

DISTRIBUTION OF MEETING INFORMATION

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

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

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

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

NOTICE

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

Join by Computer:

<https://us02web.zoom.us/j/87978856203?pwd=NjM0enJOb2hia28xYzg3Yk9YbZg5Zz09>

Meeting ID: 879 7885 6203

Passcode: 686335

Join by Phone:

+1 312 626 6799

Meeting ID: 879 7885 6203

Passcode: 686335



Wilmette Public Library

Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, February 16, 2021, 6:00 p.m.

Agenda

- I. Call to Order and Roll Call. (Call to Order - President McDonald, Roll Call - Secretary Barshis)
- II. Public Comment. (President McDonald) [10 minutes]
Meeting attendees who wish to address the WPLD Board of Trustees may do so here.
- III. Review draft of Minutes. (President McDonald) [3 minutes]
A. January 19, 2021 Regular Meeting Minutes. **Attachment 1**
- IV. Presentations.
None.
- V. Treasurer's Report. (Treasurer Rodgers) [10 minutes]
A. Financial Reports for January 2021. **Attachments 2**
B. Bills and Salaries Check Detail for January 2021. **Attachments 3**

- VI. Action Items.
- A. 2021 Capital Repair Project Bid Package #1. Review and award of contracts to recommended bidders for Masonry/Tuckpointing and Roof Repairs for a contract total of \$461,400. (Director Auston, Construction Manager Jason Perkunas [Shales-McNutt]) [20 minutes] **Attachment 4**
- B. Finance Committee Recommendation: Audit Services Contract with Lauterbach & Amen in amount of \$8,500 (FY21), \$8,800 (FY22), and \$9,100 (FY23), for a contract total of \$26,400. (Committee Chair Rodgers) [5 minutes] **Attachment 5**
- C. Proposed firewall upgrade project by Computer View Inc. in the amount of \$20,835. (Director Auston) [5 minutes] **Attachment 6**
- VII. Discussion Items.
- A. Review Updated Pandemic Response Plan. (Director Auston) [10 minutes]
- B. Library Project Updates. (Director Auston) [10 minutes]
- VIII. Director's Report. (Director Auston) [10 minutes]
A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, Per Capita Grant Application for Fiscal Year 2021, and other information are included in this section.
Attachment 7
- IX. Committees - Report on Meetings. [5 minutes]
- A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)
- ILA coronavirus information page: <https://www.ila.org/advocacy/coronavirus-resources>
RAILS coronavirus information page: <https://www.railslibraries.info/issues/178451>
- X. Information Items.
- A. Communication. Comments from suggestion boxes will be distributed at the meeting.
- B. Three seats on the seven-member WPLD Board of Trustees will be on the local ballot for the Tuesday, April 6, 2021 election. All seats will be for a full four-year term expiring in April 2025. There are 6 candidates for the 3 seats (in the order received): Julie Cho, MaryAnne O'Keefe, Stuart Wolf (incumbent), Tracy Sommer, Patricia Nealon, and Ronald Rodgers (incumbent).
- The Library is partnering with the League of Women Voters to host candidate forums for all local races prior to this election. Village Board and Park Board candidates will be held Saturday, March 13: <http://wilmette.libnet.info/event/4884530>. Library Board, School District 39, and School District 203 will be held Saturday, March 20: <http://wilmette.libnet.info/event/4884528>.
- C. The selection for WPLD's "One Book Everyone Reads" (OBER) series, sponsored by the Friends of the Wilmette Public Library is Charles Yu's National Book Award-winning 2020 novel *Interior Chinatown*. Mr. Yu will discuss the book via Zoom digital conference on Wednesday, April 14, 2021. Additional details are forthcoming.

XI. New Business/Old Business.

A. ILA Legislative Meetup Review.

B. Village of Wilmette Sesquicentennial Update.

XII. Adjournment.

[Estimated meeting length: 80 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 19 at 6:00pm via remote audiovisual conference

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

ELECTRONIC VISITORS: Patricia Nealon, Liz Seager, and Tracy Sommer

STAFF: Marti Bellefontaine, Patsy deVuono, Kim Hegelund, Alice Joseph, Jillian McKeown, John Risko, Jessica Thomson, Rebecca Vrana-Naquin

- I. Call to Order and Roll Call.
President McDonald called the meeting to order at 6:01 pm. Secretary Barshis called the roll.
- II. Public Comment.
There was no public comment.
- III. Review draft of Minutes.
 - A. November 17, 2020 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the November 17, 2020 Regular Meeting Minutes as presented. Trustee Barshis seconded the motion. There was no discussion.
Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf
Nay – None
Absent or not voting – Johnson
MOTION CARRIED
- IV. Presentations.
None.
- V. Treasurer’s Report.
 - A. Financial Reports for November and December 2020.
Trustee Rodgers reviewed the financial reports for November and December 2020. Trustee Rodgers noted November and December are low revenue months for real estate taxes. WPLD received \$15,187.01 in real estate taxes, \$23,877.13 in general fund interest, and \$3,465.57 of personal property tax proceeds for the two months. General Fund expenses are at 46% of budget for first 6 months, through the end of December. There were no unexpected expenditures.
 - B. Bills and Salaries Check Detail for November 2020.
Trustee Rodgers moved approval of the November 2020 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.
Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf
Nay – None
Abstain – None
Absent or not voting – Johnson
MOTION CARRIED

C. Bills and Salaries Check Detail for December 2020.

Trustee Rodgers moved approval of the December 2020 Bills and Salaries Check Detail.

Trustee Wolf seconded the motion. There was no discussion.

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

Nay – None

Abstain – None

Absent or not voting – Johnson

MOTION CARRIED

VI. Action Items.

None.

VII. Discussion Items.

- A. Review Updated Pandemic Response Plan. Governor Pritzker’s move of Region 10 into Tier 2 on January 18 means that the metrics have been satisfied and the criteria to reopen the library have been met. Factors in the decision of when to reopen include the progress of the new variants of the coronavirus, staff availability, as well as the status of planned projects and building logistics. Building factors include the relocation of held materials so that we may resume with open holds when the building reopens. WPLD will implement a new CCS-wide procedure to wrap patron holds for privacy, which will require new procedures in Circulation. Director Auston noted that neighboring libraries have various reopening dates between never having closed to reopening in March or later. The Board discussed a variety of opinions on the reopening but ultimately left the decision up to the Director. WPLD has used letter templates provided by ILA and RAILS to advocate for early delivery of the vaccine for local government staff, including library employees.

Circulation Manager Kim Hegelund discussed the current Circulation service model and how it will need to change with our reopening plans. Over 12,000 holds were placed and filled in December, a rise over November. November and December circulation statistics show we are up 2%, in a pandemic year, over 2019 statistics demonstrating our patrons’ sustained interest in continuing to receive materials. Trustees discussed the pros and cons of a reopening timeline including the fact that browsing the collection and computer usage might be the only services that are unavailable within our current service model.

B. Library RFP Project Updates.

1) RFID Project: Supply chain issues have prevented equipment for the RFID project to arrive as planned. Staff will be trained when the equipment arrives. Technical Services will begin the RFID tagging with all incoming new materials. Circulation will then be trained on the equipment so that they can start tagging materials recently returned to the library. The third and largest phase will be the “in the stacks” tagging. Tagging of our approximately 330,000 piece collections is expected to be completed by the summer.

2) Audit Services: The Library received six complete proposals for audit services. A presentation to the Finance Committee to discuss the proposals, as well as updates to the finance policy, will be scheduled for late January.

3) Website Redesign: An RFP for our first comprehensive website redesign in years has been posted on our website. Trustees discussed the website redesign.

4) 2021 Capital Repairs Project. Building repairs are planned for this summer based on the

results of last year's Capital Reserve Study by Engberg Anderson. The project includes roof repairs to extend our warranties, building envelope tuck pointing, parking lot paver and drive lane repairs, drain tile installation and water infiltration repair on the lower level, and electrical main, feeders, and branch panel replacement. Our current fire alarm system does not have auditory command and the scope of these projects will require upgrading of that system. The electrical feeder replacement, parking lot repair, fire alarm upgrade, security system upgrade and access control upgrades are planned to happen concurrently and, because of the need to turn off the power to the building, will require the building to close for at least 2 weeks in August. Masonry work and roof bid packets will be available from Shales McNutt this week. This info will be reviewed and presented by our construction management team at the February 16 board meeting. The second phase bid set will include all of the electrical work, and is slated to go out to bid early in February and be reviewed at the March 16 board meeting. Work will likely begin in April with masonry work and roofing along with smaller low voltage/electrical work.

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

- *Library Journal* has awarded WPLD its second 5-star rating in a row!
- Youth Services has received positive feedback about their new landing page on the website, which is now a dedicated space for families to go for their resources.
- Winter Reading Club is in full force with prizes for finishers sponsored by Friends of the Library. Take and make crafts are back as well as 3D printing. Digital Services is offering remote printing for the public. Tax form requests are starting to come in.
- Programming – Year-end programs were as popular as ever. 100s of attendees joined the New Year's Eve program and jazz trio offerings. Interlibrary programming, beginning with participating in Dr. Ibram X. Kendi's multi-library presentation, has led to discussions amongst directors defining the scope of the projects as well as EDI (equity, diversity, and inclusion) initiatives. Two other projects are in the works.
- Charles Yu's National Book Award-winning *Interior Chinatown* has been selected for our annual One Book Everyone Reads selection. The author event will be held virtually and take place on April 14.
- On February 18, author Catherine Grace Katz will discuss *The Daughters of Yalta*.
- WPLD phone service has changed to Comcast from Call One after Call One doubled our rates.
- We have received positive reviews of our Year in Review, the new model for our annual report.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. No ILA update. Director Auston noted that RAILS is advocating for the COVID-19 vaccine for library staff.

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

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

X. Information Items.

- A. Communication. None to report.

B. The Presidents' Day Legislative Meeting will be virtual on February 15. Please let Director Auston know by February 1 if you wish to attend.

C. We have six candidates, including two incumbents, for three open seats on the seven-member WPLD Board of Trustees at the Tuesday, April 6, 2021 election. All seats will be for full four-year terms expiring in April 2025.

XI. New Business / Old Business.

A. President McDonald noted that she is serving on Wilmette's Sesquicentennial Planning Committee, and representing WPLD. The 150th Anniversary celebration date is planned for September 18, 2022.

XII. Adjournment.

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

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:09 pm.

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

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

Wilmette Public Library
Notes on Financial Reports for January 2021

Revenue Report

During January, WPL received \$41,573.00 from Kenilworth Library District, \$9,851.18 in General Fund Interest, and \$9,057.21 of personal property tax proceeds.

Expenditure Report

Total General Fund expenses at 52.26% are below the expected six month rate of 58.30%.

Several accounts (50100-Books, 62000-Professional Memberships, and 75000-Insurance – Property/Casualty) show expenses higher than the six month rate. In each case, this is due to the normal timing of the payments and does not indicate a general trend. Periodicals (50400) and Electronic Resources (50500) reflect a normal timing of subscription payments which renew at the beginning of the fiscal year. Registrations (63000) are high due to registrations for annual ILA conference in October. Building Supplies (76200) are high due to COVID related purchases.

Check Detail, January 1 - 31, 2020

The largest General Fund checks were written to Bibliotheca, LLC (\$27,290.50), OverDrive, Inc. (\$13,352.22), Baker & Taylor (\$208.60, \$7,046.57, \$540.44, and \$7,714.05), Arthur J. Gallagher Risk Management (\$10,260.00), Cooperative Computer Services (\$22,275.95), Douglas Floor Covering (\$5,075.00) and Libraries of Illinois Risk Agency (\$36,576.00).

The total amount in this report represents the expenses paid by check and ACH and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (1/15/21 for \$116,207.77 and 1/29/21 for \$118,460.90).

Certificate of Deposit Activity

Of the \$9,851.18 in General Fund interest received during January, \$8,728.18 was earned by the funds invested in the GF Certificates of Deposit.

Two certificates of deposit (CD) matured in January and were renewed for one year at .20% with CIBC. We will continue to monitor our options as CD's mature until market volatility subsides.

Statement of Assets, Liabilities Fund Balances

On the January 31, 2021 statement, the net loss of (\$760,459.48) reflects the minimal property taxes received this month. The cash balances are more than enough to cover expenses until the next installment of property taxes are received in February and March.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of January 31, 2021

		January 31, 2021
ASSETS		
Current Assets		
	10005 · Rutherford Trust Funds	161,922.61
	10010 · CIBC Bk MM Account (GF)	1,748.47
	10050 · NSCB MaxSafe (GF)	3,226,490.47
	10004 - NSCB MaxSafe (SRF)	1,308,143.19
	10100 · Operating Checking	220,200.86
	10200 · Payroll Checking	221,339.34
	10300 · HRA & FSA Checking	5,058.51
	10610 · Special Reserve MMF	271,253.13
	10810 · Illinois Funds	615,290.42
	10900 · Fifth Third Securities	351,322.15
	11000 · CDs General Fund Total	4,844,326.16
	16000 · CDs Special Reserve Fund Total	3,432,338.99
TOTAL ASSETS		14,659,434.30
LIABILITIES & EQUITY		
Liabilities		
	26000 · Employee Payroll Liabilities	6,738.78
Equity		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,902,331.00
	30020 · IMRF/SS Fund Balance	306,119.00
	30030 · Audit Fund Balance	5,456.00
	30040 · Liability Fund Balance	40,944.00
	30060 · Special Reserve Fund Balance	5,975,158.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,413,155.00
	Net Income	(760,459.48)
Total Equity		14,652,695.52
TOTAL LIABILITIES & EQUITY		14,659,434.30

Wilmette Public Library
Revenue Actual vs Budget January 2021 (58.3% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	January 2021	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	9,851.18	88,526.43	125,000.00	(36,473.57)	70.82%
	44100 · Replacement Taxes	9,057.21	31,978.40	45,000.00	(13,021.60)	71.06%
	44200 · Kenilworth	41,573.00	84,811.00	166,604.00	(81,793.00)	50.91%
	45000 · Grants	0.00	36,981.13	38,656.00	(1,674.87)	95.67%
	46100 · Fines	423.27	1,728.13	-	1,728.13	100.0%
	46200 · Lost Materials	85.90	2,888.29	9,000.00	(6,111.71)	32.09%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	0.00	85.50	5,000.00	(4,914.50)	1.71%
	47100 · Copier Receipts	0.00	2,117.86	10,000.00	(7,882.14)	21.18%
	47200 · Room Rental	0.00	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	100.00	17,528.08	40,000.00	(22,471.92)	43.82%
	INCOME SUB-TOTAL	61,090.56	266,035.82	443,260.00	(177,224.18)	60.02%
	41010 · GF Taxes	3,897.17	2,251,711.65	5,308,603.00	(3,056,891.35)	42.42%
	TOTAL INCOME	64,987.73	2,517,747.47	5,751,863.00	(3,234,115.53)	43.77%
* 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
January 2021
(58.3% of Budget Year Completed)**

