

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/84503343882?pwd=Z0ZpbkdDTIRCUVVjVUowd1g0VnVTUT09>

Meeting ID: 845 0334 3882

Passcode: 566762

Join by Phone:

+1 312 626 6799

Meeting ID: 845 0334 3882

Passcode: 566762



Board of Library Trustees Regular Meeting
Remote Audiovisual Conference
1242 Wilmette Avenue, Wilmette, IL 60091
Tuesday, June 15, 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. May 18, 2021 Regular Board Meeting Minutes. **Attachment 1**
- IV. Presentations. None
- V. Treasurer's Report. (Treasurer Sommer) [10 minutes]
 - A. Financial Reports for May 2021. **Attachment 2**
 - B. Bills and Salaries Check Detail for May 2021. **Attachment 3**
- VI. Action Items.
 - A. Annual Budget for Fiscal Year 2021-22. The Finance Committee met on June 9, 2021 to conduct their second review of the draft annual budget for FY 2021-22. The Finance Committee recommends approval of the FY 2021-22 budget as presented in the accompanying attachment, totaling \$5,715,887 for library operations for the year. (Director Auston & Treasurer Sommer) [10 minutes] **Attachment 4**

B. Review Recommendation of Policy Committee to adopt updates to the Library Operations and Library Cards and Accounts policies and associated appendices. (Director Auston & Chair McDonald) [10 minutes] **Attachment 5**

VII. Discussion Items.

A. Review of Updated Pandemic Response and Reopening Plan. (Director Auston) [10 minutes]

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

A summary of Library department activities, a listing of meetings/workshops attended by the Director and staff, community engagement reports, monthly statistics, and other information are included in this section. **Attachment 6**

IX. Committees - Report on Meetings. [5 minutes]

A. ILA / RAILS Updates (ILA - Trustee Barshis, RAILS - Director Auston)

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

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

X. Information Items.

A. Communication. Comments from suggestion boxes will be distributed at the meeting.

B. The American Library Association (ALA) Annual Conference is scheduled for June 23-29, 2021 via virtual conference: <https://2021.alaannual.org/>. For more information on United for Libraries programs and training opportunities offered for Trustees, see <http://www.ala.org/united/>.

C. For Independence Day, WPLD will remain closed all day Sunday, July 4, 2021.

D. As a requirement of the Illinois Public Library Annual Report (IPLAR), the Board Minutes Secretary's Audit Committee is required to review minutes of WPL Board of Trustees meetings of FY 2020-21 prior to the August 2021 Board meeting.

XI. Unfinished Business.

XII. Adjournment.

[Estimated meeting length: 70 minutes]

WILMETTE PUBLIC LIBRARY DISTRICT (WPLD)
BOARD OF TRUSTEES MEETING MINUTES
Tuesday, May 18, 2021 at 6:00pm via remote audiovisual conference

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

ELECTRONIC VISITORS: Pamela Lurie and Elizabeth Seager (League of Women Voters-Wilmette), and Trustees-elect Patricia Nealon, MaryAnne O'Keefe, and Tracy Sommer

STAFF: Marti Bellefontaine, Patsy De Vuono, Gayle Justman, Kim Hegelund, Marcos Levy, John Risko, Jessica Thomson

- I. Call to Order and Roll Call.
President McDonald called the meeting to order at 6:02 pm. Secretary Barshis called the roll.
- II. Secretary's Certification of Membership of the WPL Board of Trustees. The members of the WPL Board of Trustees were announced.
- III. Administration Oath of Office to Trustees Elected in the April 2021. WPL Board Secretary Barshis administered the Oath of Office individually to trustees elected in April 2021 – trustees Nealon, O'Keefe, Sommer. All were elected to full four-year terms expiring in April 2025. These trustees signed the Oath of Office – Library Trustee Form prior to the meeting.
- IV. Roll Call. Secretary Barshis called the roll. Trustees Barshis, Fishman, McDonald, Nealon, O'Keefe, Riddle, and Sommer were present.
- V. Report of Nominating Committee. Trustees Barshis (chair), Fishman, O'Keefe met individually during May to discuss the WPL Board of Trustees slate of officers for fiscal years 2021-23. Trustee Barshis presented the slate of officers recommended by the Nominating Committee: for the office of President – Trustee Lisa McDonald, for the office of Vice-President – Trustee Joan Fishman, for the office of Secretary – Trustee Jan Barshis, for the office of Treasurer – Trustee Tracy Sommer.
- VI. Elect Board Officers to Serve May 2021 to May 2023. President McDonald asked for nominations from the floor. There were no nominations from the floor. Trustee Nealon moved approval of the slate of officers recommended by the Nominating Committee. Trustee Fishman seconded.
Aye – Barshis, Fishman, McDonald, Nealon, O'Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED
- VII. Public Comment.
There was no public comment.

VIII. Review draft of Minutes.

A. April 20, 2021 Regular Board Meeting Minutes. Trustee Sommer moved approval of the minutes of the April 20, 2021 Regular Meeting Minutes. Trustee Fishman seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Absent or not voting – None

MOTION CARRIED

IX. Presentations. None.

X. Treasurer’s Report.

A. Financial Reports for April 2021.

In light of the current transition month, Finance Manager John Risko reviewed the financial report on behalf of the Treasurer and noted that during April WPLD received \$187,228.51 in property taxes, \$15,290.24 in personal property replacement taxes, and \$7,745.58 in general fund interest. Total General Fund expenses at 74.77% are below the expected ten-month rate of 83.33%. Trustee Sommer noted personnel numbers are lower due to staff changes and retirements in which positions have yet to be filled which will likely cause the budget as a whole to be under original budget projections. There were no unexpected expenditures.

B. Bills and Salaries Check Detail for April 2021.

Trustee Sommer moved approval of the April 2021 Bills and Salaries Check Detail. Trustee O’Keefe seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

XI. Action Items.

A. Resolution No. 2020/21-204. Resolution Honoring Trustee Dan Johnson. President McDonald read the Resolution into the record.

B. Resolution No. 2020/21-205. Resolution Honoring Trustee Ronald Rodgers. President McDonald read the Resolution into the record.

C. Resolution No. 2020/21-206. Resolution Honoring Trustee Stuart Wolf. President McDonald read the Resolution into the record.

Trustee Fishman moved approval of Resolutions 2020/21-204, 205, and 206. Trustee Nealon seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None

Abstain – None

Absent or not voting – None

MOTION CARRIED

D. Ordinance No. 2020/21-199. Ordinance Setting Schedule for Regular Meetings of the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois and Providing Repository of Certified Copies of Ordinances. Trustees approved a time change to begin at 6:30pm. Trustee McDonald moved approval of Ordinance 2020/21-199 as amended. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

E. Annual Decision to Participate in the Public Library Non-Resident Services Program. Copies of section 3050.20 of the Administrative Code, section 30-55.60 of the Illinois Compiled Statutes, and the Services to Patrons section of the WPLD Policy Manual were included in the agenda materials. Director Auston summarized this annual decision. Trustee Nealon moved approval of library participation in the Public Library Non-Resident Services Program. Trustee Sommer seconded the motion.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

F. Purchase Approval: Automated Material Handling (AMH) System Update with Bibliotheca. The Board awarded Bibliotheca the contract for the first phase of the AMH portion of the RFID Project on October 20, 2020 in the amount of \$54,581. The Library is recommending concurrent/early adoption of the second phase installation for an additional \$80,842 at this time. Director Auston updated Trustees on the progress of the small-scale modular AMH handling system, which was approved with the intent of the system being expanded and moved in a future renovation. After contracting with and receiving equipment from Bibliotheca, it was noted that the final drawings called for a structural wall where there is none. Time, expense, and practicality ultimately prevent construction from the intended space. Staff regrouped and determined one solution would be to proceed with an amended proposal which allows us to take advantage of the full AMH system instead of waiting for full-scale usage in the future. This change means the AMH will be installed into the repurposed Shelving room, which is where 80% of returned materials are already received, and will become a staff-induced procedure as opposed to a patron-induced procedure. As it is a design-build system, pieces were created specifically for WPLD and as delivery was refused, a restocking fee applies per contract. The original bid pricing has been extended and Bibliotheca is absorbing some of the costs of shipping. Trustee Sommer noted the \$300,000 budgeted amount for the RFID/AMH project has been included in previous Special Reserve Fund planning. Trustees discussed the responsibilities of both Bibliotheca and WPLD and noted that the second phase installation will provide WPLD with a workable solution which will implement full usage of the system. Trustee Fishman moved approval of the concurrent/early adoption of the second phase installation for an additional \$80,842. Trustee McDonald seconded.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer

Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

G. Contract Approval: Preventative Maintenance Agreement with Hill Mechanical Services. WPLD has maintained a working relationship with Hill Mechanical since the 2015-16 renovation. The proposed agreement covers the comprehensive management of HVAC equipment for one year (June 1, 2021 to May 31, 2022). The charge for the 12-month term is \$27,054. The current expiring agreement totaled \$26,232. Director Auston noted WPLD usually goes out for RFP approximately every 5 years and this 1-year contract extension will allow sufficient time to go out for bid. Trustee Sommer motioned approval of the 12-month contract extension with Hill Mechanical for comprehensive management of HVAC equipment in the amount of \$27,054. Trustee Fishman seconded.

Aye – Barshis, Fishman, McDonald, Nealon, O’Keefe, Riddle, Sommer
Nay – None
Abstain – None
Absent or not voting – None
MOTION CARRIED

XII. Discussion Items.

A. Pandemic Response Plan Update. Director Auston noted on May 13 the CDC updated mask guidelines for those who have been vaccinated, and the Governor’s updated Executive Order regarding the current Bridge Phase of the Restore Illinois plan followed on May 17. WPLD has been following guidance for businesses, non-profits, and educational institutions which notes those entities have the authority to establish their own rules. As operations are informed by the Department of Public Health, Cook County Board of Health, guidance from the state library, affiliated systems, the Illinois Board of Education, as well as monitoring our peer organizations, at this time we are recommending our service model remain the same through the end of the fiscal year, June 30, 2021. Phase 5 changes will inform future operations. Local governmental institutions, schools, and most local businesses are still requiring masks. As children under 12 at this time cannot receive the vaccine and comprise a large portion of our service model, WPLD will continue to enforce a mask requirement. Gradually reintroducing seating and expanding capacity are being implemented in the Bridge Phase. Challenges include meeting staffing levels for scheduling and reopening of regular hours.

B. Library Project Updates.

Capital Repair Project: Fencing has come down along Wilmette Avenue and the building masonry repairs are finished on the south side and the alley. Extra precautions are being taken on the brick work on the north side because of power lines. Masonry work is expected to be completed by the end of May, and roof work will begin thereafter in early June. In mid-June general trades will begin on the water infiltration/drain installation project on the lower level. Late June will bring low voltage electrical work. The main shutdown/parking lot paver repair will happen thereafter in August; more information to come.

RFID Project: Tagging is nearly complete on the lower level. The Media Room will be the last major collection to be tagged. All self-checkouts are now completely functional. The project is expected to be completed by the end of the fiscal year. Communication is being planned to

help patrons understand what RFID will mean for future checkouts.

C. Review of May 5, 2021 Finance Committee Meeting, Draft FY21-22 Working Budget, and Schedule next Finance Committee meeting. Chair Rodgers presided over the first review of the draft FY21-22 Working Budget which includes a comprehensive look at actual trends and plans as well as personnel needs, and proposes a 1% overall decrease for the coming year. Director Auston noted that with the state moving into Phase 5 in June, we will likely escalate the reintroduction of our hours and services and a realignment of our plans targeted to the start of the fiscal year, July 1. Doodle polls will be sent out to schedule a future Finance Committee meeting and a Policy Committee meeting.

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

- Physical circulation of collections continue to be exceptional. Despite reduced hours during the pandemic, physical circulation for April 2021 was just 9% below April 2019's circulation. Digital resources continue to be popularly in-demand with OverDrive, as well as downloadable services like Hoopla and Kanopy. Collections on the Mezzanine are moving in order to facilitate bringing back more reading and study spaces.
- WPLD's partnership with D39 to register K-8 students for library cards has resulted in 334 new WPLD cards this school year.
- Virtual programming continues and remains popular. April 2020 was the first month of virtual programming with 14 programs offered and 230 screens watching. In April 2021, 46 programs were offered with 1500 screens participating.
- Summer newsletter will return as a print edition in 2021. Email newsletters will continue to feature programming and events throughout the summer. Postcards may be used for select events.
- The Website Redesign Committee has officially kicked-off with our contractor Library Market. Patron and staff surveys will go out shortly, with focus group activity to follow in the summer, including opportunity for the Board to see a draft of the new site and provide feedback. Staff anticipates the new site to launch in September.

XIV. Committees – Report on Meetings.

A. ILA / RAILS Update. No report. Director Auston noted RAILS Pulse page has Bridge Phase and reopening plan updates for local libraries.

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

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

XV. Information Items.

A. Communication. Director Auston noted he received calls regarding noise from the construction in the alley, a request for extending time in the computer room, and a question of when the Friends of the Wilmette Public Library will begin accepting donations again.

B. President McDonald noted that United for Libraries may be holding their traditional trustee program at the ALA conference, however as of today nothing is scheduled.

XVI. New Business / Old Business.

A. Committee Chair assignments: Finance – Sommer; Policy – McDonald; Secretary's Audit –

Nealon and O’Keefe; Intergovernmental Coordinating Committee – TBD; Community Connections Committee – Nealon. Two committees have been replaced/updated: Advocacy & Partners has been replaced with Community Connections, and Building & Equipment has been incorporated into Finance.

B. Director Auston noted Trustee Manuals are being produced and printed for ease of use.

C. A reminder that the virtual Parliamentary Procedure workshop is Saturday, June 5 from 8:30am-12:30pm.

XVII. Adjournment.

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

MOTION CARRIED BY VOICE VOTE.

The meeting adjourned at 8:17 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 May 2021

Revenue Report

During May, WPL received \$231,598.95 in Property Taxes, \$19,704.94 in Personal Property Replacement Taxes, \$11,561.20 in Grants and \$7,921.37 in General Fund Interest.

