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.
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/87934543599
Meeting ID: 879 3454 3599
Join by Phone:
+1 312 626 6799
Meeting ID: 879 3454 3599

Wilmette Public Library

Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, September 15, 2020, 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.

Ill.   Review draft of Minutes. (President McDonald) [3 minutes]
A. August 13, 2020 Special Meeting Minutes. **Attachment 1**
B. August 18, 2020 Regular Board Meeting Minutes. **Attachment 2**

IV.   Presentations. Andrea Vaughn Johnson, Youth Services Manager

V.   Treasurer's Report. (Treasurer Rodgers) [10 minutes]
A. Financial Reports for August 2020. **Attachment 3**
B. Bills and Salaries Check Detail for August 2020. **Attachment 4**

VI.   Action Items.
A. Suspend Patron. (President McDonald) [5 minutes]
B. Recommendation to Purchase Library Vehicle. (Director Auston) [5 minutes] **Attachment 5**

VII.   Discussion Items.
        A. Capital Reserve Study Update. (Director Auston) [5 minutes]
        B. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 10 -
        Programming. (Director Auston) [3 minutes] **Attachment 6**
        C. Review Updated Pandemic Response and Reopening Plan. (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, community engagement reports, monthly statistics, and other information
        are included in this section. **Attachment 7**

IX.   Committees - Report on Meetings. [5 minutes]
        A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)

        ILA coronavirus information page: https://www.ila.org/advocacy/coronavirus-resources
        RAILS coronavirus information page: https://www.railslibraries.info/issues/178451

X.   Information Items.
        A. Communication. Comments from suggestion boxes will be distributed at the meeting.
        B. The annual ILA Conference will be held virtually this year, October 20-22. Early registration
        closes September 20. More information online: https://www.ila.org/events/annual-conference
        C. The fall *Meet the Author* event will be held Wednesday, October 21 at 7:00pm via Zoom with
        Arshay Cooper, author of *A Most Beautiful Thing*. Learn more about this event on our website:
        https://www.wilmettelibrary.info/events/spotlight/meet-the-author

XI.   New Business/Old Business.
        A. Schedule Finance Committee Meeting.

XII.   Adjournment.

                                                            [Estimated meeting length: 60 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
Minutes of the Special Meeting
Thursday, August 13, 2020 at 3:00pm via remote audiovisual conference

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

Presenter: Joe Huberty, Engberg Anderson Architects
ELECTRONIC VISITORS: Mary Lawlor, Pamela Lurie, and Liz Seager (League of Women Voters-Wilmette)

Meeting Purpose
Joe Huberty (Engberg Anderson Architects) will present a summary of the Capital Reserve Study project, provide an overview of the project deliverables, and discuss the results and potential next steps for the Library and Board. The committee agenda was available at the meeting.

Call to Order and Roll Call
Trustee McDonald called the meeting to order at 3:04 pm, and Trustee Barshis called the roll.

Public Comment
Visitors made no comments at the meeting.

Trustee McDonald noted that the summary document reviewed at the meeting is currently a draft and will be included with posted planning documents on the public website when final. Trustee Rodgers noted that WPLD had completed a similar prior study in 2016, and that the current study is both an update and far more comprehensive as a planning tool.

Presentation: Joe Huberty, Engberg Anderson Architects
Mr. Huberty provided a step by step overview of the Capital Reserve Study process, and comprehensive walkthrough of the summary document and tracking file. The scope of work for the project accounts for every physical asset attached to the library building to identify any capital needs to maintaining the building's current state over the course of the next 20 years. Every element in the building was identified along with its current status, the replacement cost, and its history. The most immediate concerns from the study are life safety issues. The overwhelming majority of work to be done within this plan is called for in the next five years. As such, should the pandemic require the library to close again, opportunities for life safety issues (such as electrical panel upgrades) are being reviewed so that RFPs can be posted, and bids brought before the Board for approval with the intent of the work being done with the least impact to the public and staff during a closure. Water infiltration and roofing surfaces are also life safety and public health matters which need to be addressed in the near term. Next steps include seeking engineering recommendations as to which projects should be linked and prioritized.

Trustee Riddle left at 4:02 pm.

New Business / Old Business
None.

Adjourn the Special Meeting
Trustee Wolf moved adjournment. Trustee Fishman seconded the motion.
MOTION CARRIED BY VOICE VOTE.
The meeting was adjourned at 4:36 pm. The meeting was recorded.

Jan Barshis
Secretary, Wilmette Public Library District Board of Trustees

Attachment
Meeting agenda

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, August 18, 2020 at 6:00pm via remote audiovisual conference

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2020-2021 was conducted from 5:45-6:00pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, and Wolf attended the hearing. There were no public comments.

ELECTRONIC ATTENDANCE: Trustees Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf, Director Auston. Trustee Riddle arrived at 6:24pm. Director Auston was also physically present at the Library.

ELECTRONIC VISITORS: Georgia Gebhardt, Mary Lawlor, Liz Seager - League of Women Voters – Wilmette;
STAFF: Marti Bellefontaine, Gayle Rosenberg Justman, John Risko, Jessica Thomson

I.   Call to Order and Roll Call.
     President McDonald called the meeting to order at 6:01 pm. Secretary Barshis called the roll.

II. Public Comment.
     There was no public comment.

III. Monthly Board Meeting Minutes for July.
     Trustee Wolf moved approval of the minutes of the July 21, 2020 Board meeting as presented. Trustee Barshis seconded the motion. There was no discussion.

          Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf
          Nay – None
          Absent or not voting – Riddle
          MOTION CARRIED

IV. Presentations. None.

V.   Treasurer's Report.
     A. Financial Reports for July 2020.
        Trustee Rodgers noted that as tax bills are due August 1, WPLD received about $740,000 in tax receipts; $12,000 in general fund interest, $7,800 in replacement taxes. There was a year-end disbursement of $16,784 to Winnetka Library for the corrected circulation apportionment. There were no unexpected expenditures.

     B. Bills and Salaries Check Detail for July 2020.
        Treasurer Rodgers moved approval of the July 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.
             Aye – Barshis, Fishman, McDonald, Rodgers, Wolf
             Nay – Johnson
             Absent or not voting – Riddle
             MOTION CARRIED

VI.   Action Items.
   A. Ordinance No. 2020/21-197, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020-21. This ordinance was passed in tentative form at the July 21, 2020 meeting of the Board. Trustee Rodgers stated that the Budget & Appropriation Ordinance is the second step in the annual financial processes of the Library District and establishes the legal authorization to spend any anticipated funds the Library may receive; it is not an obligation to spend. Trustee Rodgers motioned approval of Ordinance No. 2020/21-197, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2020-21 in Final Form. Trustee Wolf seconded.
   Aye – Barshis, Fishman, McDonald, Rodgers, Wolf
   Nay – Johnson
   Absent or not voting – Riddle
   MOTION CARRIED. *The ordinance is attached.*

   B. Illinois State Library Annual Report (IPLAR) for FY 2019-20. Director Auston noted that IPLAR is the primary annual statistical compilation for the Library. The data from IPLAR is imported into the Public Libraries Survey (PLS), and the Institute of Museum and Library Services (IMLS) needs complete Illinois data to analyze trends in library services nationwide. IPLAR is also a requirement for the Library's annual Per Capita Grant application and makes us eligible for a number of other programs within the state. This year's data has been affected by the pandemic. Statistically the Library had been trending in a consistent manner from the prior year until the pandemic forced the Library's closure in March 2020. Trustee Wolf motioned to approve IPLAR for 2019-20. Trustee Fishman seconded.
   Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf
   Nay – None
   Absent or not voting – Riddle
   MOTION CARRIED

VII. Discussion Items.
   A. Serving Our Public 4.0 – Standards for Illinois Public Libraries. Review Chapter 9 - Public Services: Reference and Reader's Advisory Services. Director Auston noted that WPLD stands tall on this point. Reference and Reader's Advisory Services is the direct customer service received at the Adult and Youth Service desks. WPLD meets and exceeds all listed standards. One component of this standard is that all basic services are available when the library is open. We exceed that standard in that basic services remain available both digitally via the virtual branch and when the Library is closed (including the closure due to the pandemic).

   B. Review Updated Pandemic Response and Reopening Plan. Director Auston recapped the July 13 reopening noting that 465 people came in that first day. Since then, WPLD has averaged 50 people per hour throughout the course of the week. Comparing July 2019 to July 2020, door counts are down 80%. WPLD is open 66% of the hours that we would typically have been open were we not in a pandemic. Significantly lower door counts and reduced building hours, however, does not translate to circulation check outs. In July of 2019 circulation was just short of 400,000. July of 2020 showed a mere 8% reduction in prior year circulation, at 367,000. Parking Lot Pickup service and hold pickups, along with open browsing, account for those strong numbers. Digital circulation continues to boom, although not as strong as when the building closed. In July 2019 there were 7,600 digital checkouts. July 2020 had just over 14,000 digital checkouts, nearly doubling digital services from the prior year. Cumulatively, circulation is down just 7% over last year (digital circulation is up 86% from last year; print circulation is down 8%). Website usage remains flat; usage of the year-old app is up 180%. Mask, health, and safety enforcement have not been problematic since reopening.

Trustee Riddle joined the meeting at 6:24pm.

C. Summary of Special Meeting of Thursday, August 13, 2020 - Capital Reserve Study. Engberg Anderson's draft Capital Reserve Study document is Attachment 7 to this meeting on the website. Director Auston reviewed the information presented at the meeting. The scope of work for the project accounts for every physical asset attached to the building to identify any capital needs to maintaining the building in its current state over the course of the next 20 years. Every element in the building was identified along with its current status, the replacement cost, and its history. Historically, an annual average of $400,000 has been allocated for Special Reserve Fund projects and this figure remains true in the new study. The most immediate concerns from the study are life safety issues. The overwhelming majority of work to be done within this plan is called for in the next five years. As such, should the pandemic require the library to close again, opportunities for life safety issues such as electrical panel upgrades are being reviewed so that RFPs can be posted, and bids brought before the Board for approval with the intent of the work being done with the least impact to the public and staff during a closure. Trustee Rodgers noted that this report does not include several projects already in the works using Special Reserve Funds, including the RFID and telephone system replacement projects. This report strictly focuses on the building, parking lot, and grounds. Water infiltration and roofing surfaces are also life safety and public health matters which need to be addressed in the near term. Next steps include seeking engineering recommendations as to which projects should be linked and prioritized.

VIII. Director's Report.
   A. Director Auston noted that July has been busy digitally, inside the building, and within the community. The riddle walk at Mallinckrodt Park is a new installation with our partnership with the Park District allowing for socially distant activities. WPLD is also working on a partnership with District 39 in an effort to provide greater access to our ebook collections. District 39 is focusing on digital collections and digital curriculum this year and Sora is a new OverDrive ebook interface for public schools which allows an opportunity for partner public libraries that share similar boundaries to list their holdings alongside the school's digital collections. By logging in, students will see both the resources available at the school's library as well as at WPLD. Trustees discussed resource sharing with local schools. RB Digital has been acquired by OverDrive and will soon be available on the Libby platform. Digital services is looking into acquiring items not usually available digitally, including business newsletters, anticipating increased demand due to the pandemic. Many physical materials have been processed after being stored for the last three months, making shifting of collections necessary. Staff is trying to make it easier for both youth and adult users to find materials without needing to shop inside the Library, hence Grab-n-Go and Grab-n-Go STEAM materials are available. Summer Reading Club is finishing up strong with 463 participants in Youth Services and 96 submissions from Adult Services. Youth Services will have a survey for finishers of SRC to help inform fall programming and services going forward. Special projects in motion this fall include the telephone replacement project, the new library vehicle, posting the RFP for the RFID system, and an RFP for our comprehensive website redesign project. Circumstances of 2020 have led a number of long-time staff to retire. Several key positions are open and applications are being accepted.

IX. Committees – Report on Meetings.
   A. ILA / RAILS Update. Trustee Barshis noted ILA's virtual conference begins on October 20 and will include trustee programming usually on the last day, October 22. Trustee Rodgers will receive his ILA Trustee of the Year award on October 22. PBS is broadcasting a show featuring the Library of Congress National Book Festival on September 27. Director Auston noted that RAILS has a new pulse page on Equity, Diversity, and Inclusion.

   ILA coronavirus information page: https://www.ila.org/advocacy/coronavirus-resources
   RAILS coronavirus information page: https://www.railslibraries.info/issues/178451

Trustee Riddle left the meeting at 7:10pm.

X. Information Items.
   A. Communication. President McDonald noted the only communication received was from a young patron thanking the staff for their help during the tornado warning on August 10.

XI. New Business / Old Business.
   A. President McDonald encouraged Trustees to complete and return the questionnaire they received from the auditor so that the audit will be completed and delivered in a timely manner.