	Current Month	YTD January 2021	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	15,573.47	160,178.18	230,000.00	(69,821.82)	69.64%
50200 · Continuations	1,768.45	20,533.64	45,000.00	(24,466.36)	45.63%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	3,166.25	57,683.13	100,000.00	(42,316.87)	57.68%
50400 · Periodicals	875.00	36,108.68	45,000.00	(8,891.32)	80.24%
50500 · Electronic Resources	45,810.23	432,184.85	660,000.00	(227,815.15)	65.48%
50700 · Programming	2,307.98	18,904.75	45,000.00	(26,095.25)	42.01%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	0.00	8,818.50	35,000.00	(26,181.50)	25.20%
53000 · Promotion	119.99	1,280.59	10,000.00	(8,719.41)	12.81%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	0.00	1,535.00	9,000.00	(7,465.00)	17.06%
58500 · Friends Purchases	2,900.70	16,236.40	30,000.00	(13,763.60)	54.12%
61000 · Personnel	217,397.23	1,767,856.77	3,451,289.00	(1,683,432.23)	51.22%
62000 · Professional Memberships	1,141.00	5,821.27	6,500.00	(678.73)	89.56%
63000 · Registrations	650.00	7,717.31	10,000.00	(2,282.69)	77.17%
64000 · Travel/Mileage/Meals	490.00	4,357.44	10,000.00	(5,642.56)	43.57%
65000 · Staff Development	0.00	3,035.63	15,000.00	(11,964.37)	20.24%
66000 · Insurance - Employee	1,602.09	321,765.16	600,000.00	(278,234.84)	53.63%
70100 · Accounting - PR & CrCd fees	1,456.15	6,118.53	15,000.00	(8,881.47)	40.79%
70200 · Professional Fees	912.74	10,178.53	35,000.00	(24,821.47)	29.08%
70310 · Library Supplies	327.71	13,832.57	30,000.00	(16,167.43)	46.11%
70320 · Office Supplies	1,405.37	8,327.77	40,000.00	(31,672.23)	20.82%
70400 · Copiers	2,270.32	16,177.28	28,000.00	(11,822.72)	57.78%
70500 · Printing	0.00	294.40	5,000.00	(4,705.60)	5.89%
70600 · Postage/Shipping	1,787.22	4,318.05	6,000.00	(1,681.95)	71.97%
70700 · Telephone	1,495.69	6,956.94	15,000.00	(8,043.06)	46.38%
74100 · Equipment/Furnishings/Computers	2,972.53	26,253.74	125,000.00	(98,746.26)	21.00%
74150 · Equipment/Computer Maintenance	302.25	36,257.61	86,000.00	(49,742.39)	42.16%
75000 · Insurance - Property/Casualty	27,500.00	27,500.00	27,500.00	0.00	100.00%
76100 · Building Improvement	5,075.00	8,259.37	20,000.00	(11,740.63)	41.30%
76200 · Building Supplies	447.71	21,385.47	28,000.00	(6,614.53)	76.38%
76300 · Building Maintenance	0.00	20,027.45	85,000.00	(64,972.55)	23.56%
76350 · Building Maint Contracts	7,359.00	55,842.60	100,000.00	(44,157.40)	55.84%
76400 · Grounds Maintenance	2,905.35	9,140.29	40,000.00	(30,859.71)	22.85%
76450 · Parking Lot Rent	0.00	5,700.00	13,000.00	(7,300.00)	43.85%
76800 · Utilities	1,485.20	8,977.36	22,000.00	(13,022.64)	40.81%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	29.02	1,384.67	4,000.00	(2,615.33)	34.62%
TOTAL GENERAL FUND EXPENSE	351,533.65	3,150,949.93	6,028,889.00	(2,877,939.07)	52.26%
92000 · SS/IMRF Fund	28,187.95	290,172.08	515,000.00	(224,827.92)	56.34%
93000 · Audit Expense	1,436.00	10,436.00	11,000.00	(564.00)	94.87%
94000 · Liability Fund	20,736.36	22,023.02	44,000.00	(21,976.98)	50.05%
96000 · Special Reserve Fund	27,290.50	52,946.52	6,000,000.00	(5,947,053.48)	0.88%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS	77,650.81	417,771.62	6,570,000.00	(6,152,228.38)	6.36%
TOTAL GENERAL & OTHER FUNDS	429,184.46	3,568,721.55	12,598,889.00	(9,030,167.45)	28.33%

All CDs Sorted by Maturity
Date January 31, 2021

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD or CUSIP #</i>	<i>Interest Rate</i>	<i>Amount</i>
<u>General Fund</u>						
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313	2.72%	547,880.98
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF 5	64886	2.60%	560,386.05
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	554,542.08
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	549,883.28
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	551,591.68
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	CIBC/Private Bank	GF 10	6932392	1.75%	508,781.07
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	527,495.89
January 18, 2020	January 18, 2022	5/3 Wells Fargo Bk West	GF14	949495AN5	1.80%	250,000.00
February 2, 2020	February 2, 2022	NSCB/Wintrust	GF 3	3804991322	1.65%	543,765.13
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	2.18%	4,844,326.16
<u>Special Reserve Fund</u>						
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	576,725.80
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	552,243.62
October 31, 2019	November 1, 2021	5th 3rd Morgan Stanley BK	SRF 21	ZQ2511637	1.80%	250,000.00
November 22, 2019	November 22, 2021	5th/3rd BMW Bank NA	SRF 1	ZQ6141993	1.70%	250,000.00
December 4, 2019	December 6, 2021	5th/3rd Goldman Sachs Bk	SRF 4	3814MKQ5	1.70%	250,000.00
January 8, 2021	January 8, 2022	CIBC/Private Bank	SRF 8	6956404	0.20%	559,827.49
January 8, 2021	January 8, 2022	CIBC/Private Bank	SRF 16	6939573	0.20%	393,542.08
February 28, 2020	February 28, 2022	5/3 Investors Bank	SRF 13	46176PMV4	1.60%	250,000.00
February 28, 2020	February 28, 2022	5/3 Merrick Bank	SRF 12	59013KFS0	1.60%	100,000.00
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.16%	3,432,338.99
TOTAL CD's				Weighted Avg Yield	1.76%	8,276,665.15

Wilmette Public Library
Check Detail
 January 2021

Type	Num	Name	Account	Paid Amount
Check		NSCB	10100 - Operating Checking	
			70220 - Bank & Other Professional Fees	(624.07)
				(624.07)
Bill Pmt -Check	53418	ALA - Membership	10101 - General Fund Checking	
Bill	1291694		62020 - Library/Trustee Memberships	(67.00)
				(67.00)
Bill Pmt -Check	53419	ATI Technologypartners	10101 - General Fund Checking	
Bill	79439		70700 - Telephone	(300.00)
Bill	79452		70700 - Telephone	(87.50)
				(387.50)
Bill Pmt -Check	53420	Baker & Taylor	10101 - General Fund Checking	
Bill	2035387626		50120 - YS Books	(24.26)
Bill	H52706780		50311 - AS Feature	(29.38)
Bill	H52706781		50311 - AS Feature	(18.34)
Bill	H52706782		50311 - AS Feature	(22.04)
Bill	H52737680		50312 - AS Non-feature	(34.50)
Bill	H52737681		50312 - AS Non-feature	(18.37)
Bill	H52940180		50311 - AS Feature	(61.71)
				(208.60)
Bill Pmt -Check	53421	Baker & Taylor Books	10101 - General Fund Checking	
Bill	2035532399		50120 - YS Books	(105.44)
Bill	2035636756		50120 - YS Books	(738.72)
Bill	2035660171		50120 - YS Books	(123.74)
Bill	2035665756		50120 - YS Books	(218.00)
Bill	2035663940		50120 - YS Books	(786.77)
Bill	2035665769		50120 - YS Books	(366.71)
Bill	2035669540		50120 - YS Books	(716.70)
Bill	2035654650		50111 - Fiction	(67.64)
			50112 - H.S. Collection	(51.73)
			50110.7 - 700's	(14.54)
			50110.9 - 900's	(17.91)
			50111 - Fiction	(0.70)
Bill	2035668249		50111 - Fiction	(53.11)
			50112 - H.S. Collection	(16.45)
			50110.7 - 700's	(25.90)
			50111 - Fiction	(0.45)
Bill	2035670092		50111 - Fiction	(71.82)
Bill	2035672605		50120 - YS Books	(9.02)
Bill	2035675916		50110.3 - 300's	(30.80)
			50110.6 - 600's	(15.82)
			50110.9 - 900's	(19.78)

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		50114 - Miscellaneous	(1.38)
		50110.3 - 300's	(0.33)
Bill	2035676886	50120 - YS Books	(160.88)
Bill	2035677489	50120 - YS Books	(380.26)
Bill	2035677441	50120 - YS Books	(527.15)
Bill	2035680439	50110.6 - 600's	(94.14)
		50110.7 - 700's	(48.03)
		50110.8 - 800's	(37.84)
		50114 - Miscellaneous	(5.52)
		50110.6 - 600's	(0.90)
Bill	2035686095	50110.7 - 700's	(130.94)
		50114 - Miscellaneous	(2.07)
		50110.7 - 700's	(0.65)
Bill	2035690781	50110.0 - 000's	(23.77)
		50110.1 - 100's	(31.64)
		50110.3 - 300's	(65.89)
		50110.6 - 600's	(108.35)
		50110.8 - 800's	(15.82)
		50111 - Fiction	(139.24)
		50112 - H.S. Collection	(41.78)
		50111 - Fiction	(2.13)
Bill	2035693285	50110.1 - 100's	(11.87)
		50110.3 - 300's	(111.20)
		50110.5 - 500's	(14.69)
		50110.6 - 600's	(37.78)
		50110.8 - 800's	(107.55)
		50110.9 - 900's	(52.85)
		50111 - Fiction	(102.78)
		50112 - H.S. Collection	(11.29)
		50110.3 - 300's	(2.25)
Bill	5016644447	50110.3 - 300's	(48.00)
		50110.6 - 600's	(46.99)
		50111 - Fiction	(17.85)
		50110.3 - 300's	(0.56)
Bill	2035695770	50110.1 - 100's	(41.78)
		50110.3 - 300's	(103.32)
		50110.5 - 500's	(15.26)
		50110.6 - 600's	(71.53)
		50110.7 - 700's	(50.29)
		50114 - Miscellaneous	(8.97)
		50110.3 - 300's	(1.41)
Bill	2035695981	50110.1 - 100's	(15.82)
		50110.5 - 500's	(15.23)
		50110.9 - 900's	(188.53)
		50111 - Fiction	(178.69)
		50112 - H.S. Collection	(10.16)
		50110.9 - 900's	(2.04)
Bill	2035698570	50110.1 - 100's	(23.60)
		50110.2 - 200's	(47.94)
		50110.3 - 300's	(64.20)
		50110.6 - 600's	(33.90)
		50110.7 - 700's	(13.08)

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			50110.8 - 800's	(18.99)
			50110.9 - 900's	(73.78)
			50111 - Fiction	(218.68)
			50112 - H.S. Collection	(10.73)
			50111 - Fiction	(2.52)
				<u>(7,046.57)</u>
Bill Pmt -Check	53422	Barnes & Noble Inc	10101 - General Fund Checking	
Bill	4063610		50111 - Fiction	(22.40)
			50110.3 - 300's	(21.60)
				<u>(44.00)</u>
Bill Pmt -Check	53423	Barrow, Amy	10101 - General Fund Checking	
Bill	005		58500 - Friends Purchases	(738.20)
				<u>(738.20)</u>
Bill Pmt -Check	53424	Bibliotheca , LLC	10101 - General Fund Checking	
Bill	PREPAY-10719		96000 - SRF Special Reserve Fund	(27,290.50)
				<u>(27,290.50)</u>
Bill Pmt -Check	53425	Blackstone Audiobooks	10101 - General Fund Checking	
Bill	1193822		50311 - AS Feature	(83.20)
				<u>(83.20)</u>
Bill Pmt -Check	53426	CCH Inc	10101 - General Fund Checking	
Bill	5411455695		50210 - AS Continuations	(187.41)
				<u>(187.41)</u>
Bill Pmt -Check	53427	CDW Government, Inc.	10101 - General Fund Checking	
Bill	5747286		74120 - Computers	(2,940.27)
				<u>(2,940.27)</u>
Bill Pmt -Check	53428	Comcast	10101 - General Fund Checking	
Bill	114770384		50650 - Internet	(1,580.00)
				<u>(1,580.00)</u>
Bill Pmt -Check	53429	Complete Cleaning Company	10101 - General Fund Checking	
Bill	C16313		76350 - Building Maint Contracts	(4,767.00)
				<u>(4,767.00)</u>
Bill Pmt -Check	53430	DEMCO	10101 - General Fund Checking	
Bill	6887727		70310 - Library Supplies	(292.71)
				<u>(292.71)</u>

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Bill Pmt -Check	53431	Erickson, Lauren	10101 - General Fund Checking	
Bill	1.2.21		50721 - YS Performers	(350.00)
				<u>(350.00)</u>
Bill Pmt -Check	53432	Goodman, Barb	10101 - General Fund Checking	
Bill	005		58500 - Friends Purchases	(662.50)
				<u>(662.50)</u>
Bill Pmt -Check	53433	GovConnection, Inc.	10101 - General Fund Checking	
Bill	70763930		74120 - Computers	(32.26)
				<u>(32.26)</u>
Bill Pmt -Check	53434	Highland Terrace Services	10101 - General Fund Checking	
Bill	5065		76400 - Grounds Maintenance	(2,850.00)
				<u>(2,850.00)</u>
Bill Pmt -Check	53435	Hill Mechanical Services	10101 - General Fund Checking	
Bill	553686		76350 - Building Maint Contracts	(2,186.00)
				<u>(2,186.00)</u>
Bill Pmt -Check	53436	Kanopy LLC	10101 - General Fund Checking	
Bill	228648-PPU		50511 - AS E-Books & YS E-Books	(1,318.00)
				<u>(1,318.00)</u>
Bill Pmt -Check	53437	Midwest Tape	10101 - General Fund Checking	
Bill	99651805		50312 - AS Non-feature	(52.49)
Bill	99767590		50314 - AS Music	(69.84)
Bill	99767591		50314 - AS Music	(20.24)
Bill	99767592		50314 - AS Music	(9.74)
Bill	99767593		50314 - AS Music	(10.49)
Bill	9977594		50314 - AS Music	(119.99)
Bill	99788869		50314 - AS Music	(24.28)
Bill	99789640		50314 - AS Music	(39.58)
Bill	99789641		50314 - AS Music	(47.98)
Bill	99789643		50314 - AS Music	(12.59)
Bill	99789644		50314 - AS Music	(23.98)
Bill	99824986		50314 - AS Music	(44.06)
Bill	99824988		50314 - AS Music	(29.99)
Bill	99824989		50314 - AS Music	(37.49)
Bill	99825074		50311 - AS Feature	(68.24)
Bill	99825076		50311 - AS Feature	(62.24)
Bill	99825096		50313 - AS Audiobooks	(64.98)
Bill	99825098		50313 - AS Audiobooks	(29.99)
Bill	99825099		50313 - AS Audiobooks	(45.99)

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Bill	99825350		50311 - AS Feature	(18.74)
Bill	99825370		50313 - AS Audiobooks	(39.99)
Bill	99825420		50314 - AS Music	(14.24)
Bill	99825421		50314 - AS Music	(12.59)
				(899.74)
Bill Pmt -Check	53438	Midwest Tape - Hoopla	10101 - General Fund Checking	
Bill	99839996		50511 - AS E-Books & YS E-Books	(2,775.11)
				(2,775.11)
Bill Pmt -Check	53439	NiCor Gas	10101 - General Fund Checking	
Bill	11/28-12/28/20		76810 - Heating/Cooling	(1,485.20)
				(1,485.20)
Bill Pmt -Check	53440	Old Town School of Folk Music	10101 - General Fund Checking	
Bill	01/04/21		50721 - YS Performers	(300.00)
Bill	01/7/21		50721 - YS Performers	(300.00)
				(600.00)
Bill Pmt -Check	53441	OurDigitalWorld	10101 - General Fund Checking	
Bill	2018-471		50512 - AS & YS Esubscriptions	(2,057.20)
				(2,057.20)
Bill Pmt -Check	53442	OverDrive, Inc.	10101 - General Fund Checking	
Bill	01018MA20462665		50511 - AS E-Books & YS E-Books	(12,862.25)
Bill	01018MA20463884		50511 - AS E-Books & YS E-Books	(489.97)
				(13,352.22)
Bill Pmt -Check	53443	Pitney Bowes - meter	10101 - General Fund Checking	
Bill	3104467898		70600 - Postage/Shipping	(287.22)
				(287.22)
Bill Pmt -Check	53444	Progressive Office Equipment	10101 - General Fund Checking	
Bill	formax		74151 - Equipment Maintenance	(302.25)
				(302.25)
Bill Pmt -Check	53445	Quill Corporation	10101 - General Fund Checking	
Bill	13145797		70320 - Office Supplies	(21.11)
Bill	13232783		70320 - Office Supplies	(161.03)
Bill	13248077		70320 - Office Supplies	(122.13)
Bill	13247954		70320 - Office Supplies	(42.22)
				(346.49)
Bill Pmt -Check	53446	Regent Book Company	10101 - General Fund Checking	