Expenditure Report

Total General Fund expenses at 82.05% are below the expected eleven month rate of 91.67%.

Several accounts (62000-Professional Memberships, and 75000-Insurance – Property/Casualty) show expenses higher than the eleven month rate. In each case, this is due to the normal timing of the payments and does not indicate a general trend. Books (50100) reflects increased patron demand for resources and material replacements due to weeding ahead of the RFID project. Periodicals (50400) reflects a normal timing of subscription payments which renew at the beginning of the fiscal year. Insurance (66000) is trending higher as more new hires join our insurance plan. Friends Purchases (58500) are higher due to One Book Everyone Reads and AS Reading Incentives. Building Supplies (76200) are high due to COVID-related purchases. Library Vehicle Expense (77500) is high due to purchase of vehicle “wrapping” in February.

Check Detail, May 1 - 31, 2021

The largest General Fund checks were written to Wellness Insurance Network (\$50,236.70), OverDrive, Inc. (\$17,105.65), Computer View, Inc. (\$10,867.50, \$26,290.00), Midwest Tape (\$1,183.64, \$2,626.37, \$2,897.16), Baker & Taylor (\$994.73, \$14,376.71, \$1,189.20, \$10,531.86), HR Source (\$10,560.00, \$1,380.00), Krueger International (\$2,909.00, \$7,605.50) and Reaching Across Illinois Library System-RAILS (\$8,475.14).

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 (5/7/21 for \$118,031.72 and 5/21/21 for \$116,601.02).

Certificate of Deposit Activity

Of the \$7,921.37 in General Fund interest received during May, \$7,221.47 was earned by the funds invested in GF Certificates of Deposit. Two certificates of deposit (CD) matured in May. The proceeds were rolled over into one year CD's at CIBC. We will continue to monitor our options as CDs mature until market volatility subsides.

Statement of Assets, Liabilities Fund Balances

On the May 31, 2021 statement, the net gain of \$112,232.50 reflects the collection of remaining spring property taxes. Due to the pandemic, property tax due dates were extended to May 1.

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

		May 31, 2021
ASSETS		
Current Assets		
	10005 · Rutherford Trust Funds	161,120.74
	10010 · CIBC Bk MM Account (GF)	1,757.71
	10050 · NSCB MaxSafe (GF)	5,164,910.97
	10004 · NSCB MaxSafe (SRF)	1,726,937.85
	10100 · Operating Checking	33,627.10
	10200 · Payroll Checking	245,556.90
	10300 · HRA & FSA Checking	6,577.75
	10610 · Special Reserve MMF	0.00
	10810 · Illinois Funds	617,710.85
	10900 · Fifth Third Securities	361,243.41
	11000 · CDs General Fund Total	3,750,618.96
	16000 · CDs Special Reserve Fund Total	3,458,176.17
TOTAL ASSETS		15,528,238.41
LIABILITIES & EQUITY		
Liabilities		
	26000 · Employee Payroll Liabilities	2,850.91
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	112,232.50
	Total Equity	15,525,387.50
TOTAL LIABILITIES & EQUITY		15,528,238.41

Wilmette Public Library
Revenue Actual vs Budget
May 2021 (91.67% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	May	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	7,921.37	116,395.44	125,000.00	(8,604.56)	93.12%
	44100 · Replacement Taxes	19,704.94	70,245.92	45,000.00	25,245.92	156.1%
	44200 · Kenilworth	0.00	126,384.00	166,604.00	(40,220.00)	75.86%
	45000 · Grants	11,561.20	50,103.52	38,656.00	11,447.52	129.61%
	46100 · Fines	2.40	2,184.50	-	2,184.50	100.0%
	46200 · Lost Materials	461.52	5,633.59	9,000.00	(3,366.41)	62.6%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	170.04	255.54	5,000.00	(4,744.46)	5.11%
	47100 · Copier Receipts	0.57	2,135.43	10,000.00	(7,864.57)	21.35%
	47200 · Room Rental	0.00	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	2,981.50	36,376.60	40,000.00	(3,623.40)	90.94%
	INCOME SUB-TOTAL	42,803.54	409,105.54	443,260.00	(34,154.46)	92.3%
	41010 · GF Taxes	231,598.95	4,950,411.47	5,308,603.00	(358,191.53)	93.25%
	TOTAL INCOME	274,402.49	5,359,517.01	5,751,863.00	(392,345.99)	93.18%
* 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
May 2021
(91.67% of Budget Year Completed)**

	Current Month	YTD May	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	26,634.73	281,455.41	230,000.00	51,455.41	122.37%
50200 · Continuations	896.51	32,258.92	45,000.00	(12,741.08)	71.69%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	7,309.70	83,320.15	100,000.00	(16,679.85)	83.32%
50400 · Periodicals	1,445.50	43,075.73	45,000.00	(1,924.27)	95.72%
50500 · Electronic Resources	30,931.45	630,070.04	660,000.00	(29,929.96)	95.47%
50700 · Programming	2,960.91	32,110.84	45,000.00	(12,889.16)	71.36%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	0.00	12,174.68	35,000.00	(22,825.32)	34.78%
53000 · Promotion	2,331.90	8,060.11	10,000.00	(1,939.89)	80.60%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	600.00	2,385.00	9,000.00	(6,615.00)	26.50%
58500 · Friends Purchases	3,145.45	31,200.47	30,000.00	1,200.47	104.00%
61000 · Personnel	218,326.53	2,641,637.18	3,451,289.00	(809,651.82)	76.54%
62000 · Professional Memberships	243.00	7,426.27	6,500.00	926.27	114.25%
63000 · Registrations	136.98	8,354.29	10,000.00	(1,645.71)	83.54%
64000 · Travel/Mileage/Meals	363.13	6,762.84	10,000.00	(3,237.16)	67.63%
65000 · Staff Development	674.00	7,204.92	15,000.00	(7,795.08)	48.03%
66000 · Insurance - Employee	54,136.06	588,578.91	600,000.00	(11,421.09)	98.10%
70100 · Accounting - PR & CrCd fees	733.35	9,381.43	15,000.00	(5,618.57)	62.54%
70200 · Professional Fees	13,922.12	27,211.45	35,000.00	(7,788.55)	77.75%
70310 · Library Supplies	1,637.64	19,991.68	30,000.00	(10,008.32)	66.64%
70320 · Office Supplies	104.55	17,649.74	40,000.00	(22,350.26)	44.12%
70400 · Copiers	2,270.32	25,258.56	28,000.00	(2,741.44)	90.21%
70500 · Printing	60.00	832.00	5,000.00	(4,168.00)	16.64%
70600 · Postage/Shipping	132.61	4,734.58	6,000.00	(1,265.42)	78.91%
70700 · Telephone	843.43	12,845.00	15,000.00	(2,155.00)	85.63%
74100 · Equipment/Furnishings/Computers	49,726.50	113,456.19	125,000.00	(11,543.81)	90.76%
74150 · Equipment/Computer Maintenance	2,411.33	58,540.94	86,000.00	(27,459.06)	68.07%
75000 · Insurance - Property/Casualty	0.00	27,500.00	27,500.00	0.00	100.00%
76100 · Building Improvement	0.00	9,299.10	20,000.00	(10,700.90)	46.50%
76200 · Building Supplies	3,407.58	32,166.76	28,000.00	4,166.76	114.88%
76300 · Building Maintenance	1,327.44	31,219.38	85,000.00	(53,780.62)	36.73%
76350 · Building Maint Contracts	7,524.00	86,939.99	100,000.00	(13,060.01)	86.94%
76400 · Grounds Maintenance	7,683.71	29,101.70	40,000.00	(10,898.30)	72.75%
76450 · Parking Lot Rent	2,850.00	11,400.00	13,000.00	(1,600.00)	87.69%
76800 · Utilities	792.41	15,577.82	22,000.00	(6,422.18)	70.81%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
77500 · Library Vehicle Expense	0.00	3,907.21	4,000.00	(92.79)	97.68%
TOTAL GENERAL FUND EXPENSE	445,562.84	4,953,089.29	6,028,889.00	(1,075,799.71)	82.16%
92000 · SS/IMRF Fund	32,949.10	425,509.16	515,000.00	(89,490.84)	82.62%
93000 · Audit Expense	0.00	10,436.00	11,000.00	(564.00)	94.87%
94000 · Liability Fund	461.74	25,701.10	44,000.00	(18,298.90)	58.41%
96000 · Special Reserve Fund	112,287.20	390,206.12	6,000,000.00	(5,609,793.88)	6.50%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
TOTAL OTHER FUNDS	145,698.04	894,046.38	6,570,000.00	(5,675,953.62)	13.61%
TOTAL GENERAL & OTHER FUNDS	591,260.88	5,847,135.67	12,598,889.00	(6,751,753.33)	46.41%

All CDs Sorted by Maturity
Date May 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>						
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	555,500.95
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%	513,180.55
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	530,432.85
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%	546,702.92
February 1, 2021	February 1, 2022	CIBC/Private Bank	GF 12	6920313	0.20%	548,151.88
May 13, 2021	May 13, 2022	CIBC/Private Bank	GF 11	6832170	0.26%	556,649.81
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.28%	3,750,618.96
<u>Special Reserve Fund</u>						
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	554,480.20
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%	560,107.40
January 8, 2021	January 8, 2022	CIBC/Private Bank	SRF 16	6939573	0.20%	393,738.85
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
May 12, 2021	May 12, 2022	CIBC	SRF 10	134430	0.26%	578,583.07
May 25, 2021	May 25, 2022	CIBC	SRF 22	6970479	0.26%	271,266.65
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	0.86%	3,458,176.17
TOTAL CD's				Weighted Avg Yield	1.08%	7,208,795.13

Wilmette Public Library
Check Detail
 May 2021

Type	Num	Name	Account	Paid Amount
Check			10610 - SRF NSCB MMF	
			70220 - Bank & Other Professional Fees	(25.00)
				<u>(25.00)</u>
Check			10100 - Operating Checking	
			70220 - Bank & Other Professional Fees	(489.24)
				<u>(489.24)</u>
Bill Pmt -Check	53795	Aflac	10101 - General Fund Checking	
Bill	519418		26003 - AFLAC	(178.08)
				<u>(178.08)</u>
Bill Pmt -Check	53796	ALA - Membership	10101 - General Fund Checking	
Bill	A. Joseph 0055687		62010 - Staff Memberships	(198.00)
				<u>(198.00)</u>
Bill Pmt -Check	53797	Baker & Taylor	10101 - General Fund Checking	
Bill	H55090190		50321 - YS Feature	(11.93)
Bill	H55090191		50311 - AS Feature	(71.99)
Bill	H55187450		50311 - AS Feature	(21.30)
Bill	H55192240		50311 - AS Feature	(94.88)
Bill	H55192260		50321 - YS Feature	(22.01)
Bill	T24023830		50311 - AS Feature	(22.03)
Bill	T24023831		50321 - YS Feature	(14.69)
Bill	H55032550		50312 - AS Non-feature	(22.04)
Bill	H55032551		50312 - AS Non-feature	(18.34)
Bill	H55032552		50312 - AS Non-feature	(29.39)
Bill	H55032553		50312 - AS Non-feature	(84.51)
Bill	H55192230		50311 - AS Feature	(72.73)
Bill	H55234460		50311 - AS Feature	(44.08)
Bill	H55253420		50311 - AS Feature	(29.36)
Bill	H55268420		50311 - AS Feature	(38.17)
Bill	H55271920		50311 - AS Feature	(17.60)
Bill	H55268430		50312 - AS Non-feature	(137.26)
Bill	H55290610		50311 - AS Feature	(11.02)
Bill	H55290611		50311 - AS Feature	(47.75)
Bill	H55290612		50311 - AS Feature	(51.42)
Bill	H55113280		50312 - AS Non-feature	(91.11)
			50311 - AS Feature	(41.12)
				<u>(994.73)</u>
Bill Pmt -Check	53798	Baker & Taylor Books	10101 - General Fund Checking	
Bill	2035890329		50110.1 - 100's	(48.42)

Wilmette Public Library
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 May 2021

		50110.3 · 300's	(91.60)
		50110.6 · 600's	(136.95)
		50110.8 · 800's	(28.13)
		50110.9 · 900's	(98.90)
		50111 · Fiction	(1,024.68)
		50114 · Miscellaneous	(122.50)
		50111 · Fiction	(7.14)
Bill	2035899411	50110.0 · 000's	(126.70)
		50110.1 · 100's	(18.00)
		50110.3 · 300's	(19.04)
		50110.4 · 400's	(25.40)
		50110.6 · 600's	(46.34)
		50110.7 · 700's	(84.23)
		50110.8 · 800's	(58.79)
		50110.9 · 900's	(22.57)
		50111 · Fiction	(1,253.11)
		50112 · H.S. Collection	(23.74)
		50114 · Miscellaneous	(138.75)
		50111 · Fiction	(8.39)
Bill	2035935571	50110.3 · 300's	(141.24)
		50110.4 · 400's	(17.05)
		50110.5 · 500's	(12.43)
		50110.6 · 600's	(65.52)
		50110.7 · 700's	(15.26)
		50110.9 · 900's	(15.26)
		50111 · Fiction	(604.10)
		50111 · Fiction	(4.35)
Bill	5016925850	50110.3 · 300's	(41.65)
		50110.7 · 700's	(47.50)
		50110.8 · 800's	(40.36)
		50110.7 · 700's	(0.65)
Bill	2035912579	50120 · YS Books	(819.90)
Bill	2035940916	50110.0 · 000's	(57.62)
		50110.1 · 100's	(10.70)
		50110.2 · 200's	(12.99)
		50110.7 · 700's	(15.82)
		50110.9 · 900's	(25.87)
		50111 · Fiction	(378.58)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(2.56)
Bill	2035936792	50111 · Fiction	(30.91)
Bill	2035943078	50110.0 · 000's	(29.74)
		50110.2 · 200's	(12.43)
		50110.6 · 600's	(66.24)
		50110.7 · 700's	(15.82)
		50110.8 · 800's	(16.92)
		50110.9 · 900's	(184.80)
		50111 · Fiction	(213.17)
		50112 · H.S. Collection	(6.54)
		50111 · Fiction	(2.73)
Bill	2035943204	50120 · YS Books	(199.37)
Bill	2035907232	50120 · YS Books	(598.49)