XII. Adjournment.
   Trustee Johnson moved to adjourn the meeting. Trustee Rodgers seconded the motion.
   MOTION CARRIED BY VOICE VOTE.
   The meeting adjourned at 7:25 pm.

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

Wilmette Public Library
Notes on Financial Reports for August 2020

Revenue Report

During August, WPL received $1,156,420.32 in Real Estate Taxes, $17,929.15 in General Fund Interest, and $5,804.19 in Replacement Taxes.

Expenditure Report

Total General Fund expenses at 17.90% are above the expected two month rate of 16.66%. Several accounts show expenses higher than the two month rate, but at this point in the fiscal year these overages are all due to timing of expenses.

Check Detail, August 1 - 31, 2020

The largest General Fund checks were written to Wellness Insurance Network ($49,274.60), ProQuest ($8,102.64), OverDrive, Inc. ($22,420.87), Baker & Taylor ($559.87, $6,867.36, $412.31, $5,410.96), Hill Mechanical ($11,063.48), Chase Card Services ($5,219.95) and Cooperative Computer Services ($22,275.95).

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (8/14/20 for $116,510.35 and 8/28/20 for $111,495.58).

Certificate of Deposit Activity

Of the $17,929.15 in General Fund interest received during August, $13,245.24 was earned by the funds invested in the GF Certificates of Deposit.

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

Statement of Assets, Liabilities Fund Balances

During the fiscal year, equity is composed of Beginning Fund Balances and Net Income for the year to date. After June 30, the net income/(loss) for the prior year is designated as the Current Fund Balance. On the August 31, 2020 Statement, the Current Fund Balance represents the net income/(loss) of ($7,557.57) for the fiscal year July 1, 2019 – June 30, 2020.

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

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

		August 31, 2020	
ASSETS			
Current Assets			
10005 · Rutherford Trust Funds		163,354.97	
10010 · CIBC Bk MM Account - GF		1,748.11	
10050 · NSCB MaxSafe		3,527,876.89	
10004 - NSCB MaxSafe (SRF)		807,697.59	
10100 · Operating Checking		318,139.24	
10200 · Payroll Checking		106,416.56	
10300 · HRA & FSA Checking		5,885.17	
10610 · Special Reserve MMF		271,230.69	
10710 · Endowment MMF		38,270.55	
10810 · Illinois Funds		611,262.95	
10900 · Fifth Third Securities		325,960.83	
11000 · CDs General Fund Total		6,306,836.99	
16000 · CDs Special Reserve Fund Total		3,913,735.88	
TOTAL ASSETS		**16,398,416.42**	
LIABILITIES & EQUITY			
Liabilities			
20000 · Accounts Payable		(639.20)	
26000 · Employee Payroll Liabilities		5,599.95	
Equity			
30000 · Beginning Fund Balances			
30010 · General Fund Balance		8,626,327.00	
30020 · IMRF/SS Fund Balance		368,596.00	
30030 · Audit Fund Balance		6,259.00	
30040 · Liability Fund Balance		43,459.00	
30060 · Special Reserve Fund Balance		6,154,905.00	
30070 · Endowment Fund Balance		37,578.00	
30080 · Specific Programs		183,147.00	
30000 · Beginning Fund Balances		15,425,870.95	
39000 · Current Fund Balance		(7,557.57)	
Net Income		980,742.24	
Total Equity		**16,399,055.62**	
TOTAL LIABILITIES & EQUITY		**16,398,416.42**	

Wilmette Public Library
Revenue Actual vs Budget August 2020 (16.67% of Budget Year Completed)

		Current Month	July 2020- June 2021	FY 2020-21 Budget	$ Over(Under) Budget	% of Budget
INCOME						
*	**43010 · GF Interest**	17,929.15	27,581.94	125,000.00	(97,418.06)	22.07%
	44100 · Replacement Taxes	5,804.19	13,658.72	45,000.00	(31,341.28)	30.35%
	44200 · Kenilworth	0.00	0.00	186,406.00	(186,406.00)	0.0%
	45000 · Grants	1,561.19	1,561.19	38,656.00	(37,094.81)	4.04%
	46100 · Fines	129.90	284.30	-	284.30	100.0%
	46200 · Lost Materials	713.37	946.52	9,000.00	(8,053.48)	10.52%
	46400 · Service Fees	0.00	0.00	500.00	(500.00)	0.0%
	47000 · Miscellaneous Income	101.00	6.50	5,000.00	(4,993.50)	0.13%
	47100 · Copier Receipts	586.05	586.05	10,000.00	(9,413.95)	5.86%
	47200 · Room Rental	0.00	0.00	3,500.00	(3,500.00)	0.0%
	48000 · Gifts/Donations	0.00	0.00	40,000.00	(40,000.00)	0.0%
INCOME SUB-TOTAL		26,824.85	44,625.22	463,062.00	(418,436.78)	9.64%
	41010 · GF Taxes	1,156,420.32	1,894,866.05	5,308,603.00	(3,413,736.95)	35.69%
TOTAL INCOME		1,183,245.17	1,939,491.27	5,771,665.00	(3,832,173.73)	33.6%
*	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
August, 2020
(16.67% of Budget Year Completed)

		Current Month	YTD Aug 2020	FY 2020-21 Budget	$ Over(Under) Budget	% of Budget
EXPENSE						
	50100 · Books	13,332.47	47,027.59	230,000.00	(182,972.41)	20.45%
	50200 · Continuations	1,049.09	8,778.28	45,000.00	(36,221.72)	19.51%
	50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
	50300 · Audio Visual Materials	5,861.75	18,794.52	100,000.00	(81,205.48)	18.79%
	50400 · Periodicals	833.79	32,787.05	45,000.00	(12,212.95)	72.86%
	50500 · Electronic Resources	62,827.14	174,961.40	500,000.00	(325,038.60)	34.99%
	50700 · Programming	450.00	2,779.78	45,000.00	(42,220.22)	6.18%
	50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
	52000 · Newsletter	0.00	0.00	35,000.00	(35,000.00)	0.00%
	53000 · Promotion	0.00	0.00	10,000.00	(10,000.00)	0.00%
	54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
	56000 · Rutherford Trust Expenditures	0.00	600.00	9,000.00	(8,400.00)	6.67%
	58500 · Friends Purchases	3,000.00	10,188.70	30,000.00	(19,811.30)	33.96%
	61000 · Personnel	216,389.60	556,688.97	3,451,289.00	(2,894,600.03)	16.13%
	62000 · Professional Memberships	557.27	1,857.27	6,500.00	(4,642.73)	28.57%
	63000 · Registrations	225.00	4,370.00	10,000.00	(5,630.00)	43.70%
	64000 · Travel/Mileage/Meals	578.23	1,420.44	10,000.00	(8,579.56)	14.20%
	65000 · Staff Development	562.75	1,893.07	15,000.00	(13,106.93)	12.62%
	66000 · Insurance - Employee	52,460.97	105,337.73	600,000.00	(494,662.27)	17.56%
	70100 · Accounting - PR & CrCd fees	658.70	1,534.75	15,000.00	(13,465.25)	10.23%
	70200 · Professional Fees	1,952.79	4,661.94	35,000.00	(30,338.06)	13.32%
	70310 · Library Supplies	4,163.30	6,671.09	30,000.00	(23,328.91)	22.24%
	70320 · Office Supplies	526.23	2,546.00	40,000.00	(37,454.00)	6.37%
	70400 · Copiers	2,270.32	4,768.56	28,000.00	(23,231.44)	17.03%
	70500 · Printing	0.00	194.40	5,000.00	(4,805.60)	3.89%
	70600 · Postage/Shipping	0.00	287.22	6,000.00	(5,712.78)	4.79%
	70700 · Telephone	1,010.87	1,244.72	15,000.00	(13,755.28)	8.30%
	74100 · Equipment/Furnishings/Computers	1,958.12	12,340.91	125,000.00	(112,659.09)	9.87%
	74150 · Equipment/Computer Maintenance	120.00	3,035.98	86,000.00	(82,964.02)	3.53%
	75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
	76100 · Building Improvement	271.96	271.96	20,000.00	(19,728.04)	1.36%
	76200 · Building Supplies	1,282.59	9,023.33	28,000.00	(18,976.67)	32.23%
	76300 · Building Maintenance	4,505.48	14,027.41	85,000.00	(70,972.59)	16.50%
	76350 · Building Maint Contracts	7,129.00	17,449.80	100,000.00	(82,550.20)	17.45%
	76400 · Grounds Maintenance	121.88	186.83	40,000.00	(39,813.17)	0.47%
	76450 · Parking Lot Rent	2,850.00	2,850.00	13,000.00	(10,150.00)	21.92%
	76800 · Utilities	1,279.66	1,999.16	22,000.00	(20,000.84)	9.09%
	77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
	77500 · Library Vehicle Expense	0.00	0.00	4,000.00	(4,000.00)	0.00%
TOTAL GENERAL FUND EXPENSE		388,228.96	1,050,578.86	5,868,889.00	(4,818,310.14)	17.90%
	92000 · SS/IMRF Fund	34,875.06	92,429.93	515,000.00	(422,570.07)	17.95%
	93000 · Audit Expense	2,250.00	2,250.00	11,000.00	(8,750.00)	20.45%
	94000 · Liability Fund	171.14	491.05	44,000.00	(43,508.95)	1.12%
	96000 · Special Reserve Fund	0.00	0.00	6,000,000.00	(6,000,000.00)	0.00%
	97000 · Endowment Fund	0.00	0.00	0.00	0.00	0.00%
TOTAL OTHER FUNDS		37,296.20	95,170.98	6,570,000.00	(6,474,829.02)	1.45%
TOTAL GENERAL & OTHER FUNDS		425,525.16	1,145,749.84	12,438,889.00	(11,293,139.16)	9.21%

Purchase Date	Maturity Date	Bank	CD	CD or CUSIP #	Interest Rate	Amount
General Fund						
September 28, 2018	September 28, 2020	5/3 Wells Fargo Bk	GF 21	949763UB0	2.90%	250,000.00
September 28, 2020	September 28, 2020	5/3 Berkshire Bk MA	GF 23	084601QQ9	2.80%	250,000.00
October 5, 2018	October 5, 2020	5/3 Farmers & Merchants BK	GF 20	30856PAY2	2.80%	250,000.00
May 9, 2018	November 9, 2020	5th/3rd Connectone BK	GF 6	18123-0D7C0G	2.75%	250,000.00
May 11, 2018	November 10, 2020	5th/3rd Horizon Bk	GF 7	18123-0D7B1D	2.60%	250,000.00
November 28, 2018	November 30, 2020	5th/3rd Compass Bk	GF 13	20451PVY9	3.10%	250,000.00
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313	2.72%	540,342.90
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	554,387.91
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	548,606.48
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	546,475.70
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	546,647.32
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%	506,559.43
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	523,774.88
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%	540,042.37
Total General Fund Individual CDs				*Weighted Avg Yield*	2.33%	6,306,836.99
Special Reserve Fund						
September 28, 2018	September 28, 2020	5/3 Stearns Bk MN	SRF 11	857894XP9	2.80%	250,000.00
November 5, 2018	November 5, 2020	5th 3rd 1st Bk of Greenwich	SRF 20	31926GAL4	3.00%	250,000.00
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 8	6956404	2.72%	552,125.04
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 16	6939573	2.72%	388,127.49
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	575,784.07
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	547,699.28
October 31, 2019	November 1, 2021	5th 3rd Morgan Stanley BK	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	5th/3rd BMW Bank NA	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	5th/3rd Goldman Sachs Bk	SRF 4	3814MKQ5	1.70%	250,000.00
February 28, 2020	February 28, 2022	5/3 Investors Bank	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	5/3 Merrick Bank	SRF 12	59013KFS0	1.60%	100,000.00

Purchase Date	Maturity Date	Bank	CD	CD or CUSIP #	Interest Rate	Amount
Total Special Reserve Fund Individual CDs				Weighted Avg Yield	1.99%	3,913,735.88
TOTAL CD's				**Weighted Avg Yield**	**2.20%**	**10,220,572.87**