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Bill	59316		50210 - AS Continuations	(31.57)
				<u>(31.57)</u>
Bill Pmt -Check	53447	Rowman & Littlefield Publishing Group	10101 - General Fund Checking	
Bill	11588462		50210 - AS Continuations	(419.45)
				<u>(419.45)</u>
Bill Pmt -Check	53448	Sikich LLP	10101 - General Fund Checking	
Bill	475004		93000 - Audit Expense	(1,436.00)
				<u>(1,436.00)</u>
Bill Pmt -Check	53449	Thomas Klise/Crimson Multimedia	10101 - General Fund Checking	
Bill	004491		50325 - YS Video Games	(30.00)
Bill	004718		50315 - AS Video Games	(133.12)
Bill	004719		50315 - AS Video Games	(31.58)
				<u>(194.70)</u>
Bill Pmt -Check	53450	Van Nuis, Petra	10101 - General Fund Checking	
Bill	12/30/20		50730 - Community Serv Prog	(450.00)
				<u>(450.00)</u>
Bill Pmt -Check	53451	Advanced Disposal	10101 - General Fund Checking	
Bill	T40002530001		76400 - Grounds Maintenance	(55.35)
				<u>(55.35)</u>
Bill Pmt -Check	53452	ALA - Membership	10101 - General Fund Checking	
Bill	A. Auston - 1033134		62010 - Staff Memberships	(225.00)
Bill	R. Rodgers 0006915		62020 - Library/Trustee Memberships	(199.00)
Bill	WPL 0034408		62020 - Library/Trustee Memberships	(500.00)
				<u>(924.00)</u>
Bill Pmt -Check	53453	Andertoons, LLC	10101 - General Fund Checking	
Bill	2.4.21		50721 - YS Performers	(200.00)
Bill	2.25.21		50721 - YS Performers	(200.00)
				<u>(400.00)</u>
Bill Pmt -Check	53454	Arthur J. Gallagher Risk Management Svc	10101 - General Fund Checking	
Bill	3682218		94020 - Unemployment Insurance	(10,260.00)
				<u>(10,260.00)</u>
Bill Pmt -Check	53455	ATI Technologypartners	10101 - General Fund Checking	
Bill	79460		70700 - Telephone	(87.50)
				<u>(87.50)</u>

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(87.50)

Bill Pmt -Check	53456	Baker & Taylor	10101 - General Fund Checking	
Bill	H52838700		50312 - AS Non-feature	(14.69)
Bill	H52838701		50312 - AS Non-feature	(47.76)
Bill	H53089210		50311 - AS Feature	(14.69)
Bill	H53126470		50311 - AS Feature	(18.34)
Bill	H53126471		50311 - AS Feature	(18.37)
Bill	H53196880		50311 - AS Feature	(99.11)
Bill	H53196881		50311 - AS Feature	(29.39)
Bill	H53126480		50312 - AS Non-feature	(22.01)
Bill	H53188220		50312 - AS Non-feature	(140.98)
Bill	H53309270		50311 - AS Feature	(49.89)
Bill	H53309271		50311 - AS Feature	(48.48)
Bill	H53356660		50312 - AS Non-feature	(29.39)
Bill	H53401240		50311 - AS Feature	(7.34)
				(540.44)

Bill Pmt -Check	53457	Baker & Taylor Books	10101 - General Fund Checking	
Bill	2035683034		50120 - YS Books	(128.35)
Bill	2035685811		50111 - Fiction	(161.88)
Bill	2035687305		50111 - Fiction	(79.53)
Bill	2035695277		50120 - YS Books	(147.40)
Bill	2035689129		50120 - YS Books	(357.43)
Bill	2035698246		50110.6 - 600's	(14.12)
			50110.8 - 800's	(15.26)
			50110.9 - 900's	(59.49)
			50114 - Miscellaneous	(2.76)
			50110.9 - 900's	(0.44)
Bill	5016654181		50210 - AS Continuations	(289.91)
Bill	2035697358		50120 - YS Books	(340.55)
Bill	2035700317		50111 - Fiction	(401.36)
Bill	5016656546		50110.6 - 600's	(28.50)
			50110.9 - 900's	(46.97)
			50110.9 - 900's	(0.38)
Bill	2035703560		50110.3 - 300's	(115.09)
			50110.6 - 600's	(91.63)
			50110.7 - 700's	(18.95)
			50110.9 - 900's	(66.78)
			50111 - Fiction	(199.35)
			50111 - Fiction	(2.46)
Bill	2035706601		50110.1 - 100's	(20.90)
			50110.2 - 200's	(16.94)
			50110.3 - 300's	(57.96)
			50110.4 - 400's	(22.00)
			50110.6 - 600's	(11.87)
			50110.7 - 700's	(28.34)
			50110.9 - 900's	(64.10)
			50111 - Fiction	(194.90)
			50112 - H.S. Collection	(10.73)

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		50111 - Fiction	(2.14)
Bill	2035701173	50110.7 - 700's	(80.00)
		50111 - Fiction	(93.59)
		50114 - Miscellaneous	(1.25)
		50111 - Fiction	(0.83)
Bill	2035709359	50110.1 - 100's	(63.92)
		50110.2 - 200's	(21.84)
		50110.3 - 300's	(49.25)
		50110.4 - 400's	(15.84)
		50110.6 - 600's	(47.97)
		50110.7 - 700's	(48.76)
		50110.8 - 800's	(73.83)
		50110.9 - 900's	(126.82)
		50111 - Fiction	(239.40)
		50112 - H.S. Collection	(119.68)
		50111 - Fiction	(4.04)
Bill	2035706859	50110.1 - 100's	(14.12)
		50110.2 - 200's	(26.60)
		50110.6 - 600's	(57.09)
		50110.7 - 700's	(52.41)
		50110.8 - 800's	(15.82)
		50110.9 - 900's	(91.55)
		50111 - Fiction	(15.81)
		50114 - Miscellaneous	(9.66)
		50110.9 - 900's	(1.37)
Bill	5016671368	50112 - H.S. Collection	(20.32)
		50110.9 - 900's	(41.57)
		50110.9 - 900's	(0.31)
Bill	2035715924	50110.0 - 000's	(14.04)
		50110.1 - 100's	(11.89)
		50110.3 - 300's	(199.28)
		50110.4 - 400's	(11.27)
		50110.5 - 500's	(26.36)
		50110.6 - 600's	(93.49)
		50110.9 - 900's	(162.88)
		50111 - Fiction	(297.10)
		50112 - H.S. Collection	(42.01)
		50111 - Fiction	(4.29)
Bill	2035719773	50110.3 - 300's	(129.47)
		50110.6 - 600's	(111.58)
		50110.7 - 700's	(20.20)
		50110.8 - 800's	(44.84)
		50110.9 - 900's	(121.00)
		50111 - Fiction	(208.91)
		50111 - Fiction	(3.18)
Bill	2035719771	50110.0 - 000's	(15.81)
		50110.1 - 100's	(65.92)
		50110.2 - 200's	(28.24)
		50110.3 - 300's	(118.69)
		50110.6 - 600's	(116.46)
		50110.7 - 700's	(102.05)
		50110.9 - 900's	(122.81)

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			50114 - Miscellaneous	(10.35)
			50110.9 - 900's	(2.85)
Bill	2035721883		50110.1 - 100's	(63.28)
			50110.2 - 200's	(29.67)
			50110.3 - 300's	(150.02)
			50110.8 - 800's	(65.00)
			50111 - Fiction	(107.52)
			50112 - H.S. Collection	(21.45)
			50110.3 - 300's	(2.18)
Bill	5016684128		50210 - AS Continuations	(517.34)
Bill	2035726951		50110.0 - 000's	(9.51)
			50110.3 - 300's	(41.59)
			50110.5 - 500's	(39.01)
			50110.6 - 600's	(14.69)
			50110.8 - 800's	(14.20)
			50110.9 - 900's	(64.85)
			50111 - Fiction	(144.23)
			50112 - H.S. Collection	(10.73)
			50111 - Fiction	(1.69)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(7,714.05)
Bill Pmt -Check	53458	Barnes & Noble Inc	10101 - General Fund Checking	
Bill	4043459		50110.7 - 700's	(24.00)
			50110.3 - 300's	(46.38)
			50110.6 - 600's	(24.00)
Bill	4045617		50110.7 - 700's	(32.00)
Bill	4046016		50111 - Fiction	(22.39)
			50110.6 - 600's	(56.00)
Bill	4065621		50110.3 - 300's	(24.00)
			50111 - Fiction	(41.60)
Bill	4066742		50110.6 - 600's	(25.60)
			50110.9 - 900's	(48.00)
			50111 - Fiction	(7.99)
Bill	4066749		50110.6 - 600's	(15.96)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(367.92)
Bill Pmt -Check	53459	Blackstone Audiobooks	10101 - General Fund Checking	
Bill	1197921		50311 - AS Feature	(41.60)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(41.60)
Bill Pmt -Check	53460	Call One	10101 - General Fund Checking	
Bill	360761		70700 - Telephone	(1,020.69)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(1,020.69)
Bill Pmt -Check	53461	Capstone	10101 - General Fund Checking	
Bill	IL00098694		50512 - AS & YS Esubscriptions	(1,998.00)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(1,998.00)

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Bill Pmt -Check	53462	Cengage Learning Inc/ Gale	10101 - General Fund Checking	
Bill	72832268		50110.9 - 900's	(50.23)
			50111 - Fiction	(122.95)
Bill	72845627		50110.5 - 500's	(26.99)
			50111 - Fiction	(422.84)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(623.01)
Bill Pmt -Check	53463	Center Point Large Print	10101 - General Fund Checking	
Bill	1815284		50111 - Fiction	(183.36)
Bill	1821006		50110.9 - 900's	(28.46)
			50110.5 - 500's	(28.46)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(240.28)
Bill Pmt -Check	53464	Chase Card Services	10101 - General Fund Checking	
Bill	12.10-1.9.21		50410 - AS Periodicals	(75.00)
			50530 - Computer Software	(375.00)
			50722 - YS Program Materials	(61.85)
			53000 - Promotion	(119.99)
			63010 - Conference Registration	(650.00)
			70312 - YS supplies	(35.00)
			70320 - Office Supplies	(162.18)
			77500 - Library Vehicle Maintenance	(29.02)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(1,508.04)
Bill Pmt -Check	53465	Colley Elevator - A	10101 - General Fund Checking	
Bill	206345		76350 - Building Maint Contracts	(203.00)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(203.00)
Bill Pmt -Check	53466	Colley Elevator - B	10101 - General Fund Checking	
Bill	206341		76350 - Building Maint Contracts	(203.00)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(203.00)
Bill Pmt -Check	53467	Cooperative Computer Services	10101 - General Fund Checking	
Bill	1809		50610 - CCS	(17,397.63)
			50620 - OCLC	(4,878.32)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(22,275.95)
Bill Pmt -Check	53468	Douglas Floor Covering	10101 - General Fund Checking	
Bill	CO 000191		76100 - Building Improvement	(5,075.00)
				<hr style="width: 100%; border: 0.5px solid black;"/>
				(5,075.00)
Bill Pmt -Check	53469	FedEx Freight	10101 - General Fund Checking	
Bill	7-224-80123		70210 - Legal Fees	(21.86)
Bill	7-231-71552		70210 - Legal Fees	(21.86)
				<hr style="width: 100%; border: 0.5px solid black;"/>

Wilmette Public Library
Check Detail
 January 2021

(43.72)

Bill Pmt -Check	53470	Findaway World LLC	10101 - General Fund Checking	
Bill	339257		50323 - YS Audiobooks	(367.93)
				<u>(367.93)</u>
Bill Pmt -Check	53471	Garvey's Office Products	10101 - General Fund Checking	
Bill	PINV2025860		70320 - Office Supplies	(251.64)
				<u>(251.64)</u>
Bill Pmt -Check	53472	Idlewood Electric Supply Inc	10101 - General Fund Checking	
Bill	682353		76200 - Building Supplies	(411.60)
				<u>(411.60)</u>
Bill Pmt -Check	53473	ILA	10101 - General Fund Checking	
Bill	Andrea Johnson		62010 - Staff Memberships	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53474	Image Systems & Business Solutions	10101 - General Fund Checking	
Bill	1.1.-1.31.21		70400 - Copiers	(2,270.32)
				<u>(2,270.32)</u>
Bill Pmt -Check	53475	Libraries of Illinois Risk Agency	10101 - General Fund Checking	
Bill	12.31.20-12.31.21		75000 - Insurance - Property/Casualty	(27,500.00)
			94020 - Unemployment Insurance	(9,076.00)
				<u>(36,576.00)</u>
Bill Pmt -Check	53476	Liu, Ling	10101 - General Fund Checking	
Bill	1.13.21		50721 - YS Performers	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53477	Manufacturers' News	10101 - General Fund Checking	
Bill	119511-00 '21 ed.		50110 - AS Books	(226.90)
				<u>(226.90)</u>
Bill Pmt -Check	53478	Midwest Tape	10101 - General Fund Checking	
Bill	99834951		50313 - AS Audiobooks	(34.99)
Bill	99834952		50314 - AS Music	(10.49)
Bill	99834954		50314 - AS Music	(26.98)
Bill	99834955		50314 - AS Music	(11.99)
Bill	99869225		50313 - AS Audiobooks	(268.94)
Bill	99869226		50313 - AS Audiobooks	(39.99)
Bill	99869227		50313 - AS Audiobooks	(144.96)

Wilmette Public Library
Check Detail
 January 2021

Bill	99869229		50313 - AS Audiobooks	(71.98)
Bill	99874870		50314 - AS Music	(12.59)
Bill	99874871		50314 - AS Music	(34.02)
Bill	99874873		50314 - AS Music	(20.23)
Bill	99874874		50314 - AS Music	(53.99)
Bill	99869265		50321 - YS Feature	(14.99)
Bill	99874797		50311 - AS Feature	(47.24)
Bill	99874798		50311 - AS Feature	(60.74)
				<u>(854.12)</u>
Bill Pmt -Check	53479	New York Times	10101 - General Fund Checking	
Bill	12.28.20-3.28.21		50410 - AS Periodicals	(650.00)
				<u>(650.00)</u>
Bill Pmt -Check	53480	Pitney Bowes - postage	10101 - General Fund Checking	
Bill			70600 - Postage/Shipping	(1,500.00)
				<u>(1,500.00)</u>
Bill Pmt -Check	53481	POLONIA Bookstore	10101 - General Fund Checking	
Bill	68333		50110.4 - 400's	(98.55)
				<u>(98.55)</u>
Bill Pmt -Check	53482	Quill Corporation	10101 - General Fund Checking	
Bill	13345103		70320 - Office Supplies	(443.13)
Bill	13376779		70320 - Office Supplies	(21.11)
Bill	13399249		70320 - Office Supplies	(42.22)
Bill	13497146		70320 - Office Supplies	(132.25)
Bill	13534718		70320 - Office Supplies	(5.27)
				<u>(643.98)</u>
Bill Pmt -Check	53483	REAL V, LLC	10101 - General Fund Checking	
Bill	229 1.18.21		50721 - YS Performers	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53484	Rowman & Littlefield Publishing Group	10101 - General Fund Checking	
Bill	11592375		50210 - AS Continuations	(207.16)
				<u>(207.16)</u>
Bill Pmt -Check	53485	Staples Advantage	10101 - General Fund Checking	
Bill	1632328602		76200 - Building Supplies	(33.96)
				<u>(33.96)</u>
Bill Pmt -Check	53486	Terryburg Web Development, Inc.	10101 - General Fund Checking	
Bill	694		50655 - Web Design	(78.75)
				<u>(78.75)</u>

Wilmette Public Library
Check Detail
 January 2021

(78.75)

Bill Pmt -Check	53487	The Book Stall	10101 - General Fund Checking	
Bill	351140-254		58500 - Friends Purchases	(1,500.00)
				<u>(1,500.00)</u>
Bill Pmt -Check	53488	Thomson Reuters	10101 - General Fund Checking	
Bill	843683219		50210 - AS Continuations	(115.61)
				<u>(115.61)</u>
Bill Pmt -Check	53489	WTTW - Channel 11	10101 - General Fund Checking	
Bill	Producer's Circle		50410 - AS Periodicals	(150.00)
				<u>(150.00)</u>
Bill Pmt -Check	53490	Yu, Yuchen	10101 - General Fund Checking	
Bill			46200 - Lost Materials	(15.00)
				<u>(15.00)</u>
			Operating Expenditures	(150,985.51)
			Special Reserve B/E Expenditures	<u>(27,290.50)</u>
			Total January Expenditures	<u><u>(178,276.01)</u></u>

**Wilmette Public Library District
2021 Capital Repair Project Overview and Bid Package #1
February 16, 2021**

Overview & Background

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

The 2021 Capital Repairs Project comprises our most extensive set of planned building repairs and system replacements during the 20 year cycle that was evaluated in the Capital Reserve Study.