Wilmette Public Library
Check Detail
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Bill	5016941658	50111 · Fiction	(37.67)
Bill	2035907157	50110.2 · 200's	(36.32)
		50110.3 · 300's	(18.99)
		50110.6 · 600's	(38.36)
		50110.9 · 900's	(16.14)
		50111 · Fiction	(512.14)
		50114 · Miscellaneous	(58.75)
		50111 · Fiction	(3.11)
Bill	2035918280	50112 · H.S. Collection	(97.57)
		50111 · Fiction	(309.95)
Bill	2035925830	50120 · YS Books	(286.36)
Bill	2035930324	50110.0 · 000's	(11.29)
		50110.1 · 100's	(132.42)
		50110.3 · 300's	(44.61)
		50110.5 · 500's	(49.30)
		50110.6 · 600's	(40.64)
		50110.8 · 800's	(50.26)
		50110.9 · 900's	(116.94)
		50114 · Miscellaneous	(14.49)
		50110.1 · 100's	(2.23)
Bill	2035954035	50110.1 · 100's	(247.14)
		50110.3 · 300's	(106.75)
		50110.4 · 400's	(19.00)
		50110.6 · 600's	(203.58)
		50110.7 · 700's	(30.46)
		50110.8 · 800's	(26.52)
		50110.9 · 900's	(31.51)
		50111 · Fiction	(451.55)
		50112 · H.S. Collection	(10.16)
		50111 · Fiction	(5.63)
Bill	2035923060	50110.1 · 100's	(287.26)
		50110.2 · 200's	(15.19)
		50110.3 · 300's	(79.62)
		50110.6 · 600's	(134.47)
		50110.7 · 700's	(131.96)
		50110.9 · 900's	(141.57)
		50114 · Miscellaneous	(26.91)
		50110.1 · 100's	(3.95)
Bill	2035930537	50120 · YS Books	(352.20)
Bill	2035956346	50120 · YS Books	(224.01)
Bill	2035921160	50110.1 · 100's	(96.97)
		50110.3 · 300's	(24.21)
		50110.6 · 600's	(22.58)
		50110.7 · 700's	(112.95)
		50110.8 · 800's	(15.84)
		50110.9 · 900's	(26.36)
		50111 · Fiction	(531.77)
		50114 · Miscellaneous	(76.25)
		50111 · Fiction	(4.15)
Bill	2035924993	50110.1 · 100's	(30.34)
		50110.2 · 200's	(15.20)
		50110.4 · 400's	(54.72)

Wilmette Public Library
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			50110.7 · 700's	(141.37)
			50110.9 · 900's	(10.71)
			50111 · Fiction	(227.23)
			50114 · Miscellaneous	(35.00)
			50111 · Fiction	(2.40)
Bill	5016957092		50210 · AS Continuations	(326.55)
Bill	2035956638		50110.3 · 300's	(16.38)
			50110.9 · 900's	(20.83)
			50111 · Fiction	(230.97)
			50112 · H.S. Collection	(19.02)
			50113 · Reference	(127.00)
			50111 · Fiction	(2.07)
Bill	2035930328		50110.0 · 000's	(179.60)
			50110.1 · 100's	(65.07)
			50110.6 · 600's	(63.55)
			50110.8 · 800's	(38.04)
			50111 · Fiction	(299.94)
			50114 · Miscellaneous	(48.75)
			50111 · Fiction	(3.23)
				<hr/>
				(14,376.71)
Bill Pmt -Check	53799	Barking Dog Interpretive Design, Inc.	10101 · General Fund Checking	
Bill	DP16825		76400 · Grounds Maintenance	(2,769.36)
				<hr/>
				(2,769.36)
Bill Pmt -Check	53800	Barrow, Amy	10101 · General Fund Checking	
Bill	009		58500 · Friends Purchases	(1,120.45)
				<hr/>
				(1,120.45)
Bill Pmt -Check	53801	Blackstone Audiobooks	10101 · General Fund Checking	
Bill	1219679		50313 · AS Audiobooks	(374.44)
				<hr/>
				(374.44)
Bill Pmt -Check	53802	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	74141554		50110.9 · 900's	(50.23)
			50111 · Fiction	(72.72)
Bill	74152308		50111 · Fiction	(14.24)
Bill	74180313		50110.7 · 700's	(23.99)
			50110.8 · 800's	(25.49)
			50110.9 · 900's	(26.99)
			50111 · Fiction	(52.48)
				<hr/>
				(266.14)
Bill Pmt -Check	53803	Center Point Large Print	10101 · General Fund Checking	
Bill	184404		50111 · Fiction	(183.36)
Bill	1850009		50110.3 · 300's	(24.67)

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50110.9 · 900's	(24.67)
50111 · Fiction	(98.03)
	(330.73)

Bill Pmt -Check 53804 Chase Card Services

10101 · General Fund Checking

Bill 4.10-5.9.21

50511 · AS E-Books & YS E-Books	(169.39)
50530 · Computer Software	(195.00)
65010 · Recruitment	(75.00)
65070 · Staff Training	(45.00)
50530 · Computer Software	(289.90)
65070 · Staff Training	(25.00)
65010 · Recruitment	(384.00)
53050 · Promotional Materials	(689.97)
76200 · Building Supplies	(250.32)
65070 · Staff Training	(30.00)
65070 · Staff Training	(100.00)
74152 · Computer Maintenance	(127.05)
65070 · Staff Training	(15.00)
53050 · Promotional Materials	(1,026.68)
53010 · Advertising/Publicity	(327.58)
70312 · YS supplies	(316.80)
50530 · Computer Software	(40.00)
	(4,106.69)

Bill Pmt -Check 53805 Chicago Tribune

10101 · General Fund Checking

Bill 2 copies thru 7.26

50410 · AS Periodicals	(275.50)
	(275.50)

Bill Pmt -Check 53806 Chud, Deborah

10101 · General Fund Checking

Bill 43

50730 · Community Serv Prog	(325.00)
	(325.00)

Bill Pmt -Check 53807 Colley Elevator - A

10101 · General Fund Checking

Bill 211049

76350 · Building Maint Contracts	(203.00)
	(203.00)

Bill Pmt -Check 53808 Colley Elevator - B

10101 · General Fund Checking

Bill 211045

76350 · Building Maint Contracts	(203.00)
	(203.00)

Bill Pmt -Check 53809 Comcast

10101 · General Fund Checking

Bill 122192365

50650 · Internet	(1,580.00)
	(1,580.00)

Bill Pmt -Check 53810 Complete Cleaning Company

10101 · General Fund Checking

Wilmette Public Library
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Bill	C17497		76350 · Building Maint Contracts	(4,767.00)
				<u>(4,767.00)</u>
Bill Pmt -Check	53811	Computer View, Inc.	10101 · General Fund Checking	
Bill	28961		50630 · Hosted Services	(450.00)
Bill	28975		74120 · Computers	(10,417.50)
				<u>(10,867.50)</u>
Bill Pmt -Check	53812	DEMCO	10101 · General Fund Checking	
Bill	6943414		70310 · Library Supplies	(249.45)
			74110 · Equipment/Furnishings	(271.11)
Bill	6944339		70320 · Office Supplies	(66.75)
				<u>(587.31)</u>
Bill Pmt -Check	53813	Edgewater Candles	10101 · General Fund Checking	
Bill	D721		50710 · AS Programming	(84.00)
				<u>(84.00)</u>
Bill Pmt -Check	53814	Fox Valley Fire & Safety	10101 · General Fund Checking	
Bill	IN00433880		76350 · Building Maint Contracts	(165.00)
				<u>(165.00)</u>
Bill Pmt -Check	53815	Garvey's Office Products	10101 · General Fund Checking	
Bill	PINV2073535		76200 · Building Supplies	(356.40)
				<u>(356.40)</u>
Bill Pmt -Check	53816	Goodman, Barbara	10101 · General Fund Checking	
Bill	009		58500 · Friends Purchases	(1,025.00)
				<u>(1,025.00)</u>
Bill Pmt -Check	53817	Haro, Delane	10101 · General Fund Checking	
Bill			46200 · Lost Materials	(17.00)
				<u>(17.00)</u>
Bill Pmt -Check	53818	Hill Mechanical Services	10101 · General Fund Checking	
Bill	558875		76350 · Building Maint Contracts	(2,186.00)
				<u>(2,186.00)</u>
Bill Pmt -Check	53819	HR Source aka Management Association	10101 · General Fund Checking	
Bill	13718		70200 · Professional Fees	(10,560.00)
				<u>(10,560.00)</u>

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Bill Pmt -Check	53820	Idlewood Electric Supply Inc	10101 · General Fund Checking	
Bill	710667		76300 · Building Maintenance	(717.03)
Bill	712066		76300 · Building Maintenance	(24.26)
				(741.29)
Bill Pmt -Check	53821	Illinois Heritage Association	10101 · General Fund Checking	
Bill	2020-1551		62020 · Library/Trustee Memberships	(45.00)
				(45.00)
Bill Pmt -Check	53822	Image Systems & Business Solutions	10101 · General Fund Checking	
Bill	72360136		70400 · Copiers	(2,270.32)
				(2,270.32)
Bill Pmt -Check	53823	Isaacs, Anette	10101 · General Fund Checking	
Bill	5.6.21		56000 · Rutherford Trust Expenditures	(250.00)
				(250.00)
Bill Pmt -Check	53824	Krueger International, Inc.	10101 · General Fund Checking	
Bill	14268724		74110 · Equipment/Furnishings	(2,909.00)
				(2,909.00)
Bill Pmt -Check	53825	Landscape Concepts Management Inc.	10101 · General Fund Checking	
Bill	4441		76400 · Grounds Maintenance	(859.00)
				(859.00)
Bill Pmt -Check	53826	Means, Betsey	10101 · General Fund Checking	
Bill	4.20.21		50730 · Community Serv Prog	(300.00)
				(300.00)
Bill Pmt -Check	53827	Midwest Tape	10101 · General Fund Checking	
Bill	500342599		50314 · AS Music	(10.79)
Bill	500352290		50314 · AS Music	(8.24)
Bill	500352292		50314 · AS Music	(10.49)
Bill	500389681		50311 · AS Feature	(23.24)
Bill	500389682		50323 · YS Audiobooks	(61.98)
Bill	500389683		50321 · YS Feature	(44.96)
Bill	500389684		50324 · YS Music	(10.49)
Bill	500389685		50314 · AS Music	(21.28)
Bill	500389686		50314 · AS Music	(59.20)
Bill	500389687		50314 · AS Music	(26.23)
Bill	500389616		50313 · AS Audiobooks	(233.94)
Bill	500389617		50313 · AS Audiobooks	(497.84)

Wilmette Public Library
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Bill	500389618		50313 · AS Audiobooks	(49.99)
Bill	500389619		50313 · AS Audiobooks	(44.99)
Bill	500389680		50313 · AS Audiobooks	(79.98)
				(1,183.64)
Bill Pmt -Check	53828	Midwest Tape - Hoopla	10101 · General Fund Checking	
Bill	500378439		50511 · AS E-Books & YS E-Books	(2,626.37)
				(2,626.37)
Bill Pmt -Check	53829	Millen Hardware	10101 · General Fund Checking	
Bill	April 2021		70310 · Library Supplies	(17.99)
			70600 · Postage/Shipping	(19.59)
			76200 · Building Supplies	(172.31)
			76300 · Building Maintenance	(123.73)
				(333.62)
Bill Pmt -Check	53830	NiCor Gas	10101 · General Fund Checking	
Bill	3.26-4.28.21		76810 · Heating/Cooling	(792.41)
				(792.41)
Bill Pmt -Check	53831	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA2127295		50511 · AS E-Books & YS E-Books	(2,317.87)
Bill	01018MA21210001		50511 · AS E-Books & YS E-Books	(14,787.78)
				(17,105.65)
Bill Pmt -Check	53832	Peregrine Stime Newman Ritzman & Bruckne	10101 · General Fund Checking	
Bill	61042		70210 · Legal Fees	(1,125.00)
				(1,125.00)
Bill Pmt -Check	53833	Pitney Bowes - supplies	10101 · General Fund Checking	
Bill	1018039204		70600 · Postage/Shipping	(113.02)
				(113.02)
Bill Pmt -Check	53834	Quill Corporation	10101 · General Fund Checking	
Bill	16244003		74110 · Equipment/Furnishings	(73.89)
Bill	16246800		70320 · Office Supplies	(37.80)
Bill	16258858		74110 · Equipment/Furnishings	(30.68)
				(142.37)
Bill Pmt -Check	53835	Staples Advantage	10101 · General Fund Checking	
Bill	1635116859		76200 · Building Supplies	(1,063.45)
				(1,063.45)

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Bill Pmt -Check	53836	T-Mobile	10101 - General Fund Checking	
Bill	4.3-5.2.21		70700 - Telephone	(57.01)
				<u>(57.01)</u>
Bill Pmt -Check	53837	The Shakespeare Project of Chicago	10101 - General Fund Checking	
Bill	5.8.21		58500 - Friends Purchases	(250.00)
				<u>(250.00)</u>
Bill Pmt -Check	53838	The Teaching Company Sales, LLC	10101 - General Fund Checking	
Bill	SINV10380043		50312 - AS Non-feature	(264.80)
				<u>(264.80)</u>
Bill Pmt -Check	53839	Today's Business Solutions, Inc.	10101 - General Fund Checking	
Bill	11842		74152 - Computer Maintenance	(795.00)
				<u>(795.00)</u>
Bill Pmt -Check	53840	Tsai Fong Books Inc.	10101 - General Fund Checking	
Bill	9327		50110.4 - 400's	(59.75)
				<u>(59.75)</u>
Bill Pmt -Check	53841	Uline	10101 - General Fund Checking	
Bill	132952822		76300 - Building Maintenance	(40.42)
				<u>(40.42)</u>
Bill Pmt -Check	53842	Value Line Publishing LLC	10101 - General Fund Checking	
Bill	DN21-251408		50410 - AS Periodicals	(1,170.00)
				<u>(1,170.00)</u>
Bill Pmt -Check	53843	Warehouse Direct	10101 - General Fund Checking	
Bill	4916065-0		76200 - Building Supplies	(1,537.20)
				<u>(1,537.20)</u>
Bill Pmt -Check	53844	Bibliotheca, LLC	10106 - SRF Operating Checking	
Bill	INV-US42908		96000 - SRF Special Reserve Fund	(7,699.00)
				<u>(7,699.00)</u>
Bill Pmt -Check	53845	Engberg Anderson Inc	10106 - SRF Operating Checking	
Bill	20326200-5		96000 - SRF Special Reserve Fund	(2,180.00)
				<u>(2,180.00)</u>
Bill Pmt -Check	53846	Shales McNutt Construction	10106 - SRF Operating Checking	