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	**53004**	**Void**	**10101 · General Fund Checking**	
				0.00
Bill Pmt -Check	**53005**	**Stanglen, Sarah**	**10101 · General Fund Checking**	
Bill	08/09-08/22/20		61200 · Non-Librarian Salaries	(4,040.43)
				(4,040.43)
Bill Pmt -Check	**53006**	**ALA - Membership**	**10101 · General Fund Checking**	
Bill	Board membership		62020 · Library/Trustee Memberships	(125.00)
				(125.00)
Bill Pmt -Check	**53007**	**Baker & Taylor**	**10101 · General Fund Checking**	
Bill	H48868890		50312 · AS Non-feature	(25.72)
Bill	H48868880		50311 · AS Feature	(22.01)
Bill	H49097330		50312 · AS Non-feature	(18.36)
Bill	H49126220		50311 · AS Feature	(14.66)
Bill	2035385776		50111 · Fiction	(23.35)
Bill	H49162220		50312 · AS Non-feature	(71.27)
Bill	2035383878		50120 · YS Books	(70.13)
Bill	2035396717		50120 · YS Books	(214.46)
Bill	H49321620		50312 · AS Non-feature	(18.36)
Bill	H49321621		50312 · AS Non-feature	(18.37)
Bill	H49380450		50312 · AS Non-feature	(63.18)
				(559.87)
Bill Pmt -Check	**53008**	**Baker & Taylor Books**	**10101 · General Fund Checking**	
Bill	2035350734		50120 · YS Books	(502.54)
Bill	2035364942		50120 · YS Books	(486.76)
Bill	2035366993		50111 · Fiction	(406.68)
Bill	2035374415		50120 · YS Books	(18.79)
Bill	2035377454		50120 · YS Books	(427.56)
Bill	2035382946		50110.1 · 100's	(30.80)
			50110.2 · 200's	(11.30)
			50110.3 · 300's	(46.62)
			50110.8 · 800's	(40.66)
			50110.9 · 900's	(59.25)
			50111 · Fiction	(159.52)
			50112 · H.S. Collection	(10.73)
			50111 · Fiction	(1.79)
Bill	2035383957		50120 · YS Books	(237.75)
Bill	2035387012		50110.0 · 000's	(23.80)
			50110.1 · 100's	(26.36)
			50110.3 · 300's	(94.87)
			50110.7 · 700's	(42.38)
			50110.8 · 800's	(31.44)

		50110.9 · 900's	(24.60)
		50111 · Fiction	(131.05)
		50111 · Fiction	(1.87)
Bill	2035387642	50120 · YS Books	(203.37)
Bill	2035392331	50110.1 · 100's	(77.32)
		50110.2 · 200's	(10.09)
		50110.3 · 300's	(171.99)
		50110.5 · 500's	(13.68)
		50110.6 · 600's	(46.89)
		50110.7 · 700's	(112.03)
		50110.8 · 800's	(26.58)
		50110.9 · 900's	(31.07)
		50111 · Fiction	(149.44)
		50112 · H.S. Collection	(10.73)
		50110.7 · 700's	(3.25)
Bill	2035394232	50110.1 · 100's	(85.28)
		50110.3 · 300's	(248.37)
		50110.6 · 600's	(139.30)
		50110.7 · 700's	(122.00)
		50110.8 · 800's	(10.09)
		50110.9 · 900's	(105.25)
		50111 · Fiction	(247.48)
		50110.3 · 300's	(4.79)
Bill	5016321180	50111 · Fiction	(48.01)
		50110.6 · 600's	(25.41)
		50111 · Fiction	(0.37)
Bill	2035402803	50110.0 · 000's	(14.68)
		50110.1 · 100's	(33.92)
		50110.2 · 200's	(59.90)
		50110.3 · 300's	(164.84)
		50110.6 · 600's	(54.48)
		50110.7 · 700's	(14.10)
		50110.8 · 800's	(67.20)
		50110.9 · 900's	(107.84)
		50111 · Fiction	(80.03)
		50112 · H.S. Collection	(45.55)
		50110.3 · 300's	(3.21)
Bill	2035402739	50110.0 · 000's	(20.82)
		50110.1 · 100's	(47.83)
		50110.2 · 200's	(11.29)
		50110.3 · 300's	(46.89)
		50110.5 · 500's	(15.82)
		50110.6 · 600's	(40.11)
		50110.7 · 700's	(66.52)
		50110.8 · 800's	(59.84)
		50110.9 · 900's	(66.01)
		50111 · Fiction	(155.84)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(2.71)
Bill	2035408011	50110.2 · 200's	(11.30)
		50110.3 · 300's	(230.17)
		50110.6 · 600's	(89.27)

			50110.7 · 700's	(31.61)
			50111 · Fiction	(557.78)
			50112 · H.S. Collection	(42.35)
			50111 · Fiction	(4.81)
				(6,867.36)
Bill Pmt -Check	**53009**	**Barnes & Noble Inc**	**10101 · General Fund Checking**	
Bill	4010599		50110.6 · 600's	(22.40)
				(22.40)
Bill Pmt -Check	**53010**	**Call One**	**10101 · General Fund Checking**	
Bill	306359		70700 · Telephone	(1,010.87)
				(1,010.87)
Bill Pmt -Check	**53011**	**CDW Government, Inc.**	**10101 · General Fund Checking**	
Bill	ZNQ4168		74120 · Computers	(24.74)
				(24.74)
Bill Pmt -Check	**53012**	**Center Point Large Print**	**10101 · General Fund Checking**	
Bill	1779069		50111 · Fiction	(183.36)
				(183.36)
Bill Pmt -Check	**53013**	**Chicago Tribune**	**10101 · General Fund Checking**	
Bill	2 copies		50410 · AS Periodicals	(806.00)
				(806.00)
Bill Pmt -Check	**53014**	**CLCD, LLC**	**10101 · General Fund Checking**	
Bill	7231		50512 · AS & YS Esubscriptions	(1,010.00)
				(1,010.00)
Bill Pmt -Check	**53015**	**Colley Elevator - A**	**10101 · General Fund Checking**	
Bill	200667		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	**53016**	**Colley Elevator - B**	**10101 · General Fund Checking**	
Bill	200663		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	**53017**	**Comcast**	**10101 · General Fund Checking**	
Bill	105834365		50650 · Internet	(1,580.00)
				(1,580.00)
Bill Pmt -Check	**53018**	**Computer View, Inc.**	**10101 · General Fund Checking**	

Bill	28709		50630 · Hosted Services	(450.00)
				(450.00)

Bill Pmt -Check	**53019**	**Cooperative Computer Services**	**10101 · General Fund Checking**	
Bill	1748		50610 · CCS	(17,397.63)
			50620 · OCLC	(4,878.32)
				(22,275.95)

Bill Pmt -Check	**53020**	**DEMCO**	**10101 · General Fund Checking**	
Bill	6820789		70310 · Library Supplies	(77.07)
				(77.07)

Bill Pmt -Check	**53021**	**EBSCO**	**10101 · General Fund Checking**	
Bill	1594845		50420 · YS Periodicals	(27.79)
				(27.79)

Bill Pmt -Check	**53022**	**Findaway World LLC**	**10101 · General Fund Checking**	
Bill	325568		50323 · YS Audiobooks	(228.70)
				(228.70)

Bill Pmt -Check	**53023**	**Garvey's Office Products**	**10101 · General Fund Checking**	
Bill	PINV1951781		70310 · Library Supplies	(298.00)
Bill	PINV1954801		70310 · Library Supplies	(54.95)
				(352.95)

Bill Pmt -Check	**53024**	**Growing Minds, LLC**	**10101 · General Fund Checking**	
Bill	32951-USD		50512 · AS & YS Esubscriptions	(1,700.00)
				(1,700.00)

Bill Pmt -Check	**53025**	**Hill Mechanical Services**	**10101 · General Fund Checking**	
Bill	543835		76350 · Building Maint Contracts	(2,186.00)
Bill	544571		76350 · Building Maint Contracts	(2,186.00)
Bill	544830		76300 · Building Maintenance	(1,679.76)
Bill	546176		76350 · Building Maint Contracts	(2,186.00)
Bill	546513		76300 · Building Maintenance	(2,825.72)
				(11,063.48)

Bill Pmt -Check	**53026**	**HR Source aka Management Association**	**10101 · General Fund Checking**	
Bill	12170		65010 · Recruitment	(150.00)
				(150.00)

Bill Pmt -Check	**53027**	**Jeanne Kuhns**	**10101 · General Fund Checking**	

Bill	8.7.20 show		50730 · Community Serv Prog	(300.00)
				(300.00)

Bill Pmt -Check	**53028**	**Krishnan, Ramaa**	**10101 · General Fund Checking**	
Bill	7.28.20 zoom		50730 · Community Serv Prog	(150.00)
				(150.00)

Bill Pmt -Check	**53029**	**Mango Languages**	**10101 · General Fund Checking**	
Bill	INV006659		50512 · AS & YS Esubscriptions	(3,517.68)
				(3,517.68)

Bill Pmt -Check	**53030**	**Midwest Tape**	**10101 · General Fund Checking**	
Bill	99123999		50322 · YS Non-feature	(14.99)
Bill	99124076		50311 · AS Feature	(102.73)
Bill	99129560		50312 · AS Non-feature	(18.74)
Bill	99163719		50313 · AS Audiobooks	(39.99)
Bill	99164729		50313 · AS Audiobooks	(139.96)
Bill	99164944		50322 · YS Non-feature	(14.99)
Bill	99165040		50313 · AS Audiobooks	(29.99)
Bill	99165041		50313 · AS Audiobooks	(109.97)
Bill	99165043		50313 · AS Audiobooks	(35.99)
Bill	99165080		50321 · YS Feature	(90.74)
			50311 · AS Feature	(540.65)
Bill	99165082		50323 · YS Audiobooks	(51.99)
Bill	99165100		50324 · YS Music	(9.74)
Bill	99165101		50324 · YS Music	(12.74)
Bill	99190738		50321 · YS Feature	(89.98)
			50311 · AS Feature	(546.67)
Bill	99191013		50312 · AS Non-feature	(22.49)
Bill	99191157		50321 · YS Feature	(14.99)
Bill	99191189		50313 · AS Audiobooks	(32.99)
Bill	99191232		50313 · AS Audiobooks	(29.99)
Bill	99191242		50314 · AS Music	(25.03)
Bill	99191243		50314 · AS Music	(11.24)
Bill	99191244		50314 · AS Music	(88.59)
Bill	99191440		50313 · AS Audiobooks	(104.97)
Bill	99191441		50313 · AS Audiobooks	(64.98)
Bill	99191443		50313 · AS Audiobooks	(39.99)
Bill	99191444		50313 · AS Audiobooks	(111.98)
Bill	99191445		50313 · AS Audiobooks	(79.98)
Bill	99191446		50323 · YS Audiobooks	(119.98)
Bill	99191155		50322 · YS Non-feature	(11.24)
Bill	99209868		50321 · YS Feature	(122.23)
			50311 · AS Feature	(284.20)
Bill	99210453		50312 · AS Non-feature	(29.99)
Bill	99210590		50323 · YS Audiobooks	(39.99)
Bill	99210765		50322 · YS Non-feature	(11.24)
Bill	99210766		50322 · YS Non-feature	(11.24)
Bill	99210768		50322 · YS Non-feature	(11.24)

Bill	99210967		50314 · AS Music	(19.48)
Bill	99210968		50314 · AS Music	(11.99)
Bill	99210969		50314 · AS Music	(8.99)
				(3,158.89)

Bill Pmt -Check	**53031**	**Millen Hardware**	**10101 · General Fund Checking**	
Bill	July 2020		70310 · Library Supplies	(169.99)
			76100 · Building Improvement	(271.96)
			76200 · Building Supplies	(516.29)
			76400 · Grounds Maintenance	(67.88)
				(1,026.12)

Bill Pmt -Check	**53032**	**MTM Vending & Water Cooler Services**	**10101 · General Fund Checking**	
Bill	2108		74151 · Equipment Maintenance	(120.00)
				(120.00)

Bill Pmt -Check	**53033**	**NiCor Gas**	**10101 · General Fund Checking**	
Bill	6/26-7/28/20		76810 · Heating/Cooling	(427.73)
				(427.73)

Bill Pmt -Check	**53034**	**OverDrive, Inc.**	**10101 · General Fund Checking**	
Bill	01018MA20247849		50511 · AS E-Books & YS E-Books	(22,355.87)
Bill	01018MA20248989		50511 · AS E-Books & YS E-Books	(65.00)
				(22,420.87)

Bill Pmt -Check	**53035**	**Oxford University Press**	**10101 · General Fund Checking**	
Bill	99778560		50512 · AS & YS Esubscriptions	(1,495.00)
				(1,495.00)

Bill Pmt -Check	**53036**	**ProQuest**	**10101 · General Fund Checking**	
Bill	70640417		50512 · AS & YS Esubscriptions	(8,102.64)
				(8,102.64)

Bill Pmt -Check	**53037**	**Quill Corporation**	**10101 · General Fund Checking**	
Bill	8900919		70320 · Office Supplies	(68.62)
Bill	8901246		70320 · Office Supplies	(2.83)
Bill	9090742		70320 · Office Supplies	(16.99)
Bill	9311600		70320 · Office Supplies	(75.67)
				(164.11)