The project covers a coordinated set of priority work including:

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

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

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

Bid Package 2, which was advertised for bid on February 11, documents the extensive electrical work (mains, feeders, relocations of branch panels, etc.), fire alarm system replacement, and access control and security systems. Proposals for Bid Package 2 are due March 5. Following review and vetting with our project team, our recommendations will be presented for Board approval at the March 16 Regular Meeting.

The Library's architects and engineers (Engberg Anderson) have coordinated with our construction management team (Shales-McNutt) to design the necessary systems and solutions to meet our long range objectives and deliver the best return on investment possible for the Library and community.

Comparing our proposed work to recently completed projects in other districts, Shales McNutt provided the Library with unit pricing estimates that very closely match the anticipated costs identified by Engberg Anderson separately last year.

Bid Package 1

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

There were two trades addressed in Bid Package 1:

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

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

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

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

Recommendation

The recommendation is for the Board to award the first 2021 Capital Repair Project contracts for:

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

These are the lowest responsive and qualified bidders.

Attachment

Shales McNutt Bid Recommendation-Bid Tabulation; Cost Projection Summary



Wilmette Public Library



February 11, 2021

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

Re: Wilmette Public Library
Bid Release 1 – Capital Repairs
Exterior Renovation Work

Subject: Recommendation to Award Bids

Dear Anthony:

Based on the bids received on February 9, 2021, we recommend awarding contracts to the following firms for the Wilmette Public Library Bid Release 1 – Capital Repairs Exterior Renovations Work:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid with Alt #1</u>
04A	Masonry Restoration Work – Berglund Construction Company (5 Bids)	\$197,000.00
07A	Roofing Work – L. Marshall, Inc. (4 bids)	\$264,400.00
TOTAL		\$461,400.00

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the February 9, 2021 bid opening with base bid amounts and alternate costs is attached.

The bid amounts and total cost listed above for Bid Release 1 Capital Repairs Exterior Renovations Work includes the cost of Alternate #1 which is the added cost to install the specified roof coating on roof areas 2, 4, 5, and 6A including installation of walkway pads and curb removal with associated roof patching.

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

Sincerely,
SMC CONSTRUCTION SERVICES

Jason Perunas
Project Manager

Approved:
Wilmette Public Library

Date: _____

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



**Bid Release 1 Capital Repairs
Exterior Renovation Work
BID PACKAGE #04A - Masonry Restoration Work**

BIDDERS	BOND	ADDENDUM	BASE BID	Alternate 1 Roof Coating Roof Areas 2, 6A, 4, and 5
Continental Construction Co. Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 234,500	N/A
Seyller's Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 203,900	N/A
MBB Enterprises of Chicago, Inc	Yes	Addendum #1 and #2 Acknowledged	\$ 211,844	N/A
Berglund Construction Company	Yes	Addendum #1 and #2 Acknowledged	\$ 197,000	N/A
Otto Baum Company, Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 221,655	N/A



**Bid Release 1 Capital Repairs
Exterior Renovation Work
BID PACKAGE #07A - Roofing Work**

BIDDERS	BOND	ADDENDUM	BASE BID	Alternate 1 Roof Coating Roof Areas 2, 6A, 4, and 5
GE Riddiford Company, Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 209,719	\$ 79,416
L. Marshall, Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 187,500	\$ 76,900
Combined Roofing Services	Yes	Addendum #1 and #2 Acknowledged	\$ 298,770	\$ 121,000
DCG Roofing Solutions, Inc.	Yes	Addendum #1 and #2 Acknowledged	\$ 207,415	\$ 81,093



2021 Bid Release 1 Capital Repairs - Exterior Renovation Work Update
 Bid Release 1 - Cost Projection Summary

2/11/2021

Items	Base DD Budget with Alternate #1	02-09-21 Bid Results with Alternate #1	Delta
Exterior Renovations			
BP-04A Masonry Renovations Work	\$ 183,983	\$ 197,000	\$ 13,017
Masonry Cleaning/Tuckpointing			
Brick Replacement			
Caulking			
Painting			
BP-07A Roofing Work	\$ 300,580	\$ 264,400	\$ (36,180)
Subtotal	\$ 484,563	\$ 461,400	\$ (23,163)
Construction Contingency (10%)	\$ 48,456	\$ 48,456	\$ -
General Requirements Budget for BR-1	\$ 21,985	\$ 21,985	\$ -
SMC Supervision for BR-1	\$ 56,271	\$ 56,271	\$ -
SMC OH&P + Insurance (4.4% + .75%) for BR-1	\$ 34,168	\$ 32,975	\$ (1,193)
Subtotal	\$ 645,443	\$ 621,087	\$ (24,356)
SMC Pre-Construction	\$ 16,215	\$ 16,215	\$ -
Vestibule Carpeting Work (Complete)	\$ 5,075	\$ 5,075	\$ -
Roof Scanning (Complete)	\$ 3,605	\$ 3,605	\$ -
Plumbing Investigation Work (Complete)	\$ 908	\$ 908	\$ -
Exterior Glazing Investigation/Work (95% Complete)	\$ 14,905	\$ 14,905	\$ -
LPS Parking Lot Repairs/Re-stripping	\$ 32,200	\$ 32,200	\$ -
Subtotal	\$ 718,350	\$ 693,994	\$ (24,356)
Engberg Anderson Fee for BR1 and BR2	\$ 100,500	\$ 100,500	\$ -
Permit Costs	\$ -	\$ -	\$ -
Total Project Costs	\$ 818,850	\$ 794,494	\$ (24,356)

Notes

Alternates 1 is an add alternate for the additional roof coating of roof areas 2, 4, 5, and 6A
 SMC supervision assumes part time supervision for 3.5 months

Wilmette Public Library
RFP Audit Services Review and Recommendation
January 28, 2021

A request for proposals (RFP) for audit services was posted in December 2020, and responses were due January 8, 2021. For your reference, the RFP documentation is archived on our website (<https://www.wilmettelibrary.info/about/library-trustees/rfp/rfp-past-projects>).

Seven CPA firms responded to our request, covering services for the next three fiscal years ending June 30, 2021, 2022, and 2023. All seven respondents were qualified firms with positive references. In the RFP, we asked for three deliverables:

- A. Annual Financial Report (Independent Auditor’s Report and Financial Statements) for three years; that is, the years ending 30 June 2021, 30 June 2022, and 30 June 2023.
- B. Annual Comptroller’s Report for three years; that is, the years ending 30 June 2021, 30 June 2022, and 30 June 2023.
- C. Presentation of results to the Board of Library Trustees at its regular meeting on the third Tuesday in October, each year.

Two firms did not address requirement C, so they were disqualified. The remaining firms were: Lauterbach & Amen; Selden Fox; Sikich; McClure Inserra; and Eder, Casella & Co.

Their proposed fees are as follows:

	2021	2022	2023	Total
Lauterbach & Amen	8,500	8,800	9,100	26,400
Selden Fox	9,750	10,000	10,200	29,950
Sikich	10,000	10,300	10,600	30,900
McClure Inserra	10,800	11,000	11,300	33,100
Eder, Casella & Co	15,000	15,600	16,225	46,825

Based on our evaluation criteria, including experience, qualifications, quality of reporting, and successful references, we recommend moving forward with Lauterbach & Amen. Not only did they present the lowest bid, but Finance Manager John Risko has worked with this firm over the past six years at the Village of Wilmette. They also perform audit services for the Wilmette Park District. Mr. Risko reports that, “over those six years, Lauterbach & Amen have been very professional and met all deadlines.”

Following the Finance Committee meeting on Thursday, January 28, 2021, if the committee agrees with staff’s recommendation, Lauterbach & Amen’s proposal will be on the agenda for Board approval at the February 16, 2021 Regular Meeting.

Wilmette Public Library District, Illinois

PROPOSAL

For the Years Ending:
June 30, 2021, 2022, and 2023

Due Date:

January 8, 2021



Lauterbach & Amen, LLP

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

Phone: 630.393.1483

Fax: 630.393.2516

lauterbachamen.com



PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES



Wilmette Public Library

Wilmette Public Library District, Illinois

For the Years Ending: June 30, 2021, 2022, and 2023

Due Date: January 8, 2021

Contact Information

Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Jamie L. Wilkey, Partner

630.393.1483

jwilkey@lauterbachamen.com



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January 8, 2021

John Risko, Finance Manager
Wilmette Public Library District
1242 Wilmette Avenue
Wilmette, IL 60091

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide auditing services to the Wilmette Public Library District (District).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our audit approach and scope of the audit process. L&A is a firm entirely specialized in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise, and timing and approach of the audit process. Our five partners share a combined 100+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the District. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and consulting services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

EXPERTISE

- Providing professional audit and consulting services to over 250 local governments on an annual basis, and providing compilation and benefit services to over 250 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.
- Engaging in audit planning, preliminary work and continual communication with our clients to ensure an efficient and quality audit process. This also ensures that audit issues will be identified early and solutions will be implemented timely.

SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs related to the audit process and adhering to those needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the District.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. This includes an entrance conference and planning meetings with the District, weekly meetings with management to review the progress of the engagement, if requested, an exit conference to discuss our findings and report production issues, meetings with elected officials during the evenings to answer questions regarding the audit and any other related issues, and continual communication throughout the year. We are committed to listening to your needs and customizing the audit process to meet those needs.
- Customizing our audit approach to focus on those areas that represent significant risk to the District and any of the District's uniquely complex issues.

CLIENT TRAINING OPPORTUNITIES

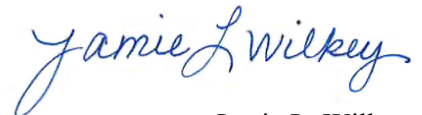
- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology so, if required and if permitted by current audit independence standards, we would be able to provide the District the highest level of service.

We are very excited about the opportunity to potentially work with the District and are committed to providing the District with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality audit at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the District. This proposal is a firm and irrevocable offer for 90 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen
Partner



Jamie L. Wilkey
Partner



FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.

SERVICES



Actuarial



Audit



Financial



Pension



Tax

5 Partners | 45+ Managers | 115+ Staff

INDUSTRIES

GOVERNMENT

NONPROFIT

PRIVATE SECTOR



Close Working Relationship with Management

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

An Audit is a People-Oriented Endeavor

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

Firm Philosophy

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient audit, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.



Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient audit, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to auditing standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”

A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:

- Government Finance Officers Association (GFOA)
- Illinois Government Finance Officers Association (IGFOA)
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- American Institute of Certified Public Accountants
- Illinois Municipal Treasurers Association (IMTA)
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Association of School Business Officials (IASBO)
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA
- Illinois Library Association
- Township Officials of Illinois
- Technical Account and Review Committee (TARC) - IGFOA (Responds to GASB Pronouncement Exposure Drafts)
- Illinois Public Pension Fund Association (IPPPFA)
- Illinois Department of Insurance—Task Force

In addition, we have written articles for publication, instructed training courses and done public presentations for a number of the organizations listed above.

“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”



Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.

Other Information

L&A has not had any federal or state desk reviews of its audits during the last three years. No disciplinary action has been taken against the firm during the last three years by state regulatory bodies or professional associations.



Quality Assurance

We are committed to providing the highest quality audit product to our clients during all phases of the audit. Our Quality Assurance Team is responsible for reviewing all financial statements before issuance, assisting in technical inquiries and reviewing workpapers and reports of all engagements to verify compliance with professional standards and our Firm's policies. At L&A we pride ourselves in providing a quality audit. As such, we are a member of the Private Companies Practice Section (PCPS) of the Division for CPA Firms of the AICPA, submitting our accounting and auditing practice to quality control reviews of our compliance with professional standards as established by the AICPA.

Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the District.



L&A was ranked as the 17th largest accounting firm in the Chicagoland area, according to an annual survey published by Crain's Chicago Business.



License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.

DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.

Conclusion

We are thrilled to have the opportunity to potentially work with the District. We truly believe we have a passion for the government industry and a passion for providing a level of service well beyond just issuing you audited financial statements. Our approach to client service includes open year-round communication, a large network of resources to assist with even non-audit related questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.





Ronald J. Amen, CPA

Managing Partner

Mr. Amen has over 31 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

Governmental Accounting and Auditing Experience

Mr. Amen has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, Mr. Amen is often used as a resource for providing creative solutions to issues affecting local governments. Mr. Amen functions as a working partner, in that he is available and present during each phase of the audit process.

Mr. Amen has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



668 N. River Road

Naperville, Illinois 60563



630.393.1483



ramen@lauterbachamen.com



Jamie L. Wilkey

Technical Partner

Ms. Wilkey has over 19 years of professional accounting experience exclusively in the governmental sector. She has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts and various other units of government.

Educational and Membership Background

- Truman State University
- Northern Illinois University
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Technical Accounting Review Committee (TARC) with IGFOA
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses
- Instructor for IPPFA Training Courses

Governmental Accounting and Auditing Experience

Ms. Wilkey’s experience in the governmental sector includes management of numerous units of government. Such assignments include annual audits, single audits, TIF audits, grant specific audits, and other related projects. Ms. Wilkey has been responsible for the management of numerous annual audits for government units, all of which has either received the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award from the GFOA in the first year of their submittal to the program or maintained their CAFR standing.

Ms. Wilkey also has extensive government consulting experience, which includes the responsibility for all financial operations of the government unit, including, but not limited to, the maintaining of the general ledger, trial balance, balance sheet and consolidated financials. Ms. Wilkey has also assisted numerous clients with payroll processing, budget preparation, supervision of accounts receivable, accounts payable and utilities billing processing, tax levies and related documents, and the recommendation and implementation of various finance/accounting department procedures and policies.



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Naperville, Illinois 60563



630.393.1483 ext. 227



jwilkey@lauterbachamen.com



Matt R. Beran, CPA

Operations Partner

Mr. Beran has over 16 years of professional accounting experience, 11 of those are exclusively in the governmental sector. Prior to working in government, Mr. Beran was a supervisor at one of the Big 4 accounting firms. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, libraries, special districts, nonprofits and various other units of government.

Educational and Membership Background

- Truman State University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Illinois Government Finance Officers Association (IGFOA)
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of School Board Officials (IASBO)
- Instructor for IMTA Training Courses
- Instructor for IASBO Training Courses

Governmental Accounting and Auditing Experience

Mr. Beran’s experience in the government sector includes managing numerous governmental engagements. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background.

Mr. Beran has been responsible for the training of staff at Lauterbach and Amen. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual versus modified accrual accounting. He researches new GASB pronouncements and gains an understanding of the change and how it will affect clients, audit staff, and the audit process. Then Mr. Beran passes along this knowledge to clients to ensure they understand what is changing.

Mr. Beran has also been responsible for various agreed-upon procedures including forensic audits. He has been able to observe various municipalities, park districts and libraries and prepare an extensive report on their current internal controls and procedures. Mr. Beran will also then give various suggestions on how to improve internal controls and procedures to improve efficiency and accuracy while still having proper segregation of duties.



 668 N. River Road
 Naperville, Illinois 60563
 630.393.1483
 mberan@lauterbachamen.com



Audit Team Key Personnel

Monika Adamski

Monika has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of DePaul University. Monika is specialized in municipal and state agency audits as well as school districts and nonprofit entities and also specializes in internal control assessment for all governmental clients.

Tim Gavin

Tim has 14 years of professional accounting experience exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Tim is specialized in audits, accounting services and financial reporting. He retains highly specialized skills in accounting and auditing software.

Lia Lopez

Lia has 13 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Illinois at Chicago. Lia specializes in Library, Pension and Fire Protection District audits. She excels in internal controls implementation, financial statement preparation and staff training.

Jennifer Martinson

Jen has 8 years of professional accounting experience exclusively in the governmental sector. She is a graduate of the University of Miami and a Certified Public Accountant. Jen specializes in municipal audits, staff training and new hire training. The training includes audit methodology and the specifics of governmental accounting, such as property taxes, debt, and full accrual adjustments.

