

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/86113808600?pwd=TTg5YWFDU1YvRVYxTnFaVWhHNmIDUT09>

Meeting ID: 861 1380 8600

Passcode: 084817

Join by Phone:

+1 312 626 6799

Meeting ID: 861 1380 8600

Passcode: 084817



Wilmette Public Library

Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, March 16, 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. February 16, 2021 Regular Meeting Minutes. **Attachment 1**
- IV. Presentations.
None.
- V. Treasurer's Report. (Treasurer Rodgers) [10 minutes]
A. Financial Reports for February 2021. **Attachments 2**
B. Bills and Salaries Check Detail for February 2021. **Attachments 3**
- VI. Action Items.

A. 2021 Capital Repair Project Bid Package #2. Review and award of contracts to recommended bidders for General Trades and Electrical Work. (Director Auston, Construction Manager Jason Perunas - Shales-McNutt Construction) [10 minutes] **Attachment 4**

B. Review and approval of Website Redesign proposal from Library Market an amount not to exceed \$25,000. (Director Auston, Digital Services Manager Stephen Koebel) [10 minutes] **Attachment 5**

C. Policy Committee Recommendation: Review and approval of draft Finance & Investment Policy. (Committee Chair McDonald) [10 minutes] **Attachment 6**

VII. Discussion Items.

A. Updated Pandemic Response Plan. (Director Auston) [10 minutes]

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

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

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

Attachment 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. 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).

Visit: <https://www.wilmettelibrary.info/about/library-trustees/board-of-trustees>

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

XI. New Business/Old Business.

XII. Adjournment.

[Estimated meeting length: 90 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 16, 2021 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: LWV – Pam Lurie and Georgia Gebhardt; trustee candidates Tracy Sommer and MaryAnne O’Keefe; from Shales-McNutt – John Shales and Jason Perkunas; and from Engberg Anderson Nathan Van Zuidam

STAFF: Marti Bellefontaine, Gayle Justman, Marcos Levy, John Risko

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.

II. Public Comment.

There was no public comment.

III. Review draft of Minutes.

A. January 19, 2021 Regular Board Meeting Minutes. Trustee Rodgers noted the year was missing from the January 19, 2021 Regular Board minutes. Trustee Wolf moved approval of the minutes of the January 19, 2021 Regular Meeting Minutes as amended. Trustee Rodgers 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.

None.

V. Treasurer’s Report.

A. Financial Reports for January 2021.

Trustee Rodgers reviewed the financial report for January 2021. WPLD received \$41,573.00 from Kenilworth Library District contract, \$9,851.18 in general fund interest, and \$9,057.21 of personal property tax proceeds. General Fund expenses are at 52% of budget, which is slightly under the 6-month rate of 58%. Normal expenditures included books, materials, computer support and health insurance. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for January 2021.

Trustee Rodgers moved approval of the January 2021 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. 2021 Capital Repair Project Bid Package #1. Review and award of contracts to recommended bidders for Masonry/Tuck-pointing and Roof Repairs for a contract total of \$461,400. Jason Perunas from Shales-McNutt reviewed the recommendation to award and bid tabulations which were included in the board packet. A favorable environment for receiving bids was noted and of the 30 bidders, 9 proposals were presented: 5 for masonry and 4 for roofing. Shales-McNutt reviewed the bids with each firm to confirm that the scope of work was understood, that each firm had relevant experience, that the schedule could be met, and that each firm had the ability to do the work. Shales-McNutt recommended the low bidder for both trades. From estimated design development budget, the roofing bids came in about \$23,000 under budget. The bid amounts include alternate #1, which is for the roofs from the mid-2000s and will include repairing anomalies and a coating which will be under warranty for 20 years, until 2041. The rest of the roofs will continue under the 2015 warranty, which expires in 2035. Trustee Wolf motioned approval of the bid for masonry/tuck-pointing to Berglund Construction Company and the roof repairs bid to L. Marshall Roofing in an amount not to exceed \$465,000. Trustee Johnson seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

B. Finance Committee Recommendation: Audit Services Contract with Lauterbach & Amen in amount of \$8,500 (FY21), \$8,800 (FY22), and \$9,100 (FY23), for a contract total of \$26,400. Trustee Rodgers stated the Finance Committee reviewed the proposals and recommended Lauterbach & Amen's 3-year audit services contract. As a protection for the library, WPLD generally goes out to bid for audit services every 5-7 years. Lauterbach & Amen were the lowest bidder and met the Finance Committee's criteria. Trustee Rodgers motioned approval of the 3-year contract for audit services with Lauterbach & Amen in an amount not to exceed \$26,400. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

C. Proposed firewall upgrade project by Computer View Inc. in the amount of \$20,835. Director Auston stated that CVI is the WPLD's Local Area Network management vendor who work in collaboration with our IT department to provide management of our network as well as the control of our firewall. The firewall is the primary source of security for our data infrastructure and needs to be reviewed and updated on a regular basis. Trustees discussed the longevity and expected life of the equipment, whether to update the equipment replacement schedule, and any insurance impacts. Trustee Rodgers motioned to approve the contract with Computer View Inc. to proceed with upgrades to the firewall in an amount not to exceed \$21,000. Trustee Wolf seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VII. Discussion Items.

A. Updated Pandemic Response Plan. Director Auston noted WPLD was closed February 15 and 16 as over 16 inches of snow accumulated in Wilmette. Kudos to Facilities staff on having the snow cleared and pavement salted in a timely manner. Reopening is now targeted for Friday, February 19. The new open building service model will be similar to model in effect from last July 13 through November 14 (when the Library was forced to close again 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). A few key changes include:

- Beginning February 20, Saturday hours will be expanded two additional hours, from 10am-5pm. Access on Saturday afternoon was a priority request in our patron survey late last year.
- To reduce cash handling, the coin towers on printers and copy machines are being disabled for reopening. As handling cash is not recommended during the pandemic, the first 20 pages of printing and copying will be free for the near future.
- Two new self-checkouts are now on the first floor to assist with social distancing and, when activated, will be RFID-ready.
- Open holds are now available and in compliance with the state statute to protect patron privacy.

Upon reopening, health and safety guidelines will continue with masks, hand sanitizing upon entry, keeping visits brief, and maintaining social distance. Other items which will continue because of the pandemic include no study rooms usage, work tables and seating have largely been removed, no room rentals, the periodicals room is closed (although magazines may be requested), no in-person programming, toys and games in Youth Services remain removed, no eating or drinking in the library, and Friends of the Library are not currently accepting material donations. Books Down Under remains closed. Parking Lot Pickup continues for the foreseeable future. The Library of Things collection will be available to be checked out once again.

B. Library Project Updates.

RFID Project: Supply chain issues delayed delivery of our equipment and the start of the RFID tagging process by several weeks. The project is officially underway and staff is planning to finish tagging by the end of April. The collection will be about 85% tagged before the RFID readers will be enabled on the self-check machines to avoid confusion and loss. Since tagging started on February 3, the entire Recent Arrivals, Hot Picks, and Large Print collections have been tagged. Concurrently, new items are being tagged as well as items being returned.

Cataloging Librarian Jessica Thompson created a procedures document for each item type to indicate where items will be tagged to guide staff. Three new checkout stations are expected to be configured and installed on each floor by the end of February. New security gates and the Automated Material Handling system will be installed towards the end of the project.

Website Redesign project: RFP is advertised and available. CCS completed a similar website redesign project recently and allowed us to review their planning documentation to help us prepare our request for proposal. Dozens of detailed questions from many looking to bid have been answered. Proposals are due on February 25. Staff expects to review, interview, and recommend a selected vendor at the March 16 Board meeting. Trustees discussed how the public can be engaged in the website redesign process and noted their preference of having a vendor who has dealt with public libraries in the past. Director Auston explained that the Library's website, CCS website, and the library catalog are three different units. The library website is not the same as the library catalog, which means some of the things which may be

requested to be improved are not actually within our control. If you are searching for books, movies, and music, that is the library catalog which is within Polaris, managed by Innovative Interfaces who contracts with CCS. CCS has a website their library clients use which is what they are redesigning, not the catalog.

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

- The Library continues to see strong circulation of our OverDrive, Hoopla, and Kanopy products. Libby, WPLD's OverDrive product, now includes all of our RBDigital magazine titles. Magazines have not been physically accessible during the pandemic. Kudos to the Digital Library of Illinois, the consortium who provides that content, in the expansion of the collection, which increased our purchasing power.
- The Hot Picks collection has expanded and moved. The non-fiction Hot Picks have moved to the former holds shelf, directly to the left as you enter the building. Immediately to the right are the expanded fiction Hot Picks, as well as new movies and Binge Box DVDs.
- Weeding and collection maintenance has enabled us to consolidate the lower level non-fiction DVDs and the Great Courses collection in the 900s Room making the collections more accessible and allowing for a retail model of display and promotion.
- The new Book Club Hub has moved into the former Friends Annex and includes info on how to run a book club, promotional materials, and the book club collection.
- Patrons will be able to pick up their own holds in the Recent Arrivals area upon reopening. While this is not the most ideal or permanent location for holds, it's the best option we had. Since all materials were held for patrons while we were closed, the number items being held increased dramatically making the change in location necessary for the time being.
- Winter Reading Clubs, sponsored by the Friends of the Library, continue through March 1 and includes a gift card to The Book Stall for finishers.
- Props to Community Services Sarah Beth Brown and Sarah Rose for the design of the new van. A naming contest will follow shortly.
- The FY21 Per Capita Grant application is complete and ready for submission.
- WPLD has received a letter from Congresswoman Jan Schakowsky congratulating WPLD on our recent *Library Journal* 5-star rating.
- Trustee McDonald is participating on the village's sesquicentennial celebration committee and is seeking input on ideas on how to celebrate 150 years in Wilmette. Trustee Rodgers noted that in 2022 the Library celebrates 120 years in Wilmette.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA continues to support Covid-19 vaccine for library staff. ALA's Midwinter conference had many powerful author speakers. Librarian of Congress Carla Hayden is putting together a task force with a grant from the Mellon Foundation to invest in community-based documentarians to make the Library of Congress more accessible. Trustee Barshis also noted EvaAnne Johnson presented a WPLD genealogy program in which her enthusiasm was contagious.

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

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

X. Information Items.

A. Communication. None to report.

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

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

XI. New Business / Old Business.

A. President McDonald noted the legislative breakfast on February 18 was via Zoom webinar this year, so there was no ability to network. Last year’s Per Capita Grant increased for the first time in 26 years was discussed with the hopes that the increased amount maintains the same level. Infrastructure projects for areas without libraries was a main topic of discussion. Trustee Wolf noted the discussion of libraries post-Covid19 and how things have and will change. All who attended missed having actual dialog with officials.

B. Trustee Wolf noted that Go Green Wilmette’s program Dark Skies dealt with how light pollution affects migratory birds and how the Chicago area has the worst light pollution in the country. Also noted was WPLD’s responsible lighting around the building and grounds. A recap can be found at www.darksky.org.

C. President McDonald noted the Finance Committee met and reviewed policies. Another meeting will be scheduled but it has been agreed that combining the Finance Committee with the Policy Review Committee in the next meeting may help facilitate getting any changes before the Board’s March 16 meeting.

XII. Adjournment.

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

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:09 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 February 2021

Revenue Report

During February, WPL received \$672,068.05 in Property Taxes and \$6,254.36 in General Fund Interest.

Expenditure Report

Total General Fund expenses at 58.43% are below the expected eight month rate of 66.7%.

Several accounts (50100-Books, 62000-Professional Memberships, and 75000-Insurance – Property/Casualty) show expenses higher than the eight 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. Library Vehicle Expense (77500) is high due to purchase of vehicle “wrapping.”

Check Detail, February 1 - 28, 2021

The largest General Fund checks were written to Wellness Insurance Network (\$45,310.62), OverDrive, Inc. (\$19,788.45) and Baker & Taylor (\$597.79, \$13,898.89, \$537.06, \$5,862.31).

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 (2/12/21 for \$116,779.91 and 2/26/21 for \$117,451.05).

Certificate of Deposit Activity

Of the \$6,254.36 in General Fund interest received during February, \$5,659.03 was earned by the funds invested in GF Certificates of Deposit.

Two certificates of deposit (CD) matured in February. One was renewed for one year at .20% with CIBC. The other proceeds from Fifth Third were transferred to the MaxSafe account at NSCB. We will continue to monitor our options as CD’s mature until market volatility subsides.

Statement of Assets, Liabilities Fund Balances

On the February 28, 2021 statement, the net loss of (\$413,886.80) reflects the initial collection of spring property taxes. The cash balances are more than enough to cover expenses until remaining property taxes are received in March.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of February 28, 2021

		February 28, 2021
ASSETS		
Current Assets		
	10005 · Rutherford Trust Funds	161,935.06
	10010 · CIBC Bk MM Account (GF)	1,748.54
	10050 · NSCB MaxSafe (GF)	2,848,000.21
	10004 · NSCB MaxSafe (SRF)	1,558,211.27
	10100 · Operating Checking	933,456.76
	10200 · Payroll Checking	226,237.61
	10300 · HRA & FSA Checking	1,908.86
	10610 · Special Reserve MMF	271,257.29
	10810 · Illinois Funds	615,290.42
	10900 · Fifth Third Securities	350,999.07
	11000 · CDs General Fund Total	4,853,934.51
	16000 · CDs Special Reserve Fund Total	3,183,282.26
TOTAL ASSETS		15,006,261.86
LIABILITIES & EQUITY		
Liabilities		
	20000 · Accounts Payable	178.08
	26000 · Employee Payroll Liabilities	6,815.58
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	(413,886.80)
Total Equity		14,999,268.20
TOTAL LIABILITIES & EQUITY		15,006,261.86

Wilmette Public Library
 Revenue Actual vs Budget February 2021 (66.7% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	February	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	6,241.91	94,780.79	125,000.00	(30,219.21)	75.83%
	44100 · Replacement Taxes	0.00	31,978.40	45,000.00	(13,021.60)	71.06%
	44200 · Kenilworth	0.00	84,811.00	166,604.00	(81,793.00)	50.91%
	45000 · Grants	0.00	36,981.13	38,656.00	(1,674.87)	95.67%
	46100 · Fines	34.40	2,016.50	-	2,016.50	100.0%
	46200 · Lost Materials	111.05	2,999.34	9,000.00	(6,000.66)	33.33%
	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	200.00	19,378.08	40,000.00	(20,621.92)	48.45%
	INCOME SUB-TOTAL	6,587.36	274,539.60	443,260.00	(168,720.40)	61.94%
	41010 · GF Taxes	672,068.05	2,251,711.65	5,308,603.00	(3,056,891.35)	42.42%
	TOTAL INCOME	678,655.41	2,526,251.25	5,751,863.00	(3,225,611.75)	43.92%
* 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
February 2021
(66.7% of Budget Year Completed)

	Current Month	YTD February	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	19,803.60	179,979.68	230,000.00	(50,020.32)	78.25%
50200 · Continuations	7,211.24	27,746.98	45,000.00	(17,253.02)	61.66%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	4,011.96	61,695.09	100,000.00	(38,304.91)	61.70%
50400 · Periodicals	1,695.00	37,803.68	45,000.00	(7,196.32)	84.01%
50500 · Electronic Resources	26,312.71	458,497.56	660,000.00	(201,502.44)	69.47%
50700 · Programming	2,265.90	20,620.65	45,000.00	(24,379.35)	45.82%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	1,492.12	10,310.62	35,000.00	(24,689.38)	29.46%
53000 · Promotion	549.00	1,829.59	10,000.00	(8,170.41)	18.30%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	250.00	1,785.00	9,000.00	(7,215.00)	19.83%
58500 · Friends Purchases	4,695.70	20,932.10	30,000.00	(9,067.90)	69.77%
61000 · Personnel	217,039.97	1,984,896.74	3,451,289.00	(1,466,392.26)	57.51%
62000 · Professional Memberships	0.00	5,821.27	6,500.00	(678.73)	89.56%
63000 · Registrations	0.00	7,717.31	10,000.00	(2,282.69)	77.17%
64000 · Travel/Mileage/Meals	474.25	4,831.69	10,000.00	(5,168.31)	48.32%
65000 · Staff Development	1,753.30	4,788.93	15,000.00	(10,211.07)	31.93%
66000 · Insurance - Employee	49,055.62	370,820.78	600,000.00	(229,179.22)	61.80%
70100 · Accounting - PR & CrCd fees	724.50	6,843.03	15,000.00	(8,156.97)	45.62%
70200 · Professional Fees	1,265.61	11,444.14	35,000.00	(23,555.86)	32.70%
70310 · Library Supplies	217.01	14,049.58	30,000.00	(15,950.42)	46.83%
70320 · Office Supplies	3,635.94	11,963.71	40,000.00	(28,036.29)	29.91%
70400 · Copiers	2,270.32	18,447.60	28,000.00	(9,552.40)	65.88%
70500 · Printing	0.00	294.40	5,000.00	(4,705.60)	5.89%
70600 · Postage/Shipping	(3.30)	4,314.75	6,000.00	(1,685.25)	71.91%
70700 · Telephone	1,571.09	8,528.03	15,000.00	(6,471.97)	56.85%
74100 · Equipment/Furnishings/Computers	3,040.60	29,294.34	125,000.00	(95,705.66)	23.44%
74150 · Equipment/Computer Maintenance	725.00	36,982.61	86,000.00	(49,017.39)	43.00%
75000 · Insurance - Property/Casualty	0.00	27,500.00	27,500.00	0.00	100.00%
76100 · Building Improvement	67.21	8,326.58	20,000.00	(11,673.42)	41.63%
76200 · Building Supplies	1,891.06	23,276.53	28,000.00	(4,723.47)	83.13%
76300 · Building Maintenance	2,158.61	22,186.06	85,000.00	(62,813.94)	26.10%
76350 · Building Maint Contracts	8,255.39	64,097.99	100,000.00	(35,902.01)	64.10%
76400 · Grounds Maintenance	2,205.35	11,345.64	40,000.00	(28,654.36)	28.36%
76450 · Parking Lot Rent	2,850.00	8,550.00	13,000.00	(4,450.00)	65.77%
76800 · Utilities	2,203.61	11,180.97	22,000.00	(10,819.03)	50.82%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	2,383.08	3,767.75	4,000.00	(232.25)	94.19%
TOTAL GENERAL FUND EXPENSE	372,071.45	3,522,471.38	6,028,889.00	(2,506,417.62)	58.43%
92000 · SS/IMRF Fund	32,828.95	327,750.31	515,000.00	(187,249.69)	63.64%
93000 · Audit Expense	0.00	10,436.00	11,000.00	(564.00)	94.87%
94000 · Liability Fund	1,347.28	23,370.30	44,000.00	(20,629.70)	53.11%
96000 · Special Reserve Fund	790.00	53,736.52	6,000,000.00	(5,946,263.48)	0.90%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS	34,966.23	457,487.13	6,570,000.00	(6,112,512.87)	6.96%
TOTAL GENERAL & OTHER FUNDS	407,037.68	3,979,958.51	12,598,889.00	(8,618,930.49)	31.59%

All CDs Sorted by Maturity
Date February 28, 2021

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD or CUSIP #</i>	<i>Interest Rate</i>	<i>Amount</i>
<u>General Fund</u>						
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	561,609.23
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	555,752.50
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	553,312.11
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	551,591.68
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%	511,012.46
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	528,253.03
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%	544,522.52
February 1, 2021	February 1, 2022	CIBC/Private Bank	GF 12	6920313	0.20%	547,880.98
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.87%	4,853,934.51
<u>Special Reserve Fund</u>						
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	577,669.07
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	552,243.62
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
January 8, 2021	January 8, 2022	CIBC/Private Bank	SRF 8	6956404	0.20%	559,827.49
January 8, 2021	January 8, 2022	CIBC/Private Bank	SRF 16	6939573	0.20%	393,542.08
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>	1.05%	3,183,282.26
TOTAL CD's				Weighted Avg Yield	1.54%	8,037,216.77

Wilmette Public Library
Check Detail
February 2021

Type	Num	Name	Account	Paid Amount
Check			10100 · Operating Checking	
			70220 · Bank & Other Professional Fees	(471.91)
				<u>(471.91)</u>
Check			10004 · NSCB MaxSafe SRF Acct	
			70220 · Bank & Other Professional Fees	(10.00)
				<u>(10.00)</u>
Bill Pmt -Check	ACH	Synchrony Bank/Amazon	10101 · General Fund Checking	
Bill	12/15-1/14/21		50110 · AS Books	(16.60)
			50110.1 · 100's	(63.64)
			50110.2 · 200's	(21.57)
			50110.3 · 300's	(108.05)
			50110.4 · 400's	(34.05)
			50110.6 · 600's	(44.18)
			50110.7 · 700's	(61.82)
			50110.8 · 800's	(29.46)
			50110.9 · 900's	(34.37)
			50111 · Fiction	(114.94)
			50112 · H.S. Collection	(13.04)
			50120 · YS Books	(123.56)
			50314 · AS Music	(9.81)
			50722 · YS Program Materials	(77.01)
			70320 · Office Supplies	(59.01)
			76200 · Building Supplies	(117.29)
				<u>(928.40)</u>
Bill Pmt -Check	53491	Wellness Insurance Network	10101 · General Fund Checking	
Bill	January 2021		66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(94.00)
			66010 · Emp Health Insurance	(45,169.62)
				<u>(45,310.62)</u>
Bill Pmt -Check	53492	ATI Technologypartners	10101 · General Fund Checking	
Bill	79689		70700 · Telephone	(693.75)
				<u>(693.75)</u>
Bill Pmt -Check	53493	Baker & Taylor	10101 · General Fund Checking	
Bill	H52058262		50312 · AS Non-feature	(44.09)
Bill	H53089220		50312 · AS Non-feature	(18.37)
Bill	H53438990		50311 · AS Feature	(18.37)
Bill	H53309280		50312 · AS Non-feature	(22.01)
Bill	H53309281		50312 · AS Non-feature	(18.34)

Wilmette Public Library
Check Detail
February 2021

Bill	H53475170	50311 · AS Feature	(73.44)
Bill	H53475171	50311 · AS Feature	(18.34)
Bill	H53475172	50311 · AS Feature	(14.69)
Bill	H53532690	50311 · AS Feature	(53.59)
Bill	H53439000	50312 · AS Non-feature	(18.34)
Bill	H53439001	50210 · AS Continuations	(36.74)
Bill	H53730410	50311 · AS Feature	(55.06)
Bill	H53730411	50311 · AS Feature	(69.79)
Bill	H53827900	50311 · AS Feature	(101.38)
Bill	H53875410	50311 · AS Feature	(14.69)
Bill	H53907320	50311 · AS Feature	(20.55)
			<hr style="width: 100%; border: 1px solid black;"/>
			(597.79)

Bill Pmt -Check	53494	Baker & Taylor Books	10101 · General Fund Checking
------------------------	--------------	---------------------------------	--------------------------------------

Bill	2035557754	50111 · Fiction	(121.70)
Bill	2035701006	50120 · YS Books	(277.72)
Bill	2035709220	50111 · Fiction	(419.05)
Bill	2035714082	50120 · YS Books	(178.33)
Bill	2035712070	50111 · Fiction	(11.36)
		50112 · H.S. Collection	(18.25)
		50112 · H.S. Collection	(0.13)
Bill	2035713735	50120 · YS Books	(346.89)
Bill	2035719770	50111 · Fiction	(199.01)
Bill	2035680621	50111 · Fiction	(46.45)
		50112 · H.S. Collection	(7.19)
		50110.7 · 700's	(578.31)
		50114 · Miscellaneous	(22.50)
		50110.7 · 700's	(3.13)
Bill	2035652102	50120 · YS Books	(599.07)
Bill	2035715512	50120 · YS Books	(671.73)
Bill	5016686263	50111 · Fiction	(19.58)
		50110.3 · 300's	(58.12)
		50110.8 · 800's	(16.10)
		50110.3 · 300's	(0.47)
Bill	2035708634	50120 · YS Books	(604.15)
Bill	2035657619	50120 · YS Books	(1,331.85)
Bill	2035727309	50120 · YS Books	(140.25)
Bill	2035729111	50110.0 · 000's	(41.64)
		50110.1 · 100's	(14.13)
		50110.3 · 300's	(45.71)
		50110.5 · 500's	(16.95)
		50110.6 · 600's	(71.24)
		50110.7 · 700's	(81.43)
		50110.8 · 800's	(22.60)
		50110.9 · 900's	(55.73)
		50111 · Fiction	(222.82)
		50112 · H.S. Collection	(20.89)
		50111 · Fiction	(2.97)
Bill	5016693012	50111 · Fiction	(10.70)
		50112 · H.S. Collection	(5.94)
		50110.6 · 600's	(11.89)