Wilmette Public Library
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Bill	4.1-4.30.21		96000 · SRF Special Reserve Fund	(102,408.20)
				<u>(102,408.20)</u>
Bill Pmt -Check	53847	Advanced Disposal	10101 · General Fund Checking	
Bill	T40002597215		76400 · Grounds Maintenance	(55.35)
				<u>(55.35)</u>
Bill Pmt -Check	53848	Aflac	10101 · General Fund Checking	
Bill	895329		26003 · AFLAC	(178.08)
				<u>(178.08)</u>
Bill Pmt -Check	53849	Art Excursions, Inc.	10101 · General Fund Checking	
Bill	2006-3461		56000 · Rutherford Trust Expenditures	(350.00)
				<u>(350.00)</u>
Bill Pmt -Check	53850	Baker & Taylor	10101 · General Fund Checking	
Bill	H55253430		50312 · AS Non-feature	(62.45)
Bill	H55253431		50312 · AS Non-feature	(25.69)
Bill	H55194550		50312 · AS Non-feature	(36.74)
Bill	H55194551		50312 · AS Non-feature	(29.39)
Bill	H55268400		50311 · AS Feature	(94.70)
Bill	H55313250		50311 · AS Feature	(7.33)
Bill	H55313251		50311 · AS Feature	(4.59)
Bill	H55313252		50311 · AS Feature	(14.59)
Bill	H55313260		50312 · AS Non-feature	(12.49)
Bill	H55351940		50311 · AS Feature	(21.30)
Bill	H555334650		50311 · AS Feature	(129.30)
Bill	H55334651		50311 · AS Feature	(61.70)
Bill	H55334652		50311 · AS Feature	(40.40)
Bill	H55334653		50311 · AS Feature	(27.15)
Bill	H55334654		50311 · AS Feature	(38.20)
Bill	H55334655		50311 · AS Feature	(38.20)
Bill	H55354680		50321 · YS Feature	(14.69)
Bill	H55354681		50311 · AS Feature	(40.36)
Bill	H55373120		50311 · AS Feature	(61.63)
Bill	H55373121		50311 · AS Feature	(18.34)
Bill	H55373122		50311 · AS Feature	(17.08)
Bill	H55373123		50311 · AS Feature	(7.34)
Bill	H55392570		50311 · AS Feature	(25.71)
Bill	H53328261		50312 · AS Non-feature	(40.38)
Bill	H55428360		50311 · AS Feature	(22.01)
Bill	H55428361		50311 · AS Feature	(22.01)
Bill	H55428362		50311 · AS Feature	(18.36)
Bill	H55447170		50311 · AS Feature	(146.96)
Bill	H55447171		50311 · AS Feature	(22.78)
Bill	H55447172		50311 · AS Feature	(17.59)
Bill	H55463920		50311 · AS Feature	(22.01)

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Bill	H55463921		50311 · AS Feature	(22.01)
Bill	H55463922		50311 · AS Feature	(25.72)
				(1,189.20)
Bill Pmt -Check	53851	Baker & Taylor Books	10101 · General Fund Checking	
Bill	2035918534		50120 · YS Books	(11.45)
Bill	5016961051		50111 · Fiction	(15.26)
			50110.5 · 500's	(83.82)
			50110.5 · 500's	(0.50)
Bill	2035961667		50110.0 · 000's	(29.73)
			50110.3 · 300's	(20.82)
			50111 · Fiction	(294.47)
			50111 · Fiction	(1.73)
Bill	2035963183		50111 · Fiction	(140.00)
			50110.5 · 500's	(70.00)
			50111 · Fiction	(1.05)
Bill	2035963715		50111 · Fiction	(25.73)
Bill	2035931972		50110.8 · 800's	(15.82)
			50112 · H.S. Collection	(55.39)
			50111 · Fiction	(209.82)
			50111 · Fiction	(1.34)
Bill	2035935561		50111 · Fiction	(77.78)
Bill	2035967855		50110.0 · 000's	(31.64)
			50110.3 · 300's	(122.24)
			50110.4 · 400's	(8.30)
			50110.6 · 600's	(46.18)
			50110.7 · 700's	(15.82)
			50110.8 · 800's	(9.49)
			50110.9 · 900's	(21.96)
			50111 · Fiction	(294.52)
			50112 · H.S. Collection	(28.56)
			50113 · Reference	(89.00)
			50111 · Fiction	(3.34)
Bill	2035938399		50120 · YS Books	(375.61)
Bill	2035935567		50110.0 · 000's	(23.79)
			50110.1 · 100's	(10.11)
			50110.6 · 600's	(190.00)
			50110.7 · 700's	(35.15)
			50110.8 · 800's	(15.15)
			50111 · Fiction	(417.03)
			50112 · H.S. Collection	(10.09)
			50114 · Miscellaneous	(72.50)
			50111 · Fiction	(3.51)
Bill	2035970776		50120 · YS Books	(254.79)
Bill	5016980853		50111 · Fiction	(15.89)
Bill	2035951395		50112 · H.S. Collection	(45.67)
			50111 · Fiction	(255.47)
			50111 · Fiction	(1.44)
Bill	2035976106		50110.1 · 100's	(16.15)
			50110.4 · 400's	(23.70)
			50110.5 · 500's	(13.08)

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		50110.6 · 600's	(15.82)
		50110.8 · 800's	(10.71)
		50110.9 · 900's	(32.77)
		50111 · Fiction	(351.19)
		50112 · H.S. Collection	(31.05)
		50111 · Fiction	(2.47)
Bill	2035951394	50110.0 · 000's	(15.82)
		50110.1 · 100's	(41.79)
		50110.2 · 200's	(15.19)
		50110.3 · 300's	(47.46)
		50110.6 · 600's	(130.97)
		50110.7 · 700's	(67.25)
		50110.8 · 800's	(25.43)
		50110.9 · 900's	(223.46)
		50114 · Miscellaneous	(16.56)
		50110.9 · 900's	(2.84)
Bill	2035959285	50110.0 · 000's	(15.79)
		50110.1 · 100's	(63.63)
		50110.3 · 300's	(69.37)
		50110.5 · 500's	(11.30)
		50110.6 · 600's	(109.89)
		50110.7 · 700's	(82.99)
		50110.8 · 800's	(29.38)
		50110.9 · 900's	(77.40)
		50112 · H.S. Collection	(11.29)
		50114 · Miscellaneous	(13.80)
		50110.6 · 600's	(2.36)
Bill	2035980043	50110.6 · 600's	(10.68)
		50110.9 · 900's	(10.68)
		50111 · Fiction	(326.20)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(1.79)
Bill	2035945078	50110.1 · 100's	(47.44)
		50110.2 · 200's	(15.26)
		50110.3 · 300's	(174.43)
		50110.5 · 500's	(30.52)
		50110.6 · 600's	(98.88)
		50110.7 · 700's	(73.20)
		50110.8 · 800's	(40.68)
		50110.9 · 900's	(89.76)
		50112 · H.S. Collection	(11.27)
		50114 · Miscellaneous	(20.70)
		50110.3 · 300's	(2.91)
Bill	2035959293	50112 · H.S. Collection	(45.11)
		50111 · Fiction	(284.63)
		50111 · Fiction	(1.57)
Bill	2035983182	50110.0 · 000's	(29.74)
		50110.7 · 700's	(16.94)
		50110.9 · 900's	(11.28)
		50111 · Fiction	(349.27)
		50112 · H.S. Collection	(32.18)
		50111 · Fiction	(2.20)

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Bill	2035983672		50110.0 · 000's	(63.28)
			50110.1 · 100's	(31.00)
			50110.3 · 300's	(288.46)
			50110.7 · 700's	(15.82)
			50110.9 · 900's	(27.12)
			50111 · Fiction	(609.68)
			50111 · Fiction	(5.18)
Bill	2035959092		50110.1 · 100's	(64.30)
			50110.5 · 500's	(26.76)
			50110.6 · 600's	(47.49)
			50110.9 · 900's	(39.60)
			50111 · Fiction	(205.55)
			50112 · H.S. Collection	(14.87)
			50114 · Miscellaneous	(37.50)
			50111 · Fiction	(1.99)
Bill	5016993646		50210 · AS Continuations	(454.35)
Bill	2035953641		50110.1 · 100's	(18.95)
			50110.3 · 300's	(17.09)
			50110.5 · 500's	(46.01)
			50110.6 · 600's	(58.96)
			50110.7 · 700's	(12.30)
			50110.8 · 800's	(19.00)
			50110.9 · 900's	(18.95)
			50111 · Fiction	(221.90)
			50113 · Reference	(28.49)
			50114 · Miscellaneous	(36.25)
			50111 · Fiction	(2.21)
Bill	2035949231		50110.0 · 000's	(80.83)
			50110.1 · 100's	(26.00)
			50110.3 · 300's	(41.61)
			50110.4 · 400's	(19.90)
			50110.6 · 600's	(36.81)
			50110.8 · 800's	(10.09)
			50110.9 · 900's	(35.61)
			50111 · Fiction	(988.33)
			50114 · Miscellaneous	(112.50)
			50111 · Fiction	(6.20)
				<hr style="border-top: 1px solid black;"/>
				(10,531.86)
Bill Pmt -Check	53852	Bibliotheca, LLC	10101 · General Fund Checking	
Bill	INV-US43508		70310 · Library Supplies	(687.00)
				<hr style="border-top: 1px solid black;"/>
				(687.00)
Bill Pmt -Check	53853	Cahill, John Inc	10101 · General Fund Checking	
Bill	0172916		76300 · Building Maintenance	(422.00)
				<hr style="border-top: 1px solid black;"/>
				(422.00)
Bill Pmt -Check	53854	Cao, Baoqiang	10101 · General Fund Checking	
Bill			46200 · Lost Materials	(16.00)
				<hr style="border-top: 1px solid black;"/>

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(16.00)

Bill Pmt -Check	53855	CDW Government, Inc.	10101 · General Fund Checking	
Bill	D266669		74120 · Computers	(1,256.16)
				<u>(1,256.16)</u>
Bill Pmt -Check	53856	Cengage Learning Inc/ Gale	10101 · General Fund Checking	
Bill	74198973		50110.1 · 100's	(20.24)
			50110.2 · 200's	(19.50)
			50111 · Fiction	(83.99)
Bill	74218389		50111 · Fiction	(47.98)
Bill	742225929		50111 · Fiction	(23.25)
Bill	74214237		50110.1 · 100's	(14.95)
Bill	74238528		50110.3 · 300's	(27.74)
			50110.8 · 800's	(23.24)
			50111 · Fiction	(344.19)
Bill	74243845		50111 · Fiction	(77.97)
Bill	74258999		50110.6 · 600's	(25.49)
			50110.5 · 500's	(24.74)
				<u>(733.28)</u>
Bill Pmt -Check	53857	Comcast	10101 · General Fund Checking	
Bill	122328251		70700 · Telephone	(421.84)
				<u>(421.84)</u>
Bill Pmt -Check	53858	Comcast Business	10101 · General Fund Checking	
Bill	5.15-6.14.21		70700 · Telephone	(364.58)
				<u>(364.58)</u>
Bill Pmt -Check	53859	Computer View, Inc.	10101 · General Fund Checking	
Bill	28996		74120 · Computers	(1,580.00)
Bill	28997		74120 · Computers	(1,580.00)
Bill	28998		74120 · Computers	(23,130.00)
				<u>(26,290.00)</u>
Bill Pmt -Check	53860	EnvisionWare, Inc.	10101 · General Fund Checking	
Bill	INV-US-52415		74152 · Computer Maintenance	(1,026.38)
				<u>(1,026.38)</u>
Bill Pmt -Check	53861	Genealogical.com, Inc.	10101 · General Fund Checking	
Bill	5210063		50110.9 · 900's	(20.00)
			50113 · Reference	(28.00)
				<u>(48.00)</u>

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Bill Pmt -Check	53862	HR Source aka Management Association	10101 · General Fund Checking	
Bill	FY22-64309		70220 · Bank & Other Professional Fees	(1,380.00)
				<u>(1,380.00)</u>
Bill Pmt -Check	53863	Karsen, Mike	10101 · General Fund Checking	
Bill	5.20.21		50710 · AS Programming	(200.00)
				<u>(200.00)</u>
Bill Pmt -Check	53864	Krueger International, Inc.	10101 · General Fund Checking	
Bill	14269089		74110 · Equipment/Furnishings	(7,605.50)
				<u>(7,605.50)</u>
Bill Pmt -Check	53865	Mid-Central Printing & Mailing	10101 · General Fund Checking	
Bill	54915		70500 · Printing	(60.00)
				<u>(60.00)</u>
Bill Pmt -Check	53866	Midwest Tape	10101 · General Fund Checking	
Bill	500422089		50313 · AS Audiobooks	(394.89)
Bill	500422260		50313 · AS Audiobooks	(34.99)
Bill	500422261		50313 · AS Audiobooks	(64.98)
Bill	500422262		50313 · AS Audiobooks	(190.94)
Bill	500422263		50313 · AS Audiobooks	(19.99)
Bill	500422264		50313 · AS Audiobooks	(25.99)
Bill	500422265		50311 · AS Feature	(18.74)
Bill	500422266		50311 · AS Feature	(29.98)
Bill	500422267		50311 · AS Feature	(187.49)
Bill	500422268		50312 · AS Non-feature	(29.99)
Bill	500422269		50323 · YS Audiobooks	(144.96)
Bill	500422270		50322 · YS Non-feature	(29.97)
Bill	500422271		50322 · YS Non-feature	(11.24)
Bill	500422272		50321 · YS Feature	(104.96)
Bill	500422273		50321 · YS Feature	(14.98)
Bill	500422274		50324 · YS Music	(11.24)
Bill	500422275		50324 · YS Music	(9.74)
Bill	500422276		50324 · YS Music	(9.74)
Bill	500422277		50324 · YS Music	(19.48)
Bill	500422278		50314 · AS Music	(70.62)
Bill	500422280		50314 · AS Music	(10.49)
Bill	500422281		50314 · AS Music	(20.98)
Bill	500428584		50311 · AS Feature	(29.98)
Bill	500428586		50321 · YS Feature	(70.47)
Bill	500443953		50311 · AS Feature	(7.49)
Bill	500443954		50311 · AS Feature	(161.92)
Bill	500445696		50322 · YS Non-feature	(11.24)
Bill	500455686		50323 · YS Audiobooks	(9.99)
Bill	500446066		50321 · YS Feature	(41.21)
Bill	500446155		50312 · AS Non-feature	(48.73)

