (original, additions, and major renovations). The last major renovation occurred in 2016 and those installations will be 20 years old in 2036 and major systems will be in need of repair or replacement. Similar cycles are driving the projected expenses in 2016/2017. The bulk of repairs need in 2020 will reduce the size of the projected repairs until 2040.

The significant investment in 2020 is the cumulative effect of multiple systems wearing to the point of near failure. More detail is shown in the next graph.

Notes:

Costs are for repairs and replacements only. Many repairs will precipitate ancillary work (removal of ceilings, walls, floor or other intervening construction) that will add to the scheduled cost of the work.

Short lifespan repairs (interior painting with a 3-5 year lifespan as an example) are included in the workbook only at the initial occurrence.

Actual expenses will recur within the 20 year window.



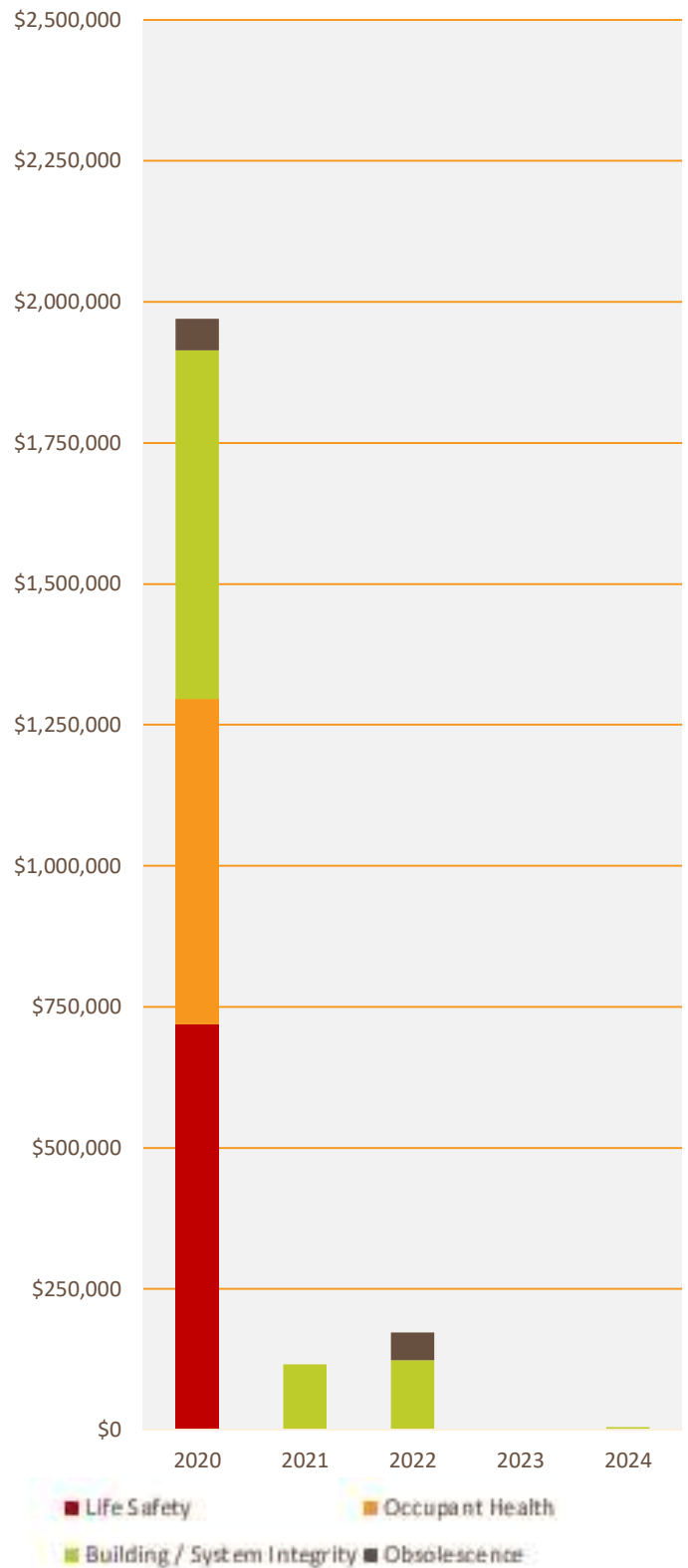


5-Year Anticipated Costs by Priority 2020-2024

Of the major costs identified for the 2020 to 2024 planning period, 2 groups of expenses stand out.

The critical life safety items relate to the replacement of various electrical components: aged wiring, devices, panels and switchboards. These are items untouched by previous renovations, items configured in ways that do not meet current codes, and suffer from general degradation of electrical components over time.

The roof, exterior walls, exterior sealants, front entry storefront, planters and grade adjacent to building need work to reduce the movement of water to and into the building.



Notes:

Costs are for repairs and replacements only. Many repairs will precipitate ancillary work (removal of ceilings, walls, floor or other intervening construction) that will add to the scheduled cost of the work.

Short lifespan repairs (interior painting with a 3-5 year lifespan as an example) are included in the workbook only at the initial occurrence. Actual expenses will recur within the 20 year window.





January 8, 2021

MEMORANDUM

Wilmette Public Library | 2021 Repairs
Engberg Anderson Project No. 203262

TO: Anthony Auston
FROM: Nathan Van Zuidam
RE: Roof Repair Narrative

Wilmette Public Library
Engberg Anderson

The following excerpt describes the investigations and the design process as it pertains to Bid Package 1 of the Wilmette Public Library 2021 Repairs Project.

The Capital Repairs project covers a coordinated set of repairs including roof repairs, tuck-pointing, exterior sealant replacement, replacing electrical branch panels and feeders, replacing the fire alarm system, as well as adding and designing access control and security systems. The Repairs project is broken into 2 packages relative to the trades associated with the work. The referenced Bid Package 1 documents the exterior repairs for the tuck-pointing, sealant replacement and roof replacement work.

Early in 2020 the Engberg Anderson conducted a site and roof investigation. Conditions of the existing rooftops were observed. The roofs are divided into 8 parts and are all low slope modified bituminous roof systems. Roofs 1, 3, and 6 were more recently installed in 2015 and were shown to be in fair condition upon observation. However, as observed at the site walkthrough, two areas of roof 6 were suspected to need repair. Roofs 2 and 6a were installed in 2007 and appeared to be in fair to poor condition. Roofs 4 and 5 were installed in 2009 and also appeared to be in fair condition. The upper roofs 7 and 8 which were installed in 2007 appeared to be in fair to poor condition.

In November of 2020, a roof assessment and thermal scan was completed of all 8 roof areas. The purpose of the infrared scan is to identify trapped moisture under the surface of the roof. Two control core samples were taken at the upper roofs 7 and 8. The roof assessment confirmed the evaluation of the site walkthrough, as well as revealed multiple thermal anomalies on the roofs which can be pinpointed for repair.

With this information in hand and the help of roofing manufacturer recommendations, documentation of the exterior and roof repairs began shortly thereafter by Engberg Anderson. Through the documentation process, the design team has explored multiple roof repair scenarios which were estimated by Shales McNutt Construction. These scenarios include base repairs to the site investigations and the thermal scan anomaly areas, as well as the pricing exercise of recoating and/or replacing roof sections.

Roofs 1, 3, and 6 will be repaired as needed as they are newer and observed to be in fair condition. Roofs 2, 4, 5, 6a, 7 and 8 were all considered in the pricing exercise to be repaired in 3 ways. These roofs were priced to be recoated, replaced with a similar built up modified bitumen roof system, or replaced with a single ply TPO roof system.

- The top coat in modified bitumen roof systems are subject to the elements and take the most wear and tear of this layered roof system. This top coat can be recoated to extend the life of the roof at a lower cost compared to a full roof replacement.
- A roof replacement would mean removing the built up bituminous roof system and the insulation down to the concrete deck. A roof replacement would also mean bringing the roofs up to current energy codes increasing the amount of insulation and overall thickness of the roof. The roof replacement would also include furthering detailing and potential clash at roof and HVAC curbs, skylight curbs, parapet edges and various roof-penetrating equipment and piping.
 - A TPO system was priced in the estimate exercise as this roof system is the recommended approach to new roofs.
 - A modified bit roof replacement was priced in order to keep the maintenance and products the same as the existing roofs.

After walking through the numbers with the Engberg Anderson, Shales McNutt Construction and Library Director, the group decided to:

- Develop a base bid roof repair package that includes recoating roofs 7 and 8 as they are in the worst condition.
- Define an alternate bid to recoat roofs 2, 4, 5, and 6a.
- Forgo any roof replacements at this time.
 - Although a roof replacement could be considered for the upper roofs, a recoating makes sense at this time in order to extend life of roof until the HVAC equipment needs to be replaced, in approximately 10 years as gauged by the Capital Repair Study.
 - New TPO roofs at areas 7 and 8 are to be considered more seriously at the time of rooftop mechanical equipment replacement.

The group believes this strategy represents the best return on investment, minimizes duplicative work, aligns more extensive repairs with other work in the same areas, and affords the Library better opportunities to address more pressing building related needs.