Wilmette Public Library
Check Detail
February 2021

		50110.9 · 900's	(16.95)
		50110.9 · 900's	(0.23)
Bill	2035682756	50120 · YS Books	(781.09)
Bill	2035719144	50120 · YS Books	(7.22)
Bill	2035731090	50120 · YS Books	(141.81)
Bill	2035725262	50111 · Fiction	(77.82)
		50110.7 · 700's	(27.87)
		50114 · Miscellaneous	(2.50)
		50111 · Fiction	(0.50)
Bill	2035732376	50110.0 · 000's	(38.67)
		50110.1 · 100's	(15.82)
		50110.3 · 300's	(25.93)
		50110.5 · 500's	(15.81)
		50110.7 · 700's	(15.82)
		50110.8 · 800's	(9.60)
		50110.9 · 900's	(41.54)
		50111 · Fiction	(220.44)
		50112 · H.S. Collection	(20.89)
		50111 · Fiction	(2.02)
Bill	2035734643	50110.1 · 100's	(10.11)
		50110.3 · 300's	(116.46)
		50110.6 · 600's	(81.46)
		50110.7 · 700's	(9.52)
		50110.8 · 800's	(122.04)
		50110.9 · 900's	(66.99)
		50111 · Fiction	(203.88)
		50112 · H.S. Collection	(46.28)
		50111 · Fiction	(3.28)
Bill	2035729929	50111 · Fiction	(235.08)
Bill	2035732791	50110.0 · 000's	(15.82)
		50110.1 · 100's	(25.41)
		50110.2 · 200's	(38.13)
		50110.3 · 300's	(90.02)
		50110.6 · 600's	(62.71)
		50110.7 · 700's	(104.39)
		50110.8 · 800's	(14.69)
		50110.9 · 900's	(93.15)
		50114 · Miscellaneous	(14.49)
		50110.7 · 700's	(2.22)
Bill	2035739298	50110.1 · 100's	(24.64)
		50110.2 · 200's	(40.00)
		50110.3 · 300's	(65.38)
		50110.5 · 500's	(11.30)
		50110.6 · 600's	(18.95)
		50110.7 · 700's	(61.75)
		50110.9 · 900's	(51.95)
		50111 · Fiction	(271.13)
		50112 · H.S. Collection	(30.72)
		50111 · Fiction	(2.88)
Bill	5016706231	50110.3 · 300's	(28.25)
		50110.8 · 800's	(26.36)
		50110.3 · 300's	(0.27)

Wilmette Public Library
Check Detail
February 2021

Bill	2035741672	50110.1 · 100's	(11.30)
		50110.3 · 300's	(115.97)
		50110.6 · 600's	(34.20)
		50110.8 · 800's	(10.09)
		50110.9 · 900's	(62.55)
		50111 · Fiction	(156.51)
		50112 · H.S. Collection	(11.29)
		50111 · Fiction	(2.01)
Bill	2035737696	50110.3 · 300's	(18.99)
		50110.6 · 600's	(17.10)
		50110.7 · 700's	(331.45)
		50110.9 · 900's	(18.99)
		50111 · Fiction	(61.41)
		50114 · Miscellaneous	(18.75)
		50110.7 · 700's	(2.23)
Bill	2035748502	50110.1 · 100's	(9.58)
		50110.2 · 200's	(15.19)
		50110.3 · 300's	(156.17)
		50110.6 · 600's	(81.39)
		50110.7 · 700's	(16.38)
		50110.8 · 800's	(15.82)
		50110.9 · 900's	(13.08)
		50111 · Fiction	(398.20)
		50112 · H.S. Collection	(128.17)
		50111 · Fiction	(4.17)
Bill	5016718091	50210 · AS Continuations	(1,125.26)
Bill	2035746094	50110.0 · 000's	(31.35)
		50110.1 · 100's	(32.20)
		50110.3 · 300's	(123.71)
		50110.5 · 500's	(19.75)
		50110.6 · 600's	(47.29)
		50110.7 · 700's	(67.08)
		50110.9 · 900's	(68.09)
		50111 · Fiction	(25.64)
		50114 · Miscellaneous	(13.11)
		50110.3 · 300's	(2.08)
Bill	2035749986	50110.1 · 100's	(15.20)
		50110.3 · 300's	(97.02)
		50110.5 · 500's	(29.33)
		50110.6 · 600's	(77.50)
		50111 · Fiction	(99.40)
		50112 · H.S. Collection	(68.34)
		50111 · Fiction	(1.93)
Bill	2035752906	50110.0 · 000's	(23.79)
		50110.1 · 100's	(18.04)
		50110.6 · 600's	(73.11)
		50110.8 · 800's	(15.26)
		50110.9 · 900's	(41.73)
		50111 · Fiction	(298.99)
		50112 · H.S. Collection	(22.02)
		50111 · Fiction	(2.46)
			<hr style="width: 100%; border: 1px solid black;"/>
			(13,898.89)

Wilmette Public Library
Check Detail
February 2021

Bill Pmt -Check	53495	Barnes & Noble Inc	10101 · General Fund Checking	
Bill	4067920		50110.1 · 100's	(112.00)
Bill	4072703		50110.9 · 900's	(89.60)
Bill	4072704		50110.6 · 600's	(18.39)
				<u>(219.99)</u>
Bill Pmt -Check	53496	Barrow, Amy	10101 · General Fund Checking	
Bill	006		58500 · Friends Purchases	(425.00)
				<u>(425.00)</u>
Bill Pmt -Check	53497	Blackstone Audiobooks	10101 · General Fund Checking	
Bill	1201506		50311 · AS Feature	(41.60)
				<u>(41.60)</u>
Bill Pmt -Check	53498	Cahill, John Inc	10101 · General Fund Checking	
Bill	0171912		76300 · Building Maintenance	(671.00)
				<u>(671.00)</u>
Bill Pmt -Check	53499	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	73134259		50111 · Fiction	(56.98)
Bill	73172351		50110.3 · 300's	(26.24)
			50110.6 · 600's	(48.73)
Bill	73202222		50111 · Fiction	(22.49)
				<u>(154.44)</u>
Bill Pmt -Check	53500	Comcast	10101 · General Fund Checking	
Bill	114907571		70700 · Telephone	(877.34)
Bill	116602848		50650 · Internet	(1,580.00)
				<u>(2,457.34)</u>
Bill Pmt -Check	53501	Complete Cleaning Company	10101 · General Fund Checking	
Bill	c16624		76350 · Building Maint Contracts	(4,767.00)
				<u>(4,767.00)</u>
Bill Pmt -Check	53502	Computer View, Inc.	10101 · General Fund Checking	
Bill	28872		50630 · Hosted Services	(450.00)
				<u>(450.00)</u>
Bill Pmt -Check	53503	Creekside Printing	10101 · General Fund Checking	
				0.00

Wilmette Public Library
Check Detail
February 2021

Bill Pmt -Check	53504	Cummins NPower, LLC	10101 · General Fund Checking	
Bill	F2-11002		76350 · Building Maint Contracts	(346.82)
Bill	F2-11045		76350 · Building Maint Contracts	(169.57)
				<u>(516.39)</u>
Bill Pmt -Check	53505	Deputy, Allison	10101 · General Fund Checking	
Bill	1859		50730 · Community Serv Prog	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53506	Findaway World LLC	10101 · General Fund Checking	
Bill	339657		50323 · YS Audiobooks	(251.19)
Bill	340444		50323 · YS Audiobooks	(206.46)
				<u>(457.65)</u>
Bill Pmt -Check	53507	Goodman, Barb	10101 · General Fund Checking	
Bill	006		58500 · Friends Purchases	(437.50)
				<u>(437.50)</u>
Bill Pmt -Check	53508	Hill Mechanical Services	10101 · General Fund Checking	
Bill	554845		76350 · Building Maint Contracts	(2,186.00)
				<u>(2,186.00)</u>
Bill Pmt -Check	53509	Idlewood Electric Supply Inc	10101 · General Fund Checking	
Bill	686616		76100 · Building Improvement	(67.21)
				<u>(67.21)</u>
Bill Pmt -Check	53510	Image Systems & Business Solutions	10101 · General Fund Checking	
Bill	71233829		70400 · Copiers	(2,270.32)
				<u>(2,270.32)</u>
Bill Pmt -Check	53511	IntelliCorp Records, Inc.	10101 · General Fund Checking	
Bill	1156102		65010 · Recruitment	(15.30)
				<u>(15.30)</u>
Bill Pmt -Check	53512	JMD Defense, LLC	10101 · General Fund Checking	
Bill	safety training dep.		65070 · Staff Training	(900.00)
				<u>(900.00)</u>
Bill Pmt -Check	53513	Joseph III, Bennett A.	10101 · General Fund Checking	
Bill	2.4.21 program		50730 · Community Serv Prog	(250.00)
				<u>(250.00)</u>

Wilmette Public Library
Check Detail
February 2021

Bill Pmt -Check	53514	Kandiar, Anita	10101 · General Fund Checking	
Bill	lost item		46200 · Lost Materials	(18.95)
				<u>(18.95)</u>
Bill Pmt -Check	53515	Kerrigan Plumbing Co	10101 · General Fund Checking	
Bill	100729		76300 · Building Maintenance	(220.00)
				<u>(220.00)</u>
Bill Pmt -Check	53516	Mack Mechanical Systems Inc	10101 · General Fund Checking	
Bill	1001		76300 · Building Maintenance	(1,190.00)
				<u>(1,190.00)</u>
Bill Pmt -Check	53517	Michalski, Brian	10101 · General Fund Checking	
Bill	31		56000 · Rutherford Trust Expenditures	(250.00)
				<u>(250.00)</u>
Bill Pmt -Check	53518	Midwest Tape	10101 · General Fund Checking	
Bill	99905169		50314 · AS Music	(11.99)
Bill	99908490		50322 · YS Non-feature	(48.71)
Bill	99908492		50322 · YS Non-feature	(29.23)
Bill	99908510		50314 · AS Music	(11.24)
Bill	99908511		50314 · AS Music	(24.58)
Bill	99908513		50314 · AS Music	(17.99)
Bill	99908497		50313 · AS Audiobooks	(79.98)
Bill	99908498		50313 · AS Audiobooks	(34.99)
Bill	99908499		50313 · AS Audiobooks	(154.96)
Bill	99908561		50313 · AS Audiobooks	(79.98)
Bill	99908562		50313 · AS Audiobooks	(44.99)
Bill	99908563		50313 · AS Audiobooks	(39.99)
Bill	99941707		50314 · AS Music	(10.49)
Bill	99941616		50311 · AS Feature	(63.74)
Bill	99941702		50311 · AS Feature	(29.98)
Bill	99941701		50313 · AS Audiobooks	(65.99)
Bill	99941703		50312 · AS Non-feature	(18.74)
Bill	99941617		50313 · AS Audiobooks	(29.99)
Bill	99941618		50313 · AS Audiobooks	(34.99)
Bill	99941619		50313 · AS Audiobooks	(76.98)
Bill	99941700		50313 · AS Audiobooks	(84.98)
Bill	99941704		50322 · YS Non-feature	(14.99)
Bill	99941705		50322 · YS Non-feature	(11.24)
Bill	99941706		50322 · YS Non-feature	(22.48)
				<u>(1,043.22)</u>
Bill Pmt -Check	53519	Midwest Tape - Hoopla	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	ending 1/31/21		50511 · AS E-Books & YS E-Books	(2,818.06)
				<u>(2,818.06)</u>
Bill Pmt -Check	53520	Millen Hardware	10101 · General Fund Checking	
Bill	December 2020		76200 · Building Supplies	(546.19)
				<u>(546.19)</u>
Bill Pmt -Check	53521	NiCor Gas	10101 · General Fund Checking	
Bill	12/28/20-1/28/21		76810 · Heating/Cooling	(1,694.88)
				<u>(1,694.88)</u>
Bill Pmt -Check	53522	NRP Direct	10101 · General Fund Checking	
Bill	01360005		50210 · AS Continuations	(325.25)
				<u>(325.25)</u>
Bill Pmt -Check	53523	Oriental Trading	10101 · General Fund Checking	
Bill	707644610-01		50722 · YS Program Materials	(144.96)
				<u>(144.96)</u>
Bill Pmt -Check	53524	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA21036571		50511 · AS E-Books & YS E-Books	(1,043.41)
Bill	01018MA21035191		50511 · AS E-Books & YS E-Books	(18,745.04)
				<u>(19,788.45)</u>
Bill Pmt -Check	53525	Peregrine Stime Newman Ritzman & Bruckne	10101 · General Fund Checking	
Bill	60889		70210 · Legal Fees	(337.50)
				<u>(337.50)</u>
Bill Pmt -Check	53526	Rowman & Littlefield Publishing Group	10101 · General Fund Checking	
Bill	116100037		50210 · AS Continuations	(138.62)
				<u>(138.62)</u>
Bill Pmt -Check	53527	Staples Advantage	10101 · General Fund Checking	
Bill	1632767795		76200 · Building Supplies	(381.43)
				<u>(381.43)</u>
Bill Pmt -Check	53528	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	2/1-2/28/21		66020 · Emp Life/LTD Insurance	(2,106.31)
				<u>(2,106.31)</u>
Bill Pmt -Check	53529	Team One Repair, Inc	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	1086494		70320 · Office Supplies	(1,555.00)
				<u>(1,555.00)</u>
Bill Pmt -Check	53530	The Book Stall	10101 · General Fund Checking	
Bill	354132, 137		58500 · Friends Purchases	(1,500.00)
Bill	355628, 9		58500 · Friends Purchases	(1,500.00)
				<u>(3,000.00)</u>
Bill Pmt -Check	53531	The Shakespeare Project of Chicago	10101 · General Fund Checking	
Bill	1.23.21		58500 · Friends Purchases	(250.00)
				<u>(250.00)</u>
Bill Pmt -Check	53532	Village of Wilmette - utilities	10101 · General Fund Checking	
Bill	640660		76820 · Water	(508.73)
				<u>(508.73)</u>
Bill Pmt -Check	53533	Wu, Cheng	10101 · General Fund Checking	
Bill	pd 10.5.20		46200 · Lost Materials	(30.00)
				<u>(30.00)</u>
Bill Pmt -Check	53534	Shales McNutt Construction	10106 · SRF Operating Checking	
Bill	20-010-03		96000 · SRF Special Reserve Fund	(790.00)
				<u>(790.00)</u>
Bill Pmt -Check	53535	Advanced Disposal	10101 · General Fund Checking	
Bill	T40002552062		76400 · Grounds Maintenance	(55.35)
				<u>(55.35)</u>
Bill Pmt -Check	53536	Aflac	10101 · General Fund Checking	
Bill	460181		26003 · AFLAC	(178.08)
				<u>(178.08)</u>
Bill Pmt -Check	53537	ALA Subscriptions	10101 · General Fund Checking	
Bill	Children & Libraries		50410 · AS Periodicals	(50.00)
Bill	Public Libraries		50410 · AS Periodicals	(65.00)
				<u>(115.00)</u>
Bill Pmt -Check	53538	Andertoons, LLC	10101 · General Fund Checking	
Bill	2.4.21		50721 · YS Performers	(200.00)
				<u>(200.00)</u>
Bill Pmt -Check	53539	Baker & Taylor	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	H53995690	50311 · AS Feature	(107.97)
Bill	H53995691	50311 · AS Feature	(44.08)
Bill	H53730420	50312 · AS Non-feature	(55.11)
Bill	H53730421	50210 · AS Continuations	(25.69)
Bill	H54019160	50210 · AS Continuations	(291.50)
Bill	0003212866	50120 · YS Books	(12.71)

(537.06)

Bill Pmt -Check	53540	Baker & Taylor Books	10101 · General Fund Checking
------------------------	--------------	---------------------------------	--------------------------------------

Bill	2035724723	50120 · YS Books	(743.69)
Bill	2035721442	50120 · YS Books	(461.25)
Bill	2035737211	50120 · YS Books	(853.89)
Bill	2035741416	50120 · YS Books	(201.77)
Bill	2035739476	50111 · Fiction	(324.65)
Bill	2035746093	50111 · Fiction	(123.50)
Bill	5016720277	50110.3 · 300's	(15.23)
		50110.7 · 700's	(33.90)
		50111 · Fiction	(81.70)
		50112 · H.S. Collection	(32.75)
		50111 · Fiction	(0.82)
Bill	2035742098	50120 · YS Books	(682.17)
Bill	2035750643	50120 · YS Books	(177.74)
Bill	2035752899	50110.2 · 200's	(13.00)
		50110.3 · 300's	(32.77)
		50110.6 · 600's	(29.93)
		50110.8 · 800's	(15.25)
		50110.9 · 900's	(121.22)
		50114 · Miscellaneous	(7.59)
		50110.9 · 900's	(1.06)
Bill	2035759275	50110.3 · 300's	(23.71)
		50110.6 · 600's	(47.23)
		50110.7 · 700's	(96.98)
		50110.8 · 800's	(19.61)
		50110.9 · 900's	(15.15)
		50111 · Fiction	(199.75)
		50112 · H.S. Collection	(10.16)
		50111 · Fiction	(2.06)
Bill	2035759463	50111 · Fiction	(10.70)
		50110.6 · 600's	(90.40)
		58500 · Friends Purchases	(333.20)
		50110.6 · 600's	(2.17)
Bill	2035761587	50110.1 · 100's	(31.64)
		50110.3 · 300's	(34.81)
		50110.4 · 400's	(21.80)
		50110.5 · 500's	(26.36)
		50110.6 · 600's	(143.82)
		50110.7 · 700's	(73.46)
		50110.8 · 800's	(19.78)
		50110.9 · 900's	(65.02)
		50111 · Fiction	(65.13)

Wilmette Public Library
Check Detail
February 2021

			50110.6 · 600's	(2.41)
Bill	2035759465		50110.3 · 300's	(139.27)
			50110.6 · 600's	(50.64)
			50110.8 · 800's	(14.69)
			50110.9 · 900's	(14.68)
			50114 · Miscellaneous	(8.28)
			50110.3 · 300's	(1.10)
Bill	2035766329		50110.1 · 100's	(13.68)
			50110.3 · 300's	(126.06)
			50110.5 · 500's	(76.15)
			50110.7 · 700's	(15.82)
			50111 · Fiction	(52.81)
			50112 · H.S. Collection	(58.19)
			50110.3 · 300's	(1.71)
				<u>(5,862.31)</u>
Bill Pmt -Check	53541	CDW Government, Inc.	10101 · General Fund Checking	
Bill	7382083		74120 · Computers	(134.60)
				<u>(134.60)</u>
Bill Pmt -Check	53542	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	72954070		50210 · AS Continuations	(1,722.15)
				<u>(1,722.15)</u>
Bill Pmt -Check	53543	Center Point Large Print	10101 · General Fund Checking	
Bill	1822677		50111 · Fiction	(183.36)
				<u>(183.36)</u>
Bill Pmt -Check	53544	Chase Card Services	10101 · General Fund Checking	
Bill	1.10-2.9.21		50410 · AS Periodicals	(1,308.00)
			50511 · AS E-Books & YS E-Books	(103.93)
			50530 · Computer Software	(175.00)
			50710 · AS Programming	(300.00)
			53000 · Promotion	(549.00)
			65010 · Recruitment	(349.00)
			65070 · Staff Training	(400.00)
			70320 · Office Supplies	(386.77)
			77500 · Library Vehicle Maintenance	(338.08)
				<u>(3,909.78)</u>
Bill Pmt -Check	53545	Chicago Tribune	10101 · General Fund Checking	
Bill	2 copies thru 4/13		50410 · AS Periodicals	(272.00)
				<u>(272.00)</u>
Bill Pmt -Check	53546	Colley Elevator - A	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	207456		76350 · Building Maint Contracts	(203.00)
				<u>(203.00)</u>
Bill Pmt -Check	53547	Colley Elevator - B	10101 · General Fund Checking	
Bill	207452		76350 · Building Maint Contracts	(203.00)
				<u>(203.00)</u>
Bill Pmt -Check	53548	Comcast	10101 · General Fund Checking	
Bill	116736659		50650 · Internet	(91.20)
				<u>(91.20)</u>
Bill Pmt -Check	53549	Creekside Printing	10101 · General Fund Checking	
Bill	2076		52000 · Newsletter	(1,492.12)
				<u>(1,492.12)</u>
Bill Pmt -Check	53550	DEMCO	10101 · General Fund Checking	
Bill	6901255		70310 · Library Supplies	(53.83)
Bill	6901679		70310 · Library Supplies	(163.18)
				<u>(217.01)</u>
Bill Pmt -Check	53551	Employee Benefits Corporation	10101 · General Fund Checking	
Bill	3133184		660402 · HRA Fees	(144.50)
			660321 · FSA program fees	(61.00)
Bill	3164351		660402 · HRA Fees	(144.50)
			660321 · FSA program fees	(61.00)
				<u>(411.00)</u>
Bill Pmt -Check	53552	EnvisionWare, Inc.	10101 · General Fund Checking	
Bill	INV-US-51488		74152 · Computer Maintenance	(725.00)
				<u>(725.00)</u>
Bill Pmt -Check	53553	EZ Printing Solutions Inc.	10101 · General Fund Checking	
Bill	9302		70320 · Office Supplies	(618.68)
				<u>(618.68)</u>
Bill Pmt -Check	53554	Findaway World LLC	10101 · General Fund Checking	
Bill	339350		50323 · YS Audiobooks	(104.98)
				<u>(104.98)</u>
Bill Pmt -Check	53555	Fox Valley Fire & Safety	10101 · General Fund Checking	
Bill	IN00413536		76350 · Building Maint Contracts	(165.00)
				<u>(165.00)</u>

Wilmette Public Library
Check Detail
February 2021

Bill Pmt -Check	53556	Heritage Technology Solutions	10101 · General Fund Checking	
Bill	219669		76350 · Building Maint Contracts	(215.00)
				<u>(215.00)</u>
Bill Pmt -Check	53557	Illinois Charity Bureau Fund	10101 · General Fund Checking	
Bill	Annual Report Fee		70220 · Bank & Other Professional Fees	(115.00)
				<u>(115.00)</u>
Bill Pmt -Check	53558	J.D. Power	10101 · General Fund Checking	
Bill	ORD99866		50210 · AS Continuations	(175.00)
				<u>(175.00)</u>
Bill Pmt -Check	53559	Liu, Ling	10101 · General Fund Checking	
Bill	1.13.21		50721 · YS Performers	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53560	Maddox, Susan K.	10101 · General Fund Checking	
Bill	2.17.21		50730 · Community Serv Prog	(200.00)
				<u>(200.00)</u>
Bill Pmt -Check	53561	Midwest Tape	10101 · General Fund Checking	
Bill	99969368		50321 · YS Feature	(31.48)
Bill	99969676		50314 · AS Music	(12.59)
Bill	99969677		50314 · AS Music	(26.08)
Bill	99969678		50314 · AS Music	(30.58)
Bill	99969781		50311 · AS Feature	(14.99)
Bill	99970184		50323 · YS Audiobooks	(137.96)
Bill	99970186		50313 · AS Audiobooks	(297.92)
Bill	99970188		50313 · AS Audiobooks	(39.99)
Bill	99970189		50313 · AS Audiobooks	(89.98)
Bill	99970200		50313 · AS Audiobooks	(39.99)
Bill	99970201		50313 · AS Audiobooks	(39.99)
Bill	500005427		50314 · AS Music	(10.49)
Bill	500005429		50314 · AS Music	(35.67)
Bill	500005830		50314 · AS Music	(10.49)
				<u>(818.20)</u>
Bill Pmt -Check	53562	Millen Hardware	10101 · General Fund Checking	
Bill	January 2021		76200 · Building Supplies	(846.15)
			76300 · Building Maintenance	(77.61)
				<u>(923.76)</u>
Bill Pmt -Check	53563	Morning Glory	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	271823		65040 · Staff Recognition	(89.00)
				<u>(89.00)</u>
Bill Pmt -Check	53564	Oriental Trading	10101 · General Fund Checking	
Bill	707961929-01		50722 · YS Program Materials	(117.47)
				<u>(117.47)</u>
Bill Pmt -Check	53565	Quill Corporation	10101 · General Fund Checking	
Bill	13666935	Quill Corporation	20000 · Accounts Payable	0.00
Bill	13711496	Quill Corporation	20000 · Accounts Payable	0.00
Bill	13722437	Quill Corporation	20000 · Accounts Payable	0.00
Bill	13735568	Quill Corporation	20000 · Accounts Payable	0.00
Bill	13736309	Quill Corporation	20000 · Accounts Payable	0.00
Bill	13737238	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14000494	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14000463	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14011310	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14314077	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14312720	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14353382	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14429854	Quill Corporation	20000 · Accounts Payable	0.00
Bill	14426292		70320 · Office Supplies	(525.48)
Bill	14420750		70320 · Office Supplies	(75.67)
Bill	14417060		70320 · Office Supplies	(75.67)
Bill	14427637		70320 · Office Supplies	(339.66)
				<u>(1,016.48)</u>
Bill Pmt -Check	53566	Reaching Across Illinois Library System	10101 · General Fund Checking	
Bill	7676		50512 · AS & YS Esubscriptions	(1,221.07)
				<u>(1,221.07)</u>
Bill Pmt -Check	53567	Red Books, LLC	10101 · General Fund Checking	
Bill	00025270		50210 · AS Continuations	(3,330.25)
				<u>(3,330.25)</u>
Bill Pmt -Check	53568	Rowman & Littlefield Publishing Group	10101 · General Fund Checking	
Bill	11616595		50210 · AS Continuations	(40.78)
				<u>(40.78)</u>
Bill Pmt -Check	53569	Signs By Tomorrow	10101 · General Fund Checking	
Bill	33195		77500 · Library Vehicle Maintenance	(2,045.00)
				<u>(2,045.00)</u>
Bill Pmt -Check	53570	Slick, Kristyn	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	118		50721 · YS Performers	(275.00)
				<u>(275.00)</u>
Bill Pmt -Check	53571	Team One Repair, Inc	10101 · General Fund Checking	
Bill	1071323		74120 · Computers	(2,280.00)
Bill	1074285		74120 · Computers	(626.00)
				<u>(2,906.00)</u>
Bill Pmt -Check	53572	Terryburg Web Development, Inc.	10101 · General Fund Checking	
Bill	704		50655 · Web Design	(85.00)
				<u>(85.00)</u>
Bill Pmt -Check	53573	The Shakespeare Project of Chicago	10101 · General Fund Checking	
Bill	10.17.20		58500 · Friends Purchases	(250.00)
				<u>(250.00)</u>
Bill Pmt -Check	53574	The Teaching Company Sales, LLC	10101 · General Fund Checking	
Bill	SINV10203424		50312 · AS Non-feature	(199.85)
				<u>(199.85)</u>
Bill Pmt -Check	53575	Thomas Klise/Crimson Multimedia	10101 · General Fund Checking	
Bill	004927		50315 · AS Video Games	(64.32)
Bill	004928		50325 · YS Video Games	(504.12)
				<u>(568.44)</u>
Bill Pmt -Check	53576	Thornton, Christine	10101 · General Fund Checking	
Bill	2.8.21		50730 · Community Serv Prog	(250.00)
				<u>(250.00)</u>
Bill Pmt -Check	53577	Tovar Landscaping	10101 · General Fund Checking	
Bill	12.29.20		76400 · Grounds Maintenance	(400.00)
Bill	January service		76400 · Grounds Maintenance	(1,750.00)
				<u>(2,150.00)</u>
Bill Pmt -Check	53578	Tsai Fong Books Inc.	10101 · General Fund Checking	
Bill	8549		50120 · YS Books	(94.31)
Bill	8586		50110.4 · 400's	(119.65)
Bill	8696		50110.4 · 400's	(51.12)
				<u>(265.08)</u>
Bill Pmt -Check	53579	Village of Wilmette-parking	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
February 2021

Bill	55158	76450 - Parking Lot Rent	(2,850.00)
			<u>(2,850.00)</u>
		Operating Expenditures	(101,871.19)
		Special Reserve B/E Expenditures	<u>790.00</u>
		Total February Expenditures	<u><u>(101,081.19)</u></u>

**Wilmette Public Library District
2021 Capital Repair Project Overview and Bid Package #2
March 16, 2021**

Overview & Background

In Spring/Summer 2020, Wilmette Public Library coordinated with Engberg Anderson Architects to complete our most comprehensive evaluation of the Library's facilities and grounds and all related building assets. The results of the assessment comprised the 2020 Capital Reserve Study (posted on our Library Finances page [<https://www.wilmettelibrary.info/about/library-trustees/library-finances>], linked here for reference: <https://www.wilmettelibrary.info/administration/2020-WPLD-CapitalReserveStudy.pdf>). While creating an inventory of all capital assets and a tracking tool for planned maintenance of the Library's facility over the next 20 years, the study also identified priority projects (including code corrections, health and life safety code improvements, building and system integrity investment, and system end-of-life replacements). Our first series of projects in response to this study represent our highest priority work and highest commitment of Special Reserve funds over the next 20 years of planned maintenance.