Bill Pmt -Check	**53038**	**Recorded Books**	**10101 · General Fund Checking**	
Bill	76684012		50311 · AS Feature	(41.60)
				(41.60)

Bill Pmt -Check	53039	Robbins Schwartz	10101 · General Fund Checking	
Bill	870870		70210 · Legal Fees	(281.25)
Bill	870871		70210 · Legal Fees	(281.25)
				(562.50)

Bill Pmt -Check	53040	Rowman & Littlefield Publishing Group	10101 · General Fund Checking	
Bill	11469597		50210 · AS Continuations	(206.26)
				(206.26)

Bill Pmt -Check	53041	Staples Advantage	10101 · General Fund Checking	
Bill	1630186557		70310 · Library Supplies	(2,409.71)
				(2,409.71)

Bill Pmt -Check	53042	State Chemical Solutions	10101 · General Fund Checking	
Bill	901585299		76200 · Building Supplies	(242.05)
				(242.05)

Bill Pmt -Check	53043	The Book Stall	10101 · General Fund Checking	
Bill	337541-50		58500 · Friends Purchases	(1,500.00)
Bill	338167-173		58500 · Friends Purchases	(1,500.00)
				(3,000.00)

Bill Pmt -Check	53044	Tumbleweed Press	10101 · General Fund Checking	
Bill	100785		50512 · AS & YS Esubscriptions	(639.20)
				(639.20)

Bill Pmt -Check	53045	Uline	10101 · General Fund Checking	
Bill	122387047		70320 · Office Supplies	(18.82)
Bill	122618150		70310 · Library Supplies	(455.76)
				(474.58)

Bill Pmt -Check	53046	Village of Wilmette - utilities	10101 · General Fund Checking	
Bill	622324		76820 · Water	(851.93)
				(851.93)

Bill Pmt -Check	53047	Warehouse Direct	10101 · General Fund Checking	
Bill	4716785-0		70310 · Library Supplies	(269.70)
Bill	4733033-0		70310 · Library Supplies	(187.96)
				(457.66)

Bill Pmt -Check	53048	Wellness Insurance Network	10101 · General Fund Checking	
Bill	August 2020		66010 · Emp Health Insurance	(47.00)

			66010 · Emp Health Insurance	(49,227.60)
				(49,274.60)

Bill Pmt -Check	**53049**	**Advanced Disposal**	**10101 · General Fund Checking**	
Bill	T40002460570		76400 · Grounds Maintenance	(54.00)
				(54.00)
Bill Pmt -Check	**53050**	**Baker & Taylor**	**10101 · General Fund Checking**	
Bill	H49321610		50311 · AS Feature	(14.66)
Bill	H49321611		50311 · AS Feature	(14.66)
Bill	H49278790		50312 · AS Non-feature	(44.05)
Bill	H49278791		50312 · AS Non-feature	(40.41)
Bill	H49278792		50312 · AS Non-feature	(25.72)
Bill	H49380430		50311 · AS Feature	(142.42)
Bill	H49437970		50311 · AS Feature	(14.66)
Bill	H49505190		50312 · AS Non-feature	(18.36)
Bill	H49550730		50311 · AS Feature	(43.98)
Bill	H49550740		50312 · AS Non-feature	(25.69)
Bill	H49584450		50312 · AS Non-feature	(27.70)
				(412.31)
Bill Pmt -Check	**53051**	**Baker & Taylor Books**	**10101 · General Fund Checking**	
Bill	2035316766		50120 · YS Books	(48.36)
Bill	2035387677		50120 · YS Books	(467.25)
Bill	2035405723		50120 · YS Books	(254.60)
Bill	2035381811		50111 · Fiction	(399.05)
Bill	2035393491		50120 · YS Books	(430.72)
Bill	5016334197		50110.2 · 200's	(19.32)
			50110.3 · 300's	(16.95)
			50110.7 · 700's	(14.69)
			50110.9 · 900's	(18.08)
			50111 · Fiction	(32.76)
			50111 · Fiction	(0.51)
Bill	2035409984		50110.2 · 200's	(18.99)
			50110.5 · 500's	(15.26)
			50110.6 · 600's	(19.78)
			50110.8 · 800's	(42.68)
			50110.9 · 900's	(57.64)
			50111 · Fiction	(100.14)
			50112 · H.S. Collection	(73.96)
			50111 · Fiction	(1.64)
Bill	2035412266		50110.1 · 100's	(27.10)
			50111 · Fiction	(31.63)
			50112 · H.S. Collection	(14.12)
			50111 · Fiction	(0.36)
Bill	2035414792		50110.1 · 100's	(17.05)
			50110.3 · 300's	(124.32)
			50110.5 · 500's	(105.84)
			50110.6 · 600's	(16.06)

			50110.7 · 700's	(99.40)
			50110.8 · 800's	(98.15)
			50110.9 · 900's	(389.30)
			50111 · Fiction	(462.09)
			50111 · Fiction	(6.56)
Bill	2035417609		50110.1 · 100's	(36.07)
			50110.3 · 300's	(31.61)
			50110.6 · 600's	(33.81)
			50110.7 · 700's	(26.36)
			50110.9 · 900's	(116.08)
			50111 · Fiction	(374.72)
			50112 · H.S. Collection	(42.34)
			50111 · Fiction	(3.30)
Bill	2035419691		50110.1 · 100's	(41.12)
			50110.2 · 200's	(19.00)
			50110.3 · 300's	(172.43)
			50110.5 · 500's	(25.35)
			50110.6 · 600's	(16.36)
			50110.8 · 800's	(17.56)
			50111 · Fiction	(533.20)
			50112 · H.S. Collection	(14.68)
			50111 · Fiction	(4.20)
Bill	2035421730		50110.3 · 300's	(270.69)
			50110.6 · 600's	(24.23)
			50110.8 · 800's	(45.22)
			50110.9 · 900's	(119.51)
			50111 · Fiction	(16.38)
			50110.3 · 300's	(2.38)
				(5,410.96)

Bill Pmt -Check	**53052**	**Cengage Learning Inc/ Gale**	**10101 · General Fund Checking**	
Bill	71075942		50111 · Fiction	(256.40)
Bill	71102429		50111 · Fiction	(59.99)
				(316.39)

Bill Pmt -Check	**53053**	**Center Point Large Print**	**10101 · General Fund Checking**	
Bill	1782429		50110.9 · 900's	(56.92)
				(56.92)

Bill Pmt -Check	**53054**	**Chase Card Services**	**10101 · General Fund Checking**	
Bill	7/10-8/9/20		50530 · Computer Software	(275.00)
			53010 · Advertising/Publicity	(1,500.00)
			62010 · Staff Memberships	(432.27)
			63020 · Cont Ed/Mtg Registration	(25.00)
			65040 · Staff Recognition	(412.75)
			70210 · Legal Fees	(564.30)
			74110 · Equipment/Furnishings	(1,933.38)
			76200 · Building Supplies	(77.25)
				(5,219.95)

Bill Pmt -Check	53055	DEMCO	10101 · General Fund Checking	
Bill	6825793		70310 · Library Supplies	(175.40)
				(175.40)

Bill Pmt -Check	53056	Fox Valley Fire & Safety	10101 · General Fund Checking	
Bill	IN00371720		76350 · Building Maint Contracts	(165.00)
				(165.00)

Bill Pmt -Check	53057	Garvey's Office Products	10101 · General Fund Checking	
Bill	PINV1954170		76200 · Building Supplies	(447.00)
				(447.00)

Bill Pmt -Check	53058	Grey House Pubishing	10101 · General Fund Checking	
Bill	358826		50210 · AS Continuations	(295.70)
				(295.70)

Bill Pmt -Check	53059	Image Systems & Business Solutions	10101 · General Fund Checking	
Bill	69101240		70400 · Copiers	(2,270.32)
				(2,270.32)

Bill Pmt -Check	53060	Mergent Inc	10101 · General Fund Checking	
Bill	1673010019		50210 · AS Continuations	(339.00)
				(339.00)

Bill Pmt -Check	53061	Midwest Tape	10101 · General Fund Checking	
Bill	99210420		50313 · AS Audiobooks	(29.99)
Bill	99210960		50313 · AS Audiobooks	(39.99)
Bill	99210961		50313 · AS Audiobooks	(25.99)
Bill	99210962		50313 · AS Audiobooks	(39.99)
Bill	99210963		50313 · AS Audiobooks	(39.99)
Bill	99210965		50313 · AS Audiobooks	(109.97)
Bill	99210964		50313 · AS Audiobooks	(39.99)
Bill	99236616		50313 · AS Audiobooks	(304.92)
Bill	99243751		50311 · AS Feature	(39.73)
Bill	99243752		50312 · AS Non-feature	(20.24)
Bill	99243753		50322 · YS Non-feature	(77.22)
Bill	99243754		50314 · AS Music	(82.46)
Bill	99243756		50314 · AS Music	(14.24)
Bill	99243757		50314 · AS Music	(9.74)
Bill	99243758		50314 · AS Music	(14.24)
Bill	99243759		50314 · AS Music	(10.49)
Bill	99243760		50314 · AS Music	(38.21)
Bill	99243761		50314 · AS Music	(52.60)
Bill	99236615		50321 · YS Feature	(218.96)

				50311 · AS Feature	(330.70)
Bill	99236617			50313 · AS Audiobooks	(44.99)
Bill	99236618			50313 · AS Audiobooks	(90.98)
Bill	99236619			50313 · AS Audiobooks	(34.99)
Bill	99243750			50313 · AS Audiobooks	(44.99)
					(1,755.61)
Bill Pmt -Check	**53062**	**Oriental Trading**	**10101 · General Fund Checking**		
Bill	704549943-01			70312 · YS supplies	(64.76)
					(64.76)
Bill Pmt -Check	**53063**	**Quill Corporation**	**10101 · General Fund Checking**		
Bill	9352558			70320 · Office Supplies	(31.38)
Bill	9357880			70320 · Office Supplies	(75.67)
Bill	9545593			70320 · Office Supplies	(73.00)
Bill	9637863			70320 · Office Supplies	(31.47)
Bill	9684551			70320 · Office Supplies	(29.52)
					(241.04)
Bill Pmt -Check	**53064**	**Russian Publishing House**	**10101 · General Fund Checking**		
Bill	149598			50110.4 · 400's	(179.85)
					(179.85)
Bill Pmt -Check	**53065**	**Sikich LLP**	**10101 · General Fund Checking**		
Bill	456958			93000 · Audit Expense	(2,250.00)
					(2,250.00)
Bill Pmt -Check	**53066**	**Sullivan's Law Directory**	**10101 · General Fund Checking**		
Bill	2020			50210 · AS Continuations	(92.52)
					(92.52)
Bill Pmt -Check	**53067**	**Sun Life Employee Benefits/Assurant**	**10101 · General Fund Checking**		
Bill	9/1-9/30/20			66020 · Emp Life/LTD Insurance	(2,167.29)
					(2,167.29)
Bill Pmt -Check	**53068**	**Thomson Reuters**	**10101 · General Fund Checking**		
Bill	842829763			50210 · AS Continuations	(115.61)
					(115.61)
Bill Pmt -Check	**53069**	**Village of Wilmette-parking**	**10101 · General Fund Checking**		
Bill	54524			76450 · Parking Lot Rent	(2,850.00)
					(2,850.00)

Operating Expenditures   (176,884.73)

Special Reserve B/E Expenditures	-
Total August Expenditures	(176,884.73)

Chapter 10 (Programming)

A library can reach out to its entire community through programming. Educational, recreational, informational, and cultural programs sponsored by the library or cosponsored with other community organizations are offered to help attract new users to the library, to welcome people from all cultures and people with disabilities, to increase awareness and use of library resources and services, and to provide a neutral public forum for the debate of issues. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their caregivers to use the library and its resources. Young adult programs help teens understand some of the intellectual, emotional, and social changes they are experiencing. Programs for adults and senior citizens can provide the lifelong learning skills and recreation needed in our changing society.

If the library opens its meeting rooms, display cases, and other exhibit areas to non-library-sponsored programs and non-library-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. The library's attorney should review this policy as well as other library policies.

Programming Standards

1. Library programs should strive to be free of charge.

2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable people with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

4. The library presents educational, cultural, and recreational programs that reflect community needs and interests. Community members should be encouraged to offer suggestions.

5. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

6. The library provides outreach programs to targeted populations who cannot visit the library.

7. The library's programming seeks to serve groups such as children, parents, young adults, adults, seniors, and special constituents relevant to the area's demographics.

8. The library provides programs that will instruct their community on how to use the library. This will include training sessions or one-on-one instruction on the library's online databases and the library's online catalog. The library will also provide tours and make sure the community is comfortable with using the library.

9. Libraries are encouraged to partner with other organizations to offer programs.

Programming Checklist

☐ Library programs are provided free of charge, or on a cost recovery basis.