Brad Porter

Brad has 6 years of professional accounting experience exclusively in the governmental sector. He is a graduate of University of Saint Francis and a Certified Public Accountant. Brad specializes in staff development and the training and auditing of local governments and park districts.

Don Shaw

Don has 11 years of professional accounting experience, 8 of those years are exclusively in the governmental sector. He is a graduate of Northern Illinois University and is a Certified Public Accountant. Don specializes in municipalities, school districts and Uniform Grant Guidance single audit testing, reporting and submission.

Erin Sordo

Erin has 9 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Missouri State University. Erin specializes in municipal audits and internal controls for all government clients. She has completed various agreed upon procedures for clients and prepared reports on their internal controls.

Ann Van Vooren

Ann has 11 years of professional accounting experience exclusively in the governmental sector. She is a graduate of Marquette University and is a Certified Public Accountant. Ann specializes in finalizing Comprehensive Annual Financial Reports for our clients - meeting the requirements established by the GFOA. Ann has completed the AICPA's Nonprofit Level I and Level II Certificate Program. She specializes in auditing and performing consulting services for municipalities and nonprofits.








AUDIT APPROACH

Overview

We are prepared to meet or exceed all requirements and expectations of the District. The partners of L&A will be involved in all phases of the audit of the District as outlined below. L&A does not use statistical sampling in any phase of the audit process. Sample sizes used for testing are in accordance with standards established by the profession and will be determined in the planning phase.

Throughout the audit process we will inform management of audit issues as they arise and maintain the highest level of professionalism in the identification and communication of these issues. Discussion of the issues will take place immediately following their discovery and will allow management ample time to rectify any issues.

PHASE		TIMING	HOURS (EST)
	Phase 1 Planning	June	6 Hours
	Phase 2 Preliminary Fieldwork	July	8 Hours
	Phase 3 Fieldwork	August	47 Hours
	Phase 4 Drafts	Early September	10 Hours
	Phase 5 Audit Completion	Late September	8 Hours

GFOA Certificate of Achievement

L&A fully supports the Government Finance Officers Association’s (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program. We have assisted many clients in obtaining their CAFR’s and have submitted over a thousand of CAFR’s to GFOA over the years. We also work with our clients in subsequent years on the implementation of any recommendations provided by the GFOA. We will respond to GFOA comments for improvement and take care of the filing of the necessary documents each year. We currently submit in excess of ninety reports to the GFOA on an annual basis and are in the top ten firms nationally that submit to the program.



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Audit Scope and Standards

L&A will issue an opinion on the governmental activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the District’s financial statements, with “in-relation-to” coverage provided on the combining and individual fund financial statements and on any supplementary information. We will not provide an opinion on the Management Discussion and Analysis, but will provide customary review of this information. Introductory and Statistical sections of the Annual Financial Report, if applicable, will not be audited by us.

The audit will be conducted in accordance with generally accepted auditing standards, and, if a single audit becomes necessary, the standards for financial audits contained in Governmental Auditing Standards (2004), issued by the Comptroller General of the United States, and the Single Audit Act of 1996; and the provisions of Uniform Grant Guidance 2CFR-2000/OMB Circular A-133, Audits of State and Local Governments and Nonprofit Organizations.

Phase 1: Planning



June

The purpose of the planning phase is to provide the foundation for the direction that the audit will take. During the planning phase of the audit we will hold an entrance conference with the District to discuss the audit approach, develop a schedule for completing the audit, and review the areas that we will be focusing on during our audit procedures and testing.

The following is an outline of the key steps performed during the planning phase of the audit:

- Discussing and agreeing upon report formats to provide information which complies with generally accepted accounting principles. The format should be agreed upon during the planning phase of the audit to ensure timely issuance of the report. Our plan is to adopt a format similar to the previous year.
- Discussing availability of accounting records and source documents and developing a detailed list of schedules to be prepared by the District.
- Developing a schedule for completing the subsequent phase of the audit.

Phase 2: Preliminary Fieldwork



July

Preliminary fieldwork is the next phase of the audit process and involves expanding our understanding of the District and its finances through a review of various documents and through discussions with the District. During this phase, we will begin the required study and evaluation of internal accounting controls as part of the financial and compliance audit.

The purpose of our study and evaluation will be to obtain sufficient knowledge and understanding of the internal accounting and administrative control systems used by the District for reliance on the system of internal control and the degree of such reliance; or to aid us in designing substantive tests in the absence of such reliance. We will hold progress meetings with key management, as necessary, to keep you apprised of the results of our preliminary review and to discuss the key internal controls to be tested.



Phase 2: Preliminary Fieldwork (Cont'd)



July

Our approach to the study and evaluation of the internal accounting and administrative controls will be accomplished through the following techniques:

- We will perform an in-depth review of internal control documentation and working papers made available by the prior audit firm and the District.
- We will use internal control questionnaires, narratives and/or flowcharting techniques to document key flows of information. Because of our extensive commitment to government, the questionnaires utilized are designed specifically for use on governmental engagements and, therefore, will provide you with the most meaningful information. We will utilize this information and identify key internal control procedures which will be tested in order to warrant reliance on the identified controls. The objectives of such reliance will be to reduce the extent of substantive work performed, resulting in a more cost-efficient audit approach.
- We will evaluate audit risk for all key financial statement assertions and compliance determinations using the procedures outlined above. Audit risk is the risk that material financial statement misstatements or material noncompliance will not be prevented or will not be detected and corrected in a timely manner.

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Phase 3: Fieldwork



August

This phase of the audit will consist primarily of substantive testing of year-end balances. If any audit issues come to our attention during the course of our work, we will immediately inform you so that action can be taken before the completion of our fieldwork.

We will design our detailed testing procedures to provide both compliance and financial audit coverage where applicable. We utilize custom designed audit programs that are specifically designed for government clients and; therefore, provide for the most efficient and effective approach.



Phase 3: Fieldwork (Cont'd)



August

At a minimum, management is to provide supporting schedules for the following areas once we return for fieldwork:

Cash	Accounts Payable
Investments	Payroll
Governmental Revenues/Receivables	Debt Service
Inventories	Fund Balance/Net Position
Interfunds	Grants
Capital Assets	Risk Management

For financial audit purposes, we will assess the risk of material misstatement associated with a given objective, and perform substantive and compliance procedures. Our substantive procedures will gather evidence as to the completeness, accuracy, or validity of the information contained in the financial statements. These procedures will include confirmation of year-end balances, vouching documents and analytic reviews. Through our compliance procedures, we will gather evidence related to the existence and effectiveness of specific internal controls. These procedures includes examinations of documents for proper approval and review of procedures for compliance with rules, regulations and District policies.

At the conclusion of fieldwork, workpapers will be reviewed by the engagement partner and we will prepare the Annual Financial Report in accordance with generally accepted accounting principles for government entities. In addition, we will prepare a management letter and other required communication letters that we will review and discuss with the District during the draft phase of the audit.

Our firm has state of the art production hardware and software. We believe the investment to stay on the cutting edge of technology benefits not only in reporting, but also in suggestions and recommendations.

Phase 4: Drafts



Early September

The final completion and quality review of the initial draft of the Annual Financial Report will be completed at our office and a draft of the Annual Financial Report and related communication letters will be provided to the District no later than the date agreed to during the entrance conference. The District will then have a sufficient amount of time to review the draft for questions and/or changes. L&A will then return to the District's location for the final draft where we will review the District's questions and/or changes to the Annual Financial Report as well as the client communication letters and submit a final draft of the Annual Financial Report to the District.

Phase 5: Audit Completion



Late September

Upon approval of the drafts by the District, we will deliver final, bound financial Annual Financial Reports. At the completion of our audit, we will also provide a the final management letter addressing reportable conditions, if any, and other comments and observations for improvements. The management letter will be provided as a separate document. The management letter will contain, as warranted and appropriate:

- Specific recommendations for improvement of the accounting practice and procedures and the internal accounting and administrative controls.
- Comments on the design, controls and audit trails of new and redesigned automated systems, along with suggestions to improve processing methods and procedures.
- Suggestions for operational improvements or cost efficiencies noted during the course of our work.
- Findings relative to compliance with the applicable rules and regulations.
- Comments regarding compliance with laws.
- Other comments or recommendations and best practices that we believe may be relevant.
- Upcoming GASB Pronouncements or auditing standards that may affect the District's financial statements in the future.

L&A strives for continual communication with District staff and management as well as the Board. As such, the engagement partner will be available for meetings and/or formal presentations of the Annual Financial Report and communication letters with representatives of the District.



AUDIT SERVICES RFP RESPONSE FORM


Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent: 

Print Name and Position of Authorized Agent: Ronald J. Amen, Partner

Date of Proposal Submission: January 8, 2021

PRICE STRUCTURE

	June 30, 2021	June 30, 2022	June 30, 2023
Annual Financial Report (Independent Auditor's Report and Financial Statements)	\$8,500	\$8,800	\$9,100
Annual Comptroller's Report	Included	Included	Included
Total	\$8,500	\$8,800	\$9,100



HOURS SCHEDULE				
	Hours	Standard Rate	Quoted Rate	Total
Partner	14	\$160	\$150	\$2,100
Manager	30	\$130	\$120	\$3,600
In-Charge	35	\$90	\$80	\$2,800
	79			\$8,500

In 23 years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit price from what was proposed in the RFP. This includes implementation of all future FASB and GASB pronouncements.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance to the District. We encourage clients to contact us with questions that may arise. In addition, we provide no cost client training to introduce new GASB pronouncements and auditing standards that may affect the District, as well as providing other training topics based on client requests and needs.

Schedules Requested

The proposed annual prices are based upon staff support at all levels from the District personnel and that the District will provide adjusted trial balances and support (detailed schedules that reconcile to the trial balance) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the Fieldwork Phase of the Audit Approach section of this proposal.

Additional Services

Should it become necessary for the District to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.



REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

Glencoe Public Library

Andrew Kim
847.835.5056
akim@glencoepubliclibrary.org
675 Village Court
Glencoe, IL 60022

Niles-Maine District Library

Gregory Pritz
847.663.1234
gpritz@nileslibrary.org
6960 Oakton Street
Niles, IL 60714

Indian Trails Public Library District

Susan Beal
847.459.4100
sbeal@indiantrailslibrary.com
355 Schoenbeck Road
Wheeling, IL 60090

Palatine Public Library District

Jeannie Dilger
847.358.5881
jdilger@palatinelibrary.org
700 N. North Court
Palatine, IL 60067

Prairie Trails Public Library District

Mary Ann Lema
708.430.3688
mlema@prairietrailslibrary.org
8449 S. Moody Ave
Burbank, IL 60459



Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

Libraries			
Addison Public Library	Fountaindale Public Library District	Joliet Public Library	Palos Heights Public Library
Algonquin Area Public Library	Fox River Grove Library District	LaGrange Park Public Library District	Peru Public Library District
Batavia Public Library	Fox River Valley Public Library District*	LaGrange Public Library	Plainfield Public Library District
Berkeley Public Library	Frankfort Public Library District	Lake Villa District Library	Prospect Heights Public Library District
Bloomington Public Library	Franklin Park Public Library District	Lemont Public Library District	St. Charles Public Library
Broadview Public Library	Fremont Public Library District	Lincolnwood Public Library District	Summit Public Library
Brookfield Public Library	Geneva Public Library District	Lisle Library District	Villa Park Public Library
Cary Area Public Library District	Glen Ellyn Public Library	Markham Public Library	Warren-Newport Public Library
Des Plaines Public Library	Glenside Public Library District	Mokena Community Public Library District	Winfield Public Library
Eisenhower Public Library District	Harvey Public Library District	Niles-Maine District Library	Winnetka-Northfield Public Library District
Elk Grove Public Library	Helen M. Plum Memorial Public Library District	North Riverside Public Library	Zion-Benton Public Library District
Forest Park Public Library	Indian Trails Public Library District	Palatine Public Library District	

* Indicates governments who currently hold the GFOA Certificate of Achievement.

Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other Entities
110+	65+	25+	45+	250+	100+



ELLIN & TUCKER

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



ELLIN & TUCKER

OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in blue ink that reads "Ellin & Tucker". The signature is written in a cursive, flowing style.

ELLIN & TUCKER
Certified Public Accountants

Baltimore, Maryland
December 27, 2019

To: Wilmette Public Library
From: Computer View Inc.
Date: January 19, 2021
RE: Fortinet NGFW Justification

Computer View Inc. (CVI) has proposed a replacement Next Generation Firewall (NGFW) to the Wilmette Public Library. The firewall sits between the Internet (both inbound and outbound traffic) and the Library's internal network.

The current installed Fortinet FortiGate model 300D will complete 5 years of service at the Library in June of 2021. A new model 201F is proposed as a replacement for the following reasons:

- The number of cyber threats has grown explosively during the in-service timeframe (see attachment "Advanced Threats Continue to Adapt"), requiring the firewall to examine more formats and variants of potential threats.
- A significant number of websites (>70% in 2020) now transfer information in secure encrypted format (HTTPS://). The current firewall does not have enough CPU horsepower to perform necessary decryption on this increased volume of encrypted traffic without slowing down Internet access within the environment. The proposed FG-201F firewall is built on Fortinet's proprietary Content Processor and Network Processor to keep up with the workloads today and in the future.
- As Internet circuit speeds are increased over time, the characteristics of the FG-201F are matched to exceed expected system performance requirements.

We continue to recommend Fortinet as the desired network security vendor, since they are rated as a Tier 1 networking company by Gartner Group and other accreditation agencies (see attachment "Validated & Consistent Success"). Our experience working with Fortinet over the past 6 years has demonstrated that they produce rock-solid hardware and operating systems and maintain a staff of knowledgeable and available support engineers.



Computer View, Inc.
 2777 Finley Road
 Suite 13
 Downers Grove, Illinois 60515
 United States
<http://www.cview.net>
 (P) 847-290-9286
 (F) 847-290-9602

Quotation (Open)

Date

Jan 18, 2021 02:23 PM CST

Modified Date

Jan 18, 2021 02:47 PM CST

Doc

202220 - rev 1 of 1

Description

Firewall Replacement - Special Pricing

SalesRep

Poluchowicz, Roxy
 (P) 847-290-9286 ext. 114
 (F) 847-290-9602

Customer Contact

Wallace, Fred
 (P) 847.256.6913
fwallace@wilmettelibrary.info

Customer

Wilmette Public
 Library (WPL0001)
 Wallace, Fred
 1242 Wilmette Avenue
 Wilmette, IL 60091
 United States
 (P) 847-256-5025
 (F) 847-256-6933

Bill To

Wilmette Public Library
 Wallace, Fred
 1242 Wilmette Avenue
 Wilmette, IL 60091
 United States
 (P) 847.256.6913
 (F) 847-256-6933
fwallace@wilmettelibrary.info

Ship To

Wilmette Public Library
 Wallace, Fred
 1242 Wilmette Avenue
 Wilmette, IL 60091
 United States
 (P) 847.256.6913
 (F) 847-256-6933
fwallace@wilmettelibrary.info

Customer PO:	Terms: Undefined	Ship Via: UPS Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	List Price	Qty	Unit Price	Total
Firewall Replacement - Special Pricing						
1	Fortinet FortiGate 201F Hardware plus 24x7 FortiCare and FortiGuard Enterprise Protection 5 Yr	FG-201F-BDL-811-60	\$24,500.00	1	\$18,375.00	\$18,375.00
2	Installation / Configuration	INST	\$2,460.00	1	\$2,460.00	\$2,460.00

Notes

N.B.: This project requires a 50% deposit.

Subtotal: \$20,835.00
 Shipping: \$0.00
Total: \$20,835.00
 (List Price: \$26,960.00)

Thank you for choosing Computer View Inc. Please sign, date and FAX or email this form to order. The quote is good for 20 days.