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 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 2021 Capital Repairs Project is being presented in 2 bid packages relative to the trades associated with the work:

Bid Package 1, advertised the week of January 18, includes our priority exterior repairs: tuck-pointing, sealant replacement, and roof repair work. Proposals for Bid Package 1 were due February 9. Following review and vetting with our project team, our recommendations were presented and approved by the Board at the February 16 Regular Meeting.

Bid Package 2, advertised for bid on February 11, includes our 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 were due March 5. Following review and vetting with our project team, our recommendations are presented below (on page 3) for Board approval at the March 16 Regular Meeting.

The Library's 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 provided the Library with unit pricing estimates that very closely match the anticipated costs identified by Engberg Anderson separately last year.

Bid Package 1

Public bids for the contract to perform construction work related to exterior repairs and facility improvement needs during the summer of 2021 were solicited on January 18. The documents were prepared by Engberg Anderson, assembled by Shales McNutt Construction, and made available to vendors publicly. Vendors were invited to a voluntary pre-bid walkthrough on Thursday, January 28, attended by Engberg Anderson and Shales McNutt, providing for a bid opening on Tuesday, February 9. The bid request included items that were summarized in the 20 Year Capital Reserve Study previously approved by the Board. The first phase of the capital repair projects focuses on Building Integrity, Health/Life Safety, and Water Infiltration/Remediation. It is important to note that there will be separate bid package covering the interior systems in March. Both bid packages will coordinated together, with work slated for April-August.

There were two trades addressed in Bid Package 1:

The masonry and tuckpointing bid package received five bids. It is recommended that we move forward with Berglund Construction Company, the lowest qualified bidder for this package, in the amount of \$197,000. This work involves masonry restoration of the entire building envelope and rooftop coping.

The roofing work bid package received four bids. It is recommended that we move forward with L. Marshall Roofing, the lowest qualified bidder for this package, in the amount of \$264,400. This work incorporates alternate 1, and involves installation of specified roof coating across roofs 2, 4, 5, 6a, 7, and 8, and necessary repairs to roofs 1 and 6.

The total bid package is \$461,400. Overall the work is coming in about \$23,000 lower than was initially projected by Shales McNutt Construction prior to bidding.

After review of the bid documents with management at Shales McNutt Construction, and their experience with the contractors and performance of procedures to gain confidence that the contractor understands the requirements of the project, Administration and Shales McNutt recommend that the qualified bidders be awarded the contracts.

Recommendation and Award

The Board approved the recommended proposals for:

1. Masonry & Tuckpointing, in the amount of \$197,000 to Berglund Construction Company; and
2. Roofing, in the amount of \$264,400 to L. Marshall Roofing.

Both vendors were the lowest responsive and qualified bidders.

Bid Package 2

Public bids for the contract to perform construction work related to exterior repairs and facility improvement needs during the summer of 2021 were solicited on January 18. The documents were prepared by Engberg Anderson, assembled by Shales McNutt Construction, and made available to vendors publicly. Vendors were invited to a voluntary pre-bid walkthrough on Thursday, January 28, attended by Engberg Anderson and Shales McNutt, providing for a bid opening on Tuesday, February 9. The bid request included items that were summarized in the 20 Year Capital Reserve Study previously approved by the Board. The first phase of the capital repair projects focuses on Building Integrity, Health/Life Safety, and Water Infiltration/Remediation. It is important to note that there will be separate bid package covering the interior systems in March. Both bid packages will coordinated together, with work slated for April-August.

There were two trades addressed in Bid Package 2:

The General Trades bid package received 6 bids. It is recommended that we move forward with Ostrander Construction, the lowest responsible bidder for this package, in the amount of \$152,700.

The Electrical work bid package received 3 bids. It is recommended that we move forward with Hy-Power Electric Company, the lowest responsible bidder for this package, in the amount of \$615,500. This work incorporates alternates 1 (replacing existing security cameras) & 2 (installing cameras in both elevators).

The total bid package is \$768,200. Overall the work is coming in under the estimated budget that was initially projected by prior to bidding.

After review of the bid documents with management at Shales McNutt Construction, and their experience with the contractors and performance of procedures to gain confidence that the contractor understands the requirements of the project, Administration and Shales McNutt recommend that the qualified bidders be awarded the contracts.

Recommendation and Award

The recommendation is for the Board to award the second set of 2021 Capital Repair Project contracts for:

1. General Trades, in the amount of \$152,700 to Ostrander Construction; and
2. Electrical, in the amount of \$615,500 to Hy-Power Electric Company.

Both vendors were the lowest responsible bidders.

Project Estimate

The total project costs for both bid packages for the 2021 Capital Repair Project is \$1,882,257. Overall the work is coming in about \$100,000 lower than was initially projected by Shales McNutt Construction prior to bidding, and what was initially estimated in the 2020 Capital Reserve Study for this work. Further, the total project cost was able to include repair of the vestibule curtain wall, replacement of the carpeting in the vestibule, and repairs and restriping of the existing permeable paver parking lot.

Attachment

Engberg Anderson Capital Repair Project Bid#2 Scope Overview; Shales McNutt Bid Recommendation; Bid Tabulation#2; Reef Contractors Disqualification letter; Updated Cost Projection Summary



March 12, 2021

MEMORANDUM

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

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

Wilmette Public Library
Engberg Anderson

The following excerpt describes the investigations and the design process as it pertains to Bid Package 2 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 2 documents the repairs for replacing electrical service feeds and branch panels, upgrading fire alarms, adding and replacing the security camera systems, adding access control to doors, and adding drainage mat and drain tile at a basement wall.

Early in 2020 the Engberg Anderson conducted a site investigation. Conditions of the existing building were observed as part of the ongoing Capital Repairs budget assessment. IMEG Consulting Engineers was engaged for the mechanical and electrical engineering assessment. The results of these conversations and the walk through became the basis for development of specific life-expectancy and replacement cost schedules.

Existing building documents were provided to the design team to begin the repairs project. The design team, including electrical and technology engineers, have performed site visits to supplement the existing documents and confirm conditions.

The design team identified electrical repairs as well as noted the lifespan of electrical items that are expiring. Along with expiring electrical equipment, it was noted a disconnect installation from a previous mechanical upgrade project that does not comply to current electrical code and recommends replacing the associated switchboard and incoming feeders. Multiple distribution and branch panels located on the lower and first floor are also past their rated life and are recommended to be replaced along with associated feeders, branch wiring and end devices.

It is recommended to upgrade the fire alarm system to the voice notification style system and to provide new CO detectors and connecting them to the new fire alarm system for monitoring. Carbon monoxide CO detectors were observed as standalone type and the wiring is installed as open cable. The current system doesn't comply with building code.

The Library would also like to add new camera locations for improved coverage. The design team has gone through the exercise to document the additional locations, remove unused old camera locations, as well as to

price all the cameras as new equipment. Existing camera locations to be replaced as new can take advantage of having a singular support and software system. Along with the upgrades to the security camera system, The Library has requested duress button locations and access control card readers to be included with the security upgrades.

Also addressed as part of the repair package is leakage into the basement that has resulted in a wet carpet area. The strategy to alleviate the issue is to apply a drain mat and drain tile at the interior side of the basement wall as a cost effective means to route leakage without taking more drastic and invasive measures.

The bid opening for the aforementioned package took place on March 05, 2021. At the advice of the construction manager and further review of the Library's attorney, it is recommended that the low bid be disqualified and the second low bidder be accepted. Please see the Disqualification Letter for further information.

EA File Name: U:\PROJECTS\2020 3139\203262 Wilmette PL 2021 Repairs\1-Project Administration\8-Reports\WPL_Repairs BR2 Narrative_20210312.Docx



Wilmette Public Library



March 11, 2021

Mr. Anthony Auston
Library Director
Wilmette Public Library
1242 Wilmette Avenue
Wilmette, IL 60091

Re: Wilmette Public Library
Bid Release 2 – Capital Repairs
Electrical and Miscellaneous Interior Upgrades Work

Subject: Recommendation to Award Bids

Dear Anthony:

Based on the bids received on March 5, 2021, we recommend awarding contracts to the following firms for the Wilmette Public Library Bid Release 2 – Capital Repairs Electrical and Miscellaneous Interior Upgrades Work:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid with Alt 1 & 2</u>
06A	General Trades Work – Ostrander Construction (6 Bids)	\$152,700.00
26A	Electrical Work – Hy-power Electric Company (3 bids)	\$615,500.00
TOTAL		\$768,200.00

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the March 5, 2021 bid opening with base bid amounts and alternate costs is attached.

The bid amounts and total cost listed above for Bid Release 2 Capital Repairs Electrical and Interior Upgrades Work includes the cost of Alternate #1 which is the added cost to replace several existing cameras and Alternate #2 is for the installation of cameras in elevators.

Please indicate the Library’s approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC CONSTRUCTION SERVICES

Jason Perkunas
Project Manager

Approved:
Wilmette Public Library

Date: _____

Cc: Joe Huberty, Engberg Anderson Architects
Shaun Kelly, Engberg Anderson Architects
Nathan Van Zuidam, Engberg Anderson Architects
John Shales, SMC Construction Services
Nicole Frohling, SMC Construction Services



Wilmette Public Library



**Bid Release 2 Capital Repairs
Electrical and Miscellaneous Interior Renovation Work
BID PACKAGE #26A - Electrical Work**

BIDDERS	BOND	ADDENDUM	BASE BID	Alternate 1 Replacment of Existing Cameras	Alternate 2 Installation of New Cameras in Existing Elevators
Anchor Electric Corporation	X	1 and 2	\$ 844,800.00	\$ 6,800.00	\$ 3,900.00
Hypower	X	1 and 2	\$ 587,000.00	\$ 23,000.00	\$ 5,500.00
**Reef Contractors Inc. <small>Non-conforming bid. not prevailing wage</small>	X	1 and 2	\$ 245,900.00	\$ 12,000.00	\$ 6,000.00

** Bid in Red was not read out loud in 3/5/21 bid opening



Wilmette Public Library



**Bid Release 2 Capital Repairs
Electrical and Miscellaneous Interior Renovation Work
BID PACKAGE #06A - General Trades Work**

BIDDERS	BOND	ADDENDUM	BASE BID	Alternate 1 Replacment of Existing Cameras	Alternate 2 Installation of New Cameras in Existing Elevators
Reef Contractors Inc <small>Non-conforming bid: not prevailing wage</small>	X	1 and 2	\$ 116,895.00	N/A	N/A
WM Tonyan and Sons	X	1 and 2	\$ 416,530.00	N/A	N/A
Ostrander Construction	X	1 and 2	\$ 152,760.00	N/A	N/A
Boller Construction Company	X	1 and 2	\$ 234,500.00	N/A	N/A
Manusos General Contracting	X	1 and 2	\$ 219,725.00	N/A	N/A
Empire Construction Company	X	1 and 2	\$ 238,310.00	N/A	N/A



Wilmette Public Library



March 11, 2021

Mr. Anthony Auston
Library Director
Wilmette Public Library
1242 Wilmette Avenue
Wilmette, IL 60091

Re: Wilmette Public Library
Bid Release 2 – Capital Repairs
Electrical and Miscellaneous Interior Upgrades Work

Subject: Disqualification of Low Bidder for Bid Package 06A and 26A

Dear Anthony:

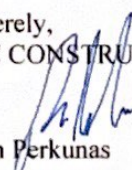
SMC Construction Services recommends that we proceed with the 2nd low bidder for Bid Package 06A General Trades Work and BP-26A Electrical. Below are a few of the reasons we would be recommending this.

1. The low bidder provided a wage rate breakdown which does not comply with prevailing wage requirements of the project (820 ILCS 130/1 et seq.) and is greater than 25% below prevailing wage requirements.
2. The low bidder submitted their Qualification form which was incomplete including financial information and EMR rating.
3. The low bidder's bid for both bid packages were substantially lower than the 2nd low bidder in both Bid Packages. Approximately 23% (BP-06A) and 58% (BP-26A) lower than the 2nd low bidders in the respective bid packages. This indicates significant scope of work and / or wage rate issues.

In addition to these issues, there are other bid form discrepancies that cause concern with regard to the viability of this bidder for this project. For all the above reasons we do not believe this trade contractor is the lowest responsible bidder for BP-06A and BP-26A bid packages. Please review this information with your attorney and let us know if there are any other questions they might have.

If you have any questions or need anything else, please do not hesitate to call.

Sincerely,
SMC CONSTRUCTION SERVICES


Jason Perkunas
Project Manager

Cc: Joe Huberty, Engberg Anderson Architects
Shaun Kelly, Engberg Anderson Architects
Nathan Van Zuidam, Engberg Anderson Architects
John Shales, SMC Construction Services
Nicole Frohling, SMC Construction Services



2021 Exterior Tuckpointing, Roofing Electrical, Fire Alarm, Security/Camera System Work
 Bid Release 1 and 2 - Cost Projection Summary

3/11/2021

Items	Bid Release 1		Bid Release 2		Bid Release 1 and 2
	DD Budget with Alternate 1	2/9/2021 Bid Results with Alternate 1	DD Budget with Alternates 1 & 2	3/5/2021 Bid Results with Alternate 1 and 2	Total Base Bid
Bid Release 1 - Exterior Renovations					
BP-04A Masonry Restoration Work	\$ 183,983	\$ 197,000			\$ 197,000
BP-07A Roofing Work	\$ 300,580	\$ 264,400			\$ 264,400
Bid Release 2 - Electrical and Interior Work					
BP-06A General Trades Work			\$ 159,060	\$ 152,700	\$ 152,700
BP-26A Electrical Work			\$ 809,325	\$ 615,500	\$ 615,500
Subtotal	\$ 484,563	\$ 461,400	\$ 968,385	\$ 768,200	\$ 1,229,600
Com Ed Temp Service Allowance			\$ 10,000	\$ 10,000	\$ 10,000
Com Ed Perminate Service Allowance			\$ 25,000	\$ 25,000	\$ 25,000
Elevator Traveler and Operation Allowance			\$ 20,000	\$ 20,000	\$ 20,000
Subtotal	\$ 484,563	\$ 461,400	\$ 1,023,385	\$ 823,200	\$ 1,284,600
Design & Construction Contingency	\$ 48,456	\$ 46,140	\$ 102,339	\$ 102,339	\$ 148,479
General Requirements	\$ 21,985	\$ 21,985	\$ 29,460	\$ 29,460	\$ 51,445
SMC Supervision	\$ 56,271	\$ 56,271	\$ 70,640	\$ 70,640	\$ 126,910
SMC OH&P + Insurance (4.4% + .75%)	\$ 34,168	\$ 33,088	\$ 63,259	\$ 56,078	\$ 89,166
SMC Pre-Construction	\$ 16,215	\$ 16,215			\$ 16,215
Subtotal	\$ 661,658	\$ 635,099	\$ 1,289,082	\$ 1,081,716	\$ 1,716,815
Investigation Work					
Exterior Conduit Locate Allowance			\$ 2,500	\$ 2,500	\$ 2,500
Roof Scanning (Complete)	\$ 3,605	\$ 3,605			\$ 3,605
Plumbing Investigation Work (Complete)	\$ 908	\$ 908			\$ 908
Miscellaneous Work					
Vestibule Carpeting Work (Complete)	\$ 5,075	\$ 5,075			\$ 5,075
Exterior Glazing Investigation/Work	\$ 14,905	\$ 14,905			\$ 14,905
Relocation of LL Collection/Shelves (Hallet)				\$ 5,750	\$ 5,750
LPS Parking Lot Repairs/Re-stripping	\$ 32,200	\$ 32,200			\$ 32,200
Subtotal	\$ 718,350	\$ 691,791	\$ 1,291,582	\$ 1,089,966	\$ 1,781,757
Engberg Anderson Fee for BR1 and BR2	\$ 100,500	\$ 100,500		\$ -	\$ 100,500
Permit Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Costs	\$ 818,850	\$ 792,291	\$ 1,291,582	\$ 1,089,966	\$ 1,882,257

Notes

Lower level drain tile installation assumes carpeting can be reused.
 Add \$1000 for installation of new carpet at lower level drain tile installation
 Pricing Based on DD Pricing Set Dated 12/11/2020 for Bid Release 1
 Bid Release 1 SMC supervision assumes part time supervision for 3.5 months
 Bid Release 2 SMC supervision assumes full time supervision for 3 months
 Pricing for electrical work assumes overtime for 2 week duration during shutdown
 Pricing Based on DD Pricing Set Dated 12/18/2020 for Bid Release 2

Wilmette Public Library District
2021 Website Redesign Project Overview and Bid Recommendation
March 16, 2021

Overview & Background

During the development of the FY20-21 Working Budget in Spring 2020, staff proposed undertaking the Library's first comprehensive website redesign during the fiscal year, with a goal of completing and launch the new website in Fall 2021. As noted in the narrative overview of the budget at that time:

Staff has been adapting to the limitations of our current website's infrastructure for the past few years, but have been especially strained in implementing responsive communication and design elements since the building's closure in March in response to the pandemic. Our current consultant has been able to be troubleshoot and apply some changes to help us adapt, though it's clear that we're due for a full redesign. Digital Services staff and Leadership Team members have been collecting details (including current and past patron feedback) for our next website's design/feature wishlist. Based on peer review and past experience, we're estimating that research, design, development, testing, consulting, maintenance, and a deliverable website and internal staff intranet would require at least \$25,000 and a public bid process.

The Board approved the draft Working Budget, including funds to develop the new website. Since that time, staff has been preparing for the redesign process, including forming an inter-departmental stakeholder committee (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, and chair Stephen Koebel). The team helped to develop the criteria for the site evaluation and continues to meet, research, and recommend strategies and solutions for our future site.

Bid Proposal

Public bids for the contract to develop the redesign of the Wilmette Public Library primary website were solicited on January 19. The documents were prepared by Director Anthony Auston and Digital Services Manager Stephen Koebel, and made available to vendors publicly via our website:

<https://www.wilmettelibrary.info/about/library-trustees/rfp>. In addition to the posting, the Library directly solicited bids from over 20 known library website developers. All vendors were invited to submit questions about the project details by Friday, February 5, which were compiled and responded to on February 10, providing for comprehensive bids to be received and opened on Thursday, February 25.

The Library received proposals from three developers, with base bids totaling:

Library Market: \$20,400	https://www.librarymarket.com/
Weblinx: \$30,000	https://www.weblinxinc.com/
American Eagle: \$75,500	https://www.americaneagle.com/

Following review of the application materials, an interview with the apparent low bidder, review of references, and supplementary research, **staff recommends that we move forward with Library Market, the lowest responsive bidder, in an amount not to exceed \$25,000**. This figure will allow staff the opportunity to fully consider all alternates and optional services.

Attachment

Library Market cover letter; Library Market Project Proposal



Library**Market**

February 19, 2021

Address:

PO Box 12345
Jonesboro, AR 72401

Dear Mr. Auston,

Library Market is pleased to submit this proposal for a redesigned website built on a collaborative content management system. We know the impact your website can have on the library's ability to meet your community's needs, especially in times of disruption. Throughout your LibraryWebsite project, you will work closely with your project manager to design a site that will grow and evolve with the Wilmette Public Library and its patrons. With custom content types that allow you to effectively display and market resources and user-generated content like blogs and videos, your new website will attract new users and encourage more interaction from existing ones.

Library Market will ensure that Wilmette Public Library receives a site designed to meet your goals and objectives, including a well-organized, accessible site with customized staff user roles; LibraryMarket content types that allow you to showcase news, collections, and user-generated content across the site; integration with the catalog including seamless search bars; third-party widget display (like Mosio); and built-in content views and page layouts that allow staff to modify the site while maintaining the library's brand. Library Market designs and develops websites in compliance with WCAG 2.0 guidelines so that users can access the site using assistive technology and alternate navigation methods. Our websites are as functional as they are elegant, incorporating the library's values and personality into a modern, clean design.

A Library Market site will allow you to focus on your website content instead of web development. We include multiple layers of personalized live online training, recordings of all training sessions, a complete website manual with step-by-step content creation information, and ongoing customer support to allow your website to grow with you. While much of our training process and scheduling is adapted to the specific user roles needed by your library and the established timeline, a general outline of training sessions can be found at the end of this document as requested in the RFP. Additional details on our training process can be found on page 32 of the proposal.



As part of our proposal, we've included information about LibraryCalendar, our integrated events management and room reservation software. Throughout this year, libraries with LibraryCalendar have quickly shifted to promoting virtual events using the Upcoming Events view, social media integration, library-defined registration processes, and email reminders. LibraryCalendar has won the Modern Library Awards Platinum Award for the last two years and is used by the vast majority of our clients. We recommend reviewing the proposal information for a calendar solution that is already set up to integrate with our platform. If Wilmette Public Library selects LibraryWebsite without LibraryCalendar, we will work with your existing third-party vendor (Communico) to create upcoming event blocks using calendar feeds and incorporate the calendar into the site menu.

Included with this letter is a full proposal that outlines all of the included and optional features on LibraryWebsite and LibraryCalendar. We hope after careful review, it is clear that Library Market can work with the Wilmette Public Library to develop a new website and calendar that will be accessible, functional, and beautiful. Please let us know if you have any questions or would like any additional information about our products.

Sincerely,

Ben Bizzle | CEO

Supplemental Training Information

Sample Training Process – LibraryWebsite

Administrator Training

- 3-hour session, live via Zoom, recorded and posted for staff use.
- This session covers all major website functions and processes.

Page Editor Training

- 2-hour session, live via Zoom, recorded and posted for staff use.
- This session is specific to those responsible for managing website content.

Supplemental Specialized Training

- 1-hour session, live via Zoom, recorded and posted for staff use.
- The content and attendees of this training is determined by the types of user roles your library defines, but generally covers wide-use content types like posts and book recommendations.

General Staff Training

- 30-minute sessions, live via Zoom, recorded and posted for staff use.
- General overview of the website features and navigation for staff, board members, and/or other stakeholders identified by the library.