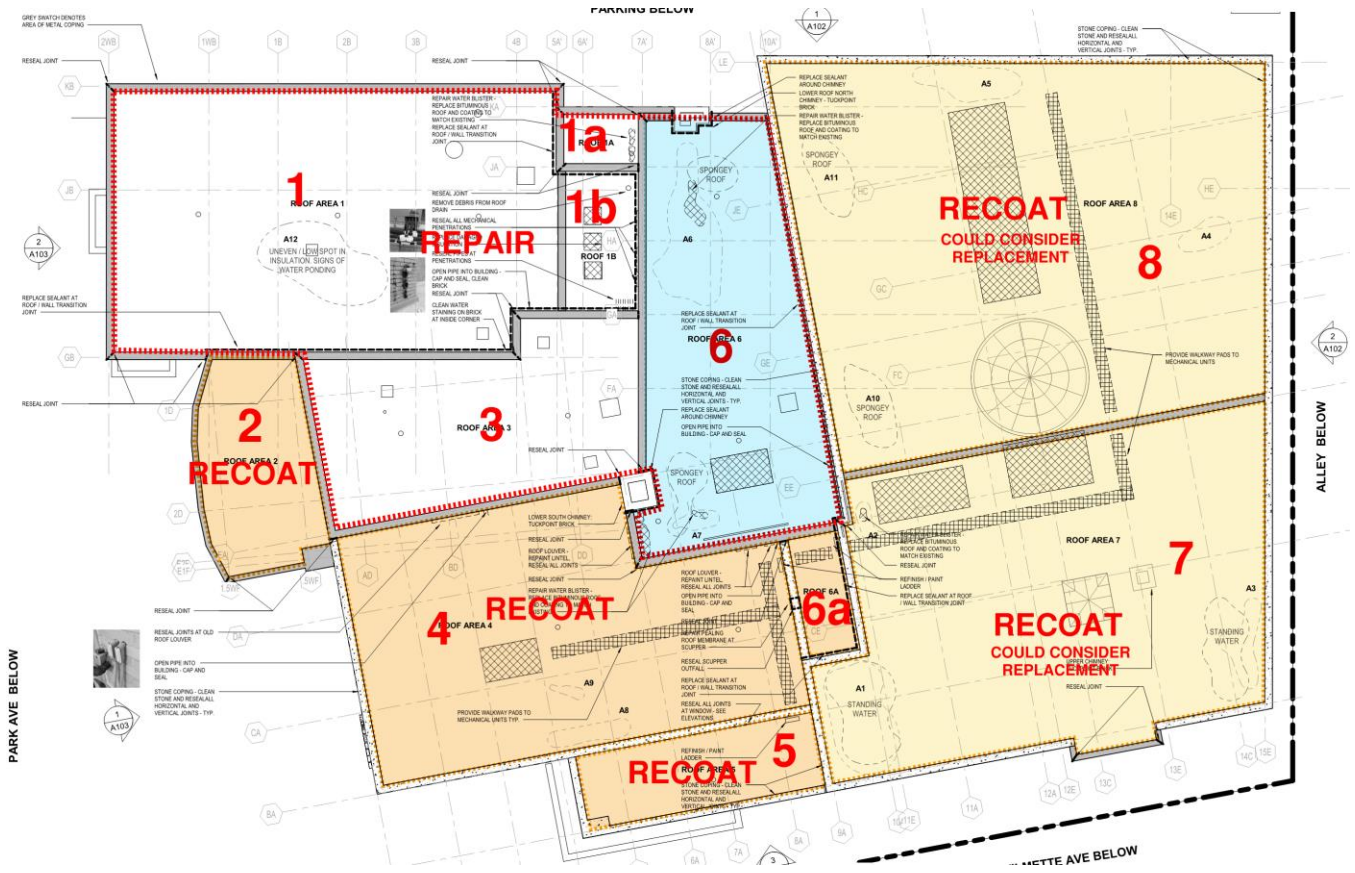


Image of Roof Plan for reference

EA File Name: U:\PROJECTS\2020 3139\203262 Wilmette PL 2021 Repairs\1-Project Administration\4-Estimates\20210107_SMC Estimate DD BR1\WPL_Repairs BR1 Narrative_20210108.Docx

Wilmette Public Library
Bid Release 1 Schedule

January 18 th	Engberg Anderson Complete Bid Drawings
January 19 th thru January 21 st	SMC Finalize Bid Documents
January 20 th	Engberg Anderson Submit For Permit
January 21 st	Out To Bid
January 28 th	Onsite Pre-Bid Meeting and Walkthrough with Bidders
February 3 rd	Tentative Receipt of Permit Comments and/or Approval
February 9 th	Bid Opening
February 10 th thru February 11 th	SMC Scope Review to Qualify Lowest Responsible Bidder
February 12 th	SMC to Issue Recommendation to Award to Library
February 16 th	Library Approval for Recommendation the Award
February 17 th	SMC Issue Notice to Proceed to Trade Contractors
February 17 th thru March 3 rd	Trade Contractors Procure Submittals
March 4 th thru March 18 th	Engberg Anderson Review/Approved Submittals
March 19 th thru March 31 st	Trade Contractor Procure Material
April 1 st	Tentative Construction Start
April 1 st thru June 1 st	Masonry Restoration Work
June 2 nd thru July 2 nd	Roofing Work
TBD	Masonry Restoration Work Around Electrical Service (Need to coordinate this work with Bid Release 2)

Masonry Restoration and Roofing Durations are weather dependent and need to be confirmed with the successful trade contractors.

Wilmette Public Library Director's Report – January 19, 2021
Library Activities for November 2020 - January 2021
Anthony Auston, Director

Strategic Plan Progress Updates

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

The monthly Classics and Contemporary group, which has consistently been a well-attended program on-site, has translated well to Zoom maintaining the same, if not higher numbers via the online platform. On November 10, Adult Services Librarian Rachel Garcia discussed the classic feminist novel *The Awakening* by Kate Chopin via Zoom. On December 8, Librarian Jennifer Klein led the monthly Classics and Contemporary book club via Zoom and discussed, *The God of Small Things* by Arundhati Roy. Copies of the books were made available for pickup at the Library, and via ebook and eaudiobook, copies are also available the Digital Library of Illinois, Libby, and Hoopla apps.

On November 20, the Library hosted a virtual version of the annual professional development program What's New in Children's Literature for early childhood educators. Joined by librarians from Glencoe Public Library and Winnetka-Northfield Public Library, Youth Services Assistant Manager Lisa Bigelow presented picture books to use in the preschool classroom.

Our monthly StoryWalk in Vattmann Park continued in November with the picture book *Thank You, Omu* by Oge Mora and in December with *If Winter Comes, Tell It I'm Not Here* by Simona Ciraolo.

Outreach Librarian Ruth Bell continued contactless delivery and pickup of books and STEM Kits for Wilmette preschools and made virtual visits to classes to Joyful Noise and Ronald Knox, presenting storytime to 33 children, teachers, and parents. She also supported All Things Bright and Beautiful to set up their own Storywalk for their classes to explore on their property.

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

On December 3, Nancy Wagner and John Amundsen hosted, "Is Your Business Ready for the New Normal?" featuring Linda Darragh, Clinical Professor and The Larry Levy Executive Director of the Kellogg Innovation & Entrepreneurship Institute at Northwestern's Kellogg School of Management. The program was presented in partnership with the Skokie, Evanston & Glenview Public Libraries and the Wilmette/Kenilworth, Skokie, Glenview and Evanston Chambers of Commerce. The program was well received and provided timely and valuable insights for local businesses looking to navigate the challenges of operating amidst the pandemic. The partners agreed the event was successful and would approach Prof. Darragh again for future programs.

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

In November librarian Sheri Reda presented two books for budding antiracists. *What Lane?* by Torrey Maldonado, is a short novel that helps young people imagine their way to antiracism. *This Book is Antiracist* by Tiffany Jewell is a fun guidebook with tips for antiracism actions anyone can take. Her video was shared on our website and social media:

<https://youtu.be/uRvIC-O7VWQ>

Youth Services continues to update our recommended reading lists to include more diverse and “own voices” titles.

Youth Services Manager Lisa Bigelow is investigating the purchase of bilingual early readers for our collection.

Adult Services Librarian Joan Blecher attended a webinar on three Native American museums and how they are introducing recognizable, contemporary displays to help visitors feel more comfortable and interested in the collections. Joan felt that she could use this knowledge in her #ownvoices readers’ advisory skills.

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

The 2021 Website Redesign process began with our staff committee convening in early December to begin the current site’s evaluation and new site’s development process. The team consists of Chair Stephen Koebel (Digital Services), Christine Hightower (Digital Services), Lisa Bigelow (Youth Services), John Amundsen (Adult Services), Zoi Doehrer (Circulation), Sarah Beth Brown (Community Services), and Anthony Auston (Director). The group’s first meeting consisted of an introduction of the process and tasks designed to foster critical thinking when it comes to looking our website and library websites in general. The committee reviewed our website and neighboring library sites, and evaluated them based on design, content, user experience, and accessibility. Now that the group is rooted in a critical mindset, they’re moving into evaluating navigation and menu systems in January. We’re excited to see this group come together and are confident our final product will meet our community’s needs.

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

Adult Services Librarian John Amundsen renewed his memberships to ALA and RUSA, and registered for Business Reference 101, an asynchronous, 3-week online course that is a deep dive into business research methods and resources that starts in May 2021.

Collections

Digital

One of the key contributing factors to Wilmette Public Library earning its second five star rating in a row is our community's engagement with our digital collections; our library is one of the strongest performers in digital circulation nationwide with an average circulation of 6.04 per capita.

Since the Library building closed in mid-November, our digital circulation numbers have risen once again. Though our e-book and e-audiobook numbers remained relatively the same, our streaming media products reverted to the level during our first closure in Spring 2020. Kanopy has been especially well used, as patrons can "browse" digitally in lieu of our shelf browsing.

Kanopy, for example, went from 369 circulations in October to 1,163 circulations in December. Our school and study oriented products have seen an increase since October as school projects resumed. Brainfuse, our live tutoring product, saw increases as students and caregivers seek assistance in the virtual learning environment.

Financial resources, such as NetAdvantage and Lexis Nexis, saw great increases as patrons gather information for the forthcoming tax season.

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

Physical

Gayle Rosenberg Justman responded to our Baker & Taylor Sales Consultant's inquiry about our spending trends and budget. Curt Leppert wrote: "From April 1 through the end of November, you are up year to date over \$19,000 compared to the same time period last year. If that trend continues, we would expect you to end the year about \$28,000 ahead of last year." Gayle's response explained the context of the trending: "Wilmette's book budget was reduced by 10% in our new fiscal year (starting July 1, 2020). The electronic resources budget was increased by 25%. The spending trend you are seeing is due to the fact that both the Youth Services Department and the Adult Services Department are doing a large weeding in preparation for our RFID project. Along with the weeding, a large number of replacements and new editions are being ordered. With only 5 months into the new fiscal year reported, both the Youth Services librarians and the Adult Services librarians are more than halfway through their budgeted amount for books. We should start tagging the collection in January, so the weeding and replacement ordering should slow down soon. Through the rest of our fiscal year, ordering will have to slow down to keep within the budget."

The price of barcodes from our current vendor, Computype, went up 25%. Gayle Rosenberg Justman investigated other vendors and found high-quality barcodes at a very reasonable price at ID Label Inc. in Lake Villa, IL. An order for 30,000 barcodes was placed.

Shanti D'Costa has completed a project that guarantees that our large print paperback books ordered from Thorndike Press will have a longer shelf life. Going forward, Kapco covers will be applied to all of the large print paperbacks we order from them. This processing is free of charge.