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Bill	500455472		50313 · AS Audiobooks	(296.91)
Bill	500455473		50313 · AS Audiobooks	(14.99)
Bill	500455474		50313 · AS Audiobooks	(45.99)
Bill	500455475		50313 · AS Audiobooks	(45.99)
Bill	500455476		50313 · AS Audiobooks	(280.90)
Bill	500461858		50311 · AS Feature	(374.97)
				(2,897.16)
Bill Pmt -Check	53867	Omnigraphics	10101 · General Fund Checking	
Bill	2111709927-1182		50112 · H.S. Collection	(62.00)
				(62.00)
Bill Pmt -Check	53868	Pracht, Andrea Horst	10101 · General Fund Checking	
Bill	202103		50730 · Community Serv Prog	(150.00)
				(150.00)
Bill Pmt -Check	53869	Quigley, Kimberly	10101 · General Fund Checking	
Bill			46200 · Lost Materials	(16.00)
				(16.00)
Bill Pmt -Check	53870	Reaching Across Illinois Library System	10101 · General Fund Checking	
Bill	8033		50511 · AS E-Books & YS E-Books	(8,475.14)
				(8,475.14)
Bill Pmt -Check	53871	Salsbery, Lindsay	10101 · General Fund Checking	
Bill			46200 · Lost Materials	(17.00)
				(17.00)
Bill Pmt -Check	53872	Schaffer, Cynthia D.	10101 · General Fund Checking	
Bill	5.15.21		50710 · AS Programming	(150.00)
				(150.00)
Bill Pmt -Check	53873	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	6.1-6.30.21		66020 · Emp Life/LTD Insurance	(2,149.29)
				(2,149.29)
Bill Pmt -Check	53874	Synchrony Bank/Amazon	10101 · General Fund Checking	
Bill	4.16-5.15.21		65500 · Memorial Purchases - non-book	(4,425.22)
				(4,425.22)
Bill Pmt -Check	53875	The Book Stall	10101 · General Fund Checking	
Bill	365224		58500 · Friends Purchases	(750.00)
				(750.00)

Wilmette Public Library
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(750.00)

Bill Pmt -Check	53876	Thomas Klise/Crimson Multimedia	10101 · General Fund Checking	
Bill	005507		50315 · AS Video Games	(255.67)
				<u>(255.67)</u>
Bill Pmt -Check	53877	Thomson Reuters	10101 · General Fund Checking	
Bill	844366847		50210 · AS Continuations	(115.61)
				<u>(115.61)</u>
Bill Pmt -Check	53878	Tovar Landscaping	10101 · General Fund Checking	
Bill	February 2021		76400 · Grounds Maintenance	(4,000.00)
				<u>(4,000.00)</u>
Bill Pmt -Check	53879	Traynor, Lindley	10101 · General Fund Checking	
Bill	31239008479858		46200 · Lost Materials	(7.00)
				<u>(7.00)</u>
Bill Pmt -Check	53880	Village of Wilmette-parking	10101 · General Fund Checking	
Bill	55499		76450 · Parking Lot Rent	(2,850.00)
				<u>(2,850.00)</u>
Bill Pmt -Check	53881	Wang, Ding	10101 · General Fund Checking	
Bill			46200 · Lost Materials	(17.00)
				<u>(17.00)</u>
Bill Pmt -Check	53882	Wellness Insurance Network	10101 · General Fund Checking	
Bill	May 2021		66010 · Emp Health Insurance	(94.00)
			66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(50,095.70)
				<u>(50,236.70)</u>
			Operating Expenditures	(173,617.92)
			Special Reserve Expenditures	<u>(112,287.20)</u>
			Total May Expenditures	<u><u>(285,905.12)</u></u>

Wilmette Public Library District

Finance Committee Meeting, June 9, 2021

Draft Working Budget Expenditures, Fiscal Year 2021-2022

Overview of Key Changes from FY 2020-2021

Since March 2020, the COVID-19 pandemic has significantly impacted our future budget planning cycle. Staff continues to explore a number of scenarios and planning responses for library operations going forward, leading to our “new normal.” Despite the challenges, the overwhelming majority of our operations have continued with adaptations - some that may continue as part of our shared future. Assuming an adaptive/hybrid environment for the whole of the next budget cycle, the draft FY21-22 budget represents a hard look at priorities and opportunities to develop creative solutions, while ensuring appropriate maintenance and resource flexibility to meet our overall operational and strategic goals. The result of this draft is a model of operations that establishes clear priorities, builds on our strengths, and reinforces opportunities to serve in new and enhanced ways in this rapidly changing climate.

Updates from the prior May 5, 2021 version of this document are shown in red.

The Library is proposing a 1% decrease (-\$313,002) in the overall Working Budget for FY2021-2022. Key changes in the proposed FY 2021-2022 Budget from current FY 2020-2021 Budget include:

Patron Materials and Services	[net decrease of \$500 from FY20-21]
50100/50200: Books/Continuations	\$300,000

We’re proposing a 9% increase to the general materials budget for FY21-22, restoring the previous 10% reduction that we made last year due to the pandemic. Last year’s reduction was based on national trending data and projections that suggested the publishing industry would be slowed or otherwise adversely affected in production of print materials. That said, staff sustained ambitious goals for collection development and maintenance throughout FY20-21, including updating and replacing core collection titles that were weeded due to condition as part of the RFID tagging project, and demand for print materials has been sustained throughout the last year. We’re confident this realignment will allow us to both adapt and still meet our goals.

50250: Library of Things	\$3,000
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As part of the 2018-2021 Strategic Plan (*Objective 2.1: By July 2018, create a “Library of Things” that circulates non-traditional library items*), this line item saw its initial expenses and development as part of the FY17-18 budget. The collection has grown and become part of the Library’s general collection, though spending slowed through the past two fiscal years. Given the pandemic and the sanitation and maintenance challenges posed to circulation of unique physical materials (especially those worn by users, including virtual reality headsets, telescopes, and bird watching kits), we predicted a slight moratorium in development of this collection and responded by zeroing-out this budget line last year. Now that staff is planning ahead and the collection is circulating again, we’re ready to restore funding and development of this collection, with plans to creatively expand the resources available to further include maker and technology tools.

50300: Audiovisual Materials**\$100,000**

Circulation of physical audiovisual materials has been in slow decline over the past several years, due in part to the rise and convenience of comparable streaming and downloadable resources. While music, audiobooks, video games, and movies remain popular with our users, realignment of this budget line to reflect the shift to digital is in order this year. We reduced this line last year by 10%, and we're holding that number flat for the coming fiscal year.

50400: Periodicals**\$42,000**

Over the past few years, we have reported trending that print serials and periodicals are continuing to decline in popularity and physical publication as consumers shift their attention for ephemeral content from print to digital platforms. In FY19-20, we saw dozens of our magazine collection's titles cease publication or shift to digital, and that pattern continued in FY20-21. We're proposing a modest 6% reduction again this year, though the overall budget for this line is aligned with our actual spending from FY18-19 to present.

50510: Electronic Resources (Adult & Youth Services)**\$500,000**

Even prior to the exponential demand for these resources during the shelter-in-place order that closed the library building and suspended physical materials circulation, spending outpaced the budget in this line for the past few years. This is due to the demand for these popular resources both in terms of on-demand products like Hoopla, as well as patron-driven selection for e-books and e-periodicals from OverDrive/Libby, as well as online research resources. Expenses in this line were expected to perform similarly in FY20-21 even before the pandemic. This past year, new users adopted the convenience of these platforms as circulation doubled and tripled for products like OverDrive, Hoopla, and Kanopy. Recent changes in the governance of the Overdrive Digital Library of Illinois consortium may affect future budgeting for this line, as local demand increases for e-media call for additional support to the Overdrive Advantage collection. Hoopla circulation continues to grow at an exponential rate as more users are introduced to the instantly-available popular content on this platform with its unique pay-per-use model. Contract renewals for research databases are still posting annual incremental increases, due in part to annexation of additional licensed content as more print-only products migrate to digital-only. The 25% increase we proposed to this line in FY20-21 is sustained in the FY21-22 budget, and includes strong development of streaming and downloadable platforms, as well as close analysis and reduction of less-well performing database subscriptions. Overall, this funding plan aligns with Strategic Plan *Objective 2.3: Beginning in June 2019, adjust current practices to increase ease of use of physical and digital collections.*

50530: Computer Software**\$10,000**

Spending in this line has failed to meet budget allocations the past few years. And while we anticipate that we will need to enhance our resources for both staff and public going forward (including subscriptions to remote work platforms and tools), we feel the sustained 10% reduction below the FY19-20 budget that we implemented last year is reasonable and sustainable for the next year.

50600: Electronic Service Providers**\$125,000**

This line of the budget includes our website/virtual branch's design and maintenance services, and was increased last year to account for the website renovation contract with Library Market that was signed in March 2021. The majority of our expenses related to the website redesign project will be encumbered in FY20-21, so the 23% increase to this line that we added last year can be reduced back to the budgets of prior fiscal years. We expect the new website to launch in Fall 2021, and will monitor the ongoing maintenance costs for future planning.

50700: Programming**\$45,000**

Increasingly a signature element of our brand, both staff-directed and contracted programming has never been more popular. This past year saw the introduction of our first digital-only programming seasons, and our patrons have responded in overwhelmingly positive ways both in terms of feedback asking us to sustain this model/option going forward, and in terms of program attendance where we were able to attract more participants than ever before to some of our programs and events. Even as staff are preparing for a return to in-person and hybrid programming as we anticipate the waning of the pandemic, much of our programming for FY21-21 will continue to be conducted virtually. In FY20-21, funding was decreased by 25% from prior years, though it has still allowed staff to develop and adapt programs for virtual platforms using contracted vendors as appropriate, while also emphasizing our investment in personnel and the creative/adaptive assets of our team. With continued funding support from the Friends of the Wilmette Public Library for our author events and popular seasonal reading clubs for all ages (budget line I.N.), we propose sustaining this budget for FY21-22. The sustained reduced budget from FY20-21 for this line still supports our Strategic Plan objectives, including: *Goal 1: Focus library services to promote connections in our community; Objective 3.3: Beginning in April 2019, develop intergenerational opportunities for youth and adults to work together on a shared goal; Objective 3.4: Beginning in August 2019, develop a comprehensive plan to integrate diversity into library programming, services, and staff; and Objective 5.4: By March 2019, develop a set of tools to evaluate how the Library's services, collections, and programs are meeting the needs of the community.*

50810: Interlibrary Loan**\$1,000**

We anticipate that future demand for ILL will follow its pacing from this past fiscal year, as we have been ahead of our projections from last year. That said, suspension of physical material lending from outside of our local library systems may continue to be sustained (as it is today) or temporarily suspended again if the pandemic response of the industry follows the same course in the event of another outbreak. This \$500 decrease (reflecting our most recent spending trends) should account for both scenarios.

52000: Newsletter/Communications**\$35,000**

Historically our most successful communication tool, *Off The Shelf* (the Library's bi-monthly print newsletter, mailed to all residences in District), has served as the Library's program guide and key connection to library news in our community in years past. With the sharp pivot from in-person programming to virtual this past year, and the inability to reasonably plan events months into the future as we typically have done, newsletter production has been greatly affected. Staff plans to resume newsletter publication with a fall issue in 2021, and an updated print cycle going forward. We also anticipate sending more targeted and timely postcards and smaller, more-immediate print mailings

going forward. Despite the 8% reduction in this line, we feel that we can still make the most of our print publications and communications from this budget in FY21-22.

53000: Promotion **\$8,000**

We've relied on fewer promotional resources in the past few years and propose a sustained adaptive pause to this budget line, amounting to a 20% reduction for FY21-22.

56000: Rutherford Trust Expenditures **\$5,000**

The Rutherford Trust funds our ongoing travel programming, including on-site screenings of travel films and lecturer visits. These programs are less adaptable to the modified programming environment in 2020, so we're anticipating a future budget that looks more like our programming in FY19-20, amounting to a 44% reduction for FY21-22.

58500: Friends Purchases **\$36,000**

This spring, the Friends of the Wilmette Public Library approved funding requests from staff in Adult, Youth, and Community Services, including sustained funding of our signature author events and Summer and Winter Reading Clubs. Despite the loss of book sale revenues due to the pandemic (which forced the closure of Books Down Under for over a year), the Friends determined they were able to fund our programming requests from their fund balance. We're grateful for their continued support and this 20% increase in this in/out grant fund line over last year's budget.

Personnel [net decrease of \$263,502 from FY20-21]

61100/61200/61300: Salaries **\$3,143,287 total**

Planning an organization's staffing and salaries is a challenging moving target in any environment, and was certainly even more so during an unprecedented pandemic where outside factors can suddenly affect plans in unanticipated ways. The Library experienced nearly 15% turnover in FY20-21, mainly due to retirements in professional and managerial positions. This fact, coupled with the factors associated with the pandemic, spoiled our projections for the salary budget from this time last year.