These prices DO NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Validated & Consistent Success

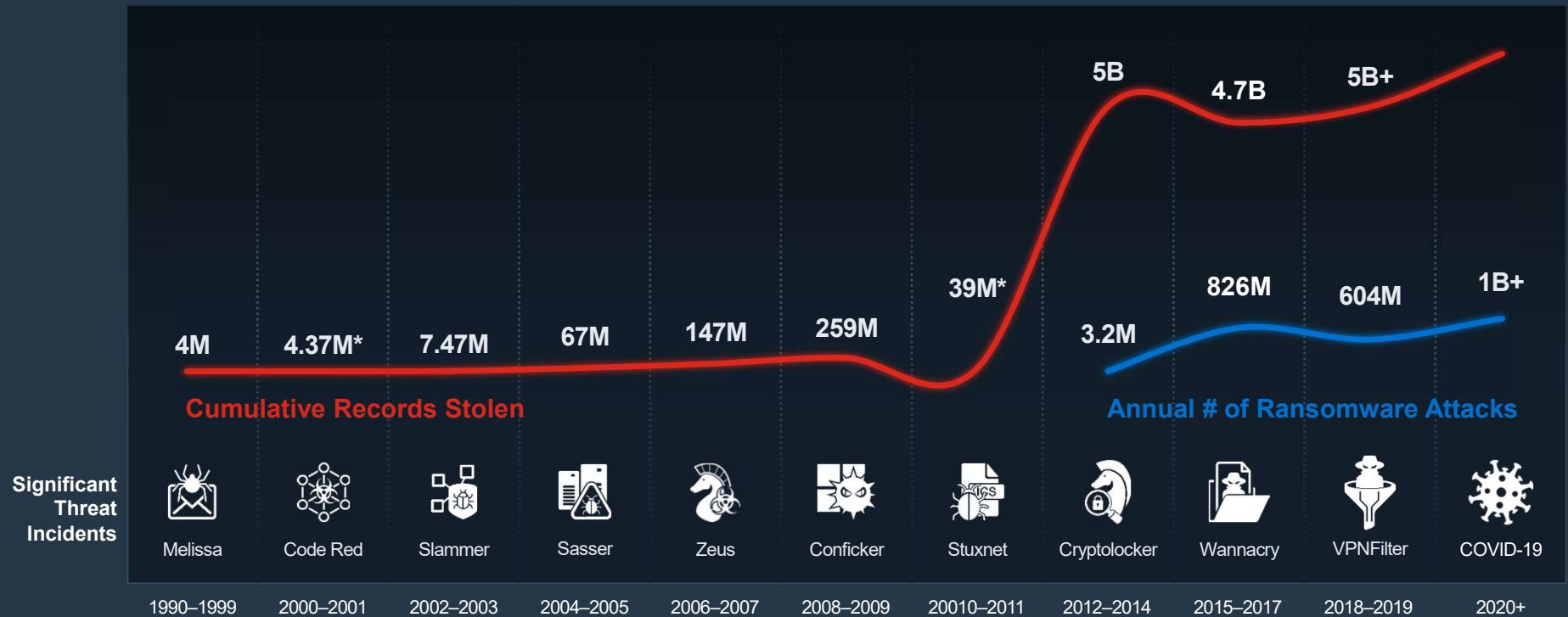
		RECOMMENDED / CERTIFIED	NEUTRAL	CAUTION			
CERTIFICATION	FORTINET	Check Point	Cisco	Palo Alto	Juniper SRX	FireEye	
1 NSS Next-Gen Firewall	■	■	□	■	■	X	
2 NSS DC Security Gateway	■ ■	■	■	■	■	X	
3 NSS Next-Gen IPS	■ ■	X	■	■	■	X	
4 NSS DC IPS	■ ■	X	■	X	X	X	
5 NSS Breach Detection	■	X	■	X	X	■	
6 NSS Breach Prevention	■	■	■	■	■	X	
7 NSS WAF	■	X	X	X	X	X	
8 NSS Advanced Endpoint	■	X	■	■	X	□	
9 NSS SD-WAN	■	X	X	X	X	X	
ICSA ATD--Sandbox	■	X	X	X	X	X	
ICSA ATD--Email	■	X	X	X	X	X	
ICSA Network Firewall	■	■	X	■	X	X	
ICSA Network IPS	■	X	X	X	X	■	
ICSA Anti-Malware	■	X	X	X	X	X	
ICSA WAF	■	X	X	X	X	X	
Virus Bulletin 100	■	X	X	X	X	X	
Virus Bulletin Spam	■	X	X	X	X	X	
Virus Bulletin Web	■	X	X	X	X	X	
Common Criteria	■	■	■	■	■	■	
FIPS	■	■	■	■	■	■	
UNH USGv6/IPv6	■	■	■	■	■	X	

Top-rated protection validated with independent 3rd party testing

- ✓ NSS Labs Recommended NGFW 5 years in a row (11 total)
- ✓ 99.7% Block Rate, 100% Evasion Detection in 2018
- ✓ Consistently VB100 certified YoY - VBWeb, VBSpam, VBVirus
- ✓ NSS Labs Recommended for Breach Detection and Breach Prevention
- ✓ ICSA Advanced Threat Defense Certified

Advanced Threats Continue to Adapt

Even advanced threats still rely heavily on social engineering



*many undisclosed | Record Stolen Reference—Breach Level Index | Ransomware stats—Statista

Wilmette Public Library Director's Report – February 16, 2021

Library Activities for January - February 2021

Anthony Auston, Director

Strategic Plan Progress Updates

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

On Tuesday, January 12, Adult Services librarian John Amundsen led his first Classics and Contemporary book club discussion of *Tinker, Tailor, Soldier, Spy* by John le Carré. The Library continues to host its monthly C&C book club discussion on the second Tuesday of the month, with attendance remaining strong despite being online, maintaining many of the same members who attended pre-pandemic.

On January 27, local history and genealogy librarian EvaAnne Johnson hosted her first “sold-out” Genealogy 101 class via Zoom, where she walked patrons through the initial steps to researching their family history. She explained how to start putting together a family tree, where to start looking for their roots at home, and some basic online tools that they could use when ready to start researching. This program was so popular that she has scheduled two for February. It's evident that the Wilmette and Kenilworth community has a great passion for their family's history; we are thrilled that EvaAnne is able to instruct them on how to carry out those searches using the Library's resources.

EvaAnne is also now offering hour-long Zoom, genealogy one-on-one sessions where patrons can reserve her expertise for one hour. During that time, they can ask all of their genealogy-related questions while Eva walks them through a live Zoom tutorial on how to use the Library's databases.

Outreach Librarian Ruth Bell made ten contactless deliveries of books and STEM Kits for Wilmette preschools.

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

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

- On January 21, Skokie Public Library's Career Librarian Mike Buhmann discussed essential portfolio-building tools and how patrons can develop the knowledge and skills to land their optimal job.

- On January 28, career professionals Jerry Donahue and Joan Neumahr talked about the best ways to market yourself during the pandemic. Patrons learned techniques to create an optimal resume, LinkedIn profile, cover letters, and more.

John has also recently taken on our business and finance programming. On January 20, he hosted the event “Investing in Your Financial Health During Covid.” Local certified financial planners Ed Gjertsen and Darryl Newman walked attendees through a “financial health check-up” to clarify their investments and discuss steps that they could take before the next downturn.

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

On January 13, Adult Services librarian Rachel Garcia, with local racial justice group Montgomery Travelers, arranged to have former white nationalist, now author and activist Christian Picciolini discuss his most recent book, *Breaking Hate: Confronting the New Culture of Extremism*, with Chicago Public School teacher and activist Nora Flanagan. They discussed how schools can counter white nationalist organizing, with 161 participants watching and submitting questions on Zoom. Sarah Beth Brown arranged for patron feedback following the event and the comments were overwhelmingly in favor of the Library hosting anti-racist programming and were pleased with the event. Comments included the following:

- Just superb and sadly so topical. Both the speakers and their connection was great, as was Rachel, the WPL moderator.
- Love that you are addressing the issue of racism and hate.
- This type of subject is great because of its relevance to today's difficult current events. Also other political discussions. Or the role of artists in the political arena would be a great subject for a program... Thanks. Wilmette Library is a treasure
- I love the topics of addressing systemic racism, and the history of race in our country. Keep up the great work.

Outreach Librarian Ruth Bell is taking The United Way of Illinois Equity Challenge, which is a 21-week program that encourages Illinois residents to engage in racial equity conversations to gain a deeper understanding about the impact systemic racism and inequity have on our state and in our local communities. <https://unitedwayillinois.org/equity-challenge/>

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

On January 25, Youth Services offered a new program called the Family Language Cafe to offer patrons of all ages to connect with others in the community who speak the same languages or who are learning the same languages.

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

The 2021 Website Redesign process continued with our staff committee a SWOT analysis of the current site and reviewing new site’s development process. The team consists of Chair Stephen Koebel (Digital Services), Christine Hightower (Digital Services), Lisa Bigelow (Youth Services), John Amundsen (Adult Services), Zoi Doehrer (Circulation), Sarah Beth Brown (Community Services), and Anthony Auston (Director).

Collections

Digital

Recent major news in the electronic resources world has been the dissolution of RBDigital. RBDigital formerly provided library users with e-audiobooks and magazines to download. RBDigital was acquired by OverDrive, and



subsequently that content was moved into the Digital Library of Illinois/the Libby app. Audiobooks were moved last year, and this past month our magazine collection was moved as well. We are taking part in a group purchase with the Electronic Content Consortium, the same entity that manages our membership in Digital Library of Illinois. Through this group purchase we have been able to significantly cut costs for our magazine downloads while providing access to more magazine content than ever. Digital Services Manager Stephen Koebel communicated directly with nearly 1,200 patrons this past month, informing them of the change. So far the transition, though seemingly happening overnight, has been successful. We continue to field patron questions, but overall, it is very patron friendly to have the glut of our e-content within Digital Library of Illinois/the Libby app.

Even ahead of this change, our OverDrive/Digital Library of Illinois collection saw its best month since July 2020, and those numbers will continue to rise as our new migrant magazine users will undoubtedly find themselves checking out an e-book or e-audiobook as well.

Our other e-content platform usage remains strong. Kanopy has maintained its rise in usage, and our Hoopla numbers remain high. Numbers show patrons have been utilizing our media downloads heavily while in-library browsing has been unavailable.

January is typically a slower month for our “homework help” type resources and our statistics reflect that. Other research products, like our newspaper and databases through Proquest and Gale Cengage saw a modest rise in usage.

Physical

When patrons come back into the building in February, they'll discover a number of improvements in the presentation of the collections. Our popular Hot Picks collection has grown this winter. The fiction Hot Picks (along with our new movies & Bing Boxes) have filled the entire shelving unit across from the Circulation Desk, and the non-fiction titles are now displayed on the shelving unit that formerly housed the self-service holds immediately to your left as you enter the front door. We're excited to showcase these expanded selections.

The Shelving team's major project this month was shifting in the 900s Room on the lower level. Following weeding of the collections, we were able to backshift enough of the material to free up two entire shelving units. With that task complete, we relocated all of the Non-Fiction DVD collection to that area. Non-fiction DVDs have historically been inter-filed with the non-fiction book collections. This new location/presentation of the collection is designed to support users who prefer to browse our collections by format, making our documentary, instructional, and other non-fiction videos more accessible, and reflecting the demand for such media.



Non-fiction DVDs and Great Courses materials are displayed in their new location in the Lower Level 900s Room, immediately below the Media Room, where our fiction DVDs are located.

The audio counterparts of the Great Courses collection were also relocated from the first floor Media Room downstairs to the end of the non-fiction DVD shelving. This move created more space for the audiobook collection, making that popular collection more accessible and easier to browse.

After coordination with the Friends, Circulation, Shelving, and Adult Services teams, it was decided that the Friends' annex on the first floor would be used to shelve the Book Club collection and be renamed "Book Club Hub". Gayle Rosenberg Justman asked CCS to create a new location (Book Club Hub – 1st Floor") and then bulk changed the Shelf Location of the collection. Also, in the item records of Book Club books, it was decided that the Collection for nonfiction Book Club books should be Nonfiction and the Collection for fiction Book Club books should be Fiction. The Stat class should be either nonfiction or fiction. Gayle Rosenberg Justman did the clean-up work with bulk changes. Also, she created a new "on order" template so there is one for fiction Book Club books and one for nonfiction Book Club books.

We've created additional space the Compact Shelving room for the Friends to store their collections and donations, including the items relocated from the annex. A number of long unused periodical collections have been discarded, as those collections have been replaced with more accessible and easier to use digital counterparts.

Adult and Youth Services librarians continue to weed the collections in anticipation of tagging for RFID. The weeding in the lower level non-fiction collections has created space for us to improve the organization and display of the collections and provide space for face-out promotions. We're also working to remove materials from the bases of the shelving units to make it easier to access the collections and reduce the need to bend or get on your knees to shelve or retrieve items.



Gayle Rosenberg Justman developed a Simply Reports training for the selectors. She gave three training sessions to seven Adult Services librarians, five Youth Services librarians, and Cataloging librarian Jessica Thomson. The training was intended to cover the basics in preparation for further training by CCS. She also created a handout that covered Simply Reports tips and tricks.

Gayle Rosenberg Justman ran a report of reference books in storage. Checking the holdings at nearby libraries as well as the availability of online access, she recommended to Jill McKeown that the 410 volumes of the Dictionary of Literary Biography and a number of indexes could be withdrawn. After Jill agreed to the recommendation, Gayle withdrew the item records in the database remotely and arranged with Patsy De Vuono to remove the items from Storage and prepare them for withdrawal.

Ed Crabbe, one of our Safety Monitors, continued his project working for Technical Services marking withdrawn items and boxing discarded materials for Better World Books. This month, we shipped 104 boxes to Better World Books.

Technical Services Statistics

The Technical Services team continued to be very productive in January. Along with processing an extremely large number of items to be withdrawn, we added 2,143 items to the collection, up 40 items from last month and 80 items from November.

We added 920 adult books, 41 teen books, and 605 youth books for a total of 1,566 books (an increase of 34 books over last month's total; we added 35 more adult books, 12 more teen books, and 13 less youth books). We added 162 adult AV items, 0 teen AV items, and 31 youth AV items for a total of 193 AV items (a decrease of 3 AV items from last month's total; we added 19 less adult AV items, no teen AV items, and 16 more youth AV items). 337 issues were added to the adult magazine collection and 47 issues were added to the youth magazine collection for a total of 384 magazines (an increase of 9 issues over last month's total).

Large numbers of items were withdrawn from the collection in January, continuing the trend begun in August 2020. This month, we had a very large number of adult book withdrawals, reflecting the continued weeding of the adult collection in preparation for RFID tagging as well as the weeding of the reference collection in Storage to make room for more shelf space for the Friends. We withdrew 6,187 adult books (a remarkable increase of 2,623 adult books over last month's total). We withdrew 7 teen books, and 498 youth books for a total of 6,692 books (an impressive increase of 2,154 books over last month's total). 839 AV items (560 adult AV items and 279 youth AV items) were also withdrawn (an increase of 481 items over last month's total). 168 adult magazines and 145 youth magazines were withdrawn for a total of 313 magazines. This month and next month will see higher magazine withdrawal totals than usual due to the fact that the retention statement for all of the youth magazines is "Retains current + 1 year" as well as for many of the adult magazines. The 2019 issues of these magazines are being withdrawn.

In terms of digital resources, 4,332 e-books and 259 e-audiobooks were added to our Overdrive collection in January. Last month, 1,056 e-books and 586 e-audiobooks were added to our OverDrive collection. Also, 883 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 174 items were removed. Last month, 950 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 474 items were removed.

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

Circulation

This month the Circulation staff has continued planning the way the department will operate pending the Library's reopen. Staff held their monthly meeting to continue the discussion with staff in an environment that allowed for free flow of thoughts without the daily interruptions.

Staff have diligently been working on the layout of open holds with the Director, Adult Services Manager, and Shelving/Switchboard Manager. The new location will be located in the Readers' Advisory location adjacent to the New Release materials. Information educating the public about the new procedures will be posted prior to opening, and both staff and signage will be present to help orient patrons. One staff member will be stationed at open holds with a computer to help patrons find their holds and use the self-checkout machines. Staff determined that they will encourage patrons to bring their library cards or download our APP so their holds are easy to find. Prioritizing social distancing at the desk between staff and patrons leaving two checkout desks open for services.

Our new hold slip printers have arrived, and with the help of CVI and IT they have been configured to work with LEAP and the new required guidelines for hold wrappers. The previous Star Brand printers were divided between the Adult and Youth Services departments. Staff have found that the sticky hold wrappers are efficient and offer a streamlined check-in process for holds.