In response to requests from Jill McKeown, Andrea Vaughn Johnson, and Kim Hegelund, Gayle Rosenberg Justman made bulk changes to the Hot Picks and JE Grab and Go collections. Hot Picks that were added to the collection in March through October are now able to be put on hold by other CCS library patrons and will be able to be renewed 2 times. Inputting the new Hot Picks will not change. The JE Grab and Go collection is also able to be put on hold by other CCS library patrons. The "Pick-up at" and "Patrons from this library and branches" boxes will be unchecked when inputting new items until further notice. The new features in the Lobby (not Hot Picks) that were first available before November 2020 were bulk changed so that they are able to be put on hold by other CCS library patrons as well as by our own patrons and can be renewed 2 times by all CCS patrons.

Gayle Rosenberg Justman requested that CCS create two new locations to accommodate shifting materials from Recent Arrivals to other locations. After the new large type books were shifted to Large Type, Gayle did a bulk change of the location Large Type – 1st Floor to Large Type – New Books – 1st Floor. The other new location is Media Room – New Materials – 1st Floor. With that location and the Material Type of CD New, Gayle decided that adding New to the call number is no longer necessary. This will make our "change to old" procedure for adult music CDs much more efficient and will be consistent with how we will deal with the other new AV formats that will be moved into the Media Room. Gayle changed the location of the 236 new music CDs to the new location and removed NEW from the call numbers.

Gayle Rosenberg Justman ran a report of nonfiction DVDs in the Lower Level for Jill McKeown and Patsy de Vuono. On the day the report was run, there were 2,929 nonfiction DVDs in the Lower Level. Also, Gayle ran a Simply Reports weeding report for DVDs and Blu-rays that have not circulated in 4 years.

Both the Adult Services librarians and the Youth Services librarians are weeding in anticipation of tagging for RFID. We will continue to see a large number of withdrawals in Technical Services.

On December 1, Ed Crabbe, one of our Safety Monitors, started a temporary project working for Technical Services. Ed is marking withdrawn items as well as boxing discarded materials for Better World Books. Shanti D'Costa is coordinating Ed's work as well as printing labels for the shipments. This month, we shipped 106 boxes to Better World Books.

Technical Services Statistics

November 2020:

Along with processing the large number of items that were sent to Technical Services to be withdrawn, we added 2,063 items to the collection.

We added 1,051 adult books, 52 teen books, and 367 youth books for a total of 1,470 books (a decrease of 414 books from last month's total; we added 226 less adult books, 14 more teen books, and 202 less youth books). We added 155 adult AV items, 1 teen AV item, and 62 youth AV items for a total of 218 AV items (a decrease of 49 AV items from last month's total; we added 35 less adult AV items, the same number of teen AV items, and 14 less youth AV items). 333 issues were added to the adult magazine collection and 42 issues were added to the youth magazine collection for a total of 375 magazines (a decrease of 26 issues from last month's total).

Large numbers of items were withdrawn from the collection in November, continuing the trend begun in August, although our book numbers were down from last month's remarkable totals. We withdrew 1,259 adult books, 43 teen books, and 519 youth books for a total of 1,821 books (a decrease of 1,562 books from last month's total). 1,327 AV items (1,324 adult AV items and 3 youth AV items) were also withdrawn (an amazing increase of 577 items over last month's total). 73 adult magazines and 3 youth magazines were withdrawn for a total of 76 magazines. The extensive weeding of the adult audiobook collection has been completed, so the number of adult AV withdrawals will decrease next month. The total number of withdrawals will continue to remain high as the Library prepares for the implementation of RFID.

In terms of digital resources, 992 e-books and 494 e-audiobooks were added to our Overdrive collection in November. Last month, 833 e-books and 8,944 e-audiobooks were added to our OverDrive collection. Also, 950 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 451 items were removed. Last month, 898 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 585 items were removed.

December 2020:

Along with processing the large number of items that were sent to Technical Services to be withdrawn, we added 2,103 items to the collection, up 40 items from last month. This is especially impressive because we were closed for 4 working days and a few people on the team took time off during the holidays. Thanks to those who pitched in to keep the work of the department flowing smoothly in December.

We added 885 adult books, 29 teen books, and 618 youth books for a total of 1,532 books (an increase of 62 books over last month's total; we added 166 less adult books, 23 less teen books, and 251 more youth books). We added 181 adult AV items, 0 teen AV items, and 15 youth AV items for a total of 196 AV items (a decrease of 22 AV items from last month's total; we added 26 more adult AV items, 1 less teen AV item, and 47 less youth AV items). 343 issues were added to the adult magazine collection and 32 issues were added to the youth magazine

collection for a total of 375 magazines (exactly matching last month's total).

Large numbers of items were withdrawn from the collection in December, continuing the trend begun in August. We withdrew 3,564 adult books, 3 teen books, and 971 youth books for an unprecedented total of 4,538 books (an impressive increase of 2,717 books over last month's total and 1,155 books over October's total). 358 AV items (350 adult AV items and 8 youth AV items) were also withdrawn (a decrease of 969 items from last month's total). As expected, the number of adult AV withdrawals decreased significantly with the completion of the weeding of the adult audiobook collection. 61 adult magazines and no youth magazines were withdrawn for a total of 61 magazines. The total number of withdrawals will continue to remain high as the Library prepares for the implementation of RFID.

In terms of digital resources, 1,056 e-books and 586 e-audiobooks were added to our Overdrive collection in December. Last month, 992 e-books and 494 e-audiobooks were added to our OverDrive collection. Also, 950 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 474 items were removed. Last month, 950 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 451 items were removed.

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

Circulation

In mid-November, the Circulation department had to quickly revert back to providing patrons with Parking Lot Pickup when a staff member tested positive for COVID-19. Circulation staff worked hard and efficiently to be able to meet the demands of our community. Each day staff saw our residents requesting upwards of 500 items from our shelves in place of in-person browsing, which led to a longer wait time for preparing materials. Communications were sent out to our patrons on how to make appointments, as each day we averaged over 150 scheduled appointments and 4 books per appointment.

We continues to grow and develop new methods for staff across departments to assist with the current workflow. ILL staff continues to work in conjunction with Youth Services to pull patron holds throughout the week, and when available on the weekends. Circulation staff prepped for the additional closure for the year-end holidays by extending patron holds until January 6. Staff even made time to decorate and add cheer to the Parking Lot Pickup room and windows.

Staff are in the process of implementing a plan for resuming self-service open holds to coincide with our eventual reopening to the public. We have partnered with CCS to adhere to the established guidelines libraries are to use for patron privacy. New printers will be ordered for the proper sticky labels, and computer configurations will need to be done with the help of IT and CVI.

Statistics of note:

In November, the balance of being able to check-in materials patrons are returning, pulling

holds they are requesting, bagging and checking out the materials they want, and answering questions for both our patrons and our staff were handled by 10 individuals in the building with only 5-7 of them working each day. These 10 people, 2 full-time and 8 part-time staff, worked long hours to try to keep up with the demand. They were remarkable. They checked-in 10,876 items, checked out 4,271, all while patrons placed 6,129 holds during the span of just 15 days and we were closed for 4 of them!

For the month of December Circulation staff checked in 19,130 pieces of materials, while checking out 13,858. Patrons placed 12,262 holds on materials, an increase over November of just about 10%. Library cards were made for 36 new users at the library. Circulation staff also prepared for 3,814 parking lot pickup appointments, which does not include pickups for multiple members of the household/family.

Youth Services

In November Youth Services established a landing page (<https://www.wilmettelibrary.info/kids>) so that all news and resources relevant to children, caregivers, and teachers can be found in one place. The new page links to our Kids' Book Picks form, book lists, homework help resources, our archive of virtual program videos, and more.





Thanks to the support of the Friends of the Wilmette Public Library, the Library is offering a virtual Winter Reading Club for adults and youth. Staff accelerated planning so children and teens could count the reading they did over the winter break. Adults are invited to read four books in any genre or format. Kids and teens who read (or are read to) for 20 days. Participants of all ages will receive a \$15 gift card to The Book Stall to choose a gift book when they report their reading to our virtual reporting booth. More information, printable reading logs, and collaborative activities for kids can be found on our Winter Reading Clubs page. Winter Reading Club is open to residents of Wilmette and Kenilworth, and students in Wilmette schools.

Virtual Youth Services Programs

Youth Services continues to offer four weekly storytimes:

In November Youth Services presented 17 virtual programs attended by 211 patrons.

In December Youth Services presented 17 virtual programs attended by 304 patrons.

With our November STEAM Kit, kids explored aerodynamics as they made simple flying machines with paper. Youth Services has been producing 250 of the popular STEAM Kit bags each month.

In December Youth Services introduced a "Book Bundles" service to promote our winter and holiday themed books. In December over 40 families asked Youth Services to prepare a bundle of books for pickup. Wilmette's busy parents appreciate the convenience of relying on a librarian's expertise in selecting books for their children. Youth Services librarians have always provided this kind of help but rebranding this option as a "book bundle" has shown parents that librarians can choose a stack of books for a child on any topic. We are happy to see parents asking for us to make "bundles" on other topics.

3D printing returned December 14 with a virtual design class on Zoom. Eleven participants of all ages designed a cookie cutter using Tinkercad, a free 3D design program. After the program, staff printed the projects and made them available via Parking Lot Pickup.

On December 29, former Wilmette resident Heidi Vannini Zoomed-in from the west coast of Mexico to present a video about her experiences and lessons learned living on a sailboat. This

Eagle Scout service project documents Heidi's travels with her family from Wilmette to the Caribbean to the Pacific on the SV Love and Luck: https://youtu.be/EFO_zw4HFpY
Her presentation was attended by 29 patrons.

In December Youth Services librarians selected some of their favorite new books that would be perfect for gift giving. The list of picture books, early readers, novels, graphic novels, and nonfiction is posted on our website at:
<https://www.wilmettelibrary.info/books-and-more/recommendations/kids-book-lists/gift-books>

Teen Programming

Teen Librarian Krista Hutley has been making physical crafts available to our patrons through her popular monthly "Teen Take and Makes." November featured "Make a few Among Us," or "Animal Crossing keychains and pins with Shrinky Dinks!" Our teen patrons use those templates or draw their own images, and make keychains and pins with their own artwork.

Krista also hosted a virtual Teen Advisory Board (TAB) meeting via Zoom where members discussed future teen programs and books. Participants also designed 3D cookie cutters, which Krista then printed and distributed.