☐ Library programs are located in a physically accessible location.

☐ Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

☐ The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

☐ The library presents educational, cultural, and recreational programs that reflect community needs and interests.

☐ Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.

☐ The library provides outreach programs to specific populations who cannot visit the library.

☐ The library has programming that seeks to serve children and their caregivers.

☐ The library has programming that seeks to serve young adults.

☐ The library has programming that seeks to serve adults and senior citizens.

☐ The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.

☐ The library is encouraged to partner with other organizations to offer programs.

Wilmette Public Library Director's Report – September 15, 2020
Library Activities for August-September, 2020
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.

Our Storywalk in Vattmann Park and Riddlewalk in Mallinckrodt Park continued to be enjoyed by the public in August. Due to the popularity of these safe, socially distant outdoor activities for families, we've had a number of patrons ask us if we could replace the picture book in our Storywalk more frequently. Historically we've posted a story with each season. This fall, staff is planning to update our story every month. Our September Storywalk featuring *Lawrence in the Fall* by Matthew Farina, has been installed and is already enchanting our young readers.

Nancy Wager and Jillian McKeown hosted a series of Suffrage presentations to recognize the 100th anniversary of the passing of the 19th Amendment.

On August 18, Nancy hosted "Casting a Historic Vote," which describes the path to women's suffrage which was infused with sexism and racism and triggered a fear of feminism whose roots are still seen today. Historian Jeanne Schultz Angel describes the struggle from attorney Ellen Martin, the first woman to vote in Illinois, to Ida B. Wells.

On August 27, Jillian hosted "Alice Paul: Winning Votes for Women," and included a living-history portrayal with patron-favorite actress and Scholar Leslie Goddard, Ph.D. Goddard has presented at the library previously with her presentation on America's First Ladies. We had 46 screens participate via Zoom, and the Woman's Club of Wilmette hosted a Zoom "after party" where they had a toast to Alice Paul and held a virtual discussion of the Library's program.

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

Nancy Wagner presented the virtual series "Navigating the Job Search," a multi-week event sponsored in collaboration with Skokie Public Library, Glenview Public Library, and Niles-Maine District Library. Programs included in the event were: August 6 (Navigating the Job Search), 13 (Resumes and Marketing Material), 20 (Interviewing in the Virtual Age), and 27 (Informational Interviewing). This program series enabled job seekers to connect with library resources and the aid of career professionals Jerry Donahue and Joan Neumahr, who offered participants strategies for marketing themselves during a pandemic.

Nancy Wagner created a Job Search page (https://www.wilmettelibrary.info/resources/job-search) where patrons can receive information on how to search for a job. Patrons can also sign up for a 30-minute career consultation with a career counselor for help with resume writing, interviewing, and other aspects of the job search process. Nancy has set up three appointments in the few weeks since the site went live.

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

Patsy DeVuono participated in a week-long Racial Justice Challenge hosted by the Folger Library at the University of Maine (https://libguides.library.umaine.edu/racial-justice) in early August. The program was divided into one part for each day:
- Beginning the Conversation
- How to be Antiracist not "Not Racist"
- Moving Beyond a Single Story
- Examining Race in the Media
- Create an Antiracism Action Plan

The workshop featured a number of primary source texts, including an article from the Fall 2018 issue of *Teaching Tolerance* by Cory Collins entitled "What is White Privilege Anyway" (https://www.tolerance.org/magazine/fall-2018/what-is-white-privilege-really). The article explores how "racial bias" works as a belief and how "racism" develops when that belief translates into action. Also included in the program was a Ted Talk/Interview (https://youtu.be/KCxbl5QgFZw) with Dr. Ibram X. Kendi who wrote *How to be Antiracist*. Dr. Kendi suggests that company's should not have diversity statements, but rather should make an antiracist statement listing your policies against racism. Wilmette Public Library posted an anti-racist statement earlier this year: https://www.wilmettelibrary.info/about/about-us/mission-and-strategic-plan

As our librarians update our bibliographic resources for the public, we are working on making them more diverse, representing Black, Indigenous, People of Color (BIPOC) and the spectrum of abilities and gender identities. We are establishing goals of meeting a minimum percentage of titles with a main character from an underrepresented population. Depending on the topic, we are aiming for at least 25% of books with diverse main characters; some lists will have over 50% diverse main characters. We are also seeking out "own voices" titles whenever possible.

Collections

Digital

E-book and media statistics remained strong through the summer, however, the reopening of building to browsing and more immediate access to print resources saw our numbers wane slightly. That said, in the 6 months since pandemic has been with us, we have counted a roughly 50% net increase in digital resource usage. This is on-trend nationally with electronic product usage in libraries.

Brainfuse, our live tutoring and homework help service, saw great gains as kids return to school and caregivers seek new ways to support their students and their modified learning environments. Find more information about our online learning and continuing education resources on our website: https://www.wilmettelibrary.info/resources/online-learning

As we've noted previously, Ancestry.com continues to see great usage among our patrons, and it parent company Proquest has communicated that complimentary remote access will continue through the end of the year. This service was previously limited to in-library use only.

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

Physical

collectionHQ has released functionality that adjusts for extended library closures. Gayle Rosenberg Justman entered our first day of no circulation (March 14) and the day we started circulating items again (June 1) into the Administration module. This will make our collectionHQ reports, including Dead on Arrival, much more accurate.

Using a Simply Reports report to extract information from the Serials Holding Records, Gayle Rosenberg Justman identified and organized our newspaper and magazine direct orders by date of renewal. This will make keeping track of renewals for our 41 direct orders much more efficient. On a related note, Gayle Rosenberg Justman added the following note to the retention statements in the Serials Holding Records of all of our newspapers: **DUE TO THE PANDEMIC, NEWSPAPERS ARE UNAVAILABLE**. This note is visible in both Leap for staff and PowerPAC for patrons.

The revision of fiction titles to fantasy has resumed after being put on hold due to the Library closure. Martha Birkhold is working on this project with Krista Hutley from Adult Services.

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

Technical Services Statistics
The Technical Services team was incredibly productive in August. The numbers for added materials are slightly down from July, but we have significantly reduced the backlog of materials as well as turned our attention to other activities in addition to prioritizing getting books and AV items with holds out to our patrons as quickly as possible. We added 1,178 adult books, 66 teen books, and 861 youth books for a total of 2,105 books (a decrease of 404 books from last month's total; we added 536 less adult books, 42 less teen books, but 174 more youth books). We added 243 adult AV items, 1 teen AV item, and 91 youth AV items for a total of 335 AV items (a decrease of 86 AV items over last month's total; we added 87 less adult AV items, 1 less teen AV item, but 2 more youth AV items).

The number of items that were withdrawn from the collection increased significantly in August. We withdrew 1,780 adult books, 9 teen books, and 393 youth books for a total of 2,182 books (an increase of 1,711 books over last month's total). 72 AV items (71 adult AV items and 1 youth AV item) were also withdrawn (an increase of 34 items over last month's total). The number of withdrawals will continue to remain high as we prepare the collection for the implementation of RFID. The Adult Services librarians have begun an extensive weeding project in anticipation of tagging for RFID. We should continue to see an increased number of withdrawals in Technical Services. It is not cost effective to unnecessarily tag items that will then be withdrawn.

In terms of digital resources, 1,063 e-books and 343 e-audiobooks were added to our Overdrive collection in August. Last month, 1,215 e-books and 341 e-audiobooks were added to our OverDrive collection. Also, 887 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 303 items were removed. Last month, 555 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 304 items were removed.

Youth Services

August is usually a quiet time for programming and reference but a busy time for planning. This month staff studied the parent feedback on our summer survey and the views on our virtual programs. The department also held a brainstorming meeting to generate creative ideas, which also informed our plan for fall programs and services. We are now preparing to offer more live and interactive virtual programs and are exploring more screen-free program ideas like take-home kits. We also held a meeting to discuss how we can best support families' academic needs this fall and what our role should be. We prepared a Back to School Guide (https://www.wilmettelibrary.info/resources/back-to-school) outlining all the resources and services the library offers to support at-home learning.

Accessing print books through contactless pickup was a top priority with parents on our survey. In August we added a new option to our Kids' Book Picks request form for a librarian to choose a bundle of books to hold for pickup. Patrons have responded strongly to this enhanced service; this option immediately became the most popular choice. We are also working on plans to expand home delivery to families.

New Take-Home Kit

In August Youth Services introduced a new STEAM Kit for pickup called Seed Heads. The kit includes seeds, soil, cups, and items to decorate the cups. Children are instructed how to plant and care for the seeds and compare the rate of growth by measuring the height of the plants. A video tutorial was shared online to support the kit.

Bookmark Contest

In March we were collecting entries to our annual Children's Bookmark Contest, sponsored by the Friends of the Wilmette Public Library. While the pandemic prevented us from completing the process, we still received a number of colorful and exciting submissions. We created an

online gallery of all the entries and invited families to view and print them on our website:
https://www.wilmettelibrary.info/events/spotlight/bookmark-contest

Wilmette Public Library Children's Bookmarks 2020 *Grades 3-4*

Maggie D., 3rd Grade
Aimee K., 4th Grade
Ben S., 4th Grade

Wilmette Public Library
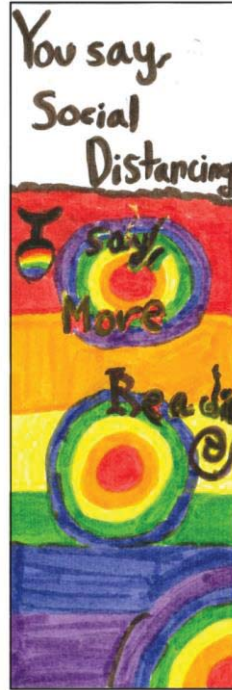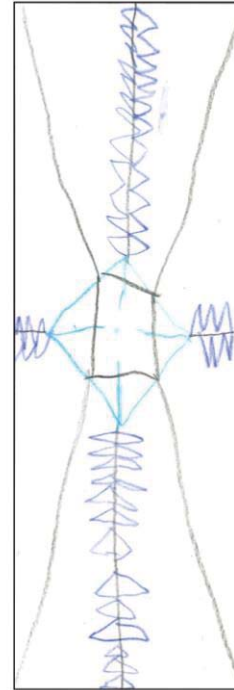
Print & Cut Out! For a firmer bookmark paste onto thicker paper or print on cardstock.

Summer Reading Club 2020 Recap

Youth Services began planning the Summer Reading Club program in January, but had to quickly redesign the program for a changed world. During shelter-in-place parents reported being overwhelmed by online enrichment options and a desire for real-life experiences.

In the first week of June every household in Wilmette received a colorful mailer with summer reading logs and a literacy activity poster. Children and teens through 12th grade marked a space on their reading log for each day that they read to earn gift cards for ice cream and a book from The Book Stall in Winnetka.

To promote Summer Reading Club Youth Services created a promotional video that was shared widely in all Wilmette public and private schools with a description of this year's program. The

video, created by librarian Lisa Bigelow had 437 views on the library's YouTube channel ([Wilmette Public Library Kids & Teens Summer Reading Club 2020](#)). The library also created colorful lawn signs that were distributed to patrons and community partners and posted in local parks to raise visibility of the program.

By the end of the summer, 538 youth and 42 teens reported ten days of reading to our online Summer Reading Club booth and received a $5 gift card for the Dairy Queen of Wilmette. 498 youth and 37 teens returned to report twenty days of reading and received a $15 gift card for The Book Stall. We were able to offer these exciting gift card prizes with the generous support of the Friends of the Library.

Each of the 1,036 e-gift cards emailed to young readers was accompanied by a personalized message from a Youth Services librarian, commenting on the books reported. Many parents expressed appreciation for this moment of connection during an isolated time. One parent's response made our day: "Thank you for your personalized and thoughtful responses to each of my kids! We appreciate all of the staff at the WPL during this crazy time, but your individualized emails really made us smile!"

To celebrate the end of Summer Reading Club, we hosted a virtual concert by popular children's band Wendy and DB on Friday, August 21.

Prior to 2020, the Adult Summer Reading Club was always in person; patrons picked up log sheets, filled them out and turned them in. This year, it was decided that we'd conduct a strictly online club where patrons submitted their "log sheets" through the library's website by filling out an online form. 165 adult patrons completed the reading club by listening to or reading four books from four different genres of their choosing. This is an impressive response from our community and is one of our highest completion rates ever.

Teen Programming

On August 6, Krista Hutley hosted a *Strangers Things* TV trivia night via Zoom, where participants went back to the 80's to explore three seasons worth of Hawkins (and its dark mirror in the Upside Down), exploring favorite characters and moments on the show.