Sample Training Process – LibraryCalendar

Administrator Training

- 2-hour session, live via Zoom, recorded and posted for staff use.
- This session covers all major calendar functions and processes and is appropriate for a select group of high-level users who administer the calendar.

Event Training

- 2-hour session, live via Zoom, recorded and posted for staff use.
- Training for creating and editing events, managing registrations, and using reports that is appropriate for programming and marketing staff.

Reservation Training

- 1-hour session, live via Zoom, recorded and posted for staff use.
- This session covers functions and processes related to reservations and is appropriate for those who manage rooms and approve requests.

Registration Training

- 1-hour session, live via Zoom, recorded and posted for staff use.
- General calendar staff user training and information on navigation, features, and event registrations that is appropriate for front desk and support staff whose main role is answering questions and assisting patrons with these functions.

Training Materials

1. Recordings of all live training sessions.
2. A customized LibraryWebsite manual with step-by-step instructions for all areas of the site is included with each of our sites.
3. A LibraryCalendar manual with step-by-step instructions for calendar configuration and content generation is included and regularly updated with any calendar enhancements.
4. Additional customized materials may be created by your project manager in consultation with the project team. All materials are provided in electronic format for easy staff distribution.



Prepared by:

LIBRARYMARKET

PO Box 17332
Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

Project Proposal

Library**Website**
Library**Calendar**

Prepared for:

Wilmette Public Library
1242 Wilmette Avenue
Wilmette, IL 60091

Created:

February 19, 2021
Estimate valid for 90 days.

WHO WE ARE

*Library**Market** is a small strategic design agency exclusively committed to providing creative and cost-effective branding, marketing, and technology solutions for libraries and their communities.*

Meet Hootie.

Hootie's been with us since the very beginning. He's here to let you know that we give a hoot!



Our Mission

Our team's combination of library, marketing, and technology experience allows us a unique perspective when developing strategies for libraries. We can propose and deliver solutions with a distinct advantage over outside firms because we focus exclusively on libraries.

Our mission is to help libraries connect to their communities by offering superior marketing and technology products.

Our Beliefs

We believe that libraries are more successful when they can engage their users through quality technology and branding. Our goal is to provide innovative and elegant solutions to expand the reach of libraries. We are committed to products streamlined for use by patrons and libraries alike.

Our Values

Library Market proudly reflects values that public libraries put into practice every day. We remain rooted in our library origins and understand the importance of diversity and inclusion in ensuring all community members are heard and supported, regardless of their race, ethnicity, gender or gender identity, sexual orientation, religion, (dis)ability, or place of origin.

We believe patron privacy, intellectual freedom, and free access to information are fundamental rights and work to make sure we help our clients achieve their goals within this framework.

What We Do

- Web development
- Marketing and branding services
- Integrated calendar for events, registrations, and room reservations

OUR STORY



The story of Library Market began at the Craighead County Jonesboro Public Library, where co-founders Ben Bizzle and Joe Box formed a creative team that revolutionized the library's approach to digital services and marketing and resulted in a 2012 John Cotton Dana Award. Recognizing that libraries across the nation faced similar challenges in effectively reaching their patrons, Ben and Joe looked to create a company that would provide exceptional website and marketing services for the library industry.

The founding vision of Library Market was helping these libraries engage their

communities with innovative, affordable products that reflected the day-to-day operations and budgets of libraries.

To turn this vision into reality, Joe and Ben approached designer Steven Trotter and project specialist Valerie Carroll, who were instrumental in transforming CCJPL's website. With this partnership in place, Library Market began assembling a talented team of software developers, project managers, and support staff to guarantee the company could deliver creative branding and software solutions for the library industry.

Library Market has grown rapidly since its inception, developing award-winning solutions and setting a new industry standard for quality and flexibility in the areas of website, calendar, and branding for libraries of all sizes.

OUR TEAM

Library**Market** is a small firm with a close-knit staff, each of whom plays a vital role in managing, developing, and designing all of our products. Our staff includes:



BEN BIZZLE
chief executive officer
& owner

As founder and CEO, Ben develops the vision for our projects and coordinates with clients to ensure we provide the best possible product.

12 Years Library Experience
24 Years IT Experience



STEVEN TROTTER
chief creative officer
& owner

Steven is responsible for all creative aspects of our business, including information architecture, site design, and marketing & branding.

25 Years Design & Branding Experience
15 Years User Interface Design Experience



VALERIE CARROLL
chief operating officer
& owner

Valerie works directly with clients to help translate their goals into deliverables. She manages web and branding projects and day-to-day operations.

5 Years Library Experience
5 Years Project Management Experience
Master of Arts, English
Bachelor of Arts, English



JOE BOX
chief information officer
& owner

Joe is responsible for leading our team in QA and testing procedures for our projects, ensuring all features work as intended.

13 Years Library Experience
16 Years IT Experience

OUR TEAM

DUSTIN HOOD

project manager

Dustin is responsible for managing Library**Calendar** projects, making sure we identify client needs, and deliver a successful transition to the new platform.

6 Years Project Management Experience

LINDSAY SARIN

project manager

Lindsay manages website projects and supports customers from project kickoff through training to ensure that their website meets their current and future needs.

9 Years Library Experience
8 Years Project Management Experience
Master of Library Science
Bachelor of Science, English & History

HAYLEY WEBB

lead content manager

Hayley is responsible for reviewing and translating the content package during the development process, ensuring that it fits the client's goals.

5 Years Content Management Experience

Master of Arts, English
Bachelor of Arts, English

CLAY FREEMAN

chief technology officer

Clay's attention to detail makes him a keen director of all technical aspects of our projects, including managing development staff and site architecture and deployment.

8 Years Web Development Experience

Master of Science, Computer Science
Bachelor of Science, Computer Science

JEREMY JACKSON

lead frontend developer

Jeremy manages display tools including theme configuration, development of CSS, and JavaScript.

4 Years Web Development Experience

CLAY LIDDELL

lead backend developer

Clay leads research and development for new calendar features, validation, and data structures.

5 Years Web Development Experience

Bachelor of Science, Computer Science

Section One

Library**Website**
design & development



OUR WORK



Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

www.madisonlibrary.org

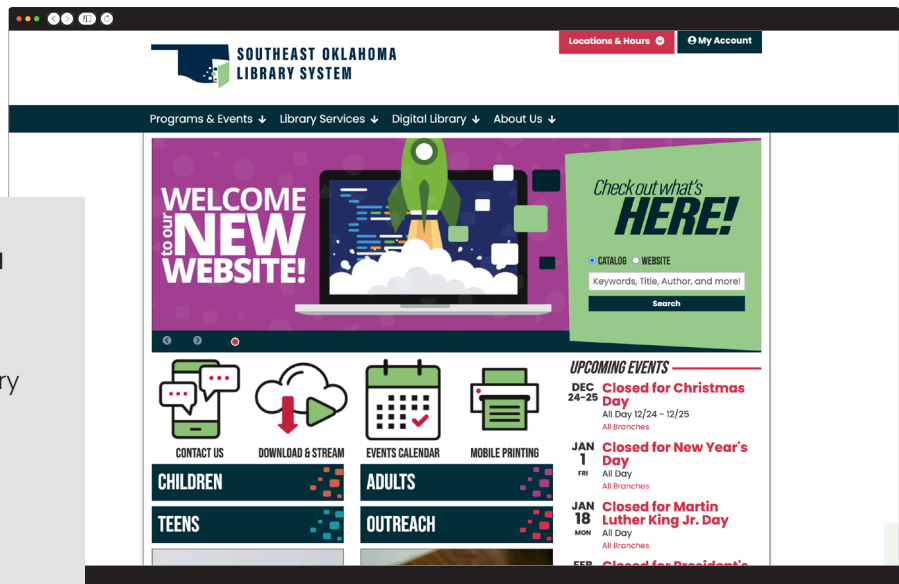


Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

www.seolibraries.com



Check out our website for even more examples of our work & product details! www.librarymarket.com

OUR WORK

CONTINUED



Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA

www.amespubliclibrary.org



Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY

www.sayvillelibrary.org



Check out our website for even more examples of our work & product details! www.librarymarket.com

EXECUTIVE SUMMARY

Benefits of a LibraryMarket Website

With our library, design, and development backgrounds, Library Market knows that having a beautiful, functional website increases your capacity to serve your community. An effective website allows you to meet your patrons' and staff's changing needs, promotes the excellent work you do, and serves as a portal for library users to access your resources. We prioritize ease-of-use for our clients, empowering your staff at all levels to efficiently manage the website and focus on content, not web development. We include multiple layers of live training, training videos, a complete website manual, and ongoing customer support.

Our standard practice is to include Library**Calendar**—a fully-integrated event, registration, and room reservation system—with the websites we build.

If selected for this project, Library Market will develop a website for your library with these goals in mind.

Design

- Developed to be clean, modern, and user-friendly
- Designed to reflect the values and personality of the library
- Themed around the library's branding

Public Website

- Helps users find information quickly and easily with intuitive navigation tools
- Highlights upcoming library events
- Includes tools for marketing collections, like book rivers and database views
- Is fully responsive on desktop and mobile environments
- Integrates with the library's third-party services

Content Management

- Allows staff to quickly edit and add information with custom content types and integrated forms
- Uses intuitive blocks and layouts that make creating and customizing pages simple
- Provides granular access roles to allow multiple staff members various levels of editing permissions
- Founded on a robust database that allows an administrator to quickly search, sort, and filter site content
- Library Market will transfer a limited amount of content onto the new site, allowing your trained staff to place remaining content

We know that libraries prioritize the needs of their communities. A Library**Website** from Library Market will allow you to highlight and promote your digital services to patrons, and our robust calendar system will facilitate your programming. Our mission is to work with library clients to build a website that is attractive, functional, reflects the community's needs, and allows the website to grow with the library.

FEATURES

LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

FEATURES

CONTINUED

LibraryWebsite



Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

FEATURES

CONTINUED

LibraryWebsite



Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include

- **Book Rivers** - a sliding "river" tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** - lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** - displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** - allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** - manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

FEATURES

CONTINUED



Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

FEATURES

CONTINUED



Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content
- An analysis of Google Analytics data with recommendations for website structure and content



Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. A Content Manager will place between 10-20% of the content for your new site depending on the size of the content package, including a limited number of each content type used. Library Market will then train staff and allow them to build any remaining pages and place any remaining content beyond the defined amount before and after site launch.



Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

FEATURES

CONTINUED

LibraryWebsite



Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



Accessibility

Library Market designs and develops websites in compliance with WCAG 2.0 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

FEATURES

CONTINUED

LibraryWebsite



Optional Services

Slide Package – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

Support Retainer – 36 hours of post-launch development or design work for any client requests for new features.



Technical Specifications

Content Management System	Drupal 8
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 7
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

Section Two

LibraryCalendar
design & development



SAMPLE SCREENS



UPCOMING EVENTS LIST VIEW

View online at <https://www.saginawlibrary.org/events/upcoming>



MONTH CALENDAR VIEW

View online at <https://www.amespubliclibrary.org/events/month>

SAMPLE SCREENS



DETAILED EVENT VIEW

View more examples online at <https://www.southburylibrary.org/events/month>



EVENT REGISTRATION

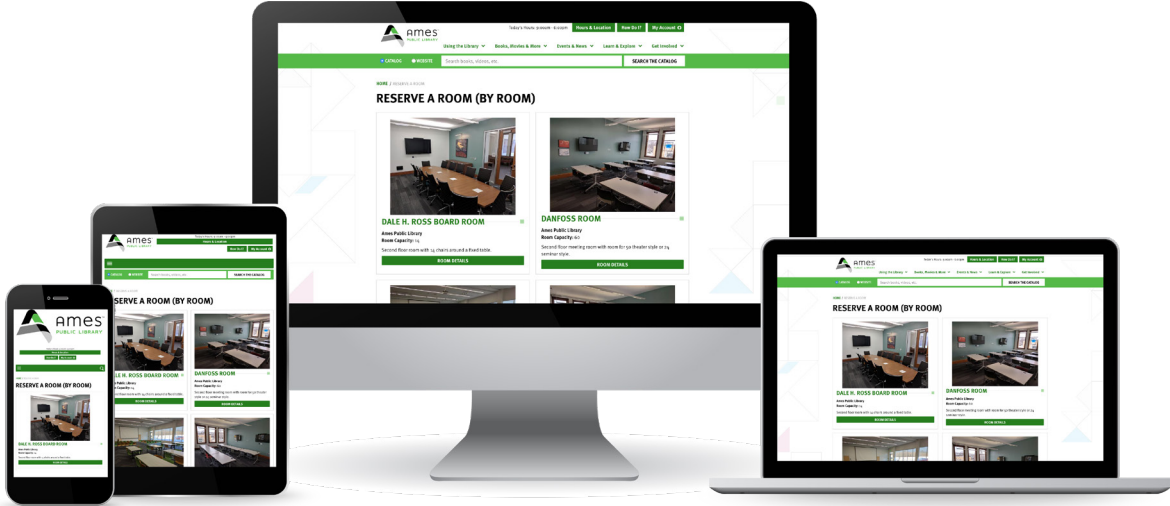
View more examples online at <https://shpl.info/events/month>

SAMPLE SCREENS



RESERVE A ROOM OPTIONS

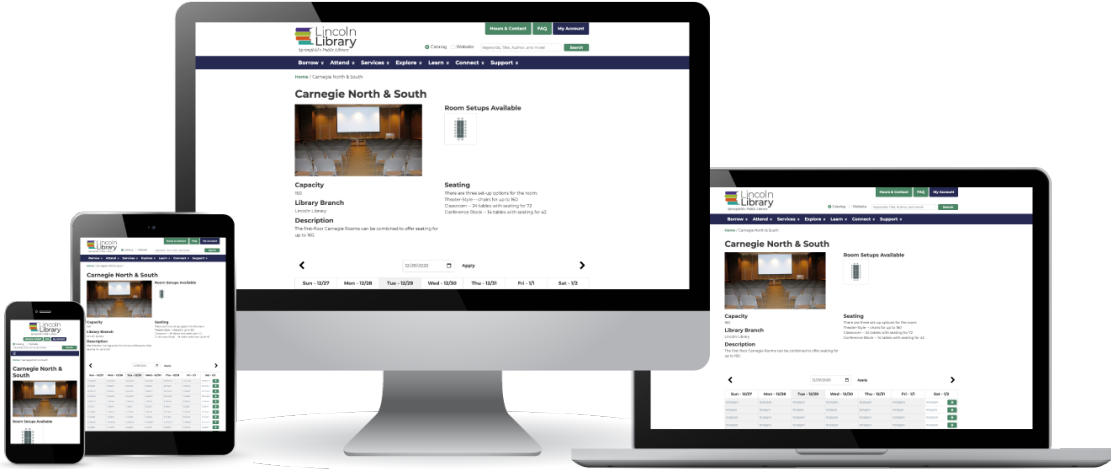
View online at <https://www.tcpl.org/reserve-room>



ROOM AVAILABILITY

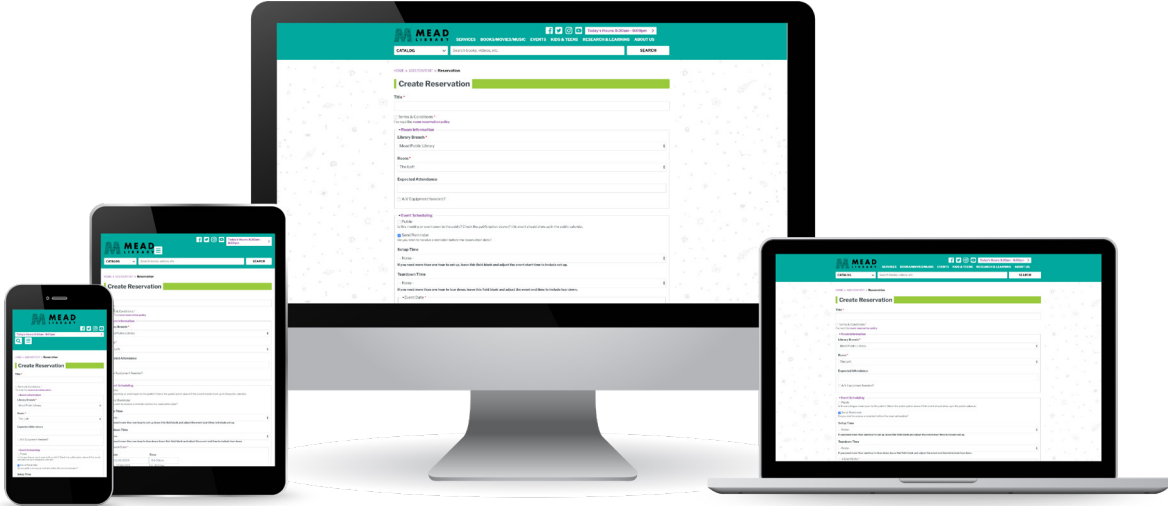
View online at <https://www.amespubliclibrary.org/reserve-room/room>

SAMPLE SCREENS



ROOM DETAILS VIEW

View online at <https://www.lincolnlibrary.info/reserve-room/carnegie-north-south>



ROOM RESERVATION FORM

View online at <https://www.meadpl.org/reserve-room/new>

FEATURES

Each instance of LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

Events - allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

Reservations - enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.



Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files



Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
 - ◊ Soonest allowed reservation
 - ◊ Farthest allowed reservation
 - ◊ Longest allowed reservation
 - ◊ Shortest allowed reservation
 - ◊ Number of reservations allowed in a set period

FEATURES

CONTINUED



Taxonomy Structure

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/ phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the Library**Calendar** system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.



Room Equipment & Setups

The Library**Calendar** system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.



Multiple Branch Support

Rooms and events are assigned to branches. Library**Calendar** can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

FEATURES

CONTINUED



Staff & Patron Notifications

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom “trigger” times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.



Shareable Assets

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.



Patron Interaction

Library**Calendar** offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.

FEATURES

CONTINUED



Multi-tier Permissions

User accounts can be created by any top-level administrator of Library**Calendar**. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.



Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.



Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!



Accessibility

Library**Calendar** meets WCAG 2.0 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.



Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

FEATURES

CONTINUED

Library**Calendar**



Fast & Reliable

Library**Calendar** is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.



Support

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to Library**Calendar** as they become available.



Training

Extensive staff training is included with every Library**Calendar** implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.



eCommerce (Optional)

This add-on module allows for online payments through a third-party payment processor. Pass-through API allows payment forms to be placed on Library**Calendar** and stores purchases with a transaction ID. For room reservations, the payment structure is determined by library policy and can include rules for charging based on location, room type, room, organization type, equipment, and hours in use. Additional eCommerce configurations outside these rulesets can be implemented but will be quoted separately and according to an estimated number of hours required for development time. Patrons can make requests and see their calculated charges and will be directed to the payment form through email once the library approves their request. For event registrations, payment functionality, specific charges, and other settings are enabled on a per-event basis. Supported payment processors include Braintree (preferred) and Square. Please note that waitlist functionality is not available for paid events.

FEATURES

CONTINUED

Library**Calendar**



ILS Integration (Optional)

This add-on module connects Library**Calendar** to patron data using APIs provided by standard ILS systems or SIP2. Integration provides a streamlined user experience for both event registrations and room reservations. Features include:

Forms request patron barcode and PIN at the beginning of registration or reservation and validates account information before allowing registration or reservation:

- Card number exists in system
- PIN matches card
- Card is not expired
- Fines are not above an allowed amount (set by library)
- Card belongs to appropriate home library and/or patron group

Pulls patron contact information from the ILS as available to pre-fill the form fields for:

- Patron name
- Patron phone number
- Patron email address
- Patron birth date



Evanced Data Migration (Optional)

Library Market will use a custom-created migration module to transfer existing events, registrations, and reservations from Evanced or Signups & Spaces into Library**Calendar**. This will include an initial test run during the development process and a final migration before the launch. The library is responsible for providing Evanced data files in the appropriate format. A migration map will be created during the process to account for any differences in room names, program types, age groups, etc.

Section Three

LibraryMarket

*project process &
management*



PROJECT PROCESS



Discovery



Determine the purpose, goals, target audience, and content for the new website and begin drafting design principles for its overall look and feel. Direct library in compiling the content package of copy, images/graphics, documents, links, etc., to be placed on the site.



Design



Build a plan for the website that includes the development of information architecture, site design, and design proofs..



Development



Begin development, turning the design and wireframes into a functional website.

LIMITED CONTENT PLACEMENT & MIGRATION

As development continues, our team will migrate, place, and style content according to the approved site design and information architecture. Content Managers will place and/or create a limited number content items, library staff will place and create any remaining content prior to site launch.

QA & TESTING

Our team will test forms, scripts, accessibility, navigation, user accounts, and other items across multiple web browsers and on desktop and mobile devices.



Delivery



Conduct training in advance of the website launch, continue QA & Testing procedures, and coordinate the technical side of launch with the library's systems administrator.

TRAINING

Library staff members will gain access to the back end of the production site and receive live training from our team on all functions of the new website. Any training sessions will be recorded, and user manual(s) for all site functions will be provided.

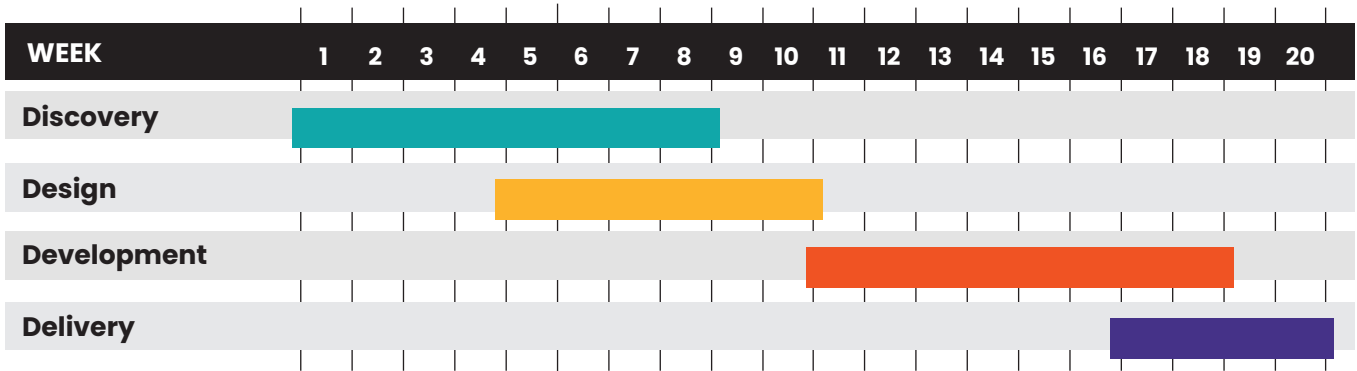
LAUNCH

On the launch date, Library Market will coordinate with the library's team to make sure everything goes smoothly and all functions and features are working as intended in the live environment.

HOSTING & MAINTENANCE

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current as well as ongoing support.

STANDARD TIMELINE



DISCOVERY

Discussions	Design Discovery Meeting, Content Review & Development
Decisions	Set Project Timeline, Outline Desired Features of New Website
Deliverables	Detailed Project Plan, Findings Report, Site Map, Content Templates

DESIGN

Discussions	Design Discovery, Design Review
Decisions	Approve Site Design
Deliverables	Page Mockups

DEVELOPMENT

Discussions	Content Package Review, Administrator training
Decisions	Library Content Placement Plan, Finalize Site Launch Plan
Deliverables	Production Website, Admin & Library Content Developer Site Access

DELIVERY

Discussions	Staff Training
Decisions	N/A
Deliverables	Live Website and Staff User Manual, Training Videos

SCHEDULING

Upon acceptance of our offer, we will set dates for the project, starting with the launch date and working backward.

We work with our clients to pinpoint the best launch date for them that fits in our development calendar. Some condensing or expansion of the timeline is possible based on individual project considerations. Both Library Market staff and the library project team play a large role in determining the pace of content package delivery, decision making, and staff training. Projects typically last 16-20 weeks.

Library Market will make all efforts to keep within the timeline, and we rely on our clients to help us do so by meeting deadlines for making decisions and providing critical information during the project process. This is particularly important for clients with limited content migration, who are responsible for adding any remaining page and dynamic content in advance of the site launch date.

CLIENT SUPPORT



How We Manage Projects

Once a proposal is signed, you'll be assigned to a dedicated project manager, who will shepherd you through the process. Library Market uses a modified version of Agile project management to ensure a fully-functioning product at launch. We believe in transparency, and you can expect regular updates from your project manager.

Our developers use git for version control. All of our sites are tested in a development environment multiple times to ensure technical and theme conformance and user functionality before code is pushed to the production site.



Training

We work with clients closely to identify the right training schedule and process for their staff using a blend of live and static training resources. Training begins during the Development phase. At that time, the client is equipped with a staff administrator login for the production site and attends live training sessions. We have administrators begin their training process early on to ensure they can familiarize themselves with site functions. Additional training sessions are scheduled based on staff roles and needs. Live training sessions are held via Zoom and are recorded for future use. Most clients receive 4-6 hours of live training in total. A full manual, including step-by-step instructions, is included for all products.



Support

Ongoing support for the website includes bug fixes, upgrades, and support for existing features. Regular support hours are Monday-Friday, 8 a.m.-5 p.m. CST. Additional support needs, such as new feature requests, additional staff training sessions, design work, or marketing consultation, can be purchased at Library Market's hourly rate of \$200 or a 36-hour minimum retainer contract available for \$3,600.