On December 21, Teen Librarian Krista Hutley hosted an end of year Teen Advisory Board where she encouraged teens to share their favorite end of year Young Adult (YA) books and hear about new ones, while playing the game Bring Your Own Book. She offered the teens in the community a space to be heard without judgement while talking about why certain books mean so much to them.

Community Services Programming

Our array of programs and events continue to be a major draw in our community. Numbers for program attendance have met or at times exceeded the numbers we would have gotten for comparable in-person programs. This commitment to our programs shows that we have continued to reflect the interests of the Wilmette community, even as the needs of the community have changed. In late October, we extended our Zoom license from 100 participants to 500 participants in order to accommodate our popular Arshay Cooper event. Because our registrations for other programs were regularly reaching the 100 person limit, we decided to extend the 500 person limit on a month-to-month basis. This has allowed us to accommodate as many patrons as are interested for a wide array of our online events. Highlights included the following events:

- We hosted our first multi-library event on Monday, November 9 with Dr. Ibram Kendi in conversation with Natalie Moore. We had a total attendance of 5,931 from 11 partner libraries (Arlington Heights Memorial Library, Aurora Public Library District, Deerfield Public Library, Glencoe Public Library, Highland Park Public Library, Lake Villa District

- Library, Northbrook Public Library, Schaumburg Township District Library, Skokie Public Library, Vernon Area Public Library, and Wilmette Public Library.) We had a wonderful turnout and received positive feedback. This successful program has led us to planning two future programs currently in the works: *The Long Shadow* Documentary Screening and Director Q&A on February 23, and a Fireside Chat with Eve Ewing on March 1. We are also forming a committee among the participant libraries in order to plan these events on an ongoing basis. These large events are being hosted on a Zoom account run by Highland Park Public Library, which has been paid for by all participating libraries.
- Despite the virtual environment, we were able to host our annual New Year's Eve concert on December 30. Always a popular event, we were "at capacity" with 115 patrons attending this concert presented by the Petra van Nuis Trio.

November Programs:

- 11/4 2pm - Tower of London with John Gowing; 135 patrons
- 11/10 2pm - Monet & the Story of Impressionism with Jeff Mishur of Art Excursions; 125 patrons
- 11/13 7pm - Jeanne Becker Jazz Trio; 60 patrons
- Film Discussion: What Maisie Knew; 12 patrons

December Programs:

- 12/2 - The Sound of Music: The Story Behind the Story with Steven Frenzel; 87 patrons
- 12/8 - Film Discussion: The Hero; 10 patrons
- 12/11 - Cookie Decorating with Kristyn Slick; 61 patrons
- 12/15 - Neighbor Chat; 4 patrons
- 12/30 - NYEE Concert with Petra van Nuis Trio; 115 patrons

Digital Services

November and December were simultaneously busy and quiet months for Digital Services staff. In the wake of our November 13 building closure, the department met to assess its role and activities during our second closure. It was decided that the Digital Services staff members would continue to staff the service desk and help patrons remotely in ways that we can.

We offered remote printing for patrons to pick up. This service operates independently of Parking Lot Pickup, to ensure requests to each department were fulfilled expeditiously. Patrons may call the DS desk directly, submit a print job via our online interface, and arrange a time to pick up from a staff member. Additionally, we've been satisfying scanning and copying requests on a case-by-case basis. We've also decided to eliminate charges for patron printing and copying during our closure. Stephen Koebel created a webpage in the Services menu outlining our services, complete with an instructional video (created by Cinta Bohm) to help patrons with the process. In addition to patron-facing services, we have been assisting staff members with equipment, technology, and especially with Zoom and Teams troubleshooting.

Technology

Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public this month, including voicemail maintenance, workstation and peripheral configuration and installation, laptop re-configuration and distribution, self-checkout maintenance, server optimization, VPN troubleshooting, Teams troubleshooting, and equipment relocation.

Fred Wallace worked with Jimmy Lee of CVI and our Finance Manager, John Risko on the PCI compliance scan for the self-check machines. This process will be simplified when the new self-checkout machines from Bibliotheca arrive as part of the RFID project this winter.

The amount of spam email increased exponentially in November. The rapid increase prompted Debi Thompson to create a handout for staff with step-by-step instructions on locating and copying the header information in Outlook. With this information, it may be possible to track the source. Fred reviewed the information and sent it out as an email via General Distribution. In the email, he informed staff that it is best not to just delete the email, but to place in the Junk/Spam folder.

Fred ordered four additional Mobile Hotspots for staff use, after testing the project last month. Currently, both AS and YS have a Hotspot assigned to their department, for Library staff.

Bringing Comcast on board as our new telephone service provider was a large, successful project for Fred this month. The coordination of procedures required a great deal of communication with ATI and Comcast by Fred. He assisted the Comcast representative in getting the new equipment installed in our Server Room and worked with ATI to be able to facilitate the transfer of phone service to the Comcast lines. Fred regularly coordinated with representatives from Comcast and Call One throughout November to prepare for the migration. Fred facilitated the transfer of the DID and POTS information to Comcast. We cutover to Comcast Business Voice in late November, and as a result we've achieved some savings over our former Call One service, which doubled its rates near the end of our services with them. The Library's Internet service is also serviced by Comcast via fiber connection.

Fred moved the Switchboard console to the lower level in the study room Patsy DeVuono had been using and reconfigured the ports. Fred moved Patsy's phone to the area being used for Parking Lot Pickup (formerly Switchboard). These moves were necessary to ensure internal social distancing in increasingly busy staff spaces and to create a quieter location for the Switchboard.

After Gayle Rosenberg Justman attended a webinar about hacking, and sent IT the slides from the presentation, Fred and Debi discussed the impacts. Debi sent all staff an email regarding Ransomware, with tips to avoid threats and what to do if you suspect your computer has been hacked. Fred again shared his "Bad Email" presentation with staff.

Communications

The following communication efforts were presented in November and December:

- On November 24, we shared our “Year in Review” report with the community. Reflecting our unusual year, this report covered July 2019-October 2020, to properly contextualize how COVID-19 affected our year, while also giving us room to highlight our many accomplishments from earlier in the fiscal year. The report has been viewed over 900 times, and covers statistics like popular books and library visits, highlights of our programs (virtual, in-person, and “passive”), and re-affirms our commitment to being a community partner. The report featured an array of graphics, photos, and text, and is hosted on the Adobe Spark platform, which creates a dynamic web page that can be accessed for years to come. The report may be viewed on our website and at: <https://spark.adobe.com/page/z6dfhtCzNpJQF/>
- The transition to closing the library building in mid-November was a major communications effort. We quickly worked to get the message to the community that we were moving to a virtual-and-Parking Lot Pickup service model, and created email newsletters, web content, and physical signage to keep the community informed.
- Sarah Beth Brown worked inter-departmentally to ensure that our Communico platform was up and running to serve the multiple roles it was filling. With the building closed, we relied on Communico for our program scheduling and our Parking Lot Pickup scheduling. Staff put a lot of work into the platform to ensure that we could get it running as efficiently and effectively as possible.
- Sarah Rose has put considerable work into designing and researching an attractive, eye-catching branded wrap for the new library vehicle. The final design reflects library branding and will be exciting to spot out in the community. We hope to get the wrap applied within the next few weeks and ready to go mid-winter.
- Winter Reading Club kicked off in mid-December, shortly before winter break started for local schools. Sarah created an attractive branding suite featuring a sledding child, and we worked with multiple departments to get the back-end of the program up and running, including a web page and reporting forms for the adult and youth/teen clubs.
- At the end of December, we sent a promotional postcard to all homes in Wilmette. While we have done a number of postcard mailings since the shutdown in March, as it is a great way to stay in touch with community members who may not receive our emails, this was our first mailing to promote multiple events. We used the mailing to promote an event with Christian Picciolini in January; *The Long Shadow* Documentary event in February; a Meet the Author event with *Daughters of Yalta* author Catherine Grace Katz, also in February; the

winter storytime session, which runs January – March; and Winter Reading Clubs. This card came together under a tight timeline and got to homes by the first of the year.

Social Media

As our programming, services, and communications have become more regular in this phase of our “new normal,” we have continued to tweak our online communications to maximize our efforts. We continue to send out 2-3 newsletters per week to our various mailing lists, totaling 12,800 unique email addresses. We use our email newsletters and website as our primary methods of communication, and our social media channels to reinforce our messaging and interact with our community.

Between Nov. 1 and Dec. 31, our Constant Contact account saw:

- 168,491 emails sent
- 35% open rate
- Open rate 19% above industry average
- 3,252 clicks

Here are some of the most engaging images and posts from November/December:



wilmettelibrary

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Liked by jillie__mae and 27 others

wilmettelibrary Take a few minutes this weekend to enjoy our newest Storywalk at Vattman Park! This month, you can enjoy Thank You, Omu by Oga... more

View 1 comment

November 7, 2020

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Liked by jillie__mae and 40 others

wilmettelibrary Greetings from our Parking Lot Pickup command center! While we use many locations in the building to organize the hundreds of holds that are... more

View all 2 comments

December 18, 2020

Wilmette Public Library
Published by Sarah Beth Brown [?] · December 16, 2020 ·

Join us for a special winter reading club! We'll be taking advantage of the cold weather and time at home to read and share wonderful books. Adults are invited to read 4 books in any genre or format. Kids and teens can read (or be read to!) any kind of book -- comics, chapter books, picture books, audiobooks, and more-- for 20 days to complete this year's club. All finishers will receive a gift card to The Book Stall. Find more information, reading logs, and fun activities a... See More

Winter Reading Club

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

408 People Reached 46 Engagements Boost Post

Wilmette Public Library
Published by Sarah Beth Brown [?] · December 29, 2020 ·

Here at the end of 2020, we're taking a look at the most popular books at Wilmette Public Library this year. These have been the most checked out books this year, in some of our most popular categories. If you haven't read them, this is a good place to start for your 2021 reading list!

Most Popular Books of 2020
Teen Fiction
The Ballad of Songbirds and Snakes by Jacqueline Collins
Black Butler by Yana Toboso
Little Orphan Annie by Heather Demetrios
Dustlark River by Kiyohiko Ogino
Sitting at the Edge of the World by John Green

Most Popular Books of 2020
Youth Fiction
Book Week! 7 by Bobbie Lieber
\$28.95 (hardcover) / \$16.95 (paperback) / \$16.95 (audiobook)
Squidward by Deborah M. Swearingen
The Candyland Alphabet by Chris Selt
The Boy Who Swam to America by Tyler Mack

Most Popular Books of 2020
Teen Biography
The Family Business by Candace Carroll
The First Conspiracy by Brad Meltzer and John Marshall
I am David by David Almond
Uppisask by Laura Hibbardson
Alexander Hamilton: Revolutionary by Matthew Brackenborough

Most Popular Books of 2020
Adult Programming
Educated

Facilities and Safety

Facilities and Safety Manager Marcos Levy started on ___ and quickly became familiar with the building, staff, and our projects in progress. Marcos also established himself as a resource to our construction management and capital project planning teams. Marcos has also coordinated a number of cleaning and organizational projects around the building.