This year, we took a fresh approach to the salary estimates, building the lines first from our current team and estimating our capacity for growth and fulfillment of mission-centric goals for the year ahead. As such, we have a much tighter budget this year, representing an overall 9% reduction for these lines in our first draft.

Background: Wilmette Public Library is a service organization. In our efforts to provide our community with quality resources, collections, and services, the Library relies on the dedication, skills, talents, strength, qualifications, and training potential of our staff to achieve our mission. In spring 2018, the Library conducted a benchmarking study for its workforce, formally comparing our compensation plan with our job descriptions (and requisite knowledge, skills, and abilities), and matching this data to industry metrics and standards to ensure that our compensation is fair, appropriate, and keeping pace with the local market.

The market study resulted in an updated salary schedule, which requires annual maintenance and adjustment to remain current and competitive. The first phase of progressive adjustments to our compensation plan, in an effort to meet the market, was completed with the lowest salaried positions in

summer 2018. The next phase of adjustments began implementation in FY19-20, and will need to be completed concurrent with planned cost-of-living adjustments in January 2021 to limit compression. The January 1, 2020 passage of the statewide plan to raise the minimum wage to \$15 will have a further cascading effect over the Library's overall compensation structure, and will need to be accounted for as the salary schedule continues to be aligned going forward. Further, as our strategic direction and service model evolves, departments will continue to evaluate all open positions and roles of current positions to determine needs in fulfilling our mission. To accomplish these ends, over time we will likely need to increase to these lines even if we are able to sustain the proposed reduction in FY21-22.

Our compensation plan is reinforced in our Strategic Plan: *Objective 4.2: By February 2019, refine personnel and compensation policies to equitably recruit, retain, and recognize talented staff; Objective 4.4: By December 2019, equip staff with professional development tools and leadership opportunities, and support individual paths for career growth.*

62000: Professional Memberships

\$7,000

The \$500 (7%) increase in this line reflects a sustained investment in our team's broader commitment to librarianship and professional development as staff continue to learn and express their skills through engagement in our professional associations (such as ILA, PLA, and ALA). Over the past year we've also noted that virtual learning opportunities we're heavily discounted for those participants who were association members, making this subtle increase a wash in our other training budget lines.

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

64000: Travel/Mileage

\$7,000

The \$25,000 (-70%) decrease in this line over the past 2 years reflects the reality/impacts of the pandemic, as we anticipate a sustained pause in travel to conferences and in-person, off-site training. The Library remains dedicated to continuing education and professional development opportunities for our team, in fulfillment of our strategic goals, however we expect there will be fewer such opportunities (and fewer safe options) for the foreseeable future.

65000: Staff Development

\$12,000

The 50% reduction in this line (from FY19-20 to FY20-21) directly related to the conditions that influenced the reduction of budget line II. F. Travel/Mileage, though still provided funding for any remaining continuing education and professional development opportunities in meeting the goals of Strategic Plan *Objective 4.4*. We still didn't come close to this projection last year, and while we hope to gather for our all staff annual event in person in the future, we're proposing a sustained reduction in this line for the coming year.

66000: Employee Health Insurance

\$650,000

Over the past few years, the Library's health insurance consortium has been able to absorb rising costs of premiums that other sectors of the marketplace have been otherwise unable to defer. Given the global health crisis, we anticipate that we will see a rise in premiums and/or a need to reevaluate the structure of our plans going forward. As such, we've included a 8% increase to this line this year.

Operations

[net decrease of \$49,000 from FY20-21]

70100: Bank Fees

\$12,000

Historically, as a conservative measure, we've held this line flat despite relatively low banking fees and modest end-of-year surpluses for this item. And while we're already beginning to see some small fees on our accounts for the first time in years as our interest and investment rates of return diminish, we feel this budget line is more appropriately aligned with the 20% reduction.

70200: Professional Services

\$25,000

The Library values professional consulting services for future planning and appropriate alignment of business practices. In the past year, in addition to the regular annual legal and accounting fees in this budget line, we've engaged with consultants for services including evaluation of our facility through the 2020 Capital Reserve Study, our semi-regular HR market/benchmarking study, and later this spring/summer for a long term financial projection model. Following an increase to this line last year, we're proposing a realignment to prior consulting years with a 28% reduction in FY21-22.

70310/70320: Library and Office Supplies

\$55,000 total

In years past, we had budgeted around \$80,000 combined in these supply lines, though actual spending averaged about 70% of the budget. Last year, in anticipation of a work environment that will temporarily require fewer physical in-office resources, we prepared to rely on our current reserve of library and office supplies and reallocated \$10,000 from these funds to support our computer and digital resources. This year we plan to sustain this budget model for another cycle, further reducing these lines by \$15,000.

70500: Printing

\$5,000

The 50% reduction in this budget line sustains reduced production of physical print and promotional materials in-house for FY21-22.

70700: Telephone

\$15,000

While the planned telephone system replacement project (last year anticipated as a joint partnership with the Village and Wilmette Park District, but ultimately dissolved when the Village opted to go alone) is a separate capital infrastructure project eligible for expenditure from our Special Reserve Fund balance as part of future planning in 2022, this budget line relates to our service lines, maintenance, and contracts related to our telephone service. We anticipate that our rates will increase along with the updated and expanded feature set of the new system, based on our research last year. While the details remain to be determined, we feel the sustained \$2,000 (15%) increase we implemented in FY20-21 will cover our annual expenses and result in more flexible options for telephone service going forward.

76100: Building / Grounds Improvement

\$18,000

Our Facilities team has undertaken a number of special improvement projects in the past year (particularly during the opportunities afforded by pandemic-related building closures to the public) which have enabled us to reallocate \$2,000 funding from this line to our Building Supplies line. This amounts to a 10% reduction.

76200: Building Supplies

\$30,000

This budget line item has been slightly overspent by the fourth quarter of the last several fiscal years. The 7% increase in this line (essentially a reallocation of \$2,000 from the Building/Grounds Improvement line) aims to ensure that the library building is appropriately equipped to respond to and weather whatever comes its way during FY21-22. This amounts to a 7% increase.

76400: Grounds Maintenance

\$30,000

With the recent contractual engagement of Landscape Concepts for our grounds maintenance services (this firm also provided off-site removal of snow accumulation in our parking lot this past winter - a new service for us), the Library has achieved some savings to the overall budget for this line item. As a result, we're proposing a 25% decrease in this budget line for FY21-22.

Special Projects

Telephone System Replacement

The Library's telephone system has been under administrative review for the past several years and is overdue for update and replacement. The backend hardware is no longer supported for maintenance and the endpoint handsets are outdated, lacking in features, and only available for repair/replacement from parts on the secondary market. In 2019-20, both the Village and Park District found themselves in a similar position, so all three agencies met to discuss partnering for a group purchase of new systems for all three partners. We recognized that if we were to pool resources, we could save costs on planning, developing, posting and managing the bid feature set, and reduce the impacts of technology planning, while saving all three agencies time and money on the outcome. Ultimately the Village, who led our partnership effort, decided to pull out and pursue their own independent solution, leaving the Library and Parks to find their own way. As we shifted operations to respond to the pandemic, this project was subsequently put on hold.

We're ready to resume this initiative in 2022. The project is eligible for expenditure from the Special Reserve Fund as necessary operational capital infrastructure. We don't have an estimate for the full cost of replacement until we identify the details of our desired solution, however it's reasonable to anticipate that this project may cost upwards of \$120,000, though that figure is subject to a number of caveats and conditions. The final figure may include a portion of contractual maintenance or negotiated/included services that may otherwise have been budgeted as part of annual maintenance in the operating budget (line III. H. Telephone). We expect this project will begin moving forward again in the third quarter of FY21-22.

Recording Booth

As part of the Library's long range planning for an enhanced media creation lab and maker space, we have been considering equipment and resources for our wishlist from both staff and the community. With the recent establishment of a Village-wide committee planning the 2022 Sesquicentennial celebration, interest has been expressed in the Library providing a recording booth for residents to record and share audiovisual stories of their lives in Wilmette over the years. The Library has been interested in similar technology to help patrons create videos and podcasts, so the time for adopting resources to support this goal may be upon us despite a lack of dedicated space for such an installation. Providing a professional sound-proof recording suite has been on our wishlist for a future renovation, but remains cost-prohibitive without appropriate construction/infrastructure in an environment where visitors typically expect a quieter atmosphere. Stand-alone systems provide an all-inclusive out-of-the-box solution without construction, but can range up to \$50,000. Staff are investigating options for a recording booth that can endure beyond the special project year of 2022, and help support our overall maker goals. A recording booth would be eligible for expenditure from the Special Reserve Fund as technology infrastructure, pending Board approval.

Next 3-5 Year Strategic Plan

The Library is in the final year of its current multi-year strategic plan. While we worked with a contracted consultant in developing the current plan, staff is recommending that we complete the next iteration of this plan in-house. We may also wish to defer creation of a multi-year plan in light of the pandemic's immediate impacts, and focus our strategic efforts on near term objectives and key items identified in the 2020 Capital Reserve Study report. Regardless of the Board and staff's approach to this project, we anticipate that the next strategic plan will be completed primarily on staff time and be cost neutral.

INCOME ACTUAL & BUDGET 2018-2019 / 2019-2020 / 2020-2021, PROPOSED 2021-2022

	Actual 6/31/19	Budget FY 2018-19	Actual 6/30/2020	Budget FY 2019-20	Actual YTD 3/31/21	Budget FY 2020-21	% collected	Proposed Budget FY 2021-22	% change
Income									
41000 · Taxes Collected									
41010 · GF Taxes	5,265,528	5,308,603	4,867,129	5,308,603	4,531,584	5,308,603	85.36%	5,030,779	-5.23%
41020 · SS/IMRF Taxes	400,035	468,000	445,098	468,000	463,898	468,000	99.12%	515,000	10.04%
41030 · Audit Taxes	9,001	8,500	9,329	8,500	9,278	8,500	109.15%	10,300	21.18%
41040 · Liability Taxes	35,003	30,000	33,595	30,000	31,545	30,000	105.15%	35,020	16.73%
Total 41000 · Taxes Collected	5,709,567	5,815,103	5,355,151	5,815,103	5,036,305	5,815,103	86.61%	5,591,099	-3.85%
Other Income									
43010 · GF Interest	163,474	90,000	225,920	95,000	100,728	100,000	100.73%	30,000	-68.42%
44100 · Replacement Taxes	50,595	45,000	55,382	35,000	35,251	45,000	78.34%	45,000	0.00%
44200 · Kenilworth	198,452	190,123	202,092	183,265	126,384	166,292	76.00%	171,950	3.40%
45010 · Per Capita Grant	33,859	33,859	33,859	33,859	36,981	33,859	109.22%	33,859	0.00%
46100 · Fines	23,257	35,000	15,070	24,000	2,167	-	#DIV/0!	-	#DIV/0!
46200 · Lost Materials	7,952	9,500	8,325	9,000	4,295	9,000	47.72%	8,000	-11.11%
46400 · Service Fees	-	50	427	500	11	500	2.20%	500	0.00%
47000 · Miscellaneous Income	47,519	35,000	41,026	35,000	86	35,000	0.24%	1,000	-97.14%
47100 · Copier Receipts	12,910	12,500	9,255	12,500	2,128	10,000	21.28%	5,000	-50.00%
47200 · Room Rental	4,145	5,000	3,520	5,000	(620)	3,500	-17.71%	3,500	0.00%
48000 · Gifts/Donations									
48100 · Donations	5,892	22,000	15,901	6,000	4,104	6,000	68.40%	6,000	0.00%
48500 · Friends Donations	26,845	28,800	24,790	33,000	25,604	30,000	85.35%	36,000	20.00%
Total 48000 · Gifts/Donations	32,737	50,800	40,691	39,000	29,708	36,000	82.52%	42,000	16.67%
Total Other GF Income	574,900	506,832	635,567	472,124	337,119	439,151	76.77%	340,809	-22.39%
Total General Fund Income	5,840,428	5,815,435	5,502,696	5,780,727	4,868,703	5,747,754	84.71%	5,371,588	-6.54%
Total Taxes Collected & Other GF	6,284,467	6,321,935	5,990,718	6,287,227	5,373,424	6,254,254	85.92%	5,931,908	-5.15%