CLIENT REFERENCES



Jennifer Fowler
Director, Sayville Library
jennifer@sayvillelibrary.org
(631) 589-4440
<https://www.sayvillelibrary.org/>



Erica Jesonis
Technology Services Manager, Cecil County Public Library
ejesonis@ccplnet.org
(410) 996-1055 Ext. 124
<https://www.cecilcountylibrary.org/>



Todd Schlitt
Adult Services, Half Hollow Hills Community Library
tschlitt@hhhlibrary.org
(631) 498-1278
<https://www.hhhlibrary.org/>



Ryan Athanas
Library Director, Harborfields Public Library
rathanas@harborfieldslibrary.org
(631) 757-4200 x128
<https://www.harborfieldslibrary.org/>



Alex Vancina
IT and Tech Services Manager, Helen Plum Library
avancina@helenplum.org
(630) 627-0316 x 230
<https://www.helenplum.org/>

Section Four

LibraryMarket

project terms & pricing



OUR OFFER

\$ 15,000

Library**Website**

Content Management

Library Market will develop a new website that incorporates the library's brand and includes:

- Robust Content Management System
- Fully Responsive Design
- Website & Card Catalog Search
- Custom content types built for libraries
- WCAG 2.0 AA Accessibility Compliance
- Limited pre-launch content placement

\$2000

Library**Calendar**

Event & Room Management

Library Market will configure a custom installation of Library**Calendar**, allowing the library to schedule events, including built-in registration and reminder modules. Detailed reports are generated, allowing staff to track event conflicts, registrations, and participation. The calendar system also manages public room reservations, allowing patrons to request meeting rooms and providing tools for staff to manage these requests.

Everything outlined in this proposal is included at the quoted price. Anything outside this proposal's scope, including actual work to be performed and costs, must be approved by both Library Market and our clients before any work begins. Examples of these additional costs include change orders for additional website features, marketing work, or a support-hour contract for further development past the launch date. These are optional and available at the request of the client.

PROJECT FEES

Website & Calendar Initial Development Fees

Description	Budget
• Website Design & Development	\$15,000
• Library Calendar Implementation	\$2,000
Total Cost	\$17,000

Ongoing Costs

• Hosting & Maintenance	Annual	\$1,200
• Library Calendar	Annual	\$2,000
Total Cost		\$3,200

Optional Services

• eCommerce for Library Calendar	1	\$1,500
• ILS Integration for Library Calendar	2	\$1,500
• Slide Package for Library Website	3	\$1,000
Total Cost		\$4,000

First-year total (Library **Calendar** & Library **Website**)

\$20,200

First-year total (Library **Website** only)

\$16,200

TERMS & CONDITIONS

Project & Service Agreement for use of Library**Calendar** & Library**Website**.

This Agreement is effective as of date of signing ("Effective Date") by and between:

Provider:
Library Solutions, LLC (doing business as Library Market)
P.O. Box 17332
Jonesboro, AR 72403

and

Client:
Wilmette Public Library
1242 Wilmette Avenue
Wilmette, IL 60091

Whereas,

1) the Client wishes to obtain and the Provider wishes to grant a nonexclusive, nontransferable license to use Library**Calendar** and Library**Website** (hereinafter referred to as "Product") for the term and specific purpose set forth in this Agreement, and 2) each Party represents and warrants that it has the right and authority to enter into this agreement and that doing so will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which any of its property is or may become subject or bound, the Parties agree as follows:

SECTION 1. RELATIONSHIP OF THE PARTIES

Library Solutions, LLC is an independent contractor. Library Solutions, LLC shall determine, in its sole discretion, the manner and means by which the Services are accomplished. No agency, partnership, joint

venture, or employee-employer relationship is intended or created by this Agreement. Neither Party is authorized to act as agent or bind the other Party except as expressly stated in this Agreement. Library Solutions, LLC and the Product or Services prepared by Library Solutions, LLC shall not be deemed a work for hire as defined under Copyright Law. All rights granted to Client are contractual in nature and are expressly defined by this Agreement.

SECTION 2. CONTRACT PERIOD

This Agreement will begin on the Effective Date and continue for an initial term of one year. The Agreement will automatically renew for additional terms of one year each unless either Party gives notice of cancellation at least 30 days prior to the expiration of the original term or any renewal thereof.

SECTION 3. BILLING AND PAYMENT

3.1. Compensation

Client agrees to pay Library Solutions, LLC (dba Library Market) the fees listed in the Project Proposal, including all applicable taxes. In the event that a project requires Library Solutions, LLC representatives to travel to a physical site, Client will pay Library Solutions, LLC expenses, including, but not limited to: (a) incidental and out-of-pocket expenses at cost plus Library Solutions, LLC's standard markup of 20%; (b) mileage reimbursement, other than normal commuting, at \$.55 per mile; (c) travel expenses, other than normal commuting, including airfare and rental vehicles, with client approval. Pricing in the Project Proposal includes only Library Solutions, LLC fees. Any other costs, such as domain name registration, art/font licensing, or media rights shall be purchased and maintained

TERMS & CONDITIONS

CONTINUED

by the Client. Invoices shall list any expenses and additional costs as separate items.

3.2. Payment Schedule

Payment is due according to the project timeline. Half of the Design & Development Fee for installing and customizing the Product for the Client will be due immediately upon signing contract. The other half of this Fee, as well as the Hosting & Maintenance Fee and Library **Calendar** Annual Subscription Fee will be due at date of project completion.

After contract is signed, both Parties shall agree to a project timeline, beginning with a project start date and ending with a project completion date.

Should the Client elect to postpone product launch date for any reason, the Annual Subscription Fee shall still be assessed immediately after Library Solutions, LLC has completed the project. All invoices are payable within 30 days of receipt.

3.3. Late Payment

A monthly service fee of 1.5 percent, or the maximum allowed by law, is payable on all overdue balances. All grants of any license to use or transfer ownership of any intellectual property rights under this Agreement are conditioned on full payment, including all outstanding additional costs, expenses, fees, or any other charges.

SECTION 4. CHANGES TO PROJECT SCOPE

If Client wants to change the scope of work after acceptance of this Agreement, Client shall send Library Solutions, LLC a written Change Order describing the requested changes in detail. Within 7 days of receiving a Change Order, Library Solutions, LLC will respond with a statement proposing

designers' availability, additional fees, changes to delivery dates, and any modification to the Agreement. Library Solutions, LLC will evaluate each Change Order at its standard rate and charges. Client will be billed on a time and materials basis at Library Solutions, LLC's hourly rate of \$200 per hour. Such charges shall be in addition to all other amount payable under this Agreement, despite any maximum budget, contract price, or final price identified. Library Solutions, LLC may extend or modify any delivery schedule or deadlines in the Agreement as may be required by such changes. Client will have 7 days to respond in writing accepting or rejecting the new proposal. If Client rejects the proposal, Library Solutions, LLC will not be obligated to perform any services beyond those in the original Agreement.

SECTION 5. LICENSES

The Provider hereby grants to the Client a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by the Provider furnished to the Client under this Agreement. The Client agrees to use commercially reasonable efforts to ensure that its employees and users of the Product hereunder comply with the terms and conditions set out in this Agreement. The Client agrees to refrain from any attempts to derive a source code equivalent, such as reverse assembly or reverse compilation, of the Product. All material furnished to the Client under this Agreement shall be used for the Client's internal business purposes only, shall not be reproduced or copied in whole or in part.

SECTION 6. LEGAL COMPLIANCE

TERMS & CONDITIONS

CONTINUED

Each Party shall, at its own expense, comply with all laws, regulations, or other legal requirements that apply to it and this Agreement, including copyright, privacy, and communications decency laws. The Client represents and warrants it shall undertake any responsibilities and expenses incurred should any consent, approval, or authorization via designation, declaration, or filing with any government authority be required in connection with the valid execution, delivery, and performance of this Agreement.

SECTION 7. REPRESENTATIONS AND WARRANTIES

Client represents and warrants to Library Solutions, LLC that, to the best of Client's knowledge, use of the Client Content does not infringe the rights of any third party. Library Solutions, LLC represents and warrants to Client that, to the best of Library Solutions, LLC's knowledge, the Product will not violate the rights of any third parties.

Library Solutions, LLC will retain the right to use, modify, and reproduce any content and images created for the Client, unless where prohibited by law. These uses can include self-promotion, client portfolios, and future client projects.

The Client is solely responsible for the content of any postings, data, or other transmissions or uses of the Product by any person or entity the Client permits to access the Product. The Client represents and warrants that it will:

Not use the Product in a manner which: is prohibited by any law or regulation, facilitates the violation of any law or regulation, or disrupts any third parties' similar use of the Product, and not violate or tamper

with the security of any of the Provider's computer equipment or programs.

If the Provider has reasonable grounds to believe that the Client is utilizing the Product for any such illegal or disruptive purpose, the Provider retains the right to suspend the Product immediately with or without notice to the Client. The Provider may terminate the Agreement as outlined in Section 12 if the Client fails to adhere to these acceptable use standards.

THE WARRANTIES SET FORTH IN THIS SECTION ARE THE ONLY WARRANTIES MADE BY THE PROVIDER. THE PROVIDER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE PRODUCT AND ANY RELATED SERVICES OR SOFTWARE. THE PROVIDER HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PRODUCT, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY THE PROVIDER, ITS EMPLOYEES, OR THE LIKE WILL CREATE A WARRANTY.

SECTION 8. LIMITATION OF LIABILITY

Client shall indemnify Library Solutions, LLC from any and all damages, liabilities, costs, losses, expenses, or attorney fees arising out of any claim, demand, or action by a third party due to materials included in Product at the request of the Client.

8.1. Damages

EXCLUDING THE LIABILITY UNDER THE SECTION ENTITLED "NO INFRINGEMENT" BELOW, UNDER NO CIRCUMSTANCES WILL THE PROVIDER OR ANYONE ELSE INVOLVED IN ADMINISTERING, DISTRIBUTING,

TERMS & CONDITIONS

CONTINUED

OR PROVIDING THE SERVICES BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES THAT RESULT FROM THE USE OF OR INABILITY TO USE THE SERVICES, INCLUDING, BUT NOT LIMITED TO: LOSS OF REVENUE, LOSS OF PROFITS, OR DAMAGES THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR EMAIL, ERRORS, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION, FAILURE OF PERFORMANCE, THEFT, DESTRUCTION, OR UNAUTHORIZED ACCESS TO THE PROVIDER'S RECORDS, PROGRAMS, OR SERVICES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN THE EVENT OF ANY BREACH BY THE PROVIDER OF THIS AGREEMENT, THE PROVIDER'S LIABILITY TO THE CLIENT WILL NOT EXCEED THE AMOUNT PAID TO THE PROVIDER BY THE CLIENT DURING THE PREVIOUS THREE MONTHS.

8.2. No Infringement

The Provider warrants that the Product will not infringe any patents, trademarks, copyrights, or any other proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret ("Infringement"). The Client shall notify the Provider promptly in writing of any known action brought against the Client based on an allegation that the Client's use of the Product constitutes Infringement. The Provider will defend, indemnify, and hold the Client harmless from any such action at the Provider's sole expense, provided that the Provider shall have sole control of the defense of any such action and all negotiations and/or settlements and that the Client reasonably cooperates with the Provider in such defense. In the event that a final injunction is obtained against the Client's use of the Product by reason of an Infringement or the Client is otherwise prohibited from using the same, the Provider shall, to the extent possible and at its expense, either (a) procure for the Client the right to continue to use the services that are infringing, or (b) replace or modify the services to make their use non-infringing while

being capable of performing the same function within 60 days. If neither option is available to the Provider, then the Client may terminate this Agreement without penalty or further payment other than payment of fees for use of the Product prior to termination.

SECTION 9. CONFIDENTIAL INFORMATION

9.1. Definition

For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics and other technical, business, financial and product development plans, forecasts, strategies and information marked "Confidential," or, if disclosed verbally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable Provider.

Confidential Information excludes information that:

- a. Was or becomes publicly known through no fault of the receiving Party;
- b. Was rightfully known or becomes rightfully known to the receiving Party without confidential or proprietary restriction from a source other than the

TERMS & CONDITIONS

CONTINUED

disclosing Party;

c. Is independently developed by the receiving Party without the participation of individuals who have had access to the Confidential Information;

d. Is approved by the disclosing Party for disclosure without restriction in a written document which is signed by a duly authorized officer of such disclosing Party; and

e. The receiving Party is legally compelled to disclose; provided, however, that prior to any such compelled disclosure, the receiving Party will: (i) assert the privileged and confidential nature of the Confidential Information against the third party seeking disclosure and (ii) cooperate fully with the disclosing Party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving Party will be entitled to disclose the Confidential Information, but only to the extent necessary to legally comply with such compelled disclosure.

9.2. Nondisclosure

During this the term of this Agreement and for a period of 2 years thereafter, each Party agrees to use Confidential Information only as permitted under this Agreement; Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) on a need-to-know basis in order to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by this Agreement. Both parties shall take steps each determines appropriate to implement and enforce such non-disclosure/non-use obligations.

9.3. Agreement

Each of the Parties agrees not to disclose

to any third party the terms of this Agreement, including pricing, without the prior written consent of the other Party except to advisors, investors, and others on a need-to-know basis under circumstances that reasonably ensure the confidentiality thereof, or to the extent required by law.

9.4. Injunctive Relief

In the event of an actual or threatened breach of the above confidentiality provisions, the non-breaching Party will have no adequate legal remedy and will be entitled to immediate injunctive and other equitable relief without bond and without the necessity of showing actual money damages.

SECTION 10. CLIENT RESPONSIBILITY

Under the terms of this Agreement, the Client guarantees that it will:

- 1) Accept sole responsibility for the content of any communications the Client transmits using the Product and shall defend, indemnify, and hold harmless the Provider from and against all liabilities and costs (including reasonable attorney's fees) arising from any and all third-party claims based on the content of such communications.
- 2) Make no attempts to resell the Product.
- 3) Use the Product only for lawful purposes.
- 4) Implement and maintain security procedures necessary to limit access to the Product to the Client's authorized users.
- 5) Implement and maintain external procedures for reconstruction of lost or altered files, data, or programs.
- 6) Establish designated points of contact for interfacing with the Provider.

TERMS & CONDITIONS

CONTINUED

7) Provide Library Solutions, LLC with any Client data necessary to implement the Product, including, but not limited to, the requested content package. Client failure to assemble and submit the content package in advance of the development phase start date may delay project timeline.

SECTION 11. CLIENT DATA

All data is owned by the Client and is to be held in strict confidentiality. The Provider will delete and destroy all copies of data once the Agreement is terminated with or without default as outlined in this Agreement. The Client has the option to receive backup data prior to deletion. All rights, titles, and interests in and to the Product and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto belong exclusively to the Provider. Any modification to the Product performed by the Client that directly or indirectly extends the current capabilities shall be the property of the Provider, and all copyrights and other rights are hereby assigned to the Provider.

SECTION 12. SERVICE PERFORMANCE GUARANTEES

12.1. Hosting and Service Outages

The Provider guarantees 99.9% availability of the hosting services required to use the Product. In the event of a service outage, the duration will be determined by totaling the amount of time trouble tickets are open with Provider Customer Support for service. The time begins when Provider Customer Support opens a trouble ticket and ends when Provider Customer Support notifies the Client of service restoration. All service outage claims are subject to review and verification by the Provider, who reserves the right to change or

modify the foregoing rules or discontinue this limited guarantee program with 30 days' prior written notification to the Client.

12.2. Customer Service

Customer service requests are handled through a support ticket system. Hours for customer service are Monday-Friday, 8 a.m. to 5 p.m. CST.

SECTION 13. BACKUP DATA

The Provider will deliver a full backup of customer data in .TAR format on a flash drive via U.S. Priority Mail provided the Client agrees to pay a charge of \$50.00 per backup copy.

SECTION 14. TERMINATION

14.1. Termination Procedures

If any Party fails to perform or observe any material term or condition of this Agreement and such failure continues without remedy for 30 days after receipt of written notice: 1) the other Party may terminate this Agreement, or 2) where the failure is nonpayment by Client of any charge when due, the Provider may, at its option, terminate or suspend services if the Client does not cure said breach within 7 days following a notice of delinquency.

14.2. Insolvency

This Agreement may be terminated immediately upon written notice by either Party if the other Party becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition filed against it (if not dismissed within 30 days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

TERMS & CONDITIONS

CONTINUED

14.3. Charges

The Client shall be responsible for payment of all charges under a terminated Agreement incurred as of the effective date of termination. If the Client terminates this Agreement or elects to reduce the number of authorized end users, then, in addition to amounts due for use of the Product and Support Services actually rendered prior to the termination of this Agreement or reduction of users, there shall be immediately due and payable by the Client an amount equal to 50% of the fees that would have been paid for the remainder of the term.

SECTION 15. DISPUTE RESOLUTION

Parties agree to attempt to resolve any dispute by negotiation between the Parties. If Parties are unable to resolve the dispute by negotiation, either Party may start mediation and/or binding arbitration in a forum mutually agreed to by the Parties.

The prevailing Party shall be entitled to recover its attorneys' fees and costs in any dispute resolved by binding arbitration or litigation.

SECTION 16. GENERAL PROVISIONS

16.1.

This Agreement, including any amendments and attachments that are incorporated herein, constitute the entire agreement between the Parties and shall be binding when accepted by the Client. No modification, termination, or waiver of any provisions of this Agreement shall be binding unless in writing and signed by authorized officers of the Parties. No provision of any purchase order or other document issued by the Client shall be binding or effective for any purpose unless accepted by the Provider in writing. It is further

expressly understood and agreed that, there being no expectations to the contrary between the Parties, no regular practice or method of dealing between Parties or their respective industries shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

16.2.

Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties, nor shall either Party have the right, power, or authority to create any obligation or duty, express or implied, on behalf of the other.

16.3.

The Product or any associated materials shall not be exported or re-exported in violation of any export control provisions of the United States or any other applicable jurisdiction.

16.4.

This Agreement may not be assigned, sublicensed, or transferred in whole or in part by the Client without the prior written consent of the Provider. Any attempted assignment, subletting, or transfer shall be void.

16.5.

If any provision(s) of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be in any way affected or impaired thereby.

16.6.

No delay or failure either Party in exercising any right(s) herein and no partial or single

TERMS & CONDITIONS

CONTINUED

exercise thereof shall be deemed in itself to constitute a waiver of such right(s) or any other rights herein. Any waiver by either Party of any breach of the provisions of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

16.7.

In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of god, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds 7 days from the receipt of notice of a Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 12.

16.8.

The Client shall furnish, at the Provider's request but no more frequently than annually, a signed certification:

- 1) verifying that the Product is being used pursuant to the terms of this Agreement and
- 2) listing the locations where the Product is being used.

16.9.

This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and each of which together shall constitute a single instrument.

16.10.

This Agreement shall be governed by and construed under the laws of the State of Arkansas applicable to contracts made in and wholly to be performed in the State of Arkansas without regard to conflicts of law.

ACCEPTANCE

Checks payable to:

Library**Market**

Proposal Date:

February 19, 2021

Address:

PO Box 17332
Jonesboro, AR 72403

Job Descriptions	Total
• Library Website Design & Development	\$15,000.00
• Library Website Maintenance & Hosting (Annual)	\$1,200.00
• Library Calendar Implementation	\$2,000.00
• Library Calendar Subscription (Annual)	\$2,000.00
Total Cost	\$20,200

Payment Terms

- Services: 50% upon signing & 50% at launch
- Annual Fees: 100% at launch

Client Name

Position

Signature of Approval

Date



February 19, 2021

Ben Bizzle | CEO

Date

5 - Financial Management

Adequate financial support is necessary to operate and fulfill the mission of Wilmette Public Library District (The District), and to provide a quality program of service to the community. Sound budgeting, accounting, and reporting procedures contribute to the effective use of District funds.

Efficient methods of business management and effective controls are employed by the Director for business practices and support services. Complete and accurate records of all transactions are kept for audit purposes.

5-1 Fiscal Authority

5-1.1 Board Authority

The Board of Library Trustees (Board) makes disbursements and investments as necessary or appropriate for the provision of public library services and programs; library collection development; construction, purchase, maintenance, and repair of library facilities and equipment; employment of a competent Library Director and staff; and other expenditures for the operation of a public library, as authorized by the Public Library District Act, 75 ILCS 16/1-1 et. seq.; the Public Funds Investment Act, 30 ILCS 235/0.01 et seq.; and other applicable laws and regulations.

Responsibilities of the Treasurer are identified in 75 ILCS 16/30-45(d), (e), (f) and Section III-4 of the Library District's Bylaws.

5-1.2 Director Authority

The Director is authorized to sign contracts on behalf of the District and to disburse budgeted-for library funds. The Board hereby delegates administrative responsibility for the District's investment program to and designates the Director as its chief investment officer responsible to establish internal controls and written procedures for the program.

5-1.3 Staff Authority

Management and staff members are authorized to spend Library funds within budget and as authorized by the Director. The Finance Manager will assist the Director in requesting and maintaining records of disbursements and investments.

5-1.4 Investment Advisor

An investment advisor may recommend and facilitate investments of District funds in accordance with Board directions, applicable legal requirements, and the District's Investment Policy. (_approval date_)

5-2 Working Budget

The Director and staff develop a Working Budget for the District prior to the start of each fiscal year (July 1-June 30). The Working Budget clearly identifies each operational category to support Library operations in the amount requested. The Board will review and discuss drafts of the proposed budget in a series of committee and regular meetings, all of which are open to the public. The Board approves the final draft of the Working Budget in the spring.

After adoption of the budget, the Director may make purchases according to the spending plan indicated in the budget without specific approval for each purchase, provided that the expenditures are within limits allowed by Section 5-10 of this Policy. The Board may transfer funds in the established working budget from one line item to another.

Legal spending authority is set by the Budget and Appropriations Ordinance, which is prepared and reviewed in the summer, and adopted following a public hearing. (_approval date_)

5-3 Budget and Appropriation Ordinance

The Board will, within the first quarter of each fiscal year (July 1-June 30), and no later than the fourth Tuesday of September, prepare and enact a budget and appropriation ordinance pursuant to the provisions of the Illinois Public Library District Act (75 ILCS 16/30-85). The appropriation ordinance acts as a ceiling to the legal maximum amount of money that a public body may spend during its fiscal year if sufficient funds are available to fully fund line items contained and adopted within the budget.

A certified copy of this ordinance will be published once, and the Board will then ascertain the total amount of the appropriation made for all purposes permitted by this Act, and the total amount of moneys necessary to be raised therefore. The Secretary files a certified copy of the Budget and Appropriation Ordinance with the County Clerk within 30 days of its adoption (along with the Treasurer's Estimate of Revenues). (_approval date_)

5-4 Levy

By the first Tuesday in December, after publication of the appropriation ordinance, the Board will enact a levy ordinance incorporating the

appropriation ordinance by reference, and will levy not to exceed the total amount of such appropriation, taking into consideration moneys to be raised from other than tax sources, upon all property subject to taxation within the District as that property is assessed and equalized for state and county purposes for that year.

The Secretary will file, on or before the last Tuesday in December, a certified copy of the levy ordinance with the Cook County Clerk. The Secretary will also file, on or before the last Tuesday of December, certified copies of the appropriation and levy ordinances with the library or libraries operated by the District and make such available to public inspection at all times. (_approval date_)

5-5 Tax Revenues

The proceeds of all taxes collected for District purposes, and all other moneys belonging to the District, are deposited with the Treasurer of the District and maintained in separate funds. The Treasurer will oversee all library funds as necessary and as may be required by law, but no part of any such fund or funds may be expended by the Treasurer except upon warrants certified as correct by the Director and approved by the Board.

Funds involved in accumulations as herein provided, or donations to the District, may be kept in separate and interest bearing accounts in one or more banks or savings and loan associations in which public funds may be deposited, or invested as provided by law. (_approval date_)

5-6 Fund Balance

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also establishing funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risk, and to ensure stable tax rates.

The District's fund balance will be composed of three primary categories:

1. Non-spendable Fund Balance is the portion of a Governmental Fund's fund balance that are not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for resale, and endowments).
2. Restricted Fund Balance is the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor, and tax levies such as for IMRF and FICA).
3. Unrestricted Fund Balance is made up of three components:

- a. Committed Fund Balance is the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision-making through formal Board action. The same action is required to remove the commitment of fund balance.
- b. Assigned Fund Balance is the portion of a Governmental Fund's fund balance that denotes an intended use of resources but with no formal Board action.
- c. Unassigned Fund Balance consists of the available expendable financial resources in the General Fund that are not the object of a tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned, and unassigned). The Library assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

In order for the Library to maintain adequate fund balances for operational purposes and to provide residents throughout the service area with continuous, sustained library service, the Library maintains two major funds and three special revenue funds. The two major funds are used as follows:

- The General Fund is the library's primary operating fund. It is used to account for administrative, maintenance, library, and all financial resources except those accounted for in another fund. Unrestricted General Fund balance targets should represent no less than six months and no more than twelve months of operating expenditures.
- The Special Reserve Fund is used for capital expenditures including, but not limited to, maintenance and repair, construction, and renovation. The fund is financed by debt financing, grants, or inter-fund transfers.