Marcos worked with our construction manager to oversee the glazing repair work on the west curtain wall and other water infiltration repair work in late November. Following completion in December, Marcos and Keith Dunlap cleaned the exterior glass.

Marcos and our construction manager discussed concrete erosion under the carpet tiles in main entrance vestibule. Following a moisture test of the concrete, the solution was to remove and replace the broken concrete and sealcoat to finish. We also took advantage of this opportunity to replace and upgrade the old standard carpet tiles with more appropriate durable walk-off tiles in early January. With the building closed to the public, the entry vestibule floor repairs were easier to coordinate, schedule, and ensure quality results.

The Safety team continues to provide coverage for the hours the facility is open and partner with Circulation to serve as runners delivering holds to patrons via our Parking Lot Pickup service. Jim Kaspari, in addition to his curbside coordination duties, has been supporting other department projects, moving shelving, carts, packages, and more. Ed Crabbe has also added time helping Technical Services process discarded materials and prepare them for shipping to Better World Books.

Administration

The Bibliotheca Radio Frequency Identification (RFID) project began with our kick-off meeting on December 14. The Library's stakeholder and project implementation team include Director Anthony Auston, Senior Manager Gayle Rosenberg Justman, Circulation Manager Kim Hegelund, Shelving and Switchboard Manager Patsy De Vuono. Due to supply chain issues, delivery of our initial project resources were delayed at year end. The shipment of RFID tags and tagging equipment will be delivered the week of January 18. Our new self-checkout equipment will follow. The Automated Material Handling system (AMH) and security gates will be delivered and installed near the end of the project in April. Once the equipment is received and staff are trained, we expect to begin tagging all new materials in Technical Services first, then establish a process for tagging all recently-returned materials in Circulation, before commencing the extensive tagging-in-the-stacks phase of the project later in February.

Director Auston and Finance Manager John Risko prepared our request for proposals for financial audit services. The RFP was posted on our website (<https://www.wilmettelibrary.info/about/library-trustees/rfp>) on Monday, December 7; proposals were due January 8. The Library received six proposals and is presently evaluating the responses in preparation for presentation to the Finance Committee for recommendation.

Representatives from the Library, Engberg Anderson (our architectural and design consultants), Shales-McNutt (our construction management team), and associated engineers have been coordinating the details of the investigative and design work related to our 2021 Capital Repairs Project and are preparing our work for bid. The team met several times both on-site and via digital conference in November and December, and most recently on Monday, January 11. An update summarizing the current scope, timeline, and work estimates for the project is provided as a separate set of documents in the January 19 Regular Board Meeting packet. The project covers a coordinated set of priority work including:

1. Extensive roof repairs,
2. Complete building envelope tuck-pointing,
3. Exterior sealant replacement,
4. Parking lot paver repair,
5. Water infiltration mediation in the lower level,
6. Updating and replacing electrical mains, feeders, and branch panels,
7. Updating and replacing the fire alarm system, and
8. Adding and designing access control and security systems.

On November 14, due to the rapid rise in cases of COVID-19 in Cook County and surrounding areas, and in response to a positive COVID test on staff, the Wilmette Public Library building again closed to the public until further notice. The Library building was previously closed from March 14 through July 12 due to the the first wave of the pandemic. The library took this action with the guidance of the Illinois Department of Public Health and other agencies. The closure is intended to help slow the spread of the virus and keep our community and staff safe and healthy. While the building is closed, staff continues to offer a variety of ways to take advantage of our collections and services.

Performance for Your Post

1,615 People Reached

147 Reactions, Comments & Shares

97 Like	49 On Post	48 On Shares
22 Love	10 On Post	12 On Shares
3 Sad	0 On Post	3 On Shares
22 Comments	5 On Post	17 On Shares
4 Shares	4 On Post	0 On Shares

233 Post Clicks

7 Photo Views	0 Link Clicks	226 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Human Resources/Recruiting

- **Technical Services:**
 - **Periodicals/Mail/Processing Assistant** – After receiving approximately 18 applications, we have hired **Emma Standard** for the Periodicals/Mail/Processing Assistant position. Emma recently came to us from Glenview Public Library where she assisted patrons with Circulation-related services. She also worked at Omaha Public Library where she distributed mail and performed all patron-related functions at the front desk. Emma's first day was December 29. She is a welcomed addition to the team.
 - **Technical Services Manager** – After extending the application deadline to December 18, we are in the process of finishing our prescreen stage with select candidates, and will have our first round of interviews lined up hopefully for the week of January 18.

Policy/Procedure

- **Families First Coronavirus Response Act (FFCRA)** - As you may know the FFCRA, which offered employees relief through Emergency Paid Sick Leave and Emergency FMLA, officially expired on December 31, 2020. However, through the recently signed, Consolidated Appropriations Act (CAA), employers are allowed the opportunity to voluntarily extend these benefits through March 31, 2021. Anthony and I are in the process of reviewing the options in the area of COVID-related PTO, and we will send a formal announcement to staff once we have solidified the best solution.
- **Unemployment** - During November and December, we saw a spike in the number of fraudulent unemployment claims filed under some of our employee's identity. Since the Federal Government enhanced the benefits, numbers of fraudulent claims filed have skyrocketed. We had seen a few claims in late spring, but more started to trickle in as we approached the final quarter of the year. HR Manager Michael Boone worked with each claimant to ensure that Illinois Department of Economic Security has the correct information needed to terminate the claim, and has also provided staff with recommended steps to take to protect against further identity fraud.
- **Vacation Rollover** - 2020 has certainly proven to be an unprecedented year, and it saw many standard business practices undergo necessary modifications to adapt to these volatile times. One practice that we altered was to allow vacation-earning employees to rollover their unused accrued vacation time for 2020 into 2021. Typically, staff must use vacation in the year that it is accrued or they forfeit any unused time at the end of the year. Staff must use this carryover vacation by June 30, 2021, and they must exhaust all of the carry over days before they can use vacation earned for 2021.

Trainings/Events

- **Strategies for Recruiting Diversity & Inclusion** – Michael Boone attended a webinar on November 12 in regards to developing strategies to recruit a more diverse and inclusive

workforce. As diversity and inclusion are goals that many organizations strive for, the webinar addressed ways to enhance your brand in order to attract a more diverse candidate pool. Tips, such as, ensuring that your diversity mission statement is on your website and all job postings were discussed.

- **COVID-19 & Worker's Compensation Claims** - On December 17, Michael Boone attended a webinar on avoiding COVID-related Worker Compensation claims. The webinar, sponsored by Smith Amundson, focused on practices to follow to minimize the risk of a COVID-related WC claim. They encourage employers to go "above and beyond" in regards to safety measures, and incorporate thorough investigations for all COVID-19-related cases into your protocols. Employers can position themselves in good legal standing if they can show that they have followed all local, state, and CDC guidance to protect its staff from COVID-19.

Select Staff Meetings & Workshops

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

Webinars

Mad about Middle Grade

Booklist: Winter Young Reader Announcements 11/10/2020

SLJ Preventing Burnout

SLJ Creating Community

Reading Graphic Novels

Booklist: History Through the Pages

Winter Book Preview

Providing Library Senior Services in a COVID-19 World

Lifting Voices: Crafting Identity in Graphic Novels

Strong Women and Girls

L2 Libraries and Learners Homeschooling Ideas

Media Mentorship Media Literacy training

Diversity Audits for Library Collections (RAILS)

Together as One Trauma-Informed Workplace training

Best Picture Books for Children

District 39 author visit: Keir Graff

The Black Friend: On Being a Better White Person

Best Picture Books for Children

Meetings, Conferences, Workshops

School Library Journal's Day of Dialog

School Facilitators Networking Group

Teen or Youth Selectors (TOYS) Meeting

Preschool Outreach Programmers meeting

PAS meeting (CCS)

EDI in Youth Services meeting

YS Programmers' Meeting (RAILS)

An Evening With Dr. Ibram X. Kendi

What's New in Children's Literature presentation by Lisa Bigelow and reps from two local libraries on new picture books to use in the preschool classroom

11/1: Horror Writers Association Librarian Day (Krista Hutley)

11/5: CCS SCRAP Advisory Group meeting (Jessica Thomson)

11/7-11/8: YALSA Symposium (Young Adult Library Services Association) (Krista Hutley)

- Author Kickoff: Taking Space: Making Diverse Voices Heard in a Crowded Landscape
- Author Kickoff: Pride of Space: LGBTQ+ Representation in YA
- Expanding Our Minds: Mental Illness and Recovery in YA Literature
- Facilitating Culturally Responsive Conversations about Diverse Young Adult Books
- Anti-Prom: Celebrating LGBTQ Teens at Your Library
- #DiverseReading: Encouraging Teen Readers with Instagram

11/9: CCS Database Management Advisory Group meeting (Jessica Thomson)

11/11: CCS CAMM Technical Group meeting (Gayle Rosenberg Justman and Jessica Thomson)

11/11: Programming Meeting (Jennifer Bartel, Sarah Beth Brown, Rachel Garcia, Krista Hutley, EvaAnne Johnson, Jillian McKeown, Sarah Rose, and Nancy Wagner)

11/12: YASF meeting (Young Adult Services Forum) (Krista Hutley)

11/19: Charmm'd Peer Advisory Group (Jillian McKeown)

11/5: Business Interest Group (BIG) (Nancy Wagner and John Amundsen)

11/9: Business Services Meeting (Nancy Wagner and John Amundsen)

11/10: Equity in Action: Building Diverse Collections Webinar (Rachel Garcia)

11/13: Local History Meeting (EvaAnne Johnson and Suzanne Arist)

11/14: Identity Quest Virtual Conference, hosted by Topeka & Shawnee County Public Library
<https://tscpl.org/idquest> (EvaAnne Johnson)

11/16: Meeting with Director of Wilmette Historical Museum to talk about Local History objectives and collaborations (EvaAnne Johnson)

