

**WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, August 20, 2019 at 7:30 pm in the staff lounge**

PRESENT: Trustees Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

ABSENT: None

VISITORS: Roger Ritzman (WPLD Attorney), Fouad Egbaria (*Wilmette Beacon*), Georgia Gebhardt & Liz Seager (League of Women Voters-Wilmette)

The public hearing on the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020 was conducted from 7:15 – 7:30 pm. 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, McDonald, Riddle, Rodgers, and Wolf attended the hearing. Director Auston provided an overview of the Library budgeting process. There were no public comments.

- I. Call to Order and Roll Call. President McDonald called the meeting to order at 7:30 pm. Secretary Barshis called the roll for the WPLD Board of Trustees.
- II. July Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the July 16, 2019 WPLD Board meeting. Trustee Barshis seconded the motion. There was no discussion.  
MOTION CARRIED BY VOICE VOTE.
- III. Presentation. None.
- IV. Public Comment. None.
- V. Treasurer's Report
  - A. July Financial Reports. Treasurer Rodgers summarized the July financial reports. These are the initial financial reports for the 2019-2020 fiscal year. For July, the two largest sources of General Fund revenue were Real Estate Taxes and General Fund Interest. The actual expenditure rate for total General Fund expenditures was 6.69% of budget which is below the expected one-month rate of 8.33% of budget. The largest General Fund checks were written to Wellness Insurance Network and EBSCO Subscription Services. Checks from the Special Reserve Fund were written to Shales McNutt Construction, Teska Associates, Inc. and Rubino Engineering. All of these checks were written for services rendered for the Outdoor Renovation Project. The total amount of the report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds.
  - B. July Bills and Salaries. Trustee Rodgers moved to approve the July bills and salaries. Trustee Wolf seconded the motion. Director Auston answered Trustee Johnson's question regarding a Library vendor.  
Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf  
Nay – None  
Abstain – None  
Absent – None  
MOTION CARRIED

VI. Action Items.

A. Illinois State Library Annual Report (IPLAR) for FY 2018-19. A copy of the report was included in agenda binders as attachment 4. President McDonald summarized the report and stated that a completed report is required for the Library's Per Capita Grant application. Trustee Rodgers moved to approve the FY 2018-19 IPLAR. Trustee Fishman seconded the motion. The motion was then open for trustee discussion. Trustee Riddle requested that her personal telephone number be redacted from copies of the report made available to the public. Director Auston stated that the Library would provide all requested information to the Illinois State Library but would redact trustee Riddle's telephone number from copies of the report made available to the public. Trustees then voted on the motion to approve the IPLAR for FY 2018-19.

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

Nay – None

Abstain – None

Absent – None

MOTION CARRIED

B. Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-20 and Certificate of Estimate of Revenue. A copy of the ordinance was included in agenda binders as attachment 5. The article *Library Law: Budgeting, Appropriating, and Levying* by Gerard E. Dempsey and Janet N. Petsche was also included in attachment 5. The ordinance was passed in tentative form at the July 2019 meeting of the Board and has been available for public inspection for at least 30 days. Copies of the approved ordinance will be sent to Cook County for filing, emailed to the Wilmette Beacon for publication, emailed to the WPLD attorney, posted on the WPLD legal bulletin board, posted on the WPLD website, and placed on the shared drive. Director Auston stated that the purpose of the ordinance is to provide the Library the legal authority to expend the revenue that it receives. Trustee Wolf moved to approve Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2019-20 and Certificate of Estimate of Revenue. Trustee Fishman seconded the motion. The motion was then open for trustee discussion. Attorney Ritzman, President McDonald, and Trustee Rodgers replied to questions posed by Trustees Johnson and Riddle. Director Auston clarified the expenditure and transfer sections of the ordinance. Trustee McDonald suggested that financial topics unrelated to the passage of the ordinance be referred to the Finance Committee for further discussion. Trustees then voted on the motion to approve the Combined Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-20 and Certificate of Estimate of Revenue.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson, Riddle

Abstain – None

Absent – None

MOTION CARRIED. *The ordinance is attached.*

VII. Discussion Items. None.

VIII. Director's Report. Attachment 6 of agenda binders included a comprehensive fiscal year-end summary of the Library's three year Strategic Plan, July statistics (circulation, electronic services, and programming), and community engagement reports. At the meeting, Director Auston discussed various sections of his report, including an overview of the fiscal year-end summary of the Strategic Plan, the Library of Things collection, the August 1, 2019 event celebrating the Outdoor Renovation Project and Summer Reading Club, and the new CTA Linden Station Library book drop. In response to President McDonald's suggestion, Director Auston will consider posting information on the Library's website and social media outlets concerning advocacy topics, including the change in several Library vendors' service models. President McDonald thanked Director Auston for all of his efforts and accomplishments during his tenure at WPLD. Information about ILA Trustee Day on Thursday, October 24 was distributed at the meeting.

IX. Committee Reports.

A. ILA Representative. Illinois Library Association Newsletters have been emailed to trustees. Trustee Barshis suggested that trustees visit the ILA website, [www.ila.org](http://www.ila.org) for information about the ILA Annual Conference.

B. Policy Committee. President McDonald stated that the committee is in the process of reviewing all library policies and that several policies will be presented to the WPLD Board at the September meeting for review and approval. Trustee Rodgers will schedule a review of Roberts Rules of Order in a seminar for all WPLD trustees. Policy Committee members discussed recording of WPLD committee meetings to videotape and audiotape. Currently, all of these meetings are audiotaped. Committee members determined that for the future, this procedure will remain unchanged. Relevant topics, such as the cost of videotaping these meetings, will be discussed at a future Policy Committee meeting.