Three special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Fund balances are derived from specific line items in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

- The Audit Fund is used for the sole purpose of paying for the Library's annual audit.
- The IMRF/Social Security Fund is used for expenditures resulting from the Library's participation in the Illinois Municipal Retirement Fund, and for expenditures for payroll taxes required by the Federal Insurance Contributions Act.

- The Liability Insurance Fund is used for insurance expenditures related to Library risk-management activities, and for expenditures for the employer's tax liability in relation to unemployment insurance.

Funds are held in reserve to avoid, insofar as possible, the need for short-term borrowing due to the known unpredictability of receipt of tax levy payouts.

The Board will seek to retain a reserve balance in the unrestricted general operating fund equal to an amount needed to continue library operations for a period one year. At the end of each fiscal year (June 30), the Director will project the minimum amount needed to operate the library for a one year period and an assessment of the fund balance will be made at that time.

If the operating fund balance falls below the amount needed to operate the library for one year, any unexpended balance of the proceeds received from the previous fiscal year's public library taxes up to the amount needed to reach the one year operating figure will generally remain in the operating fund balance.

If the General Fund balance exceeds the amount needed to operate the Library for one year, any additional amount of unexpended funds from the previous fiscal year may be transferred to the Library's Special Reserve Fund. The Board will consider any anticipated need for capital expenditures in the upcoming fiscal year when making a decision about retaining funds in the operating fund balance or transferring allowable funds to the special reserve fund [75 ILCS 16/40-50].

In any case of reduction in the amount of funding available to the Library, funds will be allocated to cover operational expenses in order to make every attempt to fulfill the Library's mission as stated in the Board-adopted mission statement. While the Library seeks to maintain a one year general operating fund balance, unforeseeable expense increases may prevent attainment of that goal.

The Library makes information pertaining to budget establishment and management available to the public and posts the Library's working budget online. (_approval date_)

5-7 Grants

Upon receipt, grant funds will be deposited in an approved financial institution. When appropriate, separate accounts for grants will be

maintained. Disposal of items purchased with grant funds is subject to the specific grant provisions as well as to the provisions of the Library District Act (75 ILCS 16/30-55.32) relating to the sale or disposition of library property. (_approval date_)

5-8 Gifts, Memorials, and Bequests

The District may, by action of the Board, accept gifts, grants, donations, memorials, bequests, and titles to property. Only those gifts that the Board, with advice from the Director, deems consistent with the policies, programs, and interests of the District, and with applicable laws and statutes, will be accepted.

The responsibility for the selection of memorial materials rests with the Director following consultation with the donor.

The Board, with advice from the Director and staff, reserves the right to use any unrestricted donation received by the District in any manner it deems appropriate. Unless a donor requests anonymity, names of donors may be publicized.

With the exception of donations of library material, the District will provide a letter to the donor acknowledging the donation. In the case of memorial donations, a letter will also be provided to a representative of the honored individual, if possible. Generally, acknowledgement letters will be mailed.

If practical to do so, the Library will place a plaque acknowledging a donation on or near the donated item or the item purchased with donated funds. When funds are donated for the purchase of library material in memory or honor of an individual, a bookplate will be applied to each item, if possible.

Once accepted, donations are the property of the Wilmette Public Library District. The District may replace any donation with an in-kind item or may dispose of any donation at any time it no longer remains consistent with policies, programs and interests of the District.
(_approval date_)

5-9 Investments

5-9.1.0 Investment Policy

Under this instrument, Wilmette Public Library District's Investment Policy, it is the policy of the District to invest all funds under the District's control in a manner which will provide the highest investment return using authorized instruments, while meeting the daily cash flow demands of the

District in conforming to all state and local statutes governing the investment of public funds. In addition, and consistent with the Illinois Sustainable Investment Act, material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act (Public Act 101-0473).

This Policy applies to all investments entered into on or after the effective date of this instrument. Until the expiration of investments made prior to the effective date of this Policy, such investments will continue to be governed by the policies in effect at the time such investments were made.

The Library will comply with the Illinois Public Funds Investment Act (30 ILCS 235).

5-9.2.0 Investment Guidelines

The primary objective in the investment of District funds is to ensure the safety of principal, while managing liquidity to pay the financial obligations of the District, and providing the highest investment return using authorized instruments.

5-9.2.1 Safety

The safety of principal is the foremost objective of the investment program. District investments will be undertaken in a manner which seeks to ensure the preservation of capital in the portfolio. To attain this objective, diversification, as defined in Section 5-9.9.0 of this Policy, is required to ensure that the District prudently manages market, interest rate and credit risk.

5-9.2.2 Liquidity

The investment portfolio must remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably projected.

5-9.2.3 Return on Investment

The investment portfolio will be designed to obtain the highest available return, taking into account the District's investment risk constraints and

cash flow needs and the District's desire to promote fiscal responsibility. The portfolio will be structured to obtain the highest investment return using authorized investments during budgetary and economic cycles as mandated in Section 5-9.1.0 of the Investment Policy.

The rate of return achieved on the District's portfolio will be measured against relevant industry benchmarks at regular intervals to determine the effectiveness of investment decisions in meeting investment goals.

5-9.2.4 Periodic Review of Investment Portfolio

The Treasurer will make a periodic review, not less frequently than monthly of the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and the general performance of such portfolio. The Finance Manager will report to the Director on an as needed basis, and will report to the Board at least monthly.

5-9.3.0 Prudence

Investments are made with the judgment and care, under the circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable preservation of their capital as well as the probable income to be derived. This "prudent person" standard will be used by all investment officers of the District and will be followed in making investments for the District and in managing those investments.

5-9.4.0 Ethics and Conflicts of Interest

Authorized investment officers of the District and employees in policy-making positions must not engage in personal business activity that could conflict, or give the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such individuals must disclose to the District any material financial interests in financial institutions which conduct business with the District, and they must further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. In addition, such individuals must subordinate their personal investment transactions to those of the investment portfolio, particularly with regard to the time of purchases and sales. In any case, the Public Officer Prohibited Activities Act (50 ILCS 105 3 (a)) must be followed.

No person acting as Treasurer or financial officer for the District, or who is employed in any similar capacity by or for the District, may do any of the following:

1. have any interest, directly or indirectly, in any investments in which the District is authorized to invest.
2. have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. receive, in any manner, compensation of any kind from any investments in which the District is authorized to invest.

5-9.5.0 Authorized Broker/Dealers and Financial Institutions

The District Board has the sole responsibility to select which financial institutions (Illinois Funds, banks, savings & loan, credit unions, and other non-banks) will be depositories for the District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for District funds. The District will take into consideration security, size, location, financial condition, service fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories along with any additional requirements of the Public Funds Investment Act (30 ILCS 235/6).

5-9.6.0 Authorized and Suitable Investments

As of the effective date of this Policy, the list of authorized investments will include all those as authorized by Section 2 of the Public Funds Investment Act (30 ILCS 235/2).

5-9.7.0 Investment Restrictions

1. Authorized investment officers must not invest in tri-party repurchase agreements or derivative products, and will not leverage assets through reverse repurchase agreements.
2. Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, the District will not purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instruments and the transaction meet the requirements of Section 2(h) of the Public Funds Investment Act (30 ILCS 235/2(h)).
3. Repurchase agreements may be executed only with approved financial institutions or broker/dealers meeting the District's established standards, which will include a mutual execution of a Master Repurchase Agreement adopted by the District.

5-9.8.0 Collateralization

Collateralization will be required above depository insured amounts on two types of District investments:

1. Deposit Collateralization: Collateral securities approved by the District with a market value equal to at least 110% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required. The collateral will be marked to market and adjusted, if necessary, to the 110% level on at least a weekly basis. Insured certificates of deposit, share certificates, surety bonds and letters of credit with a value of at least 102% of deposits in excess of \$250,000 (or the maximum amount insured by the FDIC) per institution will be required.
2. Repurchase Agreement Collateralization: Direct treasury securities with a market value equal to at least 102% of the value of the repurchase agreement will be maintained at all times. Repurchase agreement collateral will be marked to market at the time of execution and daily thereafter.

5-9.9.0 Diversification

The investment portfolio will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities. In order to properly manage any risk attendant to the investment of District assets, the portfolio will not exceed the following diversification limits unless specifically authorized by the District:

1. The District will seek to achieve diversification in the portfolio by distributing investments among authorized investment categories among financial institutions, issuers and broker/dealers;
2. The investment portfolio will not hold timed deposits constituting more than 10% of any single financial institution's total deposits;
3. No investment category will exceed 40% of the District's portfolio, with the exception of cash equivalents and treasury securities as defined in Section 5.0 of this Policy; and
4. The District will invest the majority of District funds in authorized investments of one year maturity. No investment will exceed two years maturity.

5-9.10.0 Safekeeping and Custody

Third party safekeeping is required for all collateral. To accomplish this, collateral will be held at a safekeeping depository as approved by the

Board. Safekeeping will be documented by an approved written agreement. Substitution exchange or release of securities held in safekeeping may be done upon two days prior written notice to the Treasurer. When collateral is extended, the Treasurer will receive a copy of the financial institution's board minutes, indicating the Board of Directors' approval as well as records and agreements documenting the nature of the collateralization.

5-9.11.0 Internal Controls

The Treasurer along with the Director and Finance Manager will establish internal controls, which will be documented in writing and filed with the Board for review. The controls will be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by Trustees, staff, or authorized investment advisors.

5-9.11.1 Asset Allocation

The allocation of assets within investment categories authorized under Section 5-9.5.0 of the Investment Policy will be approved by the Board of Library Trustees.

5-9.11.2 Competitive Bidding

Authorized Trustees and staff will obtain competitive bids from at least three (3) broker/dealers prior to executing the purchase or sale of any authorized investments.

Certificates of deposit will be purchased by authorized Trustees and staff on the basis of a qualified financial institution's ability to pay a required rate of interest to the District set on a daily basis. Such rate is generally determined on the basis of treasury or other appropriate market rates for a comparable term.

5-9.12.0 Limitation of Liability

The standard of prudence to be used by authorized investment officers will be the "prudent person" standard as stated in Section 5-9.3.0 above, and will be applied in the context of managing an overall portfolio. Authorized Trustees and Staff acting in accordance with written procedures and this Policy and exercising due diligence will be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and necessary action is taken to control adverse developments.

5-9.13.0 Reporting

All investment transactions are recorded by the Finance Manager. A report will be generated, at least monthly, listing all active investments, location of investments, maturity of investments, interest rate, and other pertinent information deemed necessary and reviewed by the Treasurer. This report will be submitted monthly to the Board.

5-9.14.0 Delegation of Authority

The Board may employ one or more investment advisor(s) possessing superior capabilities in the management of assets of governmental bodies. The Board will require the investment advisor(s) selected and working on behalf of the District to meet the following conditions:

1. To take actions in the exercise of its discretion which in its best professional judgment are in the best interests of the District and in accordance with this policy. Such actions include but are not limited to (a) the allocation of District funds among alternative types of investments; (b) specific investment opportunities regarding the acquisition, retention, or disposition of investments; and (c) the recommendation of the addition, deletion, or modification of authorized investments.
2. To execute all investment transactions on behalf of the District at the best net price, utilizing such approved brokers and dealers as it deems appropriate to obtain the best execution capabilities and/or valuable information with respect to the economy, at the lowest cost to the District.
3. Such additional responsibilities as are set forth in such investment advisor's written contract with the District.

The District's investment advisor(s) will be responsible for establishing the internal controls in written procedures for the operation of the District's investment program as set forth in this Policy.

In the absence of a contracted investment advisor, the Board retains responsibility for the implementation of the investment program set forth in the Investment Policy.

5-9.15.0 Reservation of Rights

The District reserves the right to amend this Policy at any time upon the advice and consent of its Board.

(Section 5-9 _approval date_)

5-10 Sale of Real and Personal Property

The Board is empowered to sell or otherwise dispose of real or personal property deemed no longer necessary or useful for District purposes under such terms as the Board deems best but in no event on contracts extending over a period of more than 20 years (75 ILCS 16/30-55.30). The Board may lease to others any real property not immediately useful to the District for which plans for ultimate use have been adopted.

Such property may be sold or disposed of at a public sale as follows:

1. Personal property having a value of \$1,000 or less may be disposed of by the Director.
2. Personal property having a unit value of more than \$1,000 but less than \$2,500 may be displayed on the Library's website and/or at the Library and a public notice of its availability and the date and the terms of the proposed sale will be posted.
3. In all other cases, the Board will publish public notice of the availability and location of the real or personal property and the date and the terms of the proposed sale, giving the notice once each week for 2 successive weeks.
4. On the day of the sale, the Board will proceed with the sale and may sell the property for a price determined by the Board, or to the highest bidder.
5. Where the Board deems the bids inadequate, it may reject the bids and re-advertise the sale.

(_approval date_)

5-11 Expenditures

The Board will abide by all laws and regulations relating to purchases by the District. The purchases of goods and services will be accomplished in accordance with sound business practices.

The Board has the exclusive control of the expenditures of all District funds. Procedures for expenditures are as follows:

1. Funds may be disbursed for goods and services by check.
2. All outstanding bills must be checked by a member of the Board prior to the meeting at which the bills are presented for payment.
3. A warrant of bills and salaries to be paid is prepared by the Business Office for each monthly period.
4. Such warrant will be presented to the Board at its next regularly scheduled meeting.

5. The Director is authorized to make purchases deemed necessary for the fluent operation of the District. The Director is authorized to hire/purchase any goods and/or services needed to resolve an emergency (anything of a life-threatening nature, anything which requires immediate repair, anything which would bring considerable expense if delayed). Any such hire/purchase will be ratified and confirmed by the Board at its next regular or special meeting. Should the expenditure NOT be an emergency or not be included in the approved budget, then the proposed purchase will be presented to the Board for approval.
6. The Director will establish all staff salaries within the framework of the salary schedule and annual working budget as established by the Board.

(_approval date_)

5-12 Purchasing Policy

It is the duty and responsibility of the Board, with the assistance of the Director, to establish and approve an annual working budget and ensure adequate funding for all expenditures. The Director administers the budget established by the Board. In order to support the District's Mission and Strategic Plan, staff will seek to obtain quality products and services at the lowest possible cost while also considering durability, performance, compatibility, delivery, service, and vendor location.

A. Competitive Bids/Quotations

Certain purchases of the District are governed by the State of Illinois statutes. It is the policy of the Board to follow the most responsible business practices when purchasing goods and services in addition to complying with any statutory requirements. Statutory requirements will supersede policy provisions (Local Government Prompt Payment Act (50 ILCS 505/1), and Bids For Construction, Improvements, or Equipment Purchases (75 ILCS 16/40-45)). Purchases, contracts, and expenditures of funds in the amount of \$25,000 or greater will be awarded following competitive bid procedures as required, including awarding such to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. However, bidding is not required in the following cases:

1. Where the goods or services to be procured are able to be obtained from only one source;
2. Where the services required are for professional skills or services;
3. In emergencies involving public health or safety or where immediate expenditure is necessary due to the situation at hand;

4. Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of the equipment;
5. When the goods or services are procured from another governmental agency (Government Joint Purchasing Act, 30 ILCS 525/01 et seq.);
6. Contracts which by their nature are not adapted to award by competitive bidding, such as contracts for printing and for utilities;
7. Purchases of less than \$25,000;
8. Any other exception permissible under applicable law.

B. Expenditures Not Requiring A Competitive Bid Process

1. Renewal or Extension of Contracts - Through the approval of the annual working budget, the Director (or designee, in the Director's absence) is authorized to renew or extend existing contracts for a term not to exceed 3 years. Contract renewals or extensions which would cause expenditures to exceed the budget line must come before the Board for prior approval. The Director will notify the Board prior to renewal or extension of any contract.
2. New Contracts - Entirely new contracts for products or services requiring a new budget line, or in excess of the current budget line, or in an amount \$25,000 or more must come before the Board for prior approval.
3. Single Item Purchases of \$10,000 or More - A purchase of any single item in an amount of \$10,000 or more must come before the Board for prior approval.
4. Single Item Purchases Less Than \$15,000 and More Than \$10,000 - A purchase of any single item in an amount less than \$15,000 and more than \$10,000 may be made by staff acting pursuant to the Director's authority and instruction in the open market and will, whenever possible, be based upon a minimum of three (3) competitive proposals received in writing from potential vendors. If three proposals cannot be obtained, a listing of all vendors contacted for proposal requests will be maintained noting price quotes from responsive vendors.
5. Single Item Purchases Less Than \$10,000 - A purchase of any single item in an amount less than \$10,000 may be made by staff acting pursuant to the Director's authority and instruction without competitive proposals but will be made in consultation with more than one source whenever possible.
6. Government Pricing - Where a reputable vendor is able to provide established government pricing, competitive proposals are not necessary.

7. Emergency Contracts and Expenditures - A competitive proposal process is not required in an emergency situation (Policy 5-9 Number 5). At the earliest opportunity, typically at the next regularly scheduled Board meeting, Trustees will ratify and confirm contracts and purchases as described in Policy 5-9.

C. Qualifications of Contractors and Suppliers

It is the intent of the Library to award contracts only to contractors or suppliers who furnish satisfactory evidence that they have the requisite capital, experience, ability, organization, and staffing to successfully perform and complete the requested work within the time set forth in the specifications. The Library shall consider the following criteria:

1. Ability, capacity, and skill of the contractor or supplier to perform the contract;
2. Whether the contractor or supplier has performed work similar to that required under the contract within the past three years;
3. Whether the contractor or supplier has the organization and staffing to successfully perform the contract within the time specified and without delay or interference;
4. Character, integrity, reputation, judgment, experience and efficiency of the contractor or supplier;
5. Quality of the contractor or supplier's performance of previous contracts;
6. The contractor or supplier's safety record, including OSHA citations, in the past three years;
7. Previous and existing compliance by the contractor or supplier with laws and ordinances relating to public bidding generally and to this contract in particular;
8. Sufficiency of the contractor or supplier's financial resources and ability of the contractor or supplier to perform the contract in particular;
9. Information the Library obtains from references supplied by the contractor or supplier, or from inquiries by library as to prior work performed by the contractor or supplier;
10. A pre-award interview may be required at which the contractor or supplier would present its qualifications and project team and discuss this project with the Library;
11. Any other factor that the library may legally consider in determining the proposal that is in the best interests of the Library.

(_approval date_)

Wilmette Public Library Director's Report – March 16, 2021
Library Activities for February-March 2021
Anthony Auston, Director

Strategic Plan Progress Updates

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

Outreach Librarian Ruth Bell made 13 contactless deliveries of books and STEM Kits to six of our partner preschools.

In celebration of Black History Month, our February StoryWalk at Vattmann Park was *Mae Among the Stars* by Roda Ahmed. It tells the story of Mae Jemison, the first African American woman to travel to space.



On Saturday, March 6, Youth Services partnered with local Girl Scouts to offer a Girl Scouts Puppets and Pajamas Party for girls in grades K-3. Girl Scouts Community Organizer Beth Sousa will read *Here Come the Girl Scouts!* by Shana Corey and lead a craft activity.

Teen Librarian Krista Hutley arranged a program for teens titled, “A Parent's Guide to Paying for College,” hosted by My College Planning Team. The company offered a webinar and Q&A as they introduced financial aid options and focused on some of the biggest college planning mistakes families should avoid, while taking Covid-19 into consideration.

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

The League of Women Voters Wilmette (LWVW) is partnering with Wilmette Public Library to hold candidate forums prior to the April 6, 2021 Consolidated (Local) Election, with early voting beginning on March 22. We recognize that local elections impact every area of our daily lives, including school quality, park district and library programming, public health and safety, and environmental sustainability. This year's forums will be held via Zoom for safety and convenience. There will be 2 separate candidate sessions: Saturday, March 13 (Village President, Village Trustees, Park Commissioners), and Saturday, March 20 (Library Trustees, D39 Board, D203 Board). More information is available at: <https://www.lwvwilmette.org/>

As part of an ongoing job search series, the Wilmette Library with orchestration by librarian John Amundsen, has partnered with Skokie Public Library, Glenview Public Library, Morton Grove Public Library, Evanston Public Library, Lincolnwood Public Library and Niles Maine District Library to reach as many patrons as possible in need of help navigating the world of searching, preparing, and applying for jobs during Covid.

On February 4, the group presented, "Navigating the Job Search: Informational Interviewing," where Martin Gahbauer of Elmhurst College provided a guide to take control of your job search by conducting a series of directed interviews that will develop your network and help you land a good job.

On February 11, the group presented, "Navigating the Job Search: Interviewing in the Virtual Age." In this program, long-time human resources professional Frances Price explained the techniques for looking and sounding your best in an online interview.

Objective 2.4: Foster a “Culture of Yes” that allows for quick, low-cost, trial implementation of new ideas from patrons and staff.

In January, EvaAnne Johnson's Genealogy 101 Zoom workshop “sold out”, prompting her to coordinate several more in the coming months. On February 10, she offered this program again, with it filling immediately after its posting on the website. She explains how to start putting together a family tree, where to start looking for your roots at home, and some basic online tools to use when you're ready to start researching using the Library's online resources, such as FamilySearch and Ancestry.com.

EvaAnne Johnson also hosted a program on our subscription database Newspapers.com. The program was well-received, with some Wilmette staff members joining as well. Eva developed useful research programs using a resource that the Library already owns and shared how to operate it with our patrons and staff.

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

Youth Services collaborated with Teen Services to expand our monthly Three Minute Mental Makeover creative writing program to include teens and adults in response to interest in the community.

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

Digital Services Manager Stephen Koebel (Chair of WPL's Equity, Diversity, and Inclusion Committee), was appointed to a 3.5 year term on the RAILS Equity, Diversity, and Inclusion Committee. Stephen reports, “While we are still in the early stages, we’re sharing challenges at our institutions and have begun brainstorming trainings for staff, toolkits for staff, and the like.

It's a great opportunity that I'm proud to be a part of. I'll acquire tools to bring home to WPL that will benefit our staff and patrons alike."

Librarian Sheri Reda compiled a Black History Month booklist for the website, which we promoted in our e-news and social media.

Librarians Ruth Bell and Diane dos Santos are taking The United Way of Illinois Equity Challenge, which is a 21-week program that encourages Illinois residents to engage in racial equity conversations to gain a deeper understanding about the impact systemic racism and inequity have on our state and in our local communities. <https://unitedwayillinois.org/equity-challenge/> To help selectors in Youth Services, Librarian Sheri Reda developed a collection development tool to identify independent publishers who specialize in Own Voices and EDI books.

Youth Services continued to update recommended reading lists to include more diverse and "own voices" titles. Most recently Diane dos Santos updated our lists of recommended picture books for toddlers and preschoolers.

Lunar New Year Story Time on Saturday, February 13 was attended with 46 patrons celebrating the Year of the Ox and practicing Mandarin Chinese with songs and stories about the new year. This program was presented by local educator Ling Liu.

Librarian Sheri Reda continues to represent WPL at regional EDIT/YS (Equity, Diversity, and Inclusion Team in Youth Services) meetings.

Our Youth Service librarians are committed to including more diverse and "own voices" books and characters in storytime.

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

Following the development and posting of our Website Redesign RFP, in February and early March, Digital Services Manager Stephen Koebel and Director Auston received questions from potential website vendors, answered those questions, received and evaluated their proposals, and conducted an interview with the finalist. Based on the proposal, conversation with the vendor, and the feedback received from other library teams who've retained the vendor for their own projects, we're confident that we'll have an excellent developer to create the next generation of the library's virtual branch. The proposal from our finalist, along with staff's recommendation of this vendor/solution, are included in this month's Board Packet.

Our staff Website Redesign Committee committed time in February to evaluating our current web pages and navigation/menu schema. The committee has been successful at identifying language and organization methods for our web pages. We've got a strong headstart on the details before we start working directly with the new website developer.

Collections

Digital

February saw the transition of our digital magazine collection from RBDigital to OverDrive. Stephen Koebel e-mailed around 1,500 regular users of our magazine collection to inform them to the change. Our patrons now have access to many more titles than our prior digital collection, with no holds list or waiting. Since OverDrive magazines was a group purchase through the Electronic Content Consortium (ECC), we've saved the library roughly \$10,000. We've done some PR about the transition, and patron feedback has been positive to-date. Comparable usage statistics for the new platform will be available by the end of March and shared with the April report.

Stephen met with various database vendors in February to evaluate their offerings in preparation and planning for our FY21-22 budget for digital resources. Our popular Lynda.com product will transition to the LinkedIn Learning platform in April. LL is an excellent learning tool, however there were initially concerns in the industry that led ALA and librarians to advocate for better patron privacy for this product. LinkedIn will not retain or sell any patron's personal information; a victory for librarians and patrons alike. Stephen is also working with the New York Times to provide access to the NYT Website/App to patrons. This is a different user experience than the NYT database through Proquest—it's full access to the NYT website. Content that would regularly be locked behind a paywall will be free to access to Wilmette patrons.

Stephen notes that our e-book and e-audio book usage in 2020 was up 39% over the previous year. Staff invested both time and budget into the digital collection and the results reflect patron demand for the service. WPL is a high performer in our consortium, and it's to the credit of our locally curated collection and to our selectors (Jill McKeown in Adult Services and Janet Piehl in Youth Services) - and of course our highly engaged community of readers!