11/17: Illinois Library Leadership Initiative Meeting (Anthony Auston)

11/24: Shift Your Systems: Your Library Can do Equity Work! (Jillian McKeown)

11/24: Outreach/Delivery Services (Anthony Auston, Ruth Bell)

12/1: Winter Reading Club Meeting (Rachel Garcia, Krista Hutley and Jillian McKeown)

12/4: Classics and Contemporary Training (Jennifer Klein and Rachel Garcia)

12/7: Website Redesign Committee meeting (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)
12/7: League of Women Voters Practice Book Buzz Session (Rachel Garcia)
12/8: Classics and Contemporary Training (EvaAnne Johnson)
12/9: Programming Meeting (John Amundsen Jennifer Bartel, Sarah Beth Brown, Rachel Garcia, Krista Hutley, EvaAnne Johnson, Jillian McKeown, Sarah Rose, and Nancy Wagner)
12/9: Sustainable Shelves webinar (Gayle Rosenberg Justman)
12/9: World Languages Networking meeting (EvaAnne Johnson, Nancy Wagner)
12/9: Diversity Collections Audit Webinar (Jillian McKeown)
12/10: Orientation to Legal Research Webinar Series: U.S. Federal Statutes (Joan Blecher)
12/11: CCS Finance Committee Meeting (Anthony Auston)
12/13: Patron Access Services Group (PAS) (Jillian McKeown)
12/13: Charmm'd Peer Advisory Group (Jillian McKeown)
12/14: Bibliotheca RFID project kickoff call (Anthony Auston, Gayle Rosenberg Justman, Kim Hegelund, Patsy de Vuono, and Bibliotheca staff)
12/14: CCS Database Management Advisory Group meeting (Jessica Thomson)
12/16: OSHA 101 Training (Marcos Levy)
12/21: Evanston/Skokie/Glenview/Wilmette business programming group (John Amundsen)

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Away from the Library: How to Motivate Yourself and Your Team to Stay Engaged, Inspired, and Efficient in the Time of Working Remotely

December 1, 2020

Tana Petrov, Fountaindale Public Library and Kim Tipton, McHenry County College

Working from home could never work for people who work in a library—or could it? As stay-at-home orders were announced in communities across the state of Illinois and libraries closed their physical spaces back in March of 2020, library leaders found themselves putting together lists of work-from-home assignments and trying to serve their communities, but also trying to safeguard their jobs and the jobs of their employees from layoffs and furloughs, not to mention everyone’s safety.

This article offers a synopsis of how several libraries handled the “working from home” phenomenon in a time of social distancing. In order to learn about the field’s most pressing challenges and successes of working remotely, the authors surveyed several public and academic libraries. Based on key findings that emerged from the survey, here are tips and tools for leaders, whether library directors at small or large, academic or public libraries, on how to motivate yourself and your team when home becomes the workplace.



PROVIDE A PLATFORM FOR EFFECTIVE COMMUNICATION

Chances are that your library team has little or no experience working from home. Providing regular, real-time communication should be your number one priority as a leader. Your team might feel isolated, disconnected from their job, and even lonely. When choosing a communication method, choose wisely and based on the message you want to convey. Don’t replace a phone call with an email when checking in with an employee. Don’t schedule another virtual meeting if you can get the job done via email. Consider the following communication goals, and then designate a communication method to achieve them:

- **Communication Goal #1: Provide updates and information**

Strive to keep your team well informed about library happenings. The more informed your employees are, the more engaged they are. A recent change in a library policy? Make sure your team is aware of it. Another department’s accomplishment resulted in great customer service? Let your team know about that. A patron praised the library collection? Share that with your team. Or, to foster a sense of community and leadership, consider weekly updates via email. The surveyed libraries found email to be the most effective communication tool for providing updates and information to their employees. Google Slides and Google Forms were described as effective methods for creating interactive forms with links to videos and questions. Google Meet and Zoom were the most preferred communication tools for virtual meetings.

- **Communication Goal #2: Provide instructions and directions**

Face-to-face interactions and body language are a big part of the communication process. With remote work, the inability to check-in with their boss—whose in-person office is a few feet away from their desks—can cause frustration and uncertainty for employees. Remote teams require clear instructions and directions. To avoid miscommunication

and constant handholding when it comes to completing projects, consider using a communication platform that everyone is comfortable with. The survey respondents shared that in addition to virtual meetings via Zoom and Google Meet, preferred platforms for providing their teams with instructions and opportunities for remote collaboration were Basecamp, Google Docs, Slack, Microsoft Teams, SharePoint, Webex, Gimlet, and WebJunction.

- **Communication Goal #3: Provide reassurance and support**

The survey respondents noted that while some of their employees didn't miss their daily commute and enjoyed working at their own pace during lockdown, others found working from home stressful, and felt anxious and unproductive at a time when libraries were furloughing workers. To bring pre-COVID-19 engagement levels back, library leaders provided communication support in the form of regular monthly and weekly check-ins with their employees, and also utilized some non-traditional communication methods such as texting, chat messaging through Facebook, FaceTime, phone calls and even anonymous staff surveys in order to get honest feedback from staff on reopening plans.

The Glen Ellyn Public Library set up a department buddy system, where everyone had someone checking on their well-being—another example of providing reassurance and support through frequent team communication. A respondent from Helen Plum Library puts it this way: “We are all working through the same trauma and found that it is most important that we communicate with each other and focus on what we can do as opposed to what we've had to let go of.”

SET CLEAR GOALS AND EXPECTATIONS

Make sure your team knows your expectations. Do you want them to check in with you once a day or once a week? Are they supposed to track their time? Have you laid down their goals, commitments and projects? According to leadership training expert Elizabeth McLeod, the root cause of poor performance is the lack of clear expectations. McLeod states “show me a leader who says, ‘I shouldn't have to tell them, it should be obvious,’ and we'll show you a team that isn't clear” (Petroni, 2018). Some of the surveyed respondents expected daily updates, while others were content with weekly briefings. All, however, said that even when they didn't have a fully formed set of goals for remote work due to the uncertainty of when libraries will reopen to the public, they still expected their teams to continue with their tasks to a certain degree. Leadership teams made changes in order to accommodate what can be done at home. Virtual programming and continuing education sessions were listed as the most common work-from-home assignments.

In terms of goals and expectations, a respondent from Wilmette Public Library said, “I collected and shared all the URLs and logins for sites we use for collection development and other tasks and made a list of suggested remote work tasks. The first few weeks the expectation was to do what you can do. I trust my team to work as much as they could in a crisis. They all stepped up and kept up with their duties from home, including translating their in-person programs to virtual ones within two weeks from closing the building.” A respondent from Sycamore Public Library adds, “We did weekly check-ins and staff kept timesheets with notations on continuing education and projects. Our expectation was to continue providing some virtual programming while we were at home. Staff were permitted to create their own hours and for the first couple of months, were expected to work half their normal hours. If they normally worked 16 hours in-library, they were expected to work 8 hours from home.”

However, letting staff create their own work hours could lead to managers having to work all the time to accommodate their teams' needs. Managers might find themselves constantly on call for answering emails and chats to keep the workflow going and to ensure a prompt response. For a healthy balance between work life and home life, consider letting staff know you would be available from nine to five, Monday through Friday, and then if they have an urgent issue, they should call or text you. At the Westmont Public Library, managers sent emails with expectations of work, where full-time staff worked half their hours and part-time staff worked one-third. Each staff member kept a log of daily work and had a document of ideas to draw from. Staff were also asked to check email three days per week for any updates.

CHALLENGES AND OBSTACLES

Survey results demonstrated that working from home brought several challenges. Technology issues were among the top challenges for staff working from home. Some staff didn't have the technology necessary to work from home. In

those cases, they were allowed to use library laptops usually reserved for teaching patron classes. Leadership often had to work with the IT department to set up staff at home with Wi-Fi hotspots, as well as equipment and software needed to produce virtual library programs. Leadership also found that some staff needed some extra time to learn the technology they needed to use while working from home. One survey respondent described arriving at a creative solution for troubleshooting a technical issue that a staff member was experiencing. When screen-sharing and a phone conversation couldn't solve the problem, the respondent said, "I visited a librarian's house and showed her on her laptop outside, at a distance." Leadership also felt it was important to let staff know they were learning new technology right alongside them. "Some staff were hesitant to create video programming and needed lots of encouragement. I made one early on to show that I was right there with them in terms of learning and experimenting," said one survey respondent. In cases where staff were simply unable to work because of technology issues, duties were re-assigned and some leaders even took on extra work (like programming) because they were better equipped with technology at home.

Just getting used to working from home was challenging, even finding a dedicated space to work. Some had insufficient home workspace because they were sharing their space with other family members also working from home, or because they couldn't duplicate their office ergonomic desk setups. Other staff had issues with poor lighting and small spaces, which made it difficult to create good quality videos and virtual programs. One respondent from Glen Ellyn Public Library said, "We made sure to let everyone know that guests were always welcome in Zoom meetings, and we normalized interruptions and asked everyone to be patient and gentle with themselves and with their colleagues." Managers realized that everyone was experiencing some sort of challenge acclimating to their new work-from-home environment and realized the importance of trusting their staff and offering them some flexibility. One respondent said, "I knew that my staff had plenty to do, and as long as it got done, I was fine with how they went about it."

Communication was more difficult, as well. For some, Zoom meetings could not replace the easy collaboration and brainstorming sessions that occur naturally when meeting in person. "We learned (and continue to learn) that collaboration takes significantly more time and isn't as organic as it was," said one respondent from the Helen Plum Library. In other cases, staff sometimes emailed or texted privately with one another and didn't always keep the team informed of changes. Managers also experienced frustration with communicating frequent changes to staff as the global situation changed and they worked hard to be transparent as possible with staff, even when they didn't have any answers, or the answers changed from one day to the next.

Challenges with technology, communication, and producing quality work from home take a physical and mental toll on everyone. Managers felt extra pressure to keep staff motivated, address their needs, and ease their anxiety. "My people were looking to me for answers and I didn't have any because the information was changing by the minute. The two months we were closed were fraught with frustration which, at times, felt like it was directed at me instead of the situation. Eventually I realized staff was looking to me more for comfort and reassurance than answers," said one respondent. Managers bolstered their staff by encouraging them to put their own health and safety first, take breaks, and set boundaries.