Kim Hegelund participated in multiple peer meetings to discuss the pandemic and Circulation's response. She looked at a different option of hold pickups for when the library is closed, including lockers and delivery systems. LACONI held a meeting for key stakeholders of the Circulation committee where in discussions on a program that offered circulation staff a chance to step away from the desk and center themselves through chair yoga and breathing exercises.

Parking lot pickup remains popular and is consistently full of appointments on a daily basis. To keep with our green initiatives following elimination of our back inventory of plastic bags, biodegradable bags were purchased to help reduce waste in landfills.

Statistics of note:

For the month of January Circulation staff checked in 17,655 pieces of materials, while checking out 15,194 an increase of 9.6%. Patrons placed 14,002 holds on materials, an increase over December of 14%. Library cards were made for 67 new users at the library which is nearly double from December. The Circulation staff also prepared for 3,647 parking lot pickup appointments, which does not include pickups for multiple members of the household/family.

Youth Services

In January, Youth Services continued promoting “Book Bundles” as a way for parents to utilize our librarians and check out books. We highlighted winter and holiday themed books (Martin Luther King Day, Lunar New Year, Groundhog Day, etc.) in January but librarians can make a book bundle on any topic. After telling us their children’s ages and interests, librarians hand-select a bundle of books and prepare them for pickup.



Thanks to the support of the [Friends of the Wilmette Public Library](#), the Library is offering a virtual Winter Reading Club for adults and youth. Adults are invited to read four books in any genre or format. Kids and teens who read (or are read to) for 20 days. Participants of all ages will receive a \$15 gift card to The Book Stall to choose a gift book when they report their reading to our virtual reporting booth.

As of February 9, 142 children and teens reported reading for 20 days. While on our Winter Reading Club landing page, kids can contribute to our Mystery Poster Challenge and Wilmette Snowflake Hunt. More information, printable reading logs, and collaborative activities for kids can be found on our Winter Reading Clubs page: <https://www.wilmettelibrary.info/wrc2021>

Winter Reading Club is open to residents of Wilmette and Kenilworth, and students in Wilmette schools.

Virtual Youth Services Programs

In January, Youth Services offered 25 virtual programs attended by 707 patrons - nearly twice the participation of November and December combined.

To kick off the new year, Youth Services hosted a virtual puppet show with Firefly Family Theater on Saturday, January 2. 95 children and parents enjoyed an interactive show that included original stories and music. We also hosted two programs with Wiggleworms teaching musicians during the storytime break that were attended by 152 patrons.

On January 13 Youth Services offered a new program called Pet Share and Storytime in which seven pet owners in grades K-4 showed off their furry friends and listened to a story about pets.

We also tried our first virtual Pajama Storytime on January 14. Twenty patrons tuned in before bedtime to enjoy cozy stories, songs, and rhymes.

With our January STEAM Kit, kids explored building and experimenting with biodegradable foam packing peanuts. Our popular STEAM Kit bags have been available through Parking Lot Pickup.

Community Services Programming

Community Services hosted the following programs in January:

- 1/7, 7pm: Good Mental Kung Fu with Moon Willow Tai Chi & Wellness; 65 patrons
- 1/12, 7pm: At Home Film Discussion: Loveling; 11 patrons
- 1/23, 2pm: Shakespeare Project of Chicago- News from Gravesend; 70 patrons
- 1/26, 7pm: Pristine Patagonia with Brian Michalski; 72 patrons

In addition to the coordination of January programming, Community Services staff have been able to work on planning for future events. Sarah Beth Brown has joined with a number of local libraries in planning two upcoming events: first a documentary screening and discussion with the director of the film *The Long Shadow*, followed by a Fireside Chat with activist Dr. Eve L. Ewing. In addition to planning these collaborative events, the inter-library team has been discussing how to implement this type of programming to best support each individual library's strategic goals, unique calendar of events, and staffing, budget, and promotional abilities. To also support that end, Jennifer Bartel has worked on streamlining our internal procedures, as our early on-the-fly pandemic programming needed fine tuning as our calendar of virtual events has become more robust.

Community Services staff has also been working closely with Adult Services. Following the Adult Services-hosted event with Christian Picciolini, CS staff sent a survey to attendees about their communication preferences and their feelings about the event. An interesting takeaway was that while the majority of attendees reported learning about the event via library email or Facebook, a surprising number found out by word of mouth. Participants gave positive feedback:

- *"It was excellent !!! Very effective to have a questioner for the speaker, who was also very knowledgeable and could also participate as a speaker"*
- *"As suggested by Nora Flanagan and Christian Picciolini, the library can continue to support an ongoing dialogue about what we can do to prevent/break extremism and how we can help the most vulnerable. In addition, having opportunities to volunteer with like-minded organizations can help build trust and community."*
- *"More guest speakers like this. The topic was incredibly relevant in terms of timing and more discussions should be offered to keep the conversation going"*

We will continue to survey our program participants going forward, as it provides valuable feedback - especially when we cannot interact as easily with patrons on Zoom as we can in person.

Digital Services

January saw much collaboration for the Digital Services team. We've continued to offer phone and virtual tech support to patrons and staff alike from the Computer Room desk in addition to our remote printing/scanning services for patrons. Additionally, Digital Services staff has been assisting Adult Services with patron requests for tax forms.

With the target of a February 15 building reopening, Digital Services spent much of January preparing for the department's role in the reopening. Staff are planning a few changes to operations to better promote health and safety. One computer station was removed to create more distance between patrons in the space. The second floor Youth Services computers will be restricted to only Youth patrons. Additionally, our film negative/slide scanner was relocated to the low vision area (next to the microfilm reader/scanner) to alleviate congestion near our document scanner/fax machine. We've done our best to make the space itself as comfortable and safe as possible for both patrons and staff.

One major change ahead in our reopening is not requiring payment for printing or copying. To reduce the need for cash handling and to facilitate access to resources, the coin towers throughout the library have been deactivated, and the software that releases patron print jobs has been altered to temporarily bypass required payment. Patrons are asked to limit prints to 20 pages/day. We will be monitoring patron printing and copying behavior and setting further limits as necessary.

Expanded Saturday afternoon hours means the addition of a break for the Digital Services staff. During this break, patrons may request assistance from Adult Services staff. Stephen Koebel has consulted with Adult Services and provided a cross-training document to AS staff to provide support during that break time.

January also saw the finalizing and posting of our Website Redesign Project Request for Proposals (<https://www.wilmettelibrary.info/about/library-trustees/rfp>). This is the first time Digital Services has undertaken such a formal project. Digital Services Manager Stephen Koebel has worked extensively with Director Auston to learn the details of the RFP process and how they relate to this project. Stephen noted that this "has been a labor of love and I am very proud of the document we created and the potential for our new website." The process is well underway, having formally received and answered questions submitted by interested vendors. Later in February/early March, we will be selecting and interviewing our top vendor candidates.

Though our RFP process is still in the works, our staff Website Redesign Committee has been hard at work thinking critically about the roles of library websites and their features. The committee met twice in January; first to evaluate library websites in general, and subsequently to think critically about website navigation and wayfinding. Our goal is to have a great set of ideas to present to our chosen vendor next month.

The Website Redesign Committee consists of a diverse group of staff members: both new and experienced staff, heavy users of the site and casual users as well. The varying perspectives will help us create a library website for all users. Each committee member has something wonderful to offer and we're committed to launching an excellent product.

Technology

As the staff across the library began planning for reopening, Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public, including workstation and peripheral configuration and installation, voicemail management, network optimization, VPN maintenance, software installation and troubleshooting, and equipment relocation. Throughout the month, Fred and Debi assisted staff with webcam installations, reconfiguring laptops, Outlook mail questions, time clock problems, setups for interviews and workshops, problems loading the web-based email app, routine maintenance, cache cleaning and updates. In short, we'd be down without their support!

Special projects included: Fred tracing several network cabling runs to accommodate the installation of our range of new self-checkout stations and credit card terminals, as part of the RFID project; Fred and Debi supporting Finance Manager John Risko's request to purchase and install the new version of QuickBooks on both his and Marti Bellefontaine's workstations; and Fred programming all public copiers to be free of charge.

Communications

January was a month to begin planning a number of major upcoming initiatives. Staff's two primary efforts were beginning work on One Book Everyone Reads programming and promotions, and pivoting our attention to reopening signage and communications.

- Sarah Beth Brown joined the OBER committee this year and has brought in Jennifer Bartel as a programmer for the series. In conjunction with Jill, Rachel, and our recently-retired librarian programming partners Barb Goodman and Amy Barrow, we selected a great book and began thinking about how the associated programming can support the library's mission and strategic goals. We are very excited for this year's series, and have some new ideas for our messaging for this successful and beloved series.
- With a number of collections being moved on the first floor and lower level, updating our wayfinding signage was a priority before we reopened the building to the public. Sarah Rose completed this detailed work updating signs throughout the building to make the transition as easy as possible for patrons. She has designed new wayfinding signs and directories and updated or replaced a large percentage of shelf signs in the Recent Arrivals area. Staff collaborated across departments to make sure that our language is consistent and that patrons have information they need about our new open holds system.

Sarah Rose also worked on a number of other projects, including finishing the design for the wrap for the new library vehicle, helping promote our exciting news as a *Library Journal* Five-Star Library, and researching an updated company to provide stock images for staff use.



The vinyl wrap for the library van was completed on February 11, and we're excited to show off the results to the community as we deliver resources around town and collect materials from the remote book drops. Stay tuned for updates!

Social Media

In January, Sarah Beth performed comprehensive maintenance on our Constant Contact email marketing account. Originally set up in 2011, a large number of staff have had access to the account over the years, leaving a wide range of lists old and new. We sunset some truly out-of-date lists, combined others that had similar audiences, and preserved any remaining lists for future access. Our current model prioritizes 3 primary lists: Kids & Families, News & Updates, and Library Events, with occasional emails being sent to Genealogy and Small Business interest groups. Lists were reorganized and renamed to better reflect what patrons will receive when they sign up for each list, and new forms were created to allow easy sign-up from within our marketing emails.

Patrons now see these options when they go to the sign-up page on the library website:

Zip Code

Email Lists

- Events at the Library: A weekly email with information about upcoming programs including author events, book discussions, hands-on activities, and more.
- Genealogy & Local History: A periodic email with information and programs from our genealogy and local history librarian.
- Kids & Family: Programs, information, and activities from our Youth Services department. Sent on a weekly basis.
- Library News & Updates: Information about service updates, highlights of our collections, and major program information including Summer & Winter Reading Clubs and One Book, Everyone Reads
- Small Business & Investing: A periodic email with resources for your small business and personal investments from our business librarian.

By submitting this form, you are consenting to receive marketing emails from: Wilmette Public Library, 1242 Wilmette Ave., Wilmette, IL, 60091 United States, <http://www.wilmettelibrary.info>. You can revoke your consent to receive emails at any time by using the [SafeUnsubscribe®](#) link, found at the bottom of every email. [Emails are serviced by Constant](#)

Between Winter Reading Club, 5 Star Library, and some fun meme/flashback posts, we had great engagement on social media in January. While we don't often engage in popular memes, we hopped on the Bernie bandwagon following the presidential inauguration, with our most popular post ever. The popularity of that post continued to reverberate with increased engagement through the end of the month.

Here are some highlights from our January posts:

Wilmette Public Library
January 30 · 🌐

Does this wintry weather have you dreaming of warmer climes? Check out our Love and Luck and Learning video, where former Wilmette resident Heidi Vannini shares her experiences and lessons learned living on a sailboat in the Caribbean and Pacific. 🌴

https://www.youtube.com/watch?v=EF0_zw4HFpY&feature=youtu.be



YOUTUBE.COM
Love and Luck and Learning
What is it like to spend your high school years on a sailboat? Who do you...

322 People Reached **20** Engagements [Boost Post](#)

Wilmette Public Library
January 21 · 🌐

That feeling when your John Grisham hold finally comes in but you have to wait 15 minutes for your Parking Lot Pickup appointment.




1,573 People Reached **390** Engagements [Boost Post](#)

👍👎❤️ 93 3 Comments 8 Shares

[Like](#) [Comment](#) [Share](#)

wilmettelibrary



We've Been Named a Five Star Library!

[View Insights](#) [Promote](#)

👍👎🔍 📌

👤👤👤 Liked by jillie__mae and 76 others

wilmettelibrary We are thrilled to announce that thanks to your visits, checkouts, program attendance, and wifi sessions, we've been named a Library Journal 5 Star Library for the second year in a row!

View all 9 comments

whitecitycinema Deserved! 🍷

glenpublib Congratulations! 🍷

January 11

wilmettelibrary



[View Insights](#) [Promote](#)

👍👎🔍 📌

👤👤👤 Liked by jillie__mae and 41 others

wilmettelibrary There's almost nothing better than sharing a book with a little one. If you've been snuggled up reading this winter (perhaps for our Winter Reading Club... more

January 12

Administration

The Library's Radio Frequency Identification (RFID) project gained significant momentum following our initial training session with Bibliotheca on February 2. The Library's stakeholder and project implementation team (Director Anthony Auston, Senior Manager Gayle Rosenberg Justman, Circulation Manager Kim Hegelund, Shelving and Switchboard Manager Patsy De Vuono, and Cataloging



Librarian Jessica Thomson) have been coordinating a number of details and logistics in the wake of the training. Due to supply chain issues, delivery of our initial project resources were delayed until late January when we finally received a pallet including all of the tags necessary for our entire current 300,000 items, as well enough to cover the balance of our acquisitions for the remainder of 2021. We also received our three leased tagging carts that staff will use in the stacks to tag the collections this winter/spring. Half of our new self-checkout equipment arrived this week, with additional devices to follow by the end of February. The Automated Material Handling system (AMH) and security gates will be delivered and installed near the end of the project in April. Staff began tagging in earnest the week of February 8, and have already completed the collections in the Recent Arrivals area, Book Club Hub, and Large Print collections. We're excited to see this project take shape and begin to reap the benefits of the new system. We expect to see completion of the tagging in the spring.

Director Auston and Finance Manager John Risko presented the results of our request for proposals for financial audit services to the Board's Finance Committee on January 28. The RFP was posted on our website (<https://www.wilmettelibrary.info/about/library-trustees/rfp>) on Monday, December 7; proposals were due January 8. The Library received six proposals and presented its recommendation from the results to the Finance Committee. The cover document summarizing the process, our recommendation of Lauterbach & Amen, and the firm's proposal are included (as presented) as part of the materials for the February 16 Regular Board Meeting.

Public bids for the contract to perform construction work related to exterior Capital Repairs Project and facility improvement needs during the summer of 2021 were solicited on January 18. The documents were prepared by Engberg Anderson, assembled by Shales McNutt Construction, and made available to vendors publicly. Vendors were invited to a voluntary pre-bid walkthrough on Thursday, January 28, attended by Engberg Anderson and Shales McNutt, providing for a bid opening on Tuesday, February 9. The bid request included items that were summarized in the 20 Year Capital Reserve Study previously approved by the Board; the assessment report is posted on our Library Finances page <https://www.wilmettelibrary.info/about/library-trustees/library-finances>, and linked here for reference: <https://www.wilmettelibrary.info/administration/2020-WPLD->

[CapitalReserveStudy.pdf](#). The first phase of the capital repair projects focuses on Building Integrity, Health/Life Safety, and Water Infiltration/Remediation. The results of bid package one are included elsewhere in the packet of materials for the February 16 Regular Board Meeting. There will be separate bid package covering the interior systems to be presented at the March 16 Regular Board Meeting. Both bid packages will coordinated together, with work slated for April-August.

Human Resources/Recruiting

COVID-19 has certainly had an impact on our workforce this past year. As an organization that typically boasts a turnover rate in the low single digits, we saw that rate increase to a staggering 12% for 2020. While few of our separations were due to COVID-related reasons, many retirements and resignations we experienced this past year were certainly influenced by the pandemic. We are trying to steady the workforce ship now that we see vaccinations on the horizon, and we are looking at this as an opportunity to review our staffing needs, and strengthen and support our departments to enable them to deliver the innovative and high quality service we have always delivered to our community.