Numbers for our other digital collections remain strong, though our traditional database/homework type products continue their pattern of a winter lull. Our business resource usage continues to be strong through tax season; LexisNexis, NetAdvantage, and Morningstar have seen significant increases over last year.

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

Physical

Following guidance from RAILS, WPLD adjusted our quarantine procedures for returned library items and incoming mail/deliveries to 48 hours (from 72 hours) effective March 1. Many of our peer agencies have adopted updated procedures as well. These updates were prompted when RAILS decided to reduce the quarantine requirement for materials moving through delivery to 24 hours effective Wednesday, February 24. RAILS based their decisions on the latest research

showing that COVID-19 mainly spreads through respiratory droplets in the air and rarely through physical objects, like library items. Information citing this research is posted on the RAILS [COVID-19 Pulse Page](#). The net impact of this change is reduced processing times for check-in for returned items and more immediate availability of hold materials.

RFID Project

The Library's Radio Frequency Identification (RFID) project gained significant momentum following our initial training session with Bibliotheca on February 2. The Library's stakeholder and project implementation team (Director Anthony Auston, Senior Manager Gayle Rosenberg Justman, Circulation Manager Kim Hegelund, Shelving and Switchboard Manager Patsy De Vuono, and Cataloging Librarian Jessica Thomson) have been coordinating a number of details and logistics in the wake of the training. Due to supply chain issues, delivery of our initial project resources were delayed until late January when we finally received a pallet including all of the tags necessary for our entire current 300,000 items, as well enough to cover the balance of our acquisitions for the remainder of 2021. We also received our three leased tagging carts that staff will use in the stacks to tag the collections this winter/spring. Half of our new self-checkout equipment arrived in mid-February. Our three flagship self-check 1000 units arrived in early March, but upon installation it was discovered that those devices were not intended for us after all, and now we expect our intended units to arrive March 12. The Automated Material Handling system (AMH) and security gates will be delivered and installed near the end of the project in April.

Staff began tagging in earnest the week of February 8. Patsy DeVuono trained the Shelving and Switchboard teams as well as two Monitors, four Circulation staff, and continues to train others. Some staff have buddied-up with other another when they're having a bit of a harder time with the details, and are now well into the project with a consistent schedule. The process consists of getting a cart of materials from the specified area, scanning the barcode on each one, putting the tag inside the back cover, marking the item done with a small red dot above the call number and retuning the items to the shelf. There is a large whiteboard outside of the shelving room, that we use to let everyone know what areas we are tagging currently and what areas have been tagged. The Shelves use this when sorting to set aside items from those areas that need to be tagged. Every day we take that cart and tag everything on it prior to reshelving.

To date the team has already completed the print collections in the Recent Arrivals area, Hot Picks, Book Club Hub, Large Type, Teen, Fiction, the 400s collection, the English Language Learning materials, and the World Language CD collections. All that is left of the First Floor are the Genre Fiction, the Reference Collection, and the Media Room. In the meantime, the tagging carts have moved to the second floor and are beginning to tag the Youth collections. We're excited to see this project take shape and begin to reap the benefits of the new system. We expect to see completion of the tagging in the spring.

Technical Services started RFID tagging in mid-February. Software was downloaded and three RFID pads were installed with the help of IT and CVI. Jessica Thomson trained Jacintha D'Silva,

Laura Krimsin-Morales, Martha Birkhold, and Rosemarie Hohol on how to apply RFID tags and how to use the Bibliotheca software. Jessica created a visual document of where to place the tags on all formats to be used by Technical Services staff and everyone else tagging in the Library. Now, all materials, except periodicals, are being tagged before leaving Technical Services.

A number of collections were relocated in February. Non-fiction DVDs and Great Courses materials are now displayed in their new location in the lower level 900s Room, immediately below the Media Room, where our fiction DVDs are located. Following the weeding and back-shifting of the non-fiction collections on the lower level, the World Languages collection (aka the 400s) now fits interfiled between the 300s and 500s. This collection was previously housed on the first floor at the end of the Large Type collection. Having opened these shelves, the Reference collection (formerly housed on the mezzanine) has officially moved in, is now closer to the reference desk staff, and more accessible to researchers on the first floor.

Jessica started working with CCS on a call number split project. During the April 2018 migration to Polaris, all call number information from Sirsi was migrated into the classification field. CCS has created a process to evaluate existing call number data and decide how it should be split into the corresponding Polaris call number fields. Breaking the call number into separate fields allows staff to run reports using each specific element and allows for easy bulk changes of call numbers. The project will “fix” all of our old call numbers as well as correct any inconsistencies in how we have been splitting the call numbers since migrating to Polaris. The first step in the project was identifying the number of prefixes we use in our call numbers. Jessica found over 300 prefixes.

Work on our Loan Rules documentation and procedures continued in February. Andrea Vaughn Johnson, Gayle Rosenberg Justman, Kim Hegelund, Jill McKeown, and Patsy De Vuono updated some circulation properties for various collections. Some of the changes include: video game check outs have been updated to allow up to 5 per account; Board Books, JE Grab and Go, and JE paperbacks are now holdable by all patrons; and Book Club Books will be holdable by all CCS patrons after 3 months, and all patrons soon after. Gayle Rosenberg Justman made all of the necessary changes to item records to reflect these changes. Other changes may be made as needed as the document is revised.

The Adult Services Department is now having monthly Selector meetings where everyone who purchases books will meet and discuss various topics related to collection development. In February we discussed the basics of CREW and MUSTIE, what our collections are doing now and how we should treat them. I discussed with staff that we should move from a one big weed every few years model to continual weeding. While a big weed every few years can be necessary, I'd like the staff to visit their Deweys every week to keep an eye out for condition and areas of improvement. I asked them to view their sections as growing organisms that need constant tending, and they all were open to this change, whereas in previous years they were encouraged to weed every few years. Upcoming topics will include diversity in purchasing, and ways to advertise smaller presses at the Library.

Technical Services Statistics

The Technical Services team added 2,028 physical items to the collection this month. Considering that February is the shortest month of the year and that, in addition, we were closed for two snow days, the fact that our total number of items added to the collection was down by only 115 items from last month is commendable.

We added 846 adult books, 47 teen books, and 576 youth books for a total of 1,469 books (a decrease of 97 books from last month's total; we added 74 less adult books, 6 more teen books, and 29 less youth books). We added 152 adult AV items, 1 teen AV item, and 36 youth AV items for a total of 189 AV items (a decrease of 4 AV items from last month's total; we added 10 less adult AV items, 1 more teen AV item, and 5 more youth AV items). 339 issues were added to the adult magazine collection and 31 issues were added to the youth magazine collection for a total of 370 periodicals (a decrease of 14 issues from last month's total).

Large numbers of items were withdrawn from the collection in February, continuing the trend begun in August, 2020. The weeding of the adult collection continued in preparation for RFID tagging. Total February withdrawals were down by 1,397, but up 1,490 from December's totals. We withdrew 4,877 adult books, 50 teen books, and 646 youth books for a total of 4,877 books (a decrease of 1,815 books from last month's total). The dramatic decrease in adult books and therefore the total number of book withdrawals reflects the January weeding of the reference collection in Storage that was not continued in February. 760 AV items (100 adult AV items and 660 youth AV items) were also withdrawn (a decrease of 79 items from last month's total). 585 adult magazines and 225 youth magazines were withdrawn for a total of 810 magazines (an amazing increase of 497 issues over last month's total). The magazine withdrawal totals are usually high due to the fact that the retention statements for all of the youth magazines as well as for many of the adult magazines is "Retains current + 1 year". The 2019 issues of these magazines were withdrawn in January and February. The periodical withdrawal numbers should normalize next month.

In terms of digital resources, 2,051 e-books and 1,162 e-audiobooks were added to our Overdrive collection in February. Last month, 4,332 e-books and 259 e-audiobooks were added to our OverDrive collection. Also, 801 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 292 items were removed. Last month, 883 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 174 items were removed.

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

Circulation

February was a busy month for the Circulation Department as staff prepared for the reopening of building to the public. Over a week ahead of time, staff began to use our new hold wrappers on all materials held for Parking Lot Pickup Appointments. Staff wanted patrons to see what the new wrapper would look like to prepare them for our new open holds model. Signage was

created to alert patrons on how to read the new wrappers over email blasts, social media, and inside the Library.

On February 19, 2021, the Library opened to the public with new self-checkout stations in place, staff prepared to answer questions in the new open holds area, while we continued to maintain our popular service of Parking Lot Pickup. Staff also assisted in helping patrons use the self-checkout machines or direct them to other departments for assistance. Notifications for materials being held were updated to reflect the Library was open and a link to our current service model was added.

To:
The
Librarian,
We missed
you!



Staff heard the excitement and grateful responses as patrons walked in and out of the building in February. Lilly, a young Wilmette resident, dropped off a picture to the Circulation staff letting us know she missed us.

The original image is proudly displayed for our patrons to see at the desk alongside our new visual display of our Library of Things items and oversized books for patrons to checkout.

ILL staff attended the CCS ILL Technical Services meeting in mid-February. Discussions were held on RAILS' recommendation to decrease the quarantine of delivery items from 72 hours to 24 hours based on the findings of the REALM Project (<https://www.oclc.org/realm/home.html>). After careful consideration and further discussion with our Leadership Team, peer libraries, and feedback from the Circulation staff it was decided to quarantine materials for 48 hours starting March 1, 2021.

Circulation Manager Kim Hegelund has joined the Circulation Services branch of the LACONI (Library Administrators of Northern Illinois) organization. This is an opportunity for her to hear from peer organizations, participate in continuing education, and to use as a resource for the Library. She is preparing a Zoom program for LACONI in early May that will help fellow circulation staff re-center themselves through chair/desk yoga and breathing exercises.

Statistics of note:

The month of February brought back many ways that patrons interact with the circulation department. We saw 2,544 appointments for Parking Lot Pickup Staff throughout the month, but 447 came from patrons still utilizing the Parking Lot Pickup once the building reopened on the 19th. Staff processed 11,290 holds for patrons and we had 10,175 checked out! Over the course of the month patrons checked out 19,033 pieces of materials. The new self-checkouts scanned roughly half of our daily material checkouts each day. We welcomed 49 new library card users during the month who either came into the building to sign-up or used our digital library card application. Year-to-date circulation and collection statistics are appended to this report.

Youth Services

In February, Youth Services prepared the children's library for public browsing by setting up multiple book displays, moving a work station into the Youth Program Room, and updating signage. With the help of Community Services we created two lighthearted posters to present a visual of what six feet looks like: a life-size crocodile and two guitars. Patrons have been spotted posing and taking photos with the posters.

February book displays included picture book biographies celebrating Black History Month, winter, vehicles, and fantasy stories. In the Junior High Room we highlighted science fiction and realistic fiction. Our February hallway display featured elected officials.

In February, Youth Services continued to promote "Book Bundles" as a way for parents to utilize our librarians and check out books. We promoted Black History Month, winter, and February holidays as possibilities for a book bundle.

Librarian Sheri Reda created a video of book talks sharing great fantasy finds for kids, including *The Good Hawk* by Joseph Elliot, *Twinchanted* and *Untwisted* by Elise Allen, and *Earth Girl* by Janet Edwards. <https://youtu.be/uEFmzrcaSV4>

Librarians Lisa Bigelow and Jennifer Lee created a new Graphic Novel list for the Kids' page to promote importance of this collection and to recommend good titles for kids and caregivers to explore. We also focused on different genres and EDI titles.

STEAM Kits

In February, the Youth Services STEAM Team finished distribution of 250 "Not Just Packing Peanuts" STEAM Kits. On reopening day, Friday, February 19, Youth Services released a new STEAM Kit called Parachutes which was available for pickup inside the library or via Parking Lot Pickup. With this STEAM Kit, kids constructed their own miniature parachutes to learn how and why parachutes allow skydivers to land safely. A video tutorial on our website accompanied the kit. The 250 take-home kits were collected within a week and a half! We're calling our next take-home kit a "Kindness Kit" and it will be ready to launch on March 15.

Librarian Jennifer created shelf talkers in the Juvenile fiction area to promote read-alikes and help patrons navigate in the collection.

Winter Reading Club

Thanks to the support of the [Friends of the Wilmette Public Library](#), the Library offered our first-ever virtual Winter Reading Club for adults and youth (residents of Wilmette and Kenilworth, and students in Wilmette schools). Adults were invited to read four books in any genre or format. Kids and teens were encouraged to read (or be read to) for 20 days. Participants of all ages received a \$15 gift card to The Book Stall to choose a gift book when they report their reading to our virtual reporting booth.

154 adults completed the challenge. 240 children through grade 8, and 17 teens, reported reading for 20 days. While on our Winter Reading Club landing page, kids contributed to our Mystery Poster Challenge and Wilmette Snowflake Hunt. More information, printable reading logs, and collaborative activities for kids can be found on our Winter Reading Clubs page: <https://www.wilmettelibrary.info/wrc2021>

Staff collected feedback from participants, including the following:

- "Thanks so much for creating such fun programming!"
- "This is so cute that you wrote a note back to each of my kids! Thanks! They love to read!!"
- "Thank you so much! We love the Book Stall. We'll be back to the library soon."
- "Thank you so much! We really appreciate this rewarding program. Take care."

Youth Services Programs

Librarian Diane dos Santos offered a special Groundhog Day Story Time on February 2 attended by 15 families.

On Monday, February 15, Cooks and Books led a read aloud and cooking program for ten families. Inspired by the book *Dragons Love Tacos* by Adam Rubin, the kids made dinner for their families: Dragon Party Street Tacos, Cilantro Lime Rice, and Easy NOT SPICY Salsa.

On President's Day Librarian Sheri Reda presented a participatory program entitled Legal Eagle, featuring a Kahoot trivia game about the nation's laws.

Youth Services invited cartoonist Mark Anderson back to present two sessions of his popular Andertoons drawing programs, which were attended by 21 and 19 kids. We received this feedback from one parent: "Just a note to let you know my daughter really enjoyed this workshop. We have done a few Zoom drawing workshops this last year and this was by far the most engaging and fun for her. Thank you Wilmette library!"

On February 22 Maker Librarian Janet Piehl presented a 3D Bookmark Design class for all ages which was attended by 33 kids, teens, and adults. Participants designed a bookmark using Tinkercad and picked up their 3D prints at the library.

Librarian Jennifer Lee co-hosted a Cookie Decorating Workshop presented by Mealtime Memories and attended by 34 patrons. We received positive comments and pictures from parents of their finished cookies.

Lego Build Together and 3rd and 4th Grade Book Discussion programs continue to be popular and well-attended. Presenter Alice Joseph reported that a patron shared that her child is "not always good at reading people and the beautiful watercolors of Phelan's book helped her focus on the faces of the people."

Adult and Teen Services Programs

On February 18, local resident Catherine Grace Katz discussed her book, *Daughters of Yalta*, via Zoom. We had 282 screens present to watch the author presentation, and we've had many subsequent requests from patrons to view the video again, which is embedded on our website: <https://www.wilmettelibrary.info/events/spotlight/meet-the-author>

In anticipation of our *Daughters of Yalta* author visit, we hosted two adult book discussions, one in the evening and one in the afternoon to accommodate schedules. Both discussions were full and conducted via Zoom. Librarians Barbara Goodman, Amy Barrow, and Rachel Garcia led these discussions.

The popular book series turned Netflix TV show, *Bridgerton* has been popular with our patrons, as holds for the print and ebook copies are through the roof. In response, Krista Hutley hosted a *Bridgerton* Trivia Night on Zoom where patrons answered questions about the classic, steamy television show.

Krista Hutley's monthly Teen Take and Make projects continue to be a success with our high school-aged patrons. February was a to-go felting kit with a Zoom tutorial from local shop, Twisted Fiber Studio. Staff received positive feedback parents:

- “My daughter Zoe and her 3 friends had a great time Saturday night doing the felting project via Zoom. Thank you very much for recording this activity and giving them a fun project on a weekend when there is not much else to do. It was warm enough they could sit outside!”
- “I wanted to let you know that Lily finished her practice SAT in time to join the felting Zoom project yesterday evening. She made a lovely cactus which she gave to me to put on the window sill behind my computer. But.... this morning, less than 12 hours after she had created the cactus, I discovered one of our



young cats had taken the project, torn off one of the “flowers,” and deposited the rest of the thing on the basement stairs!! Fortunately, it was not dirty or damaged in any other way, and Lily reattached the flower. The felted cactus is now residing on top of my 5-foot dresser, out of harm's way. The cats are strangely attracted to Lily's pipe-cleaner creations, but we didn't think they would go after her felting project. We were wrong! Many thanks to the Library for a great program and project!”

Community Services Programs

Programs hosted by Community Services in February:

- 2/4, 7pm: Learn to Play Chess with Bennett Joseph; 32 patrons
- 2/8: Make a Tangled Valentine's Heart (online for a week); 69 views
- 2/17: Healthy Cooking with Veggies & Grains with Chef Susan Maddox; 60 patrons
- 2/27, 2pm: Shakespeare Project of Chicago-Macbeth & the Gunpowder Plot of 1605; 83 patrons
- 2/24: Joint Event: *The Long Shadow* Director Q&A, 2/24, 30 known WPL participants

In addition to hosting a number of programs in February, Jennifer Bartel has taken on the role of planning a large percentage of our One Book, Everyone Reads programming. February was busy planning the events for a March 1 go-live date, and involved researching a variety of presenters that would supplement this year's selection of *Interior Chinatown*. The final slate of programs for OBER includes:

- Beginning Steps to Finding Your Chinese Ancestors (Saturday, March 13, 1pm)
- The Untold Story Behind Mahjong (Thursday, March 18, 2pm)
- Anti-Asian Racism, Xenophobia, and COVID-19 (Wednesday, March 24, 7pm)
- Kids! Mandarin-English Bilingual Storytime (Saturday, March 27, 10:30am)
- Mandarin Conversation Cafe (Friday, April 2, 2pm)
- Interior Chinatown Book Discussion (Wednesday, April 7, 7pm)
- Images of Chinese-American Life in the Movies (Thursday, April 8, 7pm)
- Classics & Contemporary Book Discussion: *Interior Chinatown* (Tuesday, April 13, 10:30am)
- At Home Film Series: Forever Chinatown (Tuesday, April 13, 7pm)
- Signature Event: An Evening with Author Charles Yu (Wednesday, April 14, 7pm)
- *Interior Chinatown* Book Discussion (Thursday, April 22, 7pm)

These events have been planned by Community Services, Adult Services, and Youth Services, in an expanded collaboration to help promote intergenerational opportunities for this series.

Community Services staff also partnered with Adult Services for the *Daughters of Yalta* Meet the Author event on February 18. Once again, we surveyed participants following the event, and were provided with excellent feedback. The survey function on Zoom makes gathering responses from participants nearly seamless, and we will continue to use it for our major events going forward. A few replies, including useful feedback:

- "This talk was absolutely impressive. Catherine Katz is a wonderful presenter. I also thought that the discussion from the week preceding this talk was very stimulating, and the two librarians did a great job as the hosts. One suggestion is informing participants that they could write their questions in the Q&A right away, not wait until the end."
- "The hour truly sped by and was a good amount of time to hear one speaker. Perhaps it would've been nice to have a bit longer on Q and As."
- "This was the best zoom I've "attended" in eleven months!"

Digital Services

Staff began the month preparing the Computer Room and digital resources for reopening. Some resources have been reoriented to provide more space for patrons in the lab. Staff created a cross training document for Circulation, Adult Services, and Youth Services to help everyone understand how to use our printing service and the PC Reservation software. In an effort to reduce cash handling and promote convenience for patrons, printing and copying charges are currently being waived. Staff are monitoring usage, and to date have reported little abuse of this free service. Overall, for a space regularly buzzing with activity pre-pandemic, the modified operating environment has been successful in meeting needs and patron cooperation with our policies has been generally good.

Technology

Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public in February, preparing the library building for reopening, while also providing remote assistance for telecommuting staff. Projects this month included workstation and peripheral configuration and installation, voicemail management, network optimization, software installation and troubleshooting, and equipment relocation. Throughout the month, Fred and Debi assisted staff with printer and scanner installations, RFID equipment installation and training, reconfiguring/relocating workstations, wiring issues, telephone handset improvements, phone system updates, coordination with CVI regarding their new help desk ticketing system, Microsoft Teams training, routine maintenance, equipment cleaning, and other updates.

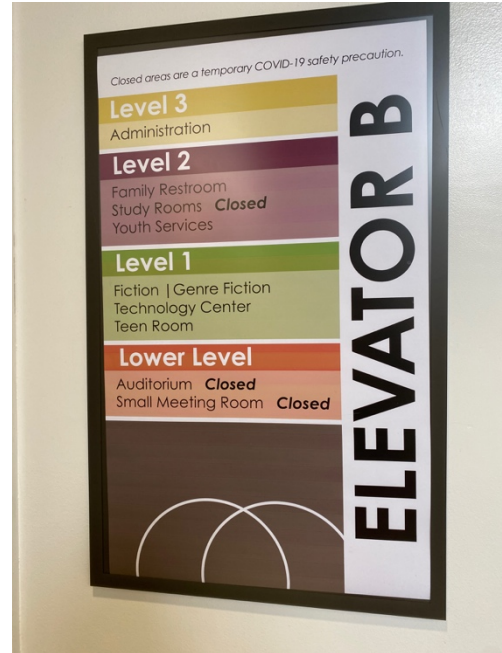
Communications

From a communications point of view, February was one of our busiest months ever. Staff had a number of competing projects and information that needed to be shared with our community. We juggled our One Book announcement, reopening messaging, a range of interior signage projects, severe weather closures, Winter Reading Club, and major programs including *The Daughters of Yalta* author event, *The Long Shadow* documentary screening, and Dr. Eve L. Ewing Fireside Chat.



Alexandra and Elise demonstrate safe distancing in Youth Services.

- Reopening:** The reopening was a major project that included the dual projects of communicating to the public about the reopening, while also updating a large percentage of our interior signage to reflect changes to our collections. We worked to create new interior print signs, web pages, email message, Facebook posts to share the changes with our community. Sarah Rose created new wayfinding signs to indicate our moved collections as well as areas of the library that are closed to the public, a huge endeavor that involved a lot of detail-oriented work. Staff also devoted a good deal of time and effort to communication about our new open holds system, which is a different process and in a different location, requiring patrons to reorient numerous times. CS and Circulation worked closely to provide cohesive messaging in the building and in our communications to explain the changes to patrons. We also updated our safety signs, refreshed many signs that were old, promoted our new self-check machines, and produced some fun 6-foot visualization signs for Youth Services.



- One Book, Everyone Reads:** February was our OBER launch, so we spent a good part of the month working on branding for this year’s event. Sarah Rose created a branding suite that would tie together our programs with the rich imagery on the hardcover edition of the book. We sent out an announcement eblast, graphics for Facebook and our website, and developed a postcard that will arrive in homes in mid-March.



- Sarah Beth Brown took part in the Website Redesign Committee, which is a major communication tool and the redesign will reflect the many communication needs we have discovered during the COVID closure. Over this month, Sarah Beth and other members of the team researched other successful library websites, created a “wish list”

for our new site, and put a huge amount of effort into reviewing and updating our website menus.

- In addition to these major projects, we sent out numerous emails and updated our website to promote our major February events, signed up for a new stock imagery website to improve our graphics, and created a large number of promotions for individual events and services.

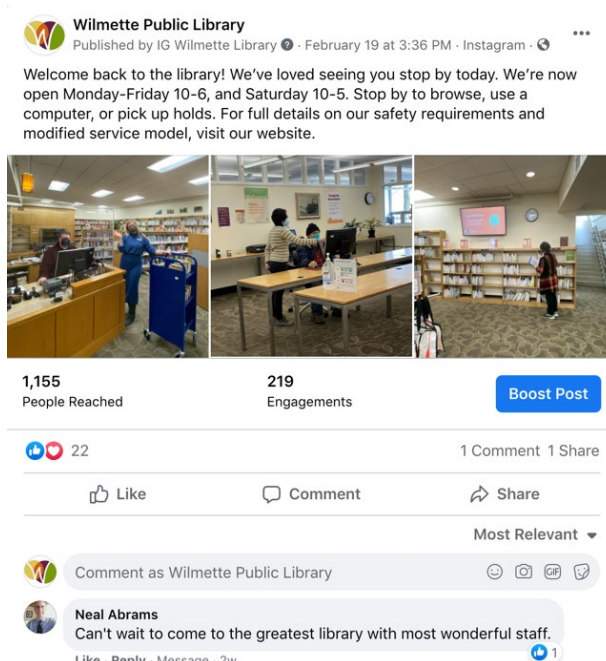
Social Media & Email Newsletters

With the large amount of information to convey in February, and the changing timeline of the reopening and weather closures, we were well-served by using email as our primary communication tool. We could quickly communicate with patrons, and were not locked into any dates or changes as we would be in print. A snapshot of our February email communications:

- 125,805 sends
- 42,038 opens
- 2,415 clicks


Our 36% open average is well above industry average, and demonstrates the active interest of recipients on our list along with the efficiency of this method of communication. Due to the number of major communications we needed to share in February, we send nearly double the number of emails as we sent in January.