BENEFITS OF WORKING REMOTELY

Once everyone settled in, the benefits of working remotely became apparent. First and foremost, everyone felt safer. Beyond that, many survey respondents said they realized they didn't miss their commute! Everyone also appreciated the added flexibility to their work schedules, which let them tend to issues at home, see more of their family, and take lunch breaks when they wanted and not at set times. The new-found flexibility had other benefits, like improved self-care. One respondent "appreciated the flexibility to take my contractual 15-minute break in watering my flowers and petting my dog." Others realized that they could participate in virtual professional development opportunities and work on projects without interruption.

As everyone became comfortable with the new technology and communication methods, workflows improved, and staff were "able to complete more work in a shorter period," according to the Glenwood-Lynwood Public Library District. Another respondent noted, "I was able to get more done at home with fewer errors. It was far easier for me to focus and have some quiet time to work." A respondent from Brookens Library at the University of Illinois Springfield said,

“Meetings flow better; no one wants to stay on Zoom longer than necessary.” Some staff also used this time to learn new technology to make training videos for patrons, as well as identify new services like virtual reference and drive-thru programming. New virtual services also make the library more accessible to patrons who were previously unable to come to the library. The new technology and communication methods also benefit staff. Leadership noticed improved collaboration with other departments and that new internal services like help desk tickets will help the library going forward. “This tremendous shift has forced us to reinvent everything we do, and it has fostered a lot of creativity from my team!”, said one respondent.

KEEP YOUR TEAM MOTIVATED AND ENGAGED

How can you, as a leader, ensure that your team stays motivated, productive—and also inspired—while working from home? If you have already established a positive and healthy work culture inside the office, you can have confidence that your team will continue to put the same effort into completing their projects successfully working from home. The COVID-19 pandemic has certainly been an event that has challenged leaders to test and evolve their leadership skills. According to Hebert, “Leaders in today’s environment must not only practice effective project management, decipher complex analyses, and delegate tasks, but also demonstrate people skills and understand human behavior. Using technology, being a flexible communicator, and setting clear expectations allow leaders to incorporate people skills, such as active listening, self-compassion, and empathy that creates a productive and positive workplace environment” (Hebert, 2020). Leading a team from home is different than leading from the office, and definitely more challenging. Staff who excel at the office under normal circumstances could find themselves struggling with handling remote work. Struggling staff need more attention and what you do as a leader depends on why they are struggling. Are they overwhelmed with work, technology, or meeting a deadline? Are they worried about the situation in general? A respondent from Glencoe Public Library said, “I talked to staff members every single day when everyone was at home. I checked on them as if they were in the building. We had weekly meetings where they could see each other, and one day a week we had a day where the meeting had no agenda but was just free flowing.”

In terms of helping staff who struggled, a respondent from the Cullom-Davis Library at Bradley University shared, “I kept a virtual ‘open door’ so I could help employees prioritize work, determine when outside help was needed, or when collaboration with another employee would be helpful. I kept in mind that my team are people first, employees second.” Be empathetic and honest. Don’t sugarcoat the situation, because “hiding information, even if its bad news, can cause more anxiety. Be open about the evolving nature of the problem. It’s OK to say, ‘I don’t know” (Mysliwy, 2020). In the wake of COVID-19 pandemic, nearly everything about library work has changed. Reassure your team that things don’t have to be perfect. Remind them that while change is scary, it is also an opportunity to improve and redesign services.

To boost employee morale and team spirit while working from home, some libraries brought humor and fun into their virtual meetings. A staff member from Glen Ellyn Public Library said that as they met weekly as a department, they made sure to have fun theme weeks: Bring your pet, wear a fun hat, show us your snacks. They also talked about what they were reading and viewing, had remote cocktail hours and trivia contests and sent funny GIFs to each other. But the best thing for staff morale is leadership that actually demonstrates that staff safety and well-being is a priority. A respondent from the Wilmette Public Library said, “Our director led the way by giving staff flexibility and trust. When planning our reopening procedures, he took every question or concern seriously and addressed every one of them. My staff know there won’t be consequences for being honest and direct with me about any concerns that they have.”

TIPS FOR TEAM LEADERS TO STAY INSPIRED

While leaders focus primarily on serving others, they need to practice the same self-care they are likely encouraging employees to do. “Making time to tend to your own physical and emotional needs is important because it allows us—no matter where we are on the organizational chart—to refuel and bring our best and most authentic selves to work” (Mysliwy, 2020). It is important to remember that you don’t have to deal with everything directly. Instead, “share the load” and “assemble a team with the right qualities to execute a uniform message” (Mysliwy, 2020). Ensure that, as a leader, you are a part of the collaborative work with your employees to help you remember that you are all in this together, whatever the challenge.

Communicate with your staff but also with other managers. “Find a colleague you can hit up when you’re feeling the need to chat with someone. Alternatively, buddy up with a friend who works elsewhere and is going through the same experience” (Austin, 2020). For example, a respondent from the Glen Ellyn Public Library shared that she reached out to other department heads for support and idea sharing. If you struggle as a manager, reach out to your boss. Check in to make sure you are on the same page. “Being able to openly communicate with my manager and staff members really helped. My manager gave me clear expectations of what she wanted me to do and my goal for the year had been to grow strength as a leader, and this time really helped me become more confident in being a leader,” said a staff member from River Forest Public Library.

In her article “Tips to Stay Healthy While Working from Home” in the *Grand Rapids Business Journal*, Kris Rich recognizes that being isolated from co-workers and friends, as well as the disruption from regular working routine, can bring anxiety and stress no matter what your position is within the organization. Rich writes about several ways to stay physically and mentally healthy while working from home, such as setting a schedule, taking breaks from computer work, creating a dedicated work area, and staying connected with friends and co-workers. But for managers, perhaps the most important tip that Rich gives is setting work boundaries as “It can be difficult to separate your work life from your personal life when they are under the same roof” (Rich, 2020). This can be difficult as you might find yourself giving support, reassurance, and instructions to your team at all hours of the day. If you find yourself skipping lunch in order to finish a task or to answer one more email, create a reasonable schedule for yourself and make sure you stick to it. Respondents from various libraries shared that some things that have been helpful to them throughout working from home have been playing music, going outside for a walk, gardening, reading inspiring poetry, crafting, prioritizing projects, and focusing on the positives.

To stay inspired even when times are hard, a respondent from Helen Plum Library puts it this way: “I love my job and choose to work at my local library. I am privileged to serve my neighbors, my friends, and my children’s classmates. I work with fantastic people who bring a range of skills and talents to our team. I remind myself of why I do this, who I’m doing it for and choose to focus on what I can do each day even if it’s small. We are universally less connected right now; it’s critical that we accept that we are all struggling, support our own mental health and connect to each other in whatever way is possible.”

FINAL THOUGHTS

Remote work is likely to be the norm for a while. Clear and effective communication keeps staff informed and delivers direction. Staff feel less isolated and more confident in their roles, and you’re kept informed about ongoing projects. Reach out to your own manager and communicate openly about your own needs. Finally, practice the same advice you offer staff—be patient with yourself, set boundaries, take breaks and try to stay healthy!

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<https://www.chicagotribune.com/suburbs/wilmette/ct-wml-wilmette-library-five-stars-award-tl-0114-20210112-sostt7oj75bgvgrmspex2ff7ea-story.html>

Wilmette library awarded ‘five stars’ for second consecutive year

By [Karen Ann Cullotta](#) Pioneer Press | Jan 11, 2021 at 10:18 PM



For the second year in a row, the Wilmette Public Library District was named a five-star library by Library Journal magazine in January of 2021. Pictured here is Library Director Anthony Auston, delivering materials to patrons curbside during the COVID-19 pandemic, which shuttered the library building. (Brian OMahoney / Pioneer Press / Chicago Tribune)

For the second year in a row, the Wilmette Public Library District was named a five-star library by Library Journal magazine, officials said.

The prestigious five-star rating arrives as the library building is shuttered due to COVID-19, but finds library employees still offering curbside and virtual devices for patrons.

“Wilmette Public Library’s five star rating is a reflection of our community’s outstanding engagement with and support for our services,” said Anthony Auston, library director.

The distinction was announced earlier this month, after officials at the magazine analyzed 5,608 qualifying libraries across the U.S., awarding stars to 262 libraries in 39 states.

In addition to Wilmette, officials said other area libraries earning a 5-star rating include: Naperville Public Library; Schaumburg Public Library; Northbrook Public Library; Elmhurst Public Library; Oak Park Public Library; and the Elmhurst Area Public Library District.

The distinction places Wilmette in the top 4% of the nation's public libraries, officials said.

The rating is based on six factors, including per capita circulation of physical materials, number of visitors, e-circulation, public computer use, program attendance, and Wi-Fi sessions, official said.

Wilmette performed particularly well in several categories, officials said, with notably high performance in both print and e-circulation, placing Wilmette among libraries having the highest rates in the nation with 6.04 circulations per capita.

Wilmette also performed well in Wi-Fi sessions, with around 35 per capita, and program attendance, with 1.26 per capita, officials said.

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###

Community Outreach/Cooperative Projects
Wilmette Public Library

WPL Department: Adult Services

Program and Date: 12/9/2020

Description: Virtual year-end book buzz (1 hr in length) focusing on best titles on the year to read and gift. League of Women Voter's Wilmette organized and ran event.

Audience: 90 registered, 50 attended

Staff: Rachel Garcia

Comments: I created a handout of the titles that was sent to registered attendees.