Here are some recent recruiting developments at the Library:

- **Technical Services:**
 - **Technical Services Manager** – We unfortunately did not receive many qualified applications from our initial posting late last year. After a few pre-screens and one interview, we decided to repost the position. This time we cast a wider net and posted the position on the national ALA job board, as well as RAILS and our own website. We've set a new application deadline of March 1, and are hoping our ad will reach a new set of qualified applicants.
- **Circulation:**
 - **Circulation Assistant** – We are off on a great start in our search for a Circulation Assistant. We've received roughly 30 applications for this part-time position. We're in the process of pre-screening applicants that Circulation Manager Kim Hegelund and Assistant Manager Mark Cegielski have selected to move forward in the process. We're hoping to contact selected candidates in mid-February to set up virtual interviews.
- **Adult Services:**
 - **Adult Services Assistant Manager** – We are moving along in our selection process for an Assistant Manager for the Adult Services department. We posted the position internally to the department and only current, full-time Librarians are eligible to apply. The deadline to apply was Friday, February 5, and we are working with Adult Services Manager Jill McKeown on formulating interview questions. We look forward to making a decision and an announcement soon!

Policy/Procedure

- **Families First Coronavirus Response Act (FFCRA)** – As I mentioned in my last report, per the Consolidated Appropriations Act, we have extended benefits offered through the FFCRA until the end of March of this year. We are waiting to see if the new federal administration will either extend this benefit further throughout the year or if they will create new legislation that will offer paid benefit time for COVID-related reasons. Our main goal is safety and we want staff who are exposed or experiencing symptoms to stay home without worrying about unpaid time. We are also reviewing options regarding paid time for getting a vaccination or if you are experiencing symptoms as a result of a vaccination. As soon as a determination is made, we will make an announcement
- **Illinois Wage & Hour Changes** – As of January 1, 2021, Illinois’ minimum wage increased from \$10 to \$11. This wage will increase by \$1 each year until the minimum has reached \$15 in 2025. When we issued annual increases effective 1/1/2021, we had to make a few adjustments to select staff to accommodate this new minimum wage as well as account for potential compression.
- **ACA form 1095-C** - The IRS has extended the due date for certain 2020 Affordable Care Act (ACA) information reporting filings to March 2, 2021. Specifically, the extended due date applies to distributing 2020 Form 1095-C, *Employer-Provided Health Insurance Offer and Coverage*, to individuals to **March 2, 2021**. We have been working with b2e, our payroll company to review and confirm data. Our forms should be printed and sent to us hopefully by the end of next week for distribution.

Select Staff Meetings & Workshops

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

Meetings, Conferences, Workshops

Several librarians attended the American Library Association’s Midwinter Conference via Zoom. Staff attended a wide variety of programs that address current issues in librarianship, such as a discussion on internet accessibility disparity, racism in libraries, and fighting social isolation with gaming. Workshops attended by staff include:

Opening Session: Dr. Ibram X. Kendi and Keisha Blain
ALA President's Program & Awards featuring Joy Harjo
Virtual Gaming Programs: Resources for Fighting Social Isolation with Gaming
Author talk: Natalie Baszile
Author talk: Mina Starsiak-Hawk
Author talk: Ruby Bridges with Carla Hayden
Digital Public Library of America: Equity, Inclusion and 2021
Anti-Racism Work and Women in librarianship
Panel: Rising to the 2020 Challenge
REPRESENT!: Stories of Personal Experiences, Unheard Voices, and Social Change
Coping with Distressing Situations
ALA Youth Media Awards
Author talk: Ethan Hawke
Author talk: Ziggy Marley
ALA President's program and awards featuring Joy Harjo
Author Talk: Cicely Tyson
DPLA's Black Women's Suffrage Digital Collection: Insights + Challenges
Dr. Martin Luther King Virtual Holiday Observance and Sunrise Celebration
Libraries and Communities Response to COVID-19
Information Redlining: Five Steps Libraries Can and Must Take to Close the Widening Socioeconomic Divide
ALA Closing Session Speaker: Jill Biden

Webinars

Be Your Best Self in 2021
Random House Children's Books Spring Preview

Select other staff meetings

1/5 & 1/28: Website Redesign Committee (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)
1/6: ILA Intellectual Freedom Committee Presentation of Timuel Black (Suzanne Arist)
1/7: Business Interest Group (BIG) (John Amundsen)
1/14: "Critical Cataloging: Identifying and Dismantling Bias in Description" webinar presented by the Association for Recorded Sound Collections (Jessica Thomson)
1/15: ATLAS Middle Managers Round Table (Jillian McKeown)
1/19: Kanopy Town Hall Meeting (Stephen Koebel)
1/19: "New Features in Polaris 6.7" webinar presented by CCS (Jessica Thomson)
1/20: Genealogy/Local History Librarian Networking Meeting (EvaAnne Johnson)
1/21: ILA's Intellectual Freedom Committee's quarterly planning meeting (Suzanne Arist)
1/26: LWV January Community Call: Equity as a Non-partisan Topic (Anthony Auston)
<https://www.lwv.org/league-management/dei-webinars/january-2021-dei-webinar>
1/28: DDC/Web Dewey webinar (Jessica Thomson)
1/28: Wilmette/Kenilworth Chamber of Commerce's Speed Networking Event (John Amundsen)

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

Jan Schakowsky
9th District
Illinois



Member of Congress
Washington, D.C.
202-225-2111

January 28, 2021

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

Dear Wilmette Public Library Director Mr. Auston, library staff, and volunteers:

I am pleased to have this opportunity to extend my warmest congratulations to all of you for the Wilmette Public Library District being named a five-star library by Library Journal magazine for the second year in a row. The library's 119 years of tireless service to the Wilmette community are impressive and deserving of recognition and celebration.

As someone who feels the preservation of education to be of paramount importance, I admire and appreciate the valuable work you all do in expanding access to the community not only amplifying traditional methods, but also trailblazing the future of resource circulation. I am sure that under the continued dedication of your hardworking team, the Wilmette Public Library will continue to grow and have a positive impact on more lives. I am proud to have the legacy of libraries such as yours in my district.

Again, on behalf of the people of the 9th Congressional District of Illinois, I offer my heartiest congratulations and best wishes for the Wilmette Public Library District's continued success.

Sincerely,

A handwritten signature in black ink that reads "Jan Schakowsky". The signature is fluid and cursive, with a large initial "J" and "S".

Jan Schakowsky
Member of Congress

Wilmette Seeking Input on How to Celebrate 150 Years in 2022!

Wilmette was incorporated as a municipality in 1872. This means that in 2022 the village will observe its 150th birthday. Last fall, the Village Board decided that this milestone should be celebrated in a similar manner as prior significant anniversaries. To that end, the Village Board created a 12-member Sesquicentennial Planning Committee (listed below). The committee held its first meeting in December and discussed a number of ideas but recognized that the community at large – not the committee – should set the direction for the celebration.

This is an invitation for you or your organization to submit your ideas to the committee. The easiest way is to send an email to Celebrate150@wilmette.com, but you can also contact any member of the committee directly. Better yet, you can attend and participate in the committee's meetings, either in person at the Village Hall (when in-person meetings resume) or remotely through the Microsoft Teams program. The next meeting will be held remotely on Tuesday, April 13, 2021 at 6:00 p.m. Email the above address or visit the village website for information on how to join the meeting.

Here are some general themes that were suggested at the committee's initial meeting:

- Celebrate with events throughout calendar year 2022.
- Generate community spirit, promote unity, and have fun.
- Draw new residents into village life.
- Celebrate the post-pandemic return to vitality and the renewal of the Village Center.
- Honor the village's history.
- Discuss the village's future.
- Recognize longstanding businesses.
- Create opportunities for new business.
- Emphasize the need to preserve the village's attractive features.
- Promote a "sustainable community" and undertake a "habitat enhancement" project
- Involve the village's youth.

In addition to these general themes, committee members suggested a number of specific events and activities as listed below. Hopefully, this list will inspire additional ideas.

- Village-wide block party or neighborhood block parties.
- Fireworks show.
- Scavenger hunt with historic message.
- Parade.
- Carnival.
- Juried art show featuring local artists.
- Antique auto show.
- Bike tour of historic and other significant sites.
- Musicals, plays, and concerts at Wallace Bowl.
- Beach bash.
- Street fair/community fair.
- New public spaces and public art.
- Logo contest.
- Talent show.
- Homecoming for former residents.
- Programs and displays at the Museum, Library, and schools focusing on history, current conditions, and the future.
- Events centered on the village's restaurants like food festivals or restaurant week.
- Appearances by Wilmette-connected celebrities.
- Interfaith Thanksgiving service.

Wilmette Seeking Input on How to Celebrate 150 Years in 2022!

A significant sesquicentennial celebration will require a great deal of work and the involvement of many people and organizations. The committee will be asking the Wilmette community to help with the planning and implementation of specific aspects of the celebration. This invitation is a start in that direction.

Committee Members

Vernon Squires, Former Village President (1981 to 1989) (co-chair)

John Jacoby, Former Village President (1989 to 1997) (co-chair)

Nancy Canafax, Former Village President (1997 to 2005) (co-chair)

Chris Canning, Former Village President (2005 to 2013) (co-chair)

George Pearce, Former Village Trustee

Alan Swanson, Former Village Trustee

Beth Drucker, President, Go Green Wilmette

Anne Kelly, Advertising and Marketing Consultant; Member, Chamber of Commerce Board

Julie Yusim, Director, Chamber of Commerce

Kathy Hussey-Arntson, Executive Director, Wilmette Historical Museum

Lisa McDonald, President, Wilmette Public Library Board

Lindsay Thomas, Manager of District Operations, Wilmette Park District

02/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 01/2021**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	1	0	0	0	0	0	0	0.00
AV equipment	23	2	7	9	9	0	0	0.39
Bag	357	131	134	265	265	0	0	0.74
Blu-ray	1,380	139	157	296	358	62	89	0.21
Blu-ray Hot	5	1	0	1	1	0	1	0.20
Blu-ray New	28	16	8	24	29	5	6	0.86
Book	176,152	10,308	12,244	22,552	24,722	2,170	3,676	0.13
Book Hot	1,451	375	197	572	749	177	0	0.39
Book New	5,695	1,342	818	2,160	3,010	850	387	0.38
Boxset	0	41	34	75	75	0	41	0.00
Cassette	60	0	0	0	0	0	0	0.00
Cassette Audiobook	1	0	0	0	0	0	0	0.00
CD	17,425	424	350	774	1,015	241	250	0.04
CD Audiobook	7,626	169	270	439	527	88	79	0.06
CD Audiobook Hot	1	0	0	0	0	0	0	0.00
CD Audiobook New	403	49	20	69	128	59	14	0.17
CD New	178	31	9	40	93	53	5	0.22
CD-ROM	0	1	1	2	2	0	1	0.00
DVD	19,274	1,336	1,530	2,866	3,330	464	531	0.15
DVD Hot	102	13	1	14	20	6	0	0.14
DVD New	329	98	38	136	203	67	31	0.41
eAudiobook	43,558	0	0	0	0	0	0	0.00
eBook	79,548	0	0	0	0	0	0	0.00
Equipment	13	1	0	1	1	0	0	0.08
eReader	4	4	1	5	5	0	0	1.25
ILL AV	1	3	0	3	3	0	0	3.00
ILL Material	31	33	1	34	34	0	0	1.10
Kit	1	11	5	16	16	0	11	16.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	6,466	199	273	472	593	121	34	0.07
Large Print New	415	64	38	102	176	74	8	0.25
Magazine	4,462	75	146	221	221	0	10	0.05
Magazine New	5	0	0	0	0	0	0	0.00
Mobile Hotspot	12	9	1	10	10	0	0	0.83
MP3 Audiobook	0	2	0	2	2	0	2	0.00
Multimedia Kit	30	9	16	25	25	0	9	0.83
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	28	0	0	0	0	0	0	0.00
Other	0	1	0	1	1	0	1	0.00
Playaway	2,138	70	115	185	208	23	27	0.09
Playaway Audio New	68	10	7	17	29	12	1	0.25
Record	1,577	6	2	8	11	3	0	0.01
Scores / sheet music	0	4	3	7	7	0	4	0.00
Seasonal AV	145	4	5	9	9	0	1	0.06
Seasonal Book	1,195	85	5	90	92	2	9	0.08
Special Collection	5	3	2	5	5	0	3	1.00
STEAM equipment	21	1	7	8	8	0	0	0.38
STEAM Kit	16	0	0	0	0	0	0	0.00
Tablet	2	1	0	1	1	0	0	0.50
VHS	148	0	0	0	0	0	0	0.00
Videogame	1,015	123	178	301	304	3	49	0.30
Videogame New	0	0	5	5	5	0	0	0.00
Totals	371,422	15,194	16,628	31,822	36,302	4,480	5,280	0.09

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

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

actions with these patron statistical Classes

Test User

02/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 01/2021**

Collection	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio	Auto Renewal
Fiction	48,552	2,633	2,517	5,150	6,158	1,008	796	0.11	2,317
Magazines	3,781	75	140	215	215	0	10	0.06	132
Multimedia	42,142	2,163	2,064	4,227	5,188	961	1,007	0.10	1,914
Nonfiction	72,816	2,611	2,895	5,506	6,721	1,215	940	0.08	2,674
Online	114,410	0	0	0	0	0	0	0.00	0
Other	448	181	144	325	325	0	0	0.73	125
Teen Fiction	2,589	255	318	573	637	64	140	0.22	298
Teen Multimedia	97	8	9	17	20	3	5	0.18	9
Teen Nonfiction	399	45	56	101	115	14	29	0.25	53
Teen Online	3,304	0	0	0	0	0	0	0.00	0
Youth Fiction	42,176	5,556	6,217	11,773	12,579	806	1,695	0.28	5,805
Youth Magazines	708	0	6	6	6	0	0	0.01	6
Youth Multimedia	9,645	379	680	1,059	1,181	122	134	0.11	606
Youth Nonfiction	24,897	1,287	1,574	2,861	3,148	287	524	0.11	1,360
Youth Online	5,421	0	0	0	0	0	0	0.00	0
Youth Other	37	1	8	9	9	0	0	0.24	8
Totals	371,422	15,194	16,628	31,822	36,302	4,480	5,280	0.09	15,307

Item Count is where the Item Owing Library = YOUR LIBRARY

Local Charge is where the Station_Library = YOUR LIBRARY

Local Renewal is where the Station_Library = YOUR LIBRARY

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

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

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

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classes

Test User

Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
GENERAL REFERENCE													
Children's Literature	0	0	0	0	0	0	65						65
Culture Grams	0	0	2	4	0	1	1						8
Facts on File	1	1	4	25	9	1	6						47
First Search	65	72	39	90	59	28	22						375
Gale Databases (ex. InfoTrac)*	57	180	56	58	42	21	99						513
Legal Forms	0	1	19	0	7	10	3						40
Novelist	69	36	182	111	140	88	24						650
PebbleGo	0	0	0	6	1	1	5						13
Reference USA^	482	118	129	10	2	6	22						769
World Book Reference Center	0	10	51	121	18	10	6						216
PERIODICALS													
Chicago Tribune	96	137	152	92	89	106	213						885
Chicago Tribune-Historical	202	216	271	120	54	166	160						1,189
Consumer Reports	104	73	92	111	105	90	72						647
Consumers' Checkbook	6	3	15	8	2	3	3						40
InfoTrac	22	6	4	20	8	0	57						117
Lexis Nexis	8	6	23	6	269	586	357						1,255
Morningstar	176	0	92	152	87	687	0						1,194
New York Times	108	152	98	119	81	64	154						776
New York Times-Historical	69	31	53	27	17	29	66						292
Newspapers.com	56	237	230	227	87	134	91						1,062
Press Reader	151	39	17	222	177	122	194						922
Proquest-Research Library	123	68	113	87	88	135	194						808
S&P NetAdvantage	521	155	111	0	0	0	0						787
Weiss Ratings	2	1	1	1	2	2	1						10
Zinio	1,303	1,152	1,371	1,451	1,388	1,206	1,100						8,971
GENEALOGY													
Ancestry Plus	1,975	2,308	5,065	3,515	1,481	124	148						14,616
Heritage Quest	130	147	316	77	9	0	15						694
HOMEWORK/STUDY													
Brainfuse	104	115	277	702	702	63	11						1,974