As ever, our social media provides a fun outlet for community as well as an extra method of communicating. A real highlight of February was an unexpectedly popular “What are you reading” post, which spurred more than 20 comments and 192 engagements (which translates to nearly 200 people expanding the post to see all the comments.)



Wilmette Public Library
Published by IG Wilmette Library · February 19 at 3:36 PM · Instagram · ...

Welcome back to the library! We've loved seeing you stop by today. We're now open Monday-Friday 10-6, and Saturday 10-5. Stop by to browse, use a computer, or pick up holds. For full details on our safety requirements and modified service model, visit our website.



1,155 People Reached 219 Engagements **Boost Post**

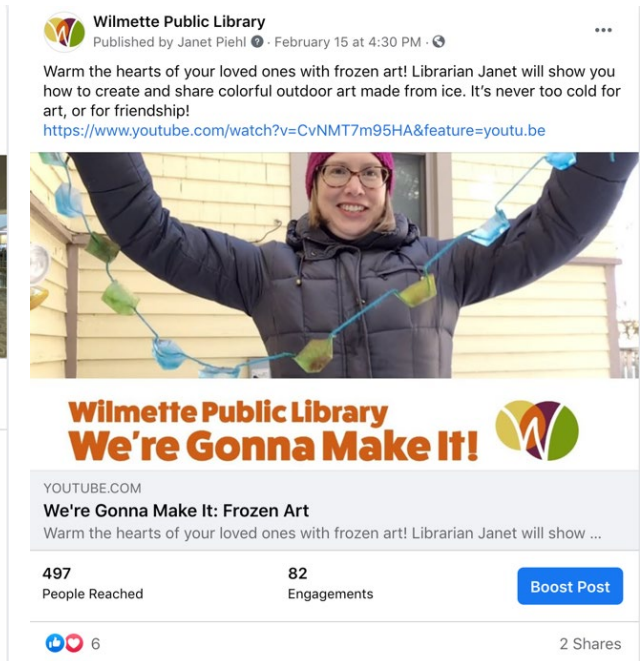
22 1 Comment 1 Share

Like Comment Share

Most Relevant ▾


Comment as Wilmette Public Library

Neal Abrams
Can't wait to come to the greatest library with most wonderful staff.
Like · Reply · Message · 2w 1



Wilmette Public Library
Published by Janet Piehl · February 15 at 4:30 PM · ...

Warm the hearts of your loved ones with frozen art! Librarian Janet will show you how to create and share colorful outdoor art made from ice. It's never too cold for art, or for friendship!
<https://www.youtube.com/watch?v=CvNMT7m95HA&feature=youtu.be>



Wilmette Public Library
We're Gonna Make It!

YOUTUBE.COM
We're Gonna Make It: Frozen Art
Warm the hearts of your loved ones with frozen art! Librarian Janet will show ...

497 People Reached 82 Engagements **Boost Post**

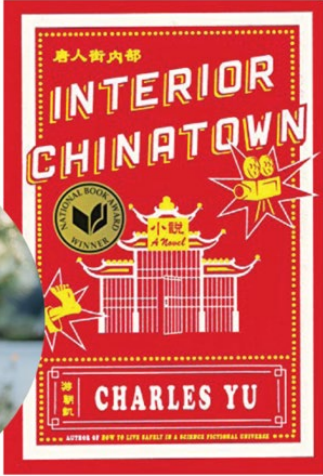

6 2 Shares

Wilmette Public Library
Published by Sarah Beth Brown · February 11 at 10:18 AM · 🌐

📖 We're excited to share that we'll be reading and exploring Charles Yu's National Book Award-winning novel "Interior Chinatown" for this year's One Book, Everyone Reads selection. Yu will be joining us for our signature One Book author event on Wednesday, April 14 at 7pm, so save the date!

We'll be sharing lots about "Interior Chinatown" in the coming weeks, including a full slate of programs to help you engage with this funny, sharp, and powerful book. Stay tuned for more updates, and in the meantime, reserve your copy of Interior Chinatown and register for our April author event.

<https://wilmettelibrary.info/events/series/ober>

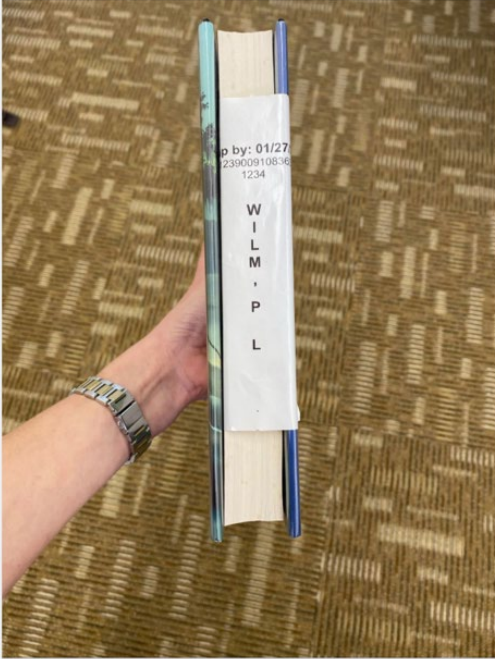



275 People Reached 25 Engagements [Boost Post](#)

👍👍 You and 9 others 1 Share

Wilmette Public Library
Published by Sarah Beth Brown · February 24 at 10:10 AM · 🌐

If you come to pick up your holds inside the library, you'll notice that we have a new label on your holds. You'll need your library card number to ensure you have the correct items. For privacy, the holds labels now only have the first four letters of your last name, plus your first and middle initial. That means that Anna R. Thomas, Andrew R. Thompson, and Abby R. Thoms all have the same name listed on their hold notices —so it's imperative to confirm your items with your library card number. Make sure to bring your card or key fob, or load your card on our library app! Learn more here: <https://wilmettelibrary.info/holdspickup>



336 People Reached 20 Engagements [Boost Post](#)

👍 13

Administration

The second round of public bids for the contract to perform construction work related to exterior Capital Repairs Project and facility improvement needs during the summer of 2021 were solicited on February 15. The documents were prepared by Engberg Anderson, assembled by Shales McNutt Construction, and made available to vendors publicly. Vendors were invited to a voluntary pre-bid walkthrough on Tuesday, February 23, attended by Engberg Anderson and Shales McNutt, providing for a bid opening on Friday, March 5. The bid request included items that were summarized in the 20 Year Capital Reserve Study previously approved by the Board; the assessment report is 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>. The first phase of the capital repair projects focuses on Building Integrity, Health/Life Safety, and Water Infiltration/Remediation. The results of bid package two are included elsewhere in the packet of materials for the March 16 Regular Board Meeting. A separate bid package covering the exterior systems was presented at the February 16 Regular Board Meeting. Both bid packages will coordinated together, with work slated for April-August.

Human Resources

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

- **Adult Services:**
 - Adult Services Assistant Manager – We are excited to report that we have selected AS Librarian, **Rachel Garcia**, as our new Adult Services Assistant Manager. Rachel started in March of 2018 as a full-time AS Librarian and she took no time jumping right in and starting innovative programs such as the Racial Justice series and the Novels @ Night Book Club discussions. Rachel is also responsible for selecting all of the fiction in the Adult Services department. Rachel’s first day in her new role was March 8, and we are confident that she will continue to be a valuable asset in her new role.

- **Circulation:**
 - **Circulation Assistant** – Out of approximately 50 applicants, we have hired **Bea Harvey** for our part-time Circulation Assistant. A graduate from DePauw University with a degree in English, Bea currently works as in Circulation at Highland Park Public Library. Bea also is a staff writer for DePauw’s *Prindle Post*, which is a DePauw publication where she contributes opinion pieces on current affairs. Bea’s first day was March 9, and we are very excited to have her on our team.

- **Technical Services:**
 - **Technical Services Manager** – Since our last report, we extended our application deadline to March 7. As a result, we have received about 10 applications for the Technical Services Manager position following both a local and national search. We not only posted in ALA this time, but we also placed the posting in a flash email sponsored by ALA. Michael Boone has started pre-screening process and we are hoping to have some first round interviews scheduled in the next couple of weeks.

Policy/Procedure

- **COVID-19 Vaccinations** – As more and more vaccinations are becoming accessible, we understand the challenges staff are facing in regards to scheduling an appointment. To that end, we are offering staff 2 hours of Emergency Sick Leave pay to use for getting a vaccination if the only option is an appointment during work time. This would be 2 hours each for the first dose as well as the second dose. We are hoping this will provide some relief so staff do not have to choose between getting vaccinated or losing paid time.

- **City of Chicago Emergency Travel Order** – As positivity rates decrease and the number of vaccinated individuals increase, the city has lifted some restrictions on our travel quarantine requirements.
 - Anyone traveling from an “orange: state which is identified as a state that has a significant COVID-19 positivity rate, then you must either quarantine 10 days from date

- of return or if you receive a negative COVID-19 test result no more than 72 hours prior to your return, then you do not have to quarantine.
- If you are fully vaccinated, meaning you are 2-weeks from your last vaccination dose, and returning from an “orange” state, then you do not need to quarantine. We are monitoring these changes as they evolve.
- **CDC Quarantine Guideline Changes** - The CDC has also been making some modifications to their quarantine recommendations. Vaccinated individuals do not need to quarantine if they are exposed to someone suspected or confirmed to have COVID-19 if they meet the three following criteria:
 - They are fully vaccinated meaning they are 2 weeks past the second dose for a 2-dose vaccination, or 2 weeks past a single dose vaccination.
 - The vaccinated individual is within 3 months following receipt of the last dose in the series,
 - The vaccinated individual has remained asymptomatic since the current COVID exposure.

Select Staff Meetings & Workshops

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

Security and Safety Training

In September 2020, the Library experienced a challenging situation with a violent patron in which two of our Safety Monitors were injured. After reviewing the event and meeting with the team, Facility Manager Marcos Levy coordinated a formal training event for the Monitors, Facilities staff, Adult Services Manager, Circulation Manager, Digital Services Manager, and Director. In total 14 staff members were in attendance for the training session on February 27, conducted by Lynn Dunagan from JMD Defense Chicago.

In her presentation, Ms. Dunagan explained and demonstrated how the safety team and staff can be better prepared to serve patrons, keep the library environment safe, and be consciously equipped to engage effectively with patrons through intuitive conversations to de-escalate challenging situations.

In advance of our training session, JDM came in for an onsite observation of our Library. A walkthrough of the facility was conducted to identify safety issues, blind spots, and general safety concerns. The findings were shared in an assessment report at the session, and included suggestions to improve our infrastructure and protocols. It was reassuring to staff that many of the recommendations were already in the process of being addressed as part of the security and access control portion of the forthcoming 2021 Capital Repairs Project, with additional procedural details to be addressed with the teams and part of the Person In Charge training.

Meetings, Conferences, Workshops

EDIT/YS (Equity, Diversity, and Inclusion Team in Youth Services) Meeting
Lapsit leaders – programming ideas for ages 0-5
TOYs Networking group (Teen or Youth Selectors)

Training

United Way Equity Challenge - weeks 3 and 4
Excel Refresher and Tips with Technical Services staff member Jacinta Bohm
Introduction to Simply Reports with Gayle Justman
Advanced Simple Reports Training with CCS
Polaris training: Market Your Library

Webinars

Baker & Taylor Summer Reading Club presentation
CCB 75th Anniversary Celebration - Betsy Hearne
ALSC: Our Work Matters: Advocating for Children's Services
Library Journal Webcast: Diversity, Equity & Inclusion in the P.L.
Fall in Love with New in Nonfiction from Scholastic
Social Emotional Learning
Graphic Novel Show Case
Random House Children's Books Spring Preview

Select other staff meetings

2/1: Delivery Patrons Meeting (Jillian McKeown, Nancy Wagner)
2/1: Cataloging Norms Interest Group (Core IG Week) ALA (Jessica Thomson)
2/2: CCS Database Management Committee meeting (Jessica Thomson)
2/2: Libby Magazines Meeting (Stephen Koebel, Jillian McKeown)
2/2: RFID training (Anthony Auston, Mark Cegielski, Patsy DeVuono, Kim Hegelund, Gayle Rosenberg Justman, Colleen Reese, Jessica Thomson)
2/4: Charmm'd Peer Advisory Group (PAG) (Jillian McKeown)
2/5: DDC/Web Dewey webinar part 2 (Jessica Thomson)
2/10: CCS CAMM meeting (Gayle Rosenberg Justman, Jessica Thomson)
2/10: Programming Meeting (Jillian McKeown, EvaAnne Johnson, Rachel Garcia and John Amundsen)
2/10: World Language Group Meeting (Nancy Wagner)
2/11: YASF Meeting (Young Adult Services Forum) (Krista Hutley)

2/11: RAILS Business Interest Group Meeting (BIG) (John Amundsen)
2/11: Government panel for small business planning (John Amundsen)
2/11: NSGS (North Suburban Genealogical Society) meeting (EvaAnne Johnson)
2/12: RAILS Technical Services Networking Group meeting (Jessica Thomson)
2/18: CCS Simply Reports for Public Services training (Jessica Thomson)
2/18: RAILS EDI Committee (Stephen Koebel)
2/23: Website Redesign Committee meeting (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)
2/25-2/27: RootsTech Genealogy virtual conference
 2/25 - North American Archival Leaders from New York to Hawai'i Share Their Best Practices Series (14 video segments)
 2/26 - Embracing Multiculturalism, by Sunetra Sarker
 2/26 - Finding Healing through Family History, by Sharon Leslie Morgan
 2/26 - When the Children are telling the Story (Family History Case Study), by Tierra Cotton-Kellow
 2/26 - Certified Genealogist and Accredited Genealogist: A Comparison & Town Hall Conversation
 2/27 - DNA Painter videos, Getting Started with DNA Painter, Adding MyHeritage Data to DNA Painter, Adding 23andMe Data to DNA Painter
 2/27 - Understanding DNA series, How Home DNA Testing Has Redefined Family History
 2/27 - Bring your genealogical society into the 21st century, by Andrew Lee
 2/28 - Finding Family History in Newspapers: A Crowdsourcing Project



Daniel Boone Regional Library

www.dbrl.org · (573) 443-3161 · 1-800-324-4806 · P.O. Box 1267, Columbia, MO 65205

March 3, 2021

Anthony Auston
Library Director
Wilmette Public Library
1242 Wilmette Ave.
Wilmette, IL 60091

Dear Mr. Auston,

Please accept my gratitude for your support of Andrea Vaughn Johnson upon completion of her term on the 2021 Sibert Informational Book Award Committee. As you probably know, the award is administered by the Association for Library Service to Children (ALSC), a division of the American Library Association.

The medalist and honor books, announced in January, are as follows:

Winner: **"Honeybee: The Busy Life of Apis Mellifera,"** written by Candace Fleming, illustrated by Eric Rohmann, and published by Neal Porter Books/Holiday House

Honor Book: **"How We Got to the Moon: The People, Technology, and Daring Feats of Science Behind Humanity's Greatest Adventure,"** written and illustrated by John Rocco, and published by Crown Books for Young Readers

Honor Book: **"Exquisite: The Poetry and Life of Gwendolyn Brooks,"** written by Suzanne Slade, illustrated by Cozbi A. Cabrera, and published by Abrams Books for Young Readers

Honor Book: **"All Thirteen: The Incredible Cave Rescue of the Thai Boys' Soccer Team,"** written by Christina Soontornvat and published by Candlewick Press

Well over 5,000 trade books are published for children each year, and many are informational books. It is an enormous professional commitment to be involved in the intense and time-consuming selection process: Reading, evaluating, discussing, and selecting the year's most distinguished titles. Additionally, the COVID-19 pandemic created unique logistical challenges; despite these complexities, Andrea responded with great dedication and enthusiasm.

On behalf of ALSC, I thank you for your support of Andrea and the 2021 Sibert Award Committee.

With heartfelt appreciation,

Brandy Sanchez
Chair, 2021 Robert F. Sibert Informational Book Award Committee

CC: Andrea Vaughn Johnson

03/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 02/2021**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	1	0	0	0	0	0	0	0.00
AV equipment	23	3	4	7	7	0	0	0.30
Bag	425	160	114	274	274	0	0	0.64
Blu-ray	1,389	170	112	282	342	60	55	0.20
Blu-ray Hot	6	2	1	3	3	0	1	0.50
Blu-ray New	30	25	13	38	38	0	1	1.27
Book	172,789	12,388	10,364	22,752	24,588	1,836	2,947	0.13
Book Hot	1,037	624	83	707	793	86	2	0.68
Book New	6,052	1,962	731	2,693	3,516	823	334	0.44
Boxset	0	25	16	41	41	0	25	0.00
Cassette	60	0	0	0	0	0	0	0.00
Cassette Audiobook	1	0	0	0	0	0	0	0.00
CD	17,289	578	240	818	1,058	240	219	0.05
CD Audiobook	7,524	238	188	426	483	57	59	0.06
CD Audiobook Hot	1	0	0	0	0	0	0	0.00
CD Audiobook New	344	77	17	94	142	48	6	0.27
CD New	178	74	5	79	114	35	13	0.44
DVD	19,073	1,636	952	2,588	2,991	403	414	0.14
DVD Hot	24	7	5	12	13	1	0	0.50
DVD New	302	171	86	257	316	59	23	0.85
eAudiobook	44,686	0	0	0	0	0	0	0.00
eBook	80,866	0	0	0	0	0	0	0.00
Equipment	13	1	1	2	2	0	0	0.15
eReader	4	1	1	2	2	0	0	0.50
ILL AV	1	0	0	0	0	0	0	0.00
ILL Material	38	32	2	34	34	0	1	0.89
Kit	1	7	10	17	17	0	7	17.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	6,505	209	230	439	529	90	37	0.07
Large Print New	380	77	23	100	168	68	6	0.26
Magazine	4,023	127	169	296	296	0	2	0.07
Magazine New	3	0	0	0	0	0	0	0.00
Mobile Hotspot	12	7	3	10	10	0	0	0.83
MP3 Audiobook	0	1	1	2	2	0	1	0.00
Multimedia Kit	30	7	4	11	12	1	6	0.37
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Other	0	0	1	1	1	0	0	0.00
Playaway	2,155	137	76	213	226	13	21	0.10
Playaway Audio New	72	17	4	21	28	7	1	0.29
Record	1,577	6	7	13	13	0	0	0.01
Scores / sheet music	0	2	4	6	6	0	2	0.00
Seasonal AV	147	5	1	6	6	0	1	0.04
Seasonal Book	1,200	99	2	101	101	0	2	0.08
Special Collection	5	8	2	10	10	0	8	2.00
STEAM equipment	21	0	2	2	2	0	0	0.10
STEAM Kit	16	4	1	5	5	0	0	0.31
Tablet	2	1	0	1	1	0	0	0.50
VHS	148	0	0	0	0	0	0	0.00
Videogame	1,027	145	131	276	278	2	20	0.27
Videogame New	0	0	1	1	1	0	0	0.00
Totals	369,535	19,033	13,607	32,640	36,469	3,829	4,214	0.09

Item Count is where the Item Owning Library = YOUR LIBRARY
 Local Charge is where the Station_Library = YOUR LIBRARY
 Local Renewal is where the Station_Library = YOUR LIBRARY
 Lender is where the Item Owning Library = YOUR LIBRARY and the Station_Library not = Item_Library
 Borrower is where the Station_Library = YOUR LIBRARY and Item Owning Library not = Station_Library

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

actions with these patron statistical Classes

Test User

03/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 02/2021**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	47,958	3,033	1,859	4,892	5,820	928	651	0.10	1,721
Magazines	3,534	82	123	205	205	0	2	0.06	117
Multimedia	42,105	2,629	1,452	4,081	4,922	841	789	0.10	1,326
Nonfiction	70,076	2,515	2,481	4,996	5,982	986	696	0.07	2,264
Online	116,892	0	0	0	0	0	0	0.00	0
Other	523	205	125	330	330	0	1	0.63	118
Teen Fiction	2,622	256	264	520	570	50	126	0.20	249
Teen Multimedia	98	3	11	14	14	0	1	0.14	11
Teen Nonfiction	361	43	63	106	116	10	13	0.29	61
Teen Online	3,297	0	0	0	0	0	0	0.00	0
Youth Fiction	42,013	7,768	5,371	13,139	13,832	693	1,418	0.31	5,024
Youth Magazines	514	45	46	91	91	0	0	0.18	45
Youth Multimedia	9,121	695	408	1,103	1,186	83	85	0.12	372
Youth Nonfiction	24,992	1,754	1,400	3,154	3,392	238	431	0.13	1,322
Youth Online	5,392	0	0	0	0	0	0	0.00	0
Youth Other	37	5	4	9	9	0	1	0.24	4
Totals	369,535	19,033	13,607	32,640	36,469	3,829	4,214	0.09	12,634

Item Count is where the Item Owing Library = YOUR LIBRARY

Local Charge is where the Station_Library = YOUR LIBRARY

Local Renewal is where the Station_Library = YOUR LIBRARY

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

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

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

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classes

Test User

Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
GENERAL REFERENCE													
Children's Literature	0	0	0	0	0	0	65	82					147
Culture Grams	0	0	2	4	0	1	1	0					8
Facts on File	1	1	4	25	9	1	6	2					49
First Search	65	72	39	90	59	28	22	39					414
Gale Databases (ex. InfoTrac)*	57	180	56	58	42	21	99	6					519
Legal Forms	0	1	19	0	7	10	3	1					41
Novelist	69	36	182	111	140	88	24	14					664
PebbleGo	0	0	0	6	1	1	5	2					15
Reference USA^	482	118	129	10	2	6	22	19					788
World Book Reference Center	0	10	51	121	18	10	6	2					218
PERIODICALS													
Chicago Tribune	96	137	152	92	89	106	213	156					1,041
Chicago Tribune-Historical	202	216	271	120	54	166	160	148					1,337
Consumer Reports	104	73	92	111	105	90	72	88					735
Consumers' Checkbook	6	3	15	8	2	3	3	7					47
InfoTrac	22	6	4	20	8	0	57	11					128
Lexis Nexis	8	6	23	6	269	586	357	316					1,571
Morningstar	176	0	92	152	87	687	444	481					2,119
New York Times	108	152	98	119	81	64	154	170					946
New York Times-Historical	69	31	53	27	17	29	66	95					387
Newspapers.com	56	237	230	227	87	134	91	153					1,215
Press Reader	151	39	17	222	177	122	194	76					998
Proquest-Research Library	123	68	113	87	88	135	194	170					978
S&P NetAdvantage	521	155	111	0	0	0	295	285					1,367
Weiss Ratings	2	1	1	1	2	2	1	1					11
Zinio	1,303	1,152	1,371	1,451	1,388	1,206	1,100	764					9,735
GENEALOGY													
Ancestry Plus	1,975	2,308	5,065	3,515	1,481	124	148	202					14,818
Heritage Quest	130	147	316	77	9	0	15	3					697
HOMEWORK/STUDY													
Brainfuse	104	115	277	702	702	63	11	11					1,985

Gale Courses	2	5	1	5	4	1	7	1												26
Lynda Library	25	2	34	0	37	25	22	14												159
Mango Languages	104	95	41	24	19	38	26	47												394
Mosio - Chat/Text reference help	213	111	85	80	112	165	118	90												974
Muzzy Languages	0	0	0	0	0	0	0	0												0
Niche Academy	255	164	202	319	245	300	248	208												1,941
Email Reference	0	0	0	0	0	0	0	0												0
WPL Tech Classes - Attendees	0	0	0	0	0	0	0	0												0
WPL Proctored Exams	0	0	0	0	0	0	0	0												0
E-BOOKS/AV																				
Cloud Library	0	0	0	0	0	0	0	0												0
Hoopla	1,534	1,497	1,481	1,535	1,653	1,578	1,585	1,554												12,417
Kanopy	967	779	770	369	810	1,163	1,122	1,011												6,991
Digital Library of Illinois-eBooks	7,986	7,211	6,754	6,860	6,838	7,345	7,738	7,155												57,887
Digital Library of Illinois-eAudiobooks	3,505	3,434	3,279	3,451	3,505	3,651	3,716	3,453												27,994
Recorded Books (eAudiobooks)	56	56	43	0	0	0	0	0												155
Tumblebooks	89	223	74	131	98	48	40	56												759
Appointments	0	0	0	0	0	0	0	0												0
Subtotal Librarian Interface	213	111	85	80	112	165	118	90	0	0	0	0	0	0	0	0	0	0	0	974
Subtotal E-Book/AV Use	14,137	13,200	12,401	12,346	12,904	13,785	14,201	13,229	0	0	0	0	0	0	0	0	0	0	0	106,203
Total (All)	20,566	18,841	21,547	20,136	18,245	17,997	18,450	16,893	0	0	0	0	0	0	0	0	0	0	0	152,675
WEB SITE																				
Visits (all)	16,751	15,426	14,897	14,845	14,624	14,241	16,207	15,806												122,797
Unique Visitors	8,516	7,996	7,371	7,484	7,005	6,275	7,246	7,489												59,382
Pageviews	24,697	27,113	25,662	24,815	24,981	24,191	22,004	27,219												200,682
PowerPAC (public catalog)-Visits	12,531	12,656	11,833	12,821	12,759	12,673	13,751	12,545												101,569
Library App	642	595	915	750	862	896	1,118	1,020												6,798
#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																				