BUDGET VS ACTUAL EXPENSES, 2018-19, 2019-20 AND DRAFT PROPOSED BUDGET 2020-21

	Expenses FY 2018-19	Budget FY 2018-19	% used	Expenses FY 2019-20	Budget FY 2019-20	% used	Expenses YTD 4/30/21	Budget FY 2020-21	% used	Proposed Budget FY 2021-22	% increase decrease
I. PATRON MATERIALS/SERVICES											
50100/50200 - Books/Continuations	306,073	305,500	100.2%	244,626	305,500	80.1%	286,183	275,000	104.1%	300,000	9.1%
50250 - Library of Things	5,728	8,000	71.6%	1,135	5,000	22.7%	-	-	#DIV/0!	3,000	#DIV/0!
50300 - Audio Visual Materials	101,711	114,000	89.2%	80,163	113,000	70.9%	76,010	100,000	76.0%	100,000	0.0%
50400 - Periodicals	42,473	58,500	72.6%	42,732	58,500	73.0%	41,630	45,000	92.5%	42,000	-6.7%
50510 - Electronic Resources AS/YS	375,030	340,000	110.3%	416,473	400,000	104.1%	468,222	500,000	93.6%	500,000	0.0%
50530 - Computer Software	11,717	14,000	83.7%	12,079	14,000	86.3%	6,595	10,000	66.0%	10,000	0.0%
50600 - Electronic Service Providers	113,233	122,000	92.8%	116,794	122,000	95.7%	124,322	150,000	82.9%	125,000	-16.7%
50700 - Programming	49,323	56,000	88.1%	50,465	60,000	84.1%	29,150	45,000	64.8%	45,000	0.0%
50810 - Interlibrary Loan	1,145	1,200	95.4%	508	1,200	42.3%	-	1,500	0.0%	1,000	-33.3%
52000 - Newsletter/Communications	27,491	40,000	68.7%	18,155	40,000	45.4%	12,175	35,000	34.8%	35,000	0.0%
53000 - Promotion	11,342	20,000	56.7%	3,242	10,000	32.4%	5,728	10,000	57.3%	8,000	-20.0%
54000 - Grant Expense	1,200	1,000	120.0%	0	1,000	0.0%	-	1,000	0.0%	1,000	0.0%
56000 - Rutherford Trust Expenditures	7,293	9,000	81.0%	5,334	9,000	59.3%	1,785	9,000	19.8%	5,000	-44.4%
58500 - Friends Purchases	36,582	28,800	127.0%	14,205	28,800	49.3%	28,055	30,000	93.5%	36,000	20.0%
II. PERSONNEL											
61100 - Librarian Salaries	1,354,561	1,503,528	90.1%	1,388,102	1,578,704	87.9%	1,086,971	1,663,954	65.3%	1,518,474	-8.7%
61200 - Non-Librarian Salaries	1,435,474	1,424,273	100.8%	1,480,007	1,495,487	99.0%	1,120,489	1,576,243	71.1%	1,347,613	-14.5%
61300 - Custodial Salaries	200,099	190,740	104.9%	213,921	200,277	106.8%	215,850	211,092	102.3%	277,200	31.3%
62000 - Professional Memberships	6,195	6,500	95.3%	6,267	6,500	96.4%	6,523	6,500	100.4%	7,000	7.7%
63000 - Continuing Education Registrations	6,042	8,000	75.5%	4,671	10,000	46.7%	8,217	10,000	82.2%	10,000	0.0%
64000 - Travel/Mileage	6,625	20,000	33.1%	8,024	35,000	22.9%	6,400	10,000	64.0%	7,000	-30.0%
65000 - Staff Development	29,649	35,000	84.7%	5,219	30,000	17.4%	6,531	15,000	43.5%	12,000	-20.0%
66000 - Employee Health Insurance	527,487	548,300	96.2%	620,953	548,300	113.3%	533,680	600,000	88.9%	650,000	8.3%
III. OPERATION											
70100 - Fees - P/R, Bank, Cr Cd	10,479	16,000	65.5%	10,188	16,000	63.7%	8,648	15,000	57.7%	12,000	-20.0%
70200 - Professional Fees	18,971	20,000	94.9%	12,422	20,000	62.1%	12,772	35,000	36.5%	25,000	-28.6%
70310 - Library Supplies	22,338	35,000	63.8%	25,667	35,000	73.3%	18,354	30,000	61.2%	25,000	-16.7%
70320 - Office Supplies	38,283	45,000	85.1%	28,379	45,000	63.1%	17,545	40,000	43.9%	30,000	-25.0%
70400 - Copiers	29,482	28,000	105.3%	27,494	28,000	98.2%	22,988	28,000	82.1%	28,000	0.0%
70500 - Printing	2,118	11,000	19.3%	463	11,000	4.2%	772	5,000	15.4%	5,000	0.0%
70600 - Postage/Shipping	6,509	6,000	108.5%	5,463	6,000	91.1%	4,602	6,000	76.7%	6,000	0.0%
70700 - Telephone	10,485	13,000	80.7%	11,955	13,000	92.0%	12,002	15,000	80.0%	15,000	0.0%
74100 - Equip/Furnishings/Computers	72,376	125,000	57.9%	60,574	125,000	48.5%	63,730	125,000	51.0%	125,000	0.0%
74150 - Equip/Computer/Security System Ma	123,642	122,000	101.3%	74,159	86,000	86.2%	56,130	86,000	65.3%	85,000	-1.2%
75000 - Property/Casualty Insurance	11,000	25,000	44.0%	11,782	27,500	42.8%	30,000	27,500	109.1%	27,500	0.0%
76100 - Building/Grounds Improvement	12,151	20,000	60.8%	19,600	20,000	98.0%	9,299	20,000	46.5%	18,000	-10.0%
76200 - Building Supplies	26,432	24,000	110.1%	26,875	24,000	112.0%	28,759	28,000	102.7%	30,000	7.1%
76300 - Building Maintenance	70,739	85,000	83.2%	52,939	85,000	62.3%	29,892	85,000	35.2%	75,000	-11.8%
76350 - Building Maint Contracts	95,984	100,000	96.0%	90,441	100,000	90.4%	79,416	100,000	79.4%	100,000	0.0%
76400 - Grounds Maintenance	18,378	45,000	40.8%	16,905	45,000	37.6%	21,418	40,000	53.5%	30,000	-25.0%
76450 - Parking Lot Rent	12,740	12,000	106.2%	12,900	12,000	107.5%	8,550	13,000	65.8%	13,000	0.0%
76800 - Utilities	17,443	21,000	83.1%	22,206	21,000	105.7%	14,785	22,000	67.2%	22,000	0.0%
77000 - Sales & Use Tax	27	100	27.0%	37	100	37.0%	-	100	0.0%	100	0.0%
77500 - Library Vehicle Maintenance							3,907	4,000	97.7%	4,000	0.0%
TOTAL GENERAL FUND EXPENSES	5,256,050	5,607,441	93.7%	5,243,524	5,791,868	90.5%	4,508,085	6,028,889	74.8%	5,715,887	-1.3%

3 - Library Operations

3-1 Hours of Operation

The Board of Library Trustees of the Wilmette Public Library District (the Library) sets the hours that Library facilities will normally be open to the public. A listing of hours of operation is detailed in Appendix 3A.
(_approved_)

3-2 Holidays

The following days are designated by the Board as official holidays when the Library will be closed:

1. New Year's Eve
2. New Year's Day
3. Easter Sunday
4. Day before Memorial Day
5. Memorial Day
6. Independence Day
7. Day before Labor Day
8. Labor Day
9. Thanksgiving Day
10. Christmas Eve
11. Christmas Day

The Library may be closed additional days, as selected by the Director and approved by the Board, to allow for continuing education for staff.

When any of the foregoing holidays (except New Year's Eve and Christmas Eve) fall on a Monday, the Library will be closed the previous Sunday.

Extraordinary holidays (including Staff Development Day) may be observed at the discretion of the Director and must be approved by the President of the Board (or, in their absence, any other member of the Board). (_approved_)

3-3 Emergency Closings

Any decision to close the Library due to an emergency must be approved by the President of the Board, or in their absence, any other member of the Board. In the event that no Board member can be reached, the Director or designee may close the Library facility and give notice to Trustees as soon as reasonably possible.

Emergency situations may be defined as, but not limited to, the following:

- Damage to building that would endanger staff or public
- Complete power failure for an extended period
- Loss of water to the building
- Loss of heating system during winter (interior temperature drops below 55 degrees)
- Extreme weather conditions
- Explosions, fire in neighboring buildings, or other catastrophes that demand the immediate clearance of the building

(approved)

3-4 Code of Conduct and Loss of Library Privileges

All visitors are expected to follow the Library's Code of Conduct (see Appendix 3D - Code of Conduct).

The Board may exclude from the use of the Library any person who willfully or negligently violates an ordinance or regulation prescribed by the Board (75 ILCS16/30-55.55). The Board gives the Director the authority to make decisions about banning persons from use of the Library.

Visitors to the Library may be suspended from the Library facilities, parking areas, and grounds by Library staff when they disrupt normal activities through any behavior including but not limited to the following:

- Excessive and continued noise
- Running in the building
- Fighting
- Harassment, threatening (in-person or electronically), or assaulting a staff member or member of the public
- Deliberate damage of Library resources
- Serious violation of Library policy
- Other unacceptable behavior

Such visitors may be banned from Library services and facilities (including parking areas and grounds) until such time and upon such conditions as determined by the Director.

Persons banned from the Library may appeal the decision to the Board. The decision of the Board is final.

(approved)

3-5 Weapons, Hazardous Materials, and Dangerous Behavior

Weapons, as defined and restricted under applicable federal, state, and local statutes and ordinances, including the Illinois Firearm Concealed

Carry Act (430 ILCS 66), are prohibited in all Library facilities. Staff members will contact emergency authorities immediately if they reasonably suspect that a dangerous weapon may be present. Dangerous weapons include but are not limited to guns, explosives, bombs, certain chemicals, and knives. All sworn law enforcement officers are exempt from the prohibition against concealed firearms, as provided by state and federal law.

Nothing in this policy should be construed to prohibit, abridge, or in any way hinder the religious freedom of any person or group.

Hazardous materials and substances that are capable of posing an unreasonable risk to health, safety, or property are prohibited in all Library facilities and grounds. These items include but are not limited to materials that are flammable, explosive, corrosive, toxic, or radioactive. Staff will contact emergency authorities immediately when they become aware of the possibility of hazardous materials present.

Dangerous behavior is prohibited in all Library facilities and grounds. Such behavior includes any behavior that appears to threaten the safety of persons or property. (_approved_)

3-6 Unattended Children

To ensure the safety and well-being of children on Library premises, parents are responsible for their children whether or not the parent is present. Children age 8 and under must be adequately supervised by a parent or other responsible person age 12 or older at all times on Library premises.

Children unattended during hours of operation: If a child age 8 or under is unattended in the Library during hours of operation, staff will seek to locate the responsible person within the Library. When this person and the child are reunited, staff will inform them of the Unattended Children Policy. If the responsible person cannot be located within the Library, staff will obtain the parent's phone number, if possible. When the parent is contacted, they will be notified of the Unattended Children Policy and asked to come to the Library to assume responsibility for the child. If the parent does not provide appropriate supervision or the parent cannot be reached within 30 minutes, staff may contact a community service officer and ask that they assume responsibility for the child.

Children unattended at closing: The designated person in charge and another staff member will stay with any unattended child under the age of 14 and will repeat the procedures listed for contacting the parent of an unattended child during operating hours.

If a child has not been picked up and a parent has not been reached 15 minutes after the Library has closed, staff may call a community service officer and ask that they assume responsibility for the child.

If the child tells staff that a parent or responsible adult has been contacted and is on the way to pick up the child but that person has not arrived by 20 minutes after the Library has closed, staff may call a community service officer and ask that they assume responsibility for the child. (_approved_)

3-7 Vulnerable Adults

All adults who can understand and follow the Library's policies and who can care for themselves are welcome in the Library. Vulnerable adults must be attended and have adequate supervision by an adult over the age of 18 during their visit. A vulnerable adult is functionally, mentally, or physically unable to care for themselves and should not be left unattended or unsupervised when in the Library. Library facilities are neither designed nor licensed to provide adult care needs.

If it is determined a vulnerable adult is in the Library without a parent, legal guardian, or caregiver, staff will attempt to contact the parent, legal guardian, or caregiver. If a parent, legal guardian, or caregiver cannot be reached within 30 minutes, a community service officer may be contacted and asked to assist, including at closing time. (_approved_)

3-8 Use of Library Facilities, Grounds, and Services

The Library's facilities are open for use by District residents and other members of the public during hours established by the Board. Checkout of Library resources is limited to Library cardholders and to those with valid cards from libraries participating in the statewide reciprocal borrowing agreement. The Library reserves the right to establish rules and restrictions for use of facilities and services, including those listed in Appendix 4A.

Library property includes adjacent parking areas and a designated drop-off zone on Park Avenue in front of the building. This area in front of the building provides limited 30 minute parking and is intended for brief visits, drop-off or pick-up of Library visitors, and for visitors using the outside walk-up materials return. This area is also a parking area for any emergency vehicles that may need to be at the Library. Drivers must abide by all posted traffic control signs on Library property and operate vehicles in a safe, controlled manner. (_approved_)

3-9 Food or Drink in Library Buildings

Covered beverages are permitted in Library facilities.

Consumption of food or uncovered beverages is permitted only in meeting rooms, the snack area, and other designated areas. (_approved_)

3-10 Photography in the Library

Designated Library staff may take photographs and video recordings of participants in Library programs or activities. All persons attending Library programs and activities agree that any photograph or video recording may be used by the Library for promotional purposes, including its digital media, websites, brochures, and other publications, without additional prior notice or permission and without compensation to the participant.

Visitor names will never be used without the visitor's written consent. If a visitor prefers not to have Library staff photograph or film them or a member of their family, that visitor should notify a staff member at that time.

While the Library is a public place, it is considered a "limited public forum" under federal law. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would disrupt or interfere with other visitors or staff or be inconsistent with the Library's mission.

Subject to the preceding paragraph, visitors are permitted to take photos, video, or audio recordings within the public spaces of Library facilities, provided it is for personal use, does not create a safety hazard, and does not block library aisles, walkways, stairwells, doors, or exits. Library access by photographers may be limited either by time constraints or to specific areas depending upon the impact such sessions could have upon other library users. The taking of photos or videos is strictly prohibited in the following non-public spaces: restrooms, rooms reserved for nursing, child care areas, areas reserved for staff use only, employee offices, and other areas of Library facilities not open to the public. Persons taking photos and videos shall not compromise an individual member's right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Visitors taking photos and videos shall not violate the law in their activities and shall not trespass into non-public spaces, become physically violent, or be unreasonably disruptive to an employee's ability to serve other visitors.

Pursuant to Section 120/2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), any person may record the proceedings of the Library

Board and other meetings required by the Act to be open to the public. The recordings shall not disrupt the meeting or create a safety hazard.

In order to ensure that such activity would not be disruptive to or interfere with the Library staff or visitors or be inconsistent with the Library's mission, anyone proposing to engage in extensive or commercial filming in the Library or anywhere on Library property must request and receive preapproval by the Director. (_approved_)

3-11 Lost and Found Items

The Library maintains a lost and found collection. Reasonable attempts will be made to contact the owner of lost items if identifying information is available. Staff will attempt to return items identified as owned by other organizations to those organizations. After four weeks, unclaimed items will become Library property.

Unclaimed books will be donated to the Friends of the Wilmette Public Library for inclusion in used book sales, or will be recycled. Unclaimed currency will be added to the Library's operating fund. Potentially dangerous items will be turned over to the police department. Other unclaimed items will be donated, recycled, or discarded as determined by the Director or designee.

The Library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property. (_approved_)

3-12 Service to Visitors with Disabilities

The Library is committed to providing service to visitors with disabilities in compliance with applicable federal and state statutes. The Library will strive to develop services that uphold human rights, inclusion, and safety for all visitors. Visitor privacy will be protected (see Policy 11 - Privacy Policy) and the Library will not require documentation of a disability.