On August 24, Krista Hutley held a virtual Teen Advisory Board meeting, the first since the library modified operations due to the pandemic in March. Teens met virtually to reconnect with each other, learn about and discuss the current services and collections offered by the library, and play virtual games.

Community Services Programming

Community Services hosted four programs in August:
- August 7: Jeanne Kuhns Folk Concert – 40 participants
- August 11: At Home Film Discussion: *Dial M For Murder* – 20 participants
- August 20: *This is Us* Trivia Night – 5 participants
- August 25: Eating for a Healthy Immune System

Our programs continue to provide a much-needed outlet during this time of isolation. A patron emailed the following: "From the Balinese Gong therapy to the Bollywood dancing, I have enjoyed every single one of them and have learned so much about cooking and plant based diets etc. The movies you have put together during this pandemic have been uplifting and I really like the questions and commentary during the discussion group."

Jennifer Bartel has continued to provide inter-departmental program support, keeping our Communico calendar up and running, offering Zoom support and guidance, and ensuring that staff know about programs from week to week with our weekly calendars. Additionally, she has maintained our statistics spreadsheet, giving us a wealth of programming information.

Digital Services

The Digital Services team has been active this month. In addition to providing their regular support services in our ever-popular Computer Room, staff have been coordinating a number of training resources for both the public and staff. Christine Hightower conducted 11 MS Teams training sessions in August, and is developing a supporting user guide. Feedback from staff has been great as we all become familiar with this exciting new communications and co-working platform. As we look toward to the website redesign, Christine has also been developing a library-wide team to communicate library-wide news, documents, and pertinent information. Jacinta Bohm has continued her work on passive learning for patrons, creating a number of valuable instructional handouts available for download. Many of these resources are already live on our website (https://www.wilmettelibrary.info/resources/technology-class-handouts). The rest of the team has continued supporting staff in other departments with their virtual programs.

Staff continues to evaluate our current services in response to patron demand and is fine tuning some procedures and offerings. For example, we're again allowing patrons borrow our peripherals (such as external CD drives) to use in-house. In accordance with our health and safety guidelines, we thoroughly clean all peripherals and computer equipment when patrons are finished using them. Additionally, in order to alleviate some bottlenecking when all machines are in use, we've added an Express Station in the Reference area. This computer (formerly located in the hallway between the Computer Room and the Teen Room) currently allows patrons 15 minutes of use to check e-mail, print documents, and other quick activities. Staff has been monitoring the station's usage/application, and is exploring increasing the time limit to 30 minutes. Further adjustments in procedure and the expansion of current services and equipment will continue to be evaluated.

Technology

Fred Wallace and Debi Thompson were in high demand this month troubleshooting technology matters for both patrons and staff. They performed on-site repairs to receipt printers, Mobile Hotspots, hard drives, iPads, and resolved software issues including a sudden abundance of junk email and VPN connectivity problems.

Fred removed Catalog station #1 located in the Low Vision Area and replaced it with the Internet Express Station. Fred ordered three new barcode scanners and stands. In addition, he installed barcode scanner for Adult Services.

Since reopening, a number of our assets have been reallocated or repurposed. Maintaining the Tag List and keeping track of constantly moving inventory was a frequent activity during the month for IT.

Debi Thompson was instrumental in troubleshooting remote calling in Microsoft Teams. She also created a Teams handout for specific staff cases. Debi also worked individually with several staff members to walk them through the process of getting up and running in Teams. Zoom meeting software installations, updates, and webcam setups were ongoing throughout the month.

Debi helped staff reprogram the outgoing message received when the public calls the Library's main phone number, to indicate the Library's open status and our hours.

The installation of the 6.5 Offline Client was a project for Fred, Debi, and CVI during this month. This was necessary for all 10 Circulation workstations after the August 4th upgrade to Polaris version 6.5, and essential to sustaining Circulation operations during the early September downtime while Palatine and Grayslake libraries were added to the CCS consortium catalog. The newest version of Polaris will also allow both staff and patrons to cancel in-transit holds. Also, staff are now able to pause and resume multiple holds at one time for a patron in Leap and in the staff client.

Communications

Community Services staff took advantage of the end-of-summer lull to do some future planning for our library communications. Our e-newsletters remain popular with patrons as the primary method of official communication from the library. With on-site services resumed, a full calendar of virtual events, and a new school year for students, staff spent time in August evaluating our communications and tweaked our email schedule to make the information more clear. Our new schedule is an events email on Mondays focusing solely on events in the coming week; a youth services email on Tuesdays, with book recommendations, learning resources, and other promotions specific to families with younger children; and a new general library news and updates email every other Friday, or more often as needed. Separating news and events allows our messaging to be clearer and simplifies the workflow for the weekly events email.

Sarah Rose took on a large design project at the end of August, with a new postcard to be sent to all Wilmette and Kenilworth residents. While our eblasts are effective for program promotions and news, we know that many of our patrons still enjoy receiving communications in the mail. This postcard is designed to promote our on-site and digital services, and is aimed reach patrons who may not have signed up to receive our email communications. The postcard will be sent to homes in mid-September. She is also researching and preparing for a couple of

large design projects on the immediate horizon: a wrap for the new library vehicle, and a branding suite for the upcoming *Meet the Author* event in October.

In late August, we worked with local photographer Barbara Freeman to take pictures of our "new normal." She spent several hours in the building taking an array of photos that we can use in promotions and on our social media communications. We plan to have her come back to take photos periodically, to provide a range of high-quality images. These images can replace stock photography, and will provide a historical record of our current operating model. A few of the photos from the first round of shooting:

Social Media

During the building closure, our Facebook page was a place to gather and share news and updates, but also a platform for our programming. Moving into fall programs, many of the programs that have been presented "passively" on Facebook will either be shared on YouTube, or re-formatted to be live, registered virtual programs. This will allow our programming to be more responsive to our participants, and will make our Facebook page more of a traditional social media channel. We will continue to share activity and book recommendation videos, along with photos of staff and the community and conversation starters. We had great success in our passive Facebook programs, with nearly 1,000 participants since we began sharing these programs in mid-April.

A few of our popular Instagram and Facebook posts from the past month:

wilmettelibrary
Wilmette Public Library
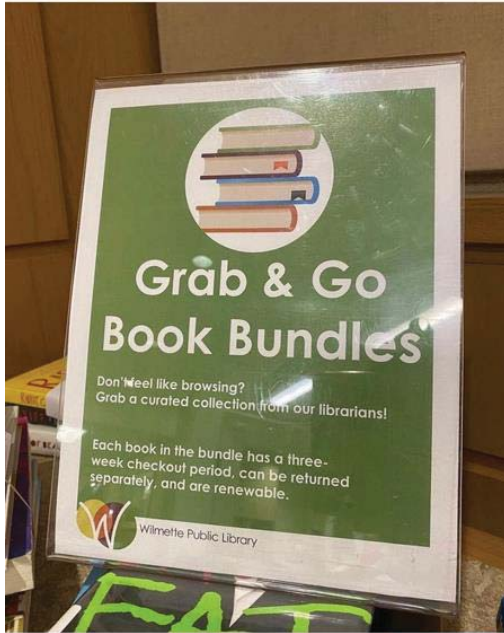
View Insights Promote

Liked by **jillie__mae** and 49 others

wilmettelibrary Can't decide what to read next? Try a Grab & Go Book Bundle! These collections are hand-curated by

wilmettelibrary

View Insights Promote

Liked by **northbrookpl** and 60 others

wilmettelibrary We're #WilmetteStrong at Wilmette Public Library! We love seeing you around town and at the library, saying hi and smiling from behind your masks. ... more

View 1 comment

August 14

Wilmette Public Library posted a video to playlist **Wilmette Public Library Virtual Storytimes**.

Posted by Janet Piehl
Aug 17 · 🌐

Mother Goose is on the loose in Wilmette this month, telling tales and classic rhymes in this zany story time for all ages. This week Mother Goose was spotte... See More

👍 3   82 Views

👍 Like   💬 Comment   ➤ Share

Wilmette Public Library
Posted by Sarah Beth Brown
Aug 31 · 🌐

Today is the last day of Summer Reading Clubs! We've already had more than 600 finishers. How many do you think we c... See More

👍❤️ 18

👍 Like   💬 Comment   ➤ Share

Human Resources

Recruiting
Recruiting efforts are proving to have productive results as we hired two new staff to the Adult Services Department, and we are well underway for the Circulation Manager and the Facilities & Security Manager positions:

Adult Services
- Out of nearly 20 applicants, we hired a new part-time Adult Services Librarian, **John Amundsen**, to the team. John is currently apart-time Librarian at Northbrook Public Library, where he serves as liaison to the local Chamber of Commerce. In addition to speaking three different languages, John brings his specialty skill sets in business, historical fiction, as well as, suspense and spy novels. We know John's knowledge and skillset will be a wonderful addition to the team.
- We are thrilled to announce that **Eva Johnson** will be returning to the library as a full time Adult Services Librarian. Eva used to work for Wilmette Public Library as both an Inter Library Loan Assistant as well as a part-time Adult Services Librarian. Eva specializes in genealogy and history and speaks fluent Spanish as well. Eva's first day will be September 15 and we are excited to have her share her expertise with the department.

Circulation
Out of nearly 30 applicants, we narrowed our search down to four candidates for the first round interviews, and then shaved that down to two for the final round of virtual interviews. With the assistance of staff from both Circulation and Shelving, we are finalizing the selection process, and we are hoping to make an announcement in the next week.

Facilities
Our search for a new Facilities & Safety Manager is underway. After receiving approximately 13 applications, I am currently in the process of setting up first round interviews. Some of the Facilities staff will be involved in the interview process. We are hoping to have these scheduled in the next week or so, with a target start date of sometime in October for the new manager.

Policy
Social Security Tax Deferral – On August 8, 2020, a presidential memorandum directed the Secretary of the Treasury to allow deferral of certain payroll tax obligations. Specifically, this allows the deferral of the employee portion of Social Security tax for employees generally making less than $4,000 per biweekly pay period, or equivalent amount, on wages paid from September 1, 2020, to December 31, 2020. On August 28, 2020, the IRS released guidance implementing this presidential memorandum, postponing repayment of these taxes until Jan. 1, 2021. The deferral is voluntary for employers, and we are in discussions reviewing the impact and risk this could have on the Library.

Records Retention – We just received our Records Disposal application back from the Illinois Secretary of State office and our application has been approved. Beginning October 1, 2020, we can dispose of certain eligible records according to our master disposal chart.

Benefits

Open Enrollment for 2021 – Open Enrollment for 2021 benefit period has been scheduled for November 2 through November 13 of this year for any changes to healthcare benefits starting on 1/1/2021. BCBS will remain as our healthcare insurance carrier and there are no plan changes as well. There will be a slight increase to the medical premiums as they went up 3%, but there is no increase to the dental premiums. As the dates for open enrollment approach, I will send out relevant information about making any changes or signing up for the Flexible Spending Accounts.