12/01/2020

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 11/2020**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	4	1	1	2	2	0	0	0.50
AV equipment	23	4	10	14	14	0	0	0.61
Bag	357	125	238	363	363	0	0	1.02
Blu-ray	1,368	194	200	394	428	34	40	0.29
Blu-ray Hot	10	4	0	4	4	0	0	0.40
Blu-ray New	46	44	2	46	46	0	2	1.00
Book	181,859	12,267	19,631	31,898	33,232	1,334	2,508	0.18
Book Hot	1,807	816	189	1,005	1,008	3	1	0.56
Book New	6,637	1,952	1,943	3,895	4,632	737	291	0.59
Boxset	0	15	16	31	31	0	15	0.00
Cassette	60	0	0	0	0	0	0	0.00
Cassette Audiobook	1	0	0	0	0	0	0	0.00
CD	17,711	558	582	1,140	1,336	196	174	0.06
CD Audiobook	7,539	259	409	668	730	62	65	0.09
CD Audiobook New	435	115	97	212	262	50	12	0.49
CD New	248	66	69	135	163	28	3	0.54
DVD	19,789	1,792	2,373	4,165	4,436	271	314	0.21
DVD Hot	108	33	0	33	33	0	0	0.31
DVD New	382	223	69	292	333	41	17	0.76
eAudiobook	42,839	0	0	0	0	0	0	0.00
eBook	75,340	0	0	0	0	0	0	0.00
Equipment	13	0	0	0	0	0	0	0.00
eReader	4	0	0	0	0	0	0	0.00
ILL Material	25	25	4	29	29	0	0	1.16
Kit	0	4	5	9	9	0	4	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	7,678	201	334	535	596	61	21	0.07
Large Print New	361	102	95	197	247	50	11	0.55
Magazine	4,189	109	383	492	492	0	4	0.12
Magazine New	1	0	0	0	0	0	0	0.00
Mobile Hotspot	12	3	1	4	4	0	0	0.33
Multimedia Kit	30	3	2	5	5	0	3	0.17
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Playaway	2,106	148	263	411	429	18	32	0.20
Playaway Audio New	76	19	41	60	69	9	1	0.79
Record	1,577	6	4	10	10	0	0	0.01
Scores / sheet music	0	0	1	1	1	0	0	0.00
Seasonal AV	145	7	0	7	7	0	0	0.05
Seasonal Book	1,189	120	8	128	128	0	3	0.11
Special Collection	5	5	1	6	6	0	5	1.20
STEAM equipment	21	0	3	3	3	0	0	0.14
STEAM Kit	16	1	2	3	3	0	0	0.19
Tablet	2	2	0	2	2	0	0	1.00
VHS	148	0	1	1	1	0	0	0.01
Videogame	984	127	304	431	434	3	25	0.44
Totals	375,200	19,350	27,281	46,631	49,528	2,897	3,551	0.12

Item Count is where the Item Owning Library = YOUR LIBRARY

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Local Renewal is where the Station_Library = YOUR LIBRARY

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Borrower is where the Station_Library = YOUR LIBRARY and Item Owning Library not = Station_Library

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classe:

Test User

01/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 12/2020**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	1	0	1	1	1	0	0	1.00
AV equipment	23	4	8	12	12	0	0	0.52
Bag	357	73	190	263	263	0	0	0.74
Blu-ray	1,383	138	174	312	374	62	58	0.23
Blu-ray Hot	10	4	0	4	4	0	0	0.40
Blu-ray New	33	11	0	11	11	0	4	0.33
Book	180,640	8,720	16,337	25,057	26,886	1,829	3,442	0.14
Book Hot	1,487	358	236	594	755	161	0	0.40
Book New	5,946	1,424	1,341	2,765	3,646	881	419	0.47
Boxset	0	32	11	43	43	0	32	0.00
Cassette	60	0	0	0	0	0	0	0.00
Cassette Audiobook	1	0	0	0	0	0	0	0.00
CD	17,579	502	392	894	1,117	223	250	0.05
CD Audiobook	7,579	192	346	538	641	103	89	0.07
CD Audiobook New	457	61	66	127	197	70	15	0.28
CD New	236	33	32	65	109	44	7	0.28
CD-ROM	0	1	0	1	1	0	1	0.00
Computer Equipment	0	1	0	1	1	0	1	0.00
DVD	19,707	1,511	1,794	3,305	3,700	395	633	0.17
DVD Hot	109	23	3	26	27	1	0	0.24
DVD New	328	112	47	159	219	60	36	0.48
eAudiobook	43,344	0	0	0	0	0	0	0.00
eBook	75,768	0	0	0	0	0	0	0.00
Equipment	13	0	0	0	0	0	0	0.00
eReader	4	0	0	0	0	0	0	0.00
Game	0	2	0	2	2	0	2	0.00
ILL Material	16	17	2	19	19	0	0	1.19
Kit	1	4	2	6	6	0	4	6.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	6,863	217	254	471	600	129	45	0.07
Large Print New	373	66	52	118	190	72	10	0.32
Magazine	4,332	84	224	308	309	1	3	0.07
Magazine New	5	0	0	0	0	0	0	0.00
Mobile Hotspot	12	7	2	9	9	0	0	0.75
MP3 Audiobook	0	3	2	5	5	0	3	0.00
Multimedia Kit	30	9	5	14	14	0	9	0.47
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Playaway	2,117	60	213	273	298	25	19	0.13
Playaway Audio New	74	8	14	22	31	9	0	0.30
Record	1,577	2	0	2	3	1	0	0.00
Seasonal AV	145	5	4	9	9	0	5	0.06
Seasonal Book	1,194	36	8	44	44	0	10	0.04
Special Collection	5	3	5	8	8	0	3	1.60
STEAM equipment	21	5	0	5	5	0	0	0.24
STEAM Kit	16	0	2	2	2	0	0	0.13
Tablet	2	0	1	1	1	0	0	0.50
VHS	148	0	0	0	0	0	0	0.00
Videogame	1,011	126	196	322	329	7	48	0.32
Videogame New	0	4	0	4	4	0	4	0.00
Totals	373,062	13,858	21,964	35,822	39,895	4,073	5,152	0.10

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In-House Use

actions with these patron statistical Classe:

Test User

12/01/2020

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 11/2020**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	51,156	3,331	3,408	6,739	7,442	703	539	0.13	3,264
Magazines	3,438	59	189	248	248	0	4	0.07	188
Multimedia	42,729	2,848	3,082	5,930	6,579	649	593	0.14	2,909
Nonfiction	78,182	2,526	3,821	6,347	7,095	748	586	0.08	3,586
Online	109,415	0	0	0	0	0	0	0.00	0
Other	442	159	253	412	412	0	0	0.93	236
Teen Fiction	2,539	252	433	685	730	45	95	0.27	420
Teen Multimedia	96	11	26	37	39	2	5	0.39	24
Teen Nonfiction	393	33	99	132	137	5	10	0.34	97
Teen Online	3,328	0	0	0	0	0	0	0.00	0
Youth Fiction	41,727	7,887	11,831	19,718	20,240	522	1,328	0.47	11,320
Youth Magazines	774	50	194	244	244	0	0	0.32	194
Youth Multimedia	9,887	758	1,319	2,077	2,138	61	110	0.21	1,267
Youth Nonfiction	25,592	1,435	2,621	4,056	4,218	162	281	0.16	2,490
Youth Online	5,465	0	0	0	0	0	0	0.00	0
Youth Other	37	1	5	6	6	0	0	0.16	5
Totals	375,200	19,350	27,281	46,631	49,528	2,897	3,551	0.12	26,000

Item Count is where the Item Owing Library = YOUR LIBRARY

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Local Renewal is where the Station_Library = YOUR LIBRARY

Lender is where the Item Owing Library = YOUR LIBRARY and the Station_Library not = Item_Library

Borrower is where the Station_Library = YOUR LIBRARY and Item Owing Library not = Station_Library

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

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classe

Test User

01/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 12/2020**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	49,870	2,535	2,782	5,317	6,365	1,048	738	0.11	2,600
Magazines	3,553	77	140	217	218	1	3	0.06	139
Multimedia	42,542	2,380	2,276	4,656	5,534	878	1,041	0.11	2,116
Nonfiction	76,770	2,227	3,328	5,555	6,566	1,011	824	0.07	3,060
Online	110,393	0	0	0	0	0	0	0.00	0
Other	433	103	203	306	306	0	2	0.71	187
Teen Fiction	2,562	254	384	638	700	62	147	0.25	354
Teen Multimedia	97	9	15	24	26	2	3	0.25	15
Teen Nonfiction	392	33	68	101	111	10	20	0.26	64
Teen Online	3,314	0	0	0	0	0	0	0.00	0
Youth Fiction	41,867	4,814	9,465	14,279	15,031	752	1,775	0.34	8,776
Youth Magazines	806	7	84	91	91	0	0	0.11	84
Youth Multimedia	9,894	452	1,010	1,462	1,581	119	174	0.15	899
Youth Nonfiction	25,098	960	2,205	3,165	3,355	190	423	0.13	2,041
Youth Online	5,434	0	0	0	0	0	0	0.00	0
Youth Other	37	7	4	11	11	0	2	0.30	2
Totals	373,062	13,858	21,964	35,822	39,895	4,073	5,152	0.10	20,337

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

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classe

Test User

HOMEWORK/STUDY													
Brainfuse	104	115	277	702	702	63							1,963
Gale Courses	2	5	1	5	4	1							18
Lynda Library	25	2	34	0	37	25							123
Mango Languages	104	95	41	24	19	38							321
Mosio - Chat/Text reference help	213	111	85	80	112	165							766
Muzzy Languages	0	0	0	0	0	0							0
Niche Academy	255	164	202	319	245	300							1,485
Email Reference	0	0	0	0	0	0							0
WPL Tech Classes - Attendees	0	0	0	0	0	0							0
WPL Proctored Exams	0	0	0	0	0	0							0
E-BOOKS/AV													
Cloud Library	0	0	0	0	0	0							0
Hoopla	1,534	1,497	1,481	1,535	1,653	1,578							9,278
Kanopy	967	779	770	369	810	1,163							4,858
Digital Library of Illinois-eBooks	7,986	7,211	6,754	6,860	6,838	7,345							42,994
Digital Library of Illinois-eAudiobooks	3,505	3,434	3,279	3,451	3,505	3,651							20,825
Recorded Books (eAudiobooks)	56	56	43	0	0	0							155
Tumblebooks	89	223	74	131	98	48							663
Appointments	0	0	0	0	0	0							0
Subtotal Librarian Interface	213	111	85	80	112	165	0	0	0	0	0	0	766
Subtotal E-Book/AV Use	14,137	13,200	12,401	12,346	12,904	13,785	0	0	0	0	0	0	78,773
Total (All)	20,566	18,841	21,547	20,136	18,245	17,997	0	0	0	0	0	0	117,332
WEB SITE													
Visits (all)	16,751	15,426	14,897	14,845	14,624	14,241							90,784
Unique Visitors	8,516	7,996	7,371	7,484	7,005	6,275							44,647
Pageviews	24,697	27,113	25,662	24,815	24,981	24,191							151,459
PowerPAC (public catalog)-Visits	12,531	12,656	11,833	12,821	12,759	12,673							75,273
Library App	642	595	915	750	862	896							4,660
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News Digest													
*Gale Databases include: Business Insights; Directory Library; Literature Resource; Small Business Resource Center; Virtual Reference Library													
^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business; New Movers/Home; Consumers/Lifestyles													