C. Finance Committee. A meeting to discuss organizational and procedural topics will be scheduled.

D. Advocacy & Partners Committee. Trustee Johnson stated that a committee meeting will be scheduled.

X. Information Items.

A. The ILA Annual Conference will be held October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, [www.ila.org](http://www.ila.org).

B. Communication. Trustees reviewed communication presented in Attachment 7 of agenda binders. Patron comments were distributed at the meeting.

XI. New Business / Old Business. Trustees and Director Auston discussed the Wilmette stormwater fee. Prior to the meeting, Director Auston distributed to all trustees information from the Village about this topic.

XII. Adjournment. Trustee Wolf moved adjournment of the meeting. Trustee Barshis seconded the motion.

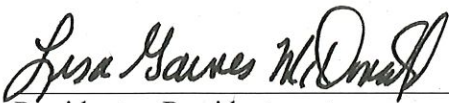
Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf

Nay – None

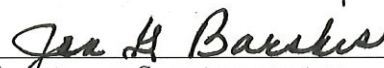
Abstain – None

Absent – None

MOTION CARRIED. The meeting adjourned at 8:27 pm.



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



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

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

ORDINANCE NO. 2019/20-193

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

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

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

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

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

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

<b>Budget &amp; Appropriation Ordinance for Fiscal Year 2019-20</b>			
<b>III. OPERATION - GENERAL FUND</b>			
A. Fees (p/r, bank, credit card)		17,600	
B. Professional Fees		22,000	
C. Library Supplies		38,500	
D. Office Supplies		49,500	
E. Copiers		30,800	
F. Printing		12,100	
G. Postage/Shipping		6,600	
H. Telephone		14,300	
I. Equipment/Furnishings/Computers		137,500	
J. Equipment/Computer/Security System Maintenance		94,600	
K. Property/Casualty Insurance		27,500	
L. Building/Grounds Improvement		22,000	
M. Building Supplies		26,400	
N. Building Maintenance		93,500	
O. Building Maintenance Contracts		110,000	
P. Grounds Maintenance		49,500	
Q. Parking Lot Rent		13,200	
R. Utilities		23,100	
S. Sales and Use Tax		110	
<b>TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES</b>			<b>6,435,910</b>
<b>IV. CONTINGENCY - GENERAL FUND</b>			
		400,000	400,000
<b>V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND</b>			
Specific fund for library site, building, equipment accumulated according to ordinance pursuant to 75 ILCS 16/40-50		200,000	200,000
<b>VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS</b>			
A. Renovate Interior Space & Update Furnishings		3,300,000	
B. Upgrade Computer Network, Materials Handling & Signage		700,000	
C. Improve and/or Maintain Building & Parking		1,000,000	
D. Update Hardscape and/or Landscape pursuant to Resolution 2018/19-201, Amending a Plan & Estimating Costs		1,000,000	6,000,000
<b>VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND</b>			
A. Municipal Retirement-Social Security pursuant to 40 ILCS 5/7 - 171			
1. Municipal Retirement		295,000	
2. Social Security		220,000	
B. Audit Expense pursuant to 50 ILCS 310/9		11,000	
C. Liability Insurance, including Worker's Compensation and Unemployment Insurance pursuant to 745 ILCS 10/9 - 107		44,000	
<b>TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND</b>			<b>570,000</b>
<b>AGGREGATE TOTAL APPROPRIATED</b>			<b>13,605,910</b>
<b>Section 2.</b> There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income in the sum of			
<b>THIRTEEN MILLION SIX HUNDRED FIVE THOUSAND NINE HUNDRED TEN DOLLARS</b>			
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2019-20.			

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

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

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

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

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

Dated this 16<sup>th</sup> day of July, 2019

/s/ Stuart Wolf  
Secretary pro-tem

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

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

Budget & Appropriation Ordinance for Fiscal Year 2019-20 - Original Signature Page

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

AYES: 5 - Rodgers, McDonald, Wolf, Barshis, Fishman

NAYS: 2 - Riddle, Johnson

ABSTAIN: none

ABSENT OR NOT VOTING: none

APPROVED:



President or President pro-tem

The Board of Trustees of the Wilmette Public Library District  
Cook County, Illinois

ATTEST:



Secretary or Secretary pro-tem

The Board of Trustees of the Wilmette Public Library District  
Cook County, Illinois





SECRETARY CERTIFICATE

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

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

AYES: Rodgers, McDermald, Wolf, Barshis, Fishman

NAYS: Riddle, Johnson

ABSTAIN: None

ABSENT OR NOT VOTING: None

DATED this 20<sup>th</sup> day of August, 2019

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

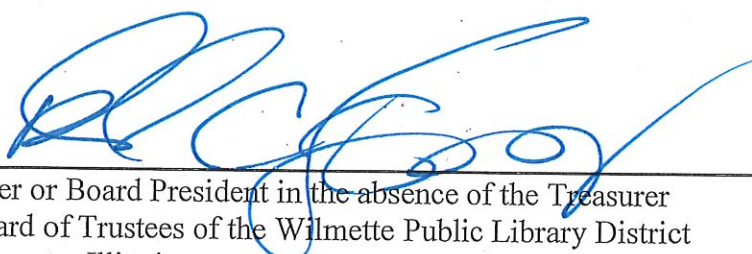
THE BOARD OF LIBRARY TRUSTEES  
OF THE WILMETTE PUBLIC LIBRARY DISTRICT  
COOK COUNTY, ILLINOIS

August 20, 2019

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

1. Estimated Tax Income-Current Levy Receipts	5,428,251
2. Estimated Tax Income-Current General Obligation Library Bond Levy Receipts	-0-
3. Fines, Gifts, Non-Resident Fees, Other Income	451,859



---

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