Select Staff Meetings & Workshops

Since March, 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 in August, including:

Webinars
Sage: How Librarians Can Adapt and Thrive Through Covid-19
Lee & Low Books: Representation Matters: Strategies for Building an Inclusive Bookshelf
Britannica: Critical Conversations Discussing Race & Systemic Oppression with Children & Youth
SLJ: The Best in Fall Nonfiction
Masks and Mouth mist: What we know about the coronavirus now
Basic ASL Signs For Beginners
Learn American Sign Language: Beginner
25 Basic ASL Signs For Beginners Part 3
A Novel Form Graphic Novels Part II
Booklist: Fall Youth Announcements
ALA Connect Live Webinar: Reopening
UNC Racial Equity Curriculum
Sourcebooks Fall
Linda Sue Park's Prairie Lotus

Meetings, Conferences, Workshops
8/4: LIVE Logo Design Session + File Formats Explained (Sarah Rose)
8/5: Covid and Leadership: Harvard Business Review Reading (Jillian McKeown)
8/5: Delivery Committee (Ruth Bell, Marti Bellefontaine, Nancy Wagner)

8/5: Acquisitions and Weeding meeting (Shanti D'Costa, Rachel Garcia, Jillian McKeown, and Nancy Wagner)

8/7: Programming Meeting (Jillian McKeown, Rachel Garcia, Nancy Wagner)

8/7: RAILS Collection Development meeting (Ted Remus)

8/10: TOYS (Teens or Youth Selectors) Meeting (Jennifer Lee)

8/11: RFID meeting (Anthony Auston, Gayle Rosenberg Justman, and Jessica Thomson)

8/12: CCS CAMM meeting (Jessica Thomson)

8/12: CCS Executive Committee (Anthony Auston)

8/12: CD ordering and Deaccessioning (Jessica Thomson and Jill McKeown)

8/13: Charmm'd Foundation Wilmette Leaders Group (Anthony Auston)

8/13: Racial Justice Meeting (Jillian McKeown, Rachel Garcia, Krista Hutley)

8/13: YASF (Young Adult Services Forum) meeting (Krista Hutley)

8/13: Wilmette Public Library Special Board Meeting (Anthony Auston)

8/15: Microsoft Teams Training with Christine (Kathleen Bethel)

8/17: Meeting with Programmer Linda Gartz (Rachel Garcia)

8/18: Census Task Force (Nancy Wagner)

8/18: Delivery Committee (Ruth Bell, Marti Bellefontaine, Sarah Beth Brown, Nancy Wagner)

8/18: Microsoft Teams Training with Christine (Joan Blecher)

8/18: Wilmette Public Library Regular Board Meeting (Anthony Auston, Marti Bellefontaine, Gayle Rosenberg Justman, John Risko, Jessica Thomson)

8/19: Value Line Training (Stephen Koebel, Jillian McKeown, Nancy Wagner)

8/19: Meet the Author Meeting (Jillian McKeown and Rachel Garcia)

8/19: Library Journal Book Buzz (Nancy Wagner and Rachel Garcia)

8/20: Gale Engage: Make Your Data do the Heavy Lifting (Sarah Beth Brown)

8/21: BIG Networking meeting to discuss possible program collaboration (Nancy Wagner)

8/21: Booklist Fall adult announcements (Rachel Garcia)

8/24: Meet the Author Meeting (Jillian McKeown and Rachel Garcia)

8/27: CCS webinar on the Go Live schedule and Polaris offline (Mark Cegielski and Gayle Rosenberg Justman)

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 08/2019

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	51,903	6,698	3,296	9,994	10,760	766	705	0.19	3,078
Magazines	3,657	465	33	498	498	0	0	0.14	33
Multimedia	43,749	7,175	3,304	10,479	11,477	998	701	0.24	3,020
Nonfiction	82,647	4,868	4,840	9,708	10,594	886	704	0.12	4,375
Online	119,434	0	0	0	0	0	0	0.00	0
Other	444	347	271	618	618	0	3	1.39	215
Teen Fiction	2,502	445	518	963	1,002	39	58	0.38	503
Teen Multimedia	86	25	20	45	46	1	6	0.52	16
Teen Nonfiction	363	69	98	167	178	11	13	0.46	84
Teen Online	3,464	0	0	0	0	0	0	0.00	0
Youth Fiction	40,150	11,947	10,029	21,976	22,253	277	491	0.55	9,514
Youth Magazines	512	86	0	86	86	0	0	0.17	0
Youth Multimedia	9,557	3,100	2,130	5,230	5,291	61	106	0.55	1,982
Youth Nonfiction	26,531	2,285	2,221	4,506	4,572	66	118	0.17	2,069
Youth Online	6,720	0	0	0	0	0	0	0.00	0
Youth Other	37	19	14	33	33	0	0	0.89	10
Totals	391,756	37,529	26,774	64,303	67,408	3,105	2,905	0.16	24,899

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

This report excludes transactions with these patron codes:
In-House Use
actions with these patron statistical Classes
Test User

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 08/2020

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	50,788	4,742	3,249	7,991	8,884	893	626	0.16	3,039
Magazines	3,617	85	189	274	274	0	4	0.08	188
Multimedia	44,573	4,329	2,662	6,991	7,725	734	620	0.16	2,487
Nonfiction	80,147	3,492	3,449	6,941	7,594	653	594	0.09	3,160
Online	98,083	0	0	0	0	0	0	0.00	0
Other	458	179	163	342	342	0	3	0.75	149
Teen Fiction	2,732	392	466	858	911	53	108	0.31	435
Teen Multimedia	89	25	33	58	58	0	6	0.65	31
Teen Nonfiction	375	66	74	140	149	9	14	0.37	71
Teen Online	3,340	0	0	0	0	0	0	0.00	0
Youth Fiction	42,012	10,103	10,056	20,159	20,729	570	1,144	0.48	9,440
Youth Magazines	659	49	134	183	183	0	0	0.28	130
Youth Multimedia	9,785	1,431	1,509	2,940	3,029	89	121	0.30	1,421
Youth Nonfiction	25,719	1,782	2,136	3,918	4,042	124	236	0.15	1,921
Youth Online	5,528	0	0	0	0	0	0	0.00	0
Youth Other	37	0	0	0	0	0	0	0.00	0
Totals	367,942	26,675	24,120	50,795	53,920	3,125	3,476	0.14	22,472

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Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 08/2019

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
AV equipment	23	25	6	31	31	0	0	1.35
Bag	295	238	240	478	478	0	0	1.62
Blu-ray	1,234	451	258	709	754	45	74	0.57
Blu-ray Hot	30	48	0	48	48	0	0	1.60
Blu-ray New	72	233	2	235	235	0	2	3.26
Book	187,417	19,587	18,290	37,877	39,009	1,132	1,709	0.20
Book Hot	1,409	2,009	171	2,180	2,182	2	0	1.55
Book New	6,360	4,032	2,208	6,240	6,971	731	329	0.98
Boxset	0	28	10	38	38	0	28	0.00
Boxset New	0	0	1	1	1	0	0	0.00
Cassette	56	0	0	0	0	0	0	0.00
CD	18,126	1,163	769	1,932	2,191	259	141	0.11
CD Audiobook	8,372	878	646	1,524	1,635	111	94	0.18
CD Audiobook New	491	357	176	533	644	111	14	1.09
CD New	339	169	112	281	332	51	2	0.83
DVD	19,341	4,851	2,630	7,481	7,861	380	395	0.39
DVD Hot	99	289	0	289	289	0	0	2.92
DVD New	408	891	59	950	1,025	75	26	2.33
eAudiobook	40,881	0	0	0	0	0	0	0.00
eBook	88,703	0	0	0	0	0	0	0.00
Equipment	13	2	4	6	6	0	0	0.46
eReader	4	2	2	4	4	0	0	1.00
ILL Material	88	65	18	83	83	0	3	0.94
Kit	0	4	0	4	4	0	4	0.00
Laptop	6	2	0	2	2	0	0	0.33
Large Print	7,275	438	229	667	756	89	34	0.09
Large Print New	360	204	96	300	391	91	8	0.83
Magazine	4,085	551	33	584	584	0	0	0.14
Magazine New	25	0	0	0	0	0	0	0.00
Mobile Hotspot	12	11	1	12	12	0	0	1.00
Multimedia Kit	28	1	3	4	4	0	1	0.14
Newspaper	66	0	1	1	1	0	0	0.02
ON-ORDER	1	0	0	0	1	1	0	0.00
Online Resource	34	0	0	0	0	0	0	0.00
Playaway	2,015	504	395	899	919	20	22	0.45
Playaway Audio New	65	69	30	99	104	5	0	1.52
Record	1,582	0	0	0	1	1	0	0.00
Scores / sheet music	0	1	1	2	2	0	1	0.00
Seasonal AV	129	4	0	4	4	0	0	0.03
Seasonal Book	1,167	38	0	38	38	0	0	0.03
Special Collection	97	12	0	12	12	0	0	0.12
STEAM equipment	21	7	4	11	11	0	0	0.52
STEAM Kit	16	12	10	22	22	0	0	1.38
Tablet	2	2	0	2	2	0	0	1.00
VHS	147	0	0	0	0	0	0	0.00
Videogame	862	351	369	720	721	1	18	0.84
Totals	391,756	37,529	26,774	64,303	67,408	3,105	2,905	0.16

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Test User

09/01/2020

Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 08/2020

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	7	0	0	0	0	0	0	0.00
AV equipment	23	0	2	2	2	0	0	0.09
Bag	357	130	158	288	288	0	0	0.81
Blu-ray	1,346	266	191	457	495	38	65	0.34
Blu-ray Hot	15	24	0	24	24	0	0	1.60
Blu-ray New	75	150	8	158	164	6	13	2.11
Book	184,877	15,962	16,813	32,775	34,107	1,332	2,372	0.18
Book Hot	1,656	1,437	209	1,646	1,646	0	2	0.99
Book New	5,962	2,669	1,943	4,612	5,463	851	296	0.77
Boxset	0	26	16	42	42	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	18,223	633	416	1,049	1,222	173	114	0.06
CD Audiobook	8,771	464	479	943	1,007	64	88	0.11
CD Audiobook New	357	135	133	268	328	60	8	0.75
CD New	306	121	94	215	245	30	3	0.70
DVD	19,674	2,680	2,082	4,762	5,103	341	355	0.24
DVD Hot	112	110	1	111	111	0	0	0.99
DVD New	444	567	78	645	720	75	15	1.45
eAudiobook	33,001	0	0	0	0	0	0	0.00
eBook	73,922	0	0	0	0	0	0	0.00
Equipment	13	0	0	0	0	0	0	0.00
eReader	4	0	1	1	1	0	0	0.25
ILL Material	40	40	0	40	40	0	3	1.00
Kit	0	10	6	16	16	0	10	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	7,676	337	345	682	746	64	39	0.09
Large Print New	354	146	107	253	308	55	6	0.71
Magazine	4,252	134	323	457	457	0	4	0.11
Magazine New	4	0	0	0	0	0	0	0.00
Mobile Hotspot	12	9	1	10	10	0	0	0.83
MP3 Audiobook	0	1	0	1	1	0	1	0.00
Multimedia Kit	31	6	8	14	14	0	6	0.45
Newspaper	20	0	0	0	0	0	0	0.00
ON-ORDER	1	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Playaway	2,230	305	328	633	657	24	9	0.28
Playaway Audio New	65	41	46	87	97	10	0	1.34
Record	1,578	0	0	0	1	1	0	0.00
Seasonal AV	140	9	0	9	9	0	0	0.06
Seasonal Book	1,181	12	2	14	14	0	0	0.01
Special Collection	6	3	1	4	4	0	2	0.67
STEAM equipment	21	0	0	0	0	0	0	0.00
STEAM Kit	16	0	0	0	0	0	0	0.00
Tablet	2	0	1	1	1	0	0	0.50
VHS	148	0	0	0	0	0	0	0.00
Videogame	925	248	328	576	577	1	40	0.62
Totals	367,942	26,675	24,120	50,795	53,920	3,125	3,476	0.14

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Electronic services to Patrons   2020

	January	February	March	April	May	June	July	August	Sept	October	November	December	TOTAL
Ancestry Plus (sessions)	26	20	102	85	23	96	92	137					581
Ancestry Plus (searches)	374	361	2568	2431	3525	2566	1975	2308					16108
App (sessions)	367	529	324	193	224	543	642	595					3417
Brainfuse (tutor sessions)	18	41	35	0	22	6	104	115					341
Chicago Tribune (searches)	132	110	223	314	240	122	96	137					1374
Chicago Tribune (searches-remote only)	107	103	219	314	240	122	95	128					1328
Chicago Tribune-Historic(searches)	157	301	497	544	406	311	202	216					2634
Chicago Tribune-Historic(searches-remote)	131	252	485	544	406	311	197	189					2515
Children's Literature-Queries	0	0	0	0	0	0	0	0					0
Cloud Library	3	2	5	13	0	NA	NA	NA	NA	NA	NA	NA	23
Consumer Reports-login	53	93	53	108	92	95	104	73					671
Consumers' Checkbook	2	7	2	12	8	7	6	3					47
Consumers' Checkbook (remote)	1	5	2	12	8	7	4	1					40
CultureGrams (visits)	0	3	1	1	3	0	0	0					8
Digital Library of Illinois-checkouts book	4516	4190	5648	7689	8916	8549	7986	7211					54705
Digital Library of Illinois-checkout audio	2738	2445	2678	3085	3493	3442	3505	3434					24820
Facts On File-visits (sessions)	0	6	2	14	0	0	1	1					24
Facts On File (searches)	0	6	2	14	0	0	1	1					24
FOF -FactsOnFile (total requests)	0	0	0	0	0	20	0	0					20
FOF -Issues&Controversies (requests)	0	0	0	5	0	0	0	0					5
FOF -Today's Science (requests)	0	0	0	2	0	0	1	5					8
FOF -World Almanac for Kids (requests)	0	6	2	6	0	20	0	7					41
FOF -World News Digest (requests)	0	0	0	1	0	0	0	0					1
FirstSearch (sessions)	220	91	27	11	9	9	18	19					404
FirstSearch (searches)	342	206	50	44	25	42	65	72					846
Gale Courses (# of courses)	0	1	1	5	4	5	2	5					23
Gale Databases (sessions)	96	156	62	27	54	78	15	55					543
Gale Databases (sessions-remote only)	32	101	6	27	54	58	6	7					291
Gale Databases-Total (searches)	266	473	143	62	165	181	79	186					1555
Gale Databases -Total (searches-remote)	18	299	6	62	165	175	51	9					785
Business Insights (sessions)	3	3	1	4	0	0	1	0					12
Business Insights (sessions-remote)	0	0	0	4	0	0	0	0					4
Business Insights (searches)	9	4	1	15	0	0	2	0					31
Business Insights (searches-remote)	0	0	0	15	0	0	0	0					15
Directory Library (sessions)	1	3	0	0	1	1	1	0					7
Directory Library (sessions-remote)	0	0	0	0	1	1	0	0					2
Directory Library (searches)	1	7	0	0	1	1	1	0					11
Directory Library (searches-remote)	0	0	0	0	1	1	0	0					2
InfoTrac OneFile (sessions)	15	17	5	7	6	15	6	4					75
Infotrac OneFile (sessions-remote)	3	11	0	7	6	12	2	4					45
InfoTrac OneFile (searches)	42	38	53	10	15	42	22	6					228
Infotrac OneFile (searches-remote)	10	26	0	10	15	42	12	6					121
Literature Resource (sessions)	4	7	5	11	2	8	4	3					44
Literature Resource (sessions-remote)	1	6	0	11	2	6	1	0					27
Literature Resource (searches)	17	24	8	27	8	12	18	11					125
Literature Resource (seaches-remote)	3	16	0	27	8	12	3	0					69
Virtual Reference Lib (sessions)	9	12	2	5	10	3	1	1					43
Virtual Reference Lib (sessions-remote)	4	10	0	5	10	3	0	0					32
Virtual Reference Lib (searches)	5	15	2	10	17	6	12	1					68
Virtual Reference Lib (searches-remote)	1	10	0	10	17	6	0	0					44
Heritage Quest (sessions)	15	8	4	5	9	4	12	13					70
Heritage Quest (searches)	117	187	50	69	171	38	130	147					909
Hoopla (total items)	922	949	1762	2140	1901	1564	1534	1497					12269
Kanopy (plays)	660	449	918	1037	1051	976	967	779					6837
Legal Forms-Gale	2	0	0	0	0	0	0	1					3
Legal Forms-Gale remote	1	0	0	0	0	0	0	1					2
LexisNexis (sessions)	25	0	27	0	0	0	8	6					66
LexisNexis (searches)	45	0	48	0	0	0	8	6					107
Lynda Library (courses)	22	40	45	57	30	23	25	2					244
Mango Languages (sessions)	70	68	66	107	74	152	104	95					736
Morningstar Logins	35	27	54	37	20	27	29	0					229
Morningstar Searches	687	87	181	146	72	74	176	0					1423
Muzzy (sessions)	0	0	0	0	0	0	0	0					0
Newspapers.com (total searches)	89	211	118	147	299	108	56	237					1265
Newspapers.com (remote searches)	84	152	118	147	299	108	47	195					1150
New York Times	116	150	191	188	181	164	108	152					1250
New York Times (remote)	79	120	167	188	181	164	105	118					1122
New York Times-Historic (searches)	49	73	72	115	131	98	69	31					638
New York Times-Historic (searches-remote)	46	73	71	115	131	98	69	30					633
Niche Academy (total tutorial views)	245	205	902	1208	694	387	255	164					4060
Novelist (logins)	43	31	26	50	70	105	40	27					392
Novelist (searches)	75	94	33	194	191	392	69	36					1084
OED (sessions)	16	9	8	19	0	3	5	5					65
Pebblego (logins)	0	0	0	2	11	0	0	0					13
PressReader (sessions/issues read)	438	340	507	264	138	29	151	39					1906
Proquest - Research Library (searches)	94	82	150	138	103	117	123	68					875
Proquest - Research Library (remote)	61	53	133	138	103	117	102	65					772
Public Records Search (total visitors)	63	24	26	28	31	33	0	0					205
RB Digital - Magazines(checkouts)	884	968	1125	1270	1288	1142	1303	1152					9132
Recorded Books(eAudiobooks)	75	45	44	80	63	76	56	56					495
Recorded Books(eBooks)	0	0	0	0	0	0	0	0					0
ReferenceUSA (logins)	47	47	19	8	20	44	45	24					254
ReferenceUSA (searches)	121	129	22	21	60	291	482	118					1244
ReferenceUSA (Residential-Int.)	20	24	3	0	0	1	13	15					76
ReferenceUSA (Residential-Ext.)	1	1	10	5	10	14	3	3					47
ReferenceUSA (Business/Employers Int.)	25	16	14	0	0	0	9	3					67
ReferenceUSA(Business/EmployersExt.)	59	86	51	16	50	276	450	91					1079
ReferenceUSA (Healthcare-Int)	2	0	0	0	0	0	1	0					3
ReferenceUSA (Healthcare-Ext)	0	0	0	0	0	0	0	0					0
ReferenceUSA (Canadian-Int)	0	0	0	0	0	0	0	0					0
ReferenceUSA (Canadian-Ext)	0	0	0	0	0	0	0	0					0
ReferenceUSA(New Bus-Int)	3	0	0	0	0	0	2	0					5
ReferenceUSA(New Bus-Ext)	0	0	0	0	0	0	0	0					0
ReferenceUSA(New Movers/Home) Int	8	0	0	0	0	0	0	0					8
ReferenceUSA(New Movers/Home) Ext	0	0	0	0	0	0	0	0					0
ReferenceUSA(Consumers/Lifestyles)Int	0	0	0	0	0	0	0	6					6
ReferenceUSA(Consumers/Lifestyles)Ext	0	0	0	0	0	0	0	0					0
S & P Net Advantage (usage)	159	150	54	93	110	227	521	155					1469
Tumblebooks-Views	53	49	266	280	100	255	89	223					1315
Wall Street Journal	170	158	211	253	200	207	149	155					1503
Wall Street Journal-remote	161	149	206	253	200	207	147	135					1458
Weiss Ratings (logins)	1	1	1	11	1	1	2	1					19
Weiss Ratings (searches)	0	1	1	0	0	0	1	1					4
World Book Ref Center Sessions (total)	2	2	1	0	0	0	0	1					6
World Book Ref Center Sessions (remote)	0	0	0	0	0	0	0	1					1
World Book Ref Center Searches (total)	2	1	1	0	0	0	0	10					14
World Book Ref Center Searches (remote)	0	0	0	0	0	0	0	10					10
E-mail Reference Questions	6	4	0	0	0	0	0	0					10
Technology Class-Attendees	29	25	12	0	0	0	0	0					66
E-Reader Appointments	9	9	0	0	0	0	0	0					18
Proctored Exams	1	0	0	0	0	0	0	0					1
Mosio- Chat/Text	30	33	114	229	254	520	213	111					1504

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
Culture Grams	0	0											0
Facts on File	1	1											2
First Search	65	72											137
Gale Databases (ex. InfoTrac)*	57	180											237
Legal Forms	0	1											1
Novelist	69	36											105
PebbleGo	0	0											0
Reference USA^	482	118											600
World Book Reference Center	0	10											10
PERIODICALS													
Chicago Tribune	96	137											233
Chicago Tribune-Historical	202	216											418
Consumer Reports	104	73											177
Consumers' Checkbook	6	3											9
InfoTrac	22	6											28
Lexis Nexis	8	6											14
Morningstar	176	0											176
New York Times	108	152											260
New York Times-Historical	69	31											100
Newspapers.com	56	237											293
Press Reader	151	39											190
Proquest-Research Library	123	68											191
S&P NetAdvantage	521	155											676
Weiss Ratings	2	1											3
Zinio	1,303	1,152											2,455
GENEALOGY													
Ancestry Plus	1,975	2,308											4,283
Heritage Quest	130	147											277
HOMEWORK/STUDY													
Brainfuse	104	115											219
Gale Courses	2	5											7

Item									Total
Lynda Library	25	2							27
Mango Languages	104	95							199
Mosio - Chat/Text reference help	213	111							324
Muzzy Languages	0	0							0
Niche Academy	255	164							419
Email Reference	0	0							0
WPL Tech Classes - Attendees	0	0							0
WPL Proctored Exams	0	0							0
E-BOOKS/AV									
Cloud Library	0	0							0
Hoopla	1,534	1,497							3,031
Kanopy	967	779							1,746
Digital Library of Illinois-eBooks	7,986	7,211							15,197
Digital Library of Illinois-eAudiobooks	3,505	3,434							6,939
Recorded Books (eAudiobooks)	56	56							112
Tumblebooks	89	223							312
Appointments	0	0							0
Subtotal Librarian Interface	213	111	0	0	0	0	0	0	324
Subtotal E-Book/AV Use	14,137	13,200	0	0	0	0	0	0	27,337
Total (All)	20,566	18,841	0	0	0	0	0	0	39,407
WEB SITE									
Visits (all)	16,751	15,426							32,177
Unique Visitors	8,516	7,996							16,512
Pageviews	24,697	27,113							51,810
PowerPAC (public catalog)-Visits	12,531	12,656							25,187
Library App	642	595							1,237

#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

Electronic services to Patrons: August 2019 vs August 2020

	Aug-19	Aug-20	Difference
GENERAL REFERENCE			
Children's Literature	14	0	-14
Culture Grams	0	0	0
Facts On File#	4	1	-3
First Search	555	72	-483
Gale Databases (ex. InfoTrac)*	88	180	92
Legal Forms	0	1	1
Novelist	206	36	-170
PebbleGo	1	0	-1
Reference USA^	138	118	-20
World Book Reference Center	1	10	9
PERIODICALS			
Chicago Tribune	144	137	-7
Chicago Tribune-Historical	283	216	-67
Consumer Reports	0	73	73
Consumers' Checkbook	5	3	-2
InfoTrac	45	6	-39
Lexis Nexis	12	6	-6
Morningstar	36	0	-36
New York Times	118	152	34
New York Times-Historical	51	31	-20
Newspapers.com	661	237	-424
Press Reader	648	39	-609
Proquest-Discovery	80	68	-12
S&P NetAdvantage	0	155	155
Weiss Ratings	0	1	1
Zinio	1,175	1,152	-23
GENEALOGY			
Ancestry Plus	407	2,308	1,901
Heritage Quest	301	147	-154
HOMEWORK/STUDY			
Brainfuse	11	115	104
Gale Courses	0	5	5
Lynda (courses)	69	2	-67
Mango Languages	62	95	33
Mosio - Chat/Text reference help	29	111	82
Muzzy Languages	0	0	0
Niche Academy	162	164	2
WPL Email Reference	7	0	-7
WPL Internet Classes - Attendees	0	0	0
WPL Proctored Exams	0	0	0

E-BOOKS/AV			
Cloud Library	2	0	-2
Hoopla	1,016	1,497	481
Kanopy	269	779	510
Digital Library of Illinois-eBooks	4,216	7,211	2,995
Digital Library of Illinois-eAudiobooks	2,398	3,434	1,036
Recorded Books (eAudiobooks)	30	56	26
Tumblebooks	49	223	174
Appointments	12	0	-12
Subtotal Librarian Interface	210	275	65
Subtotal E-Book/AV Use	7,992	13,200	5,208
Total (All)	13,305	18,841	5,536
WEB SITE			
Visits (all)	16,010	15,426	-584
Unique Visitors	8,862	7,996	-866
Pageviews	25,911	27,113	1,202
Polaris online catalog-Visits	13,384	12,656	-728
Library App	316	595	279

#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Ki
World News Digest

*Gale Databases include: Business Insights; Directory Library; Literature Resource;
Small Business Resource Center; Virtual Reference Library

^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business;
New Movers/Home; Consumers/Lifestyles

Department of Police
710 Ridge Road
Wilmette, Illinois, 60091

Date: September 7, 2020   **From the Office of:**
Time: 8:00 AM   Commander Michael Robinson

News Media Release

Aggravated Battery and Arrest

On September 4, 2020 at approximately 1:12pm Wilmette Police Officers responded to the Wilmette Public Library located at 1242 Wilmette Ave. for a battery that just occurred. Officers learned that a male subject had battered two library employees. The offender punched one elderly employee numerous times in the head and body and pushed the second elderly employee to the ground. The offender then fled the area on foot. One employee was treated for injuries on scene, and the other employee was transported to the hospital for treatment.

On September 6, 2020, at approximately 7:20am Wilmette Police Officers responded to a complaint of a subject sleeping in the vestibule of a building in the 1100 block of Greenleaf Ave. The subject was determined to be the suspect in the incident at the library. The subject was taken into custody without incident and transported to the Wilmette Police Department. He was charged with three (3) counts of aggravated battery and was taken to bond court on September 7, 2020.

Arrested:
George Seaberry
M/B, 26 YOA
Homeless
Charges: One (1) Count Aggravated Battery Based on Injury; Two (2) Counts Aggravated Battery, victims over the age of 60.

Court Information:
Initial Court Date TBD
2nd Municipal District
5600 Old Orchard Road, Skokie, IL