The Library provides services including but not limited to the following:

- Assistance in a quiet, reduced-distraction environment
- One-on-one appointments
- Homebound delivery service (see Policy 3-13 Homebound Services)
- Hearing loop assistance or translation services in Library programming
- Access for service animals (see Policy 3-14 Animals)

In addition to those services, the Library acts as facilitator between the visitor and the federal program known as “Services to the Blind and Visually Impaired.” (_approved_)

3-13 Homebound Services

The Library offers resource delivery service to patrons who are valid Library cardholders and are unable to come to the Library due to a temporary or permanent disabling condition.

Delivery will be scheduled at the mutual convenience of staff and patron, generally every other week. All circulating Library resources are available for home delivery.

All Library policies, including fees and limits, apply to those receiving homebound services.

Resources will be checked out on the card of the person receiving the service. The Library may maintain a record of all items checked out by a homebound patron for purposes of selecting resources for that person.

Patrons who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up Library materials, deliver them, and return them to the Library may designate one or more individuals to use the patron’s Library card on the patron’s behalf. Such designated persons will have access to the patron’s record in the Library database.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the patron, patron’s parent or legal guardian, or an individual with power of attorney to act on behalf of the patron. (_approved_)

3-14 Animals

Animals other than trained service animals, as defined by the Americans with Disabilities Act, are excluded from Library facilities except as part of a Library program. Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. A dog whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

Under the ADA, all service animals must be harnessed, leashed, or tethered while in Library facilities, unless these devices interfere with the service animal's work or the person's disability prevents use of these

devices. The Library reserves the right to request that the service animal be removed from the premises if the animal is out of control and the handler does not take effective action to control the animal. The term “out of control” includes, but is not limited to, repeated or uncontrolled barking, wandering away, growling, or otherwise threatening the safety of visitors or staff. (_approved_)

3-15 Reference and Reader’s Advisory Policy

Library staff provides reference service (defined as connecting visitors with the resources and information requested or required) and reader’s advisory service (defined as connecting visitors with resources, both print and digital). The goal in offering these services is to provide accurate, timely, thorough, interesting, and beneficial information and resources to visitors.

Resources

Staff uses many sources to answer questions and to make reading recommendations. Reference resources, circulating resources, microfilm, subscription databases, websites, magazines, digital media, hardware and software, and audiovisual resources, as well as contacts with outside agencies or authorities, may all be used in the provision of reference and reader’s advisory service. Print materials designated as “Reference” are to be used in Library facilities and are generally not available to be checked out. Remote access to most subscription databases is available 24/7 to Library cardholders. The Library’s website is available to anyone 24/7.

Services

Reference and reader’s advisory services are provided by trained staff all hours the Library is open. Visitors may receive these services in person, by telephone, or via digital means. Requests are handled in the order in which staff receives them.

Reference and reader’s advisory services include, but are not limited to, assistance with finding specific information or resources; the catalog and Library computers; using subscription databases and digital resources; software on Library computers; use of circulating equipment; interlibrary loan (available to Library cardholders only); information needed for school assignments; consumer information; and availability of resources at other area libraries.

All reference information provided and answers given will be factual in nature. Sources used to answer questions are cited when information is provided to the visitor. Reader’s advisory recommendations will be based upon staff knowledge and resources.

Staff members do not offer personal opinion, advice, or interpretation as fact when providing reference or reader's advisory services. In particular, staff members are not qualified to give legal, medical, financial, or income tax advice or recommendations. The Library assumes no responsibility for damages caused or for decisions made from information gathered or obtained at the Library.

Library staff provides instruction in effective use of resources that may include instruction of individuals, dissemination of print or online guides or bibliographies, online tutorials, and formal classes covering a variety of resources and software.

Lengthy research that requires extensive time to collect data from single or multiple sources, including searches of print or digital resources, or extensive copying of materials, is outside the scope of reference or reader's advisory assistance and will not be conducted by Library staff.

Standards

Visitor queries are addressed with no distinction about the purpose of the inquiry or the use of the information. All questions are handled in confidence and with impartiality. The staff adheres to the American Library Association's Code of Ethics and Bill of Rights (Appendices 3B and 3C). The quality and nature of reference and reader's advisory services provision will be evaluated periodically by Library staff to ensure that the services further the Library's goals and support its mission statement.
(_approved_)

3-16 Interlibrary Loan

Interlibrary loan (ILL) is an agreement among libraries to share materials by borrowing and lending to each other. This service is intended to complement local collections to meet user needs.

The Library is a member of ILLINET (Illinois Library and Information Network) and OCLC (Online Computer Library Catalog). Staff follows the guidelines of the ILLINET Interlibrary Loan Code based on the American Library Association Interlibrary Loan Code. This code governs all transactions under the guidelines of the State Library.

The ILL policy does not pertain to reciprocal borrowing (including participation in the Cooperative Computer Services (CCS) consortium. Reciprocal borrowing policies are covered under Policy 4-5.

Patron Responsibilities

1. A valid Wilmette Public Library District card is required to initiate the interlibrary loan process.
2. Patrons are responsible for paying any fees assessed by the lending library, full replacement costs, plus any applicable processing fee if an item is lost, damaged, or not returned. Additional ILL requests will not be accepted until these costs are paid in full. No refunds will be given for ILL materials that have been paid for, but later found.
3. Patrons are expected to return items on time and in the same condition as received.
4. ILL materials must be returned to Wilmette Public Library. Patrons are asked to return ILL Materials to a staff member at the Circulation Desk when possible.

Materials Borrowed From or Loaned to Other Libraries

Materials are available to Wilmette Public Library District cardholders by request from other libraries, provided the materials are not owned by the Library or a CCS consortium member.

The following items are available to loan and borrow:

- books
- music CDs, audiobooks on CD, DVDs (including Blu-ray)
- microfilm
- article or copy requests (in compliance with copyright clearance guidelines)

The following items are not available to loan or borrow:

- video games or software
- periodicals
- reference resources
- materials designated for Wilmette Public Library cardholders only

As a lender, Wilmette Public Library will interlibrary loan resources for a period of four weeks. As a borrower, the lending library sets the loan period.

Additional Guidelines

Patrons may have ten interlibrary loan requests in process at any time. Due dates and renewals are determined by the lending library. Renewal requests will be attempted when received by ILL staff on or before the due date of the material. No renewals will be attempted after the due date has lapsed.

Additional conditions may be imposed by the lending or borrowing libraries. These conditions may include In-Library Use Only or safe-handling guidelines (including use of gloves) for sensitive materials.

Interlibrary loan borrowing privileges may be abridged if a patron does not comply with these guidelines, up to and including suspension of ILL privileges.

Patrons are encouraged to suggest for purchase any recent items that the Library does not own, as defined in Policy 7-8. Staff reserves the right to determine whether an item will be requested for Interlibrary Loan or purchased for the collection. (_approved_)

3-17 Public Use of Study Rooms

The Library has study rooms available for public use. The study rooms are designed to meet the needs of patrons who want to use the rooms in small groups or as individuals for a limited period of time. There are study rooms with seating for one to four visitors depending upon the size of the room.

Patrons may use a room for one session a day for up to two continuous hours depending on room availability. Providing there are no new requests for rooms, members can extend their current session with no time guarantee.

Valid Library cardholders may reserve study rooms up to two weeks in advance. Cardholders may reserve one session per day and may reserve a room for up to three days in a Sunday-to-Saturday week. Otherwise, all patrons may use a room as available on a first-come, first-served basis.

Sign-in for study room use is required. The person who signs in for the room must present a valid Library card or photo ID and remain in the room for the duration of the session. If a room was reserved in advance, the cardholder who reserved the room must be present at sign-in to claim the reservation. The person who signs in for the room is responsible for appropriate use of the room, including leaving the room in good condition upon vacating. Staff assigns study rooms based upon the size of the group or need for equipment in a room. A room capacity limit is posted on each study room door. Patrons may not bring additional chairs or furniture into a study room.

A multi-seat quiet reading room is available for individuals who desire a quiet space. This room is available to any visitor during all hours of operation and may not be reserved.

If the individual who has reserved a room is not present by 10 minutes past the start of the reserved time, the room may be assigned to another group or individual that is waiting. If members vacate the room or leave belongings behind and Library staff is unable to locate the person who

signed in for the room, the items may be removed, and the room reassigned. (_approved_)

3-18 Public Use of Meeting Rooms

Wilmette Public Library provides public meeting rooms to support the Library's mission to the Wilmette and Kenilworth communities. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural, and civic functions within the District.

For purposes of this policy, meeting rooms shall refer to the Library's Auditorium and Small Meeting Room.

When feasible the Library makes the meeting room(s) available to rent by valid Wilmette Library cardholders in good standing.

3-18.1 Availability and Use

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Friends of the Wilmette Public Library and its committees;
2. Educational, informational, cultural, and civic programs sponsored or co-sponsored by the Library and related to its mission, collections, and services;
3. Meetings of municipalities, agencies, or departments of local government located within District boundaries;
4. Meetings of other organizations, such as the Chamber of Commerce, of which the Library is a member and active partner.
5. Meetings of organizations whose purposes are educational, cultural, or civic in nature and/or classified as a not-for-profit 501 (c)(3);
6. Businesses within District boundaries in need of space to conduct a meeting or seminar;

3-18.2 Limitations

The Library's meeting rooms are not available for uses, events, or activities that are contrary to the Library's mission. Examples of prohibited uses and/or activities in Library meeting rooms include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Meetings featuring music, crafts, or other activities which, by their nature, may be disruptive to Library operations unless approved by the Library in advance of the rental;

3. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Director.
4. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
5. Any use through which a salary or fee is earned or business is solicited.

3-18.3 Eligibility

1. Applicant must be 18 years of age or older, reside in Wilmette or Kenilworth, and have a valid Wilmette Library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance to the designated staff member.
4. Applications must be completed and returned with payment before meeting space will be confirmed.

3-18.4 Indemnification

For and in consideration of the use of the meeting rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless Wilmette Public Library from any and all actions or suits relating to its use of such rooms and facilities.

3-18.5 General Regulations

Users of the meeting room agree to abide by all Library polices and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations. These regulations apply to all Library spaces used for the purpose of bringing a group together.

1. Light refreshments may be served. Cooking and use of heating materials such as hotplates and sterno cants is prohibited. The Library provides water and percolators for coffee, but does not provide any consumables. A separate refreshments fee and deposit must be paid in order to serve food and beverage and have access to the kitchen
2. Smoking, vaping, and/or consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children eight (8) years of age and under must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No group may transfer a room reservation to another group.

7. Admission may not be charged by any group. Fees may be charged only to cover supplies provided by the presenter.
8. Organizations may not require personal information from program attendees.
9. Room fees must be paid within one week of applying for the room.
10. The Library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration. Groups may not store items at the library before, after, or between meetings.
11. Organizations may not rent space more than one (1) time per month.
12. All meetings must be open to the public.
13. Room setup arrangements and technology requests are required two weeks prior to the event. Requests for changes to a reservation are may be submitted at any time during open hours, but staff may not be able to accommodate requests placed less than 72 hours before the rental period. A separate fee is required for use of library technology.
14. Use of the library piano must be arranged at the time of the rental, and a separate fee and deposit must be paid. The piano may not be moved or opened unless by library staff.
15. Art hanging in the Auditorium may not be moved or taken down.
16. All meetings must end fifteen (15) minutes prior to the closing of the library. Failure to do this may result in the suspension of rental privileges.
17. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the room at any time. All rentals must adhere to the Library's Code of Conduct.
18. The renting group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act, and compliance shall be at the renting group's own cost and expense.
19. Wilmette Public Library reserves the right to cancel a meeting room rental if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the rental charges. The Library reserves the right to relocate within the building any scheduled meeting.
20. If a cancellation becomes necessary, the Library should be notified 72 hours in advance of the rental period. If the group has paid, the person who reserved the room may reschedule within 30 days. If the group has not yet paid, they may reschedule upon full payment. If the group does not wish to reschedule, a refund may be requested.

21. No political rallies or partisan political meetings urging action such as voting for or against any candidate, position, question, or referendum.
22. Commercial entities may host seminars, workshops, etc., but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
23. By allowing use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the Library's meeting rooms must:
 - a. Not state or imply that the group's activities are sponsored by the Library.
 - b. Not use the Library as a mailing address or list the Library's name, address, phone number, or web address as its headquarters.
 - c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Communications and Events department. The Library will not publicize any event held in a rented space, including promotion in the print newsletter, online calendar, or library bulletin board. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
 - d. Include the following Disclaimer in all meeting publications and advertisements:

“Use of Library meeting space does not constitute endorsement or approval of the organization, this program, or its content by Wilmette Public Library.”
24. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Wilmette Public Library Board of Trustees, Director, or Communications and Events Manager will reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
25. The Library may waive rental fees at the discretion of the Director or Communications and Events Manager.

3-18.6 Available Rooms

The Library rents the Auditorium and Small Meeting Room. The Small Meeting Room is available for rent during all business hours, and the Auditorium is available for rent all business hours except for Sundays.

Meeting rooms are available for rent on a rolling basis. Not-for-profit groups may rent a room beginning three months before the requested date. For-profit groups and businesses may rent a room beginning two months before the requested date.

3-18.7 Rental Fees and Occupancy Limits

Fees are for a maximum of three (3) hours of use and includes the use of all equipment.

<u>Meeting Room</u>	<u>Capacity</u>
Auditorium	90
Small Meeting Room	15

Payment is required within one week of the approval of the rental agreement form. Rental dates requested online are not finalized until confirmed via phone or email by the Community Services department. Full payment, including refundable deposits, must be paid before the rental is finalized.

Rental fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs. Fees may be waived at the discretion of the Director or Communications and Events Manager.

See Appendix 4B for Meeting Room Use Fees.
(_approved_)

3-19 Library-Sponsored Programs

Library staff plan and schedule programs and events in order to further the mission of the Library. Staff welcomes program suggestions and recommendations and retains the right to determine which programs and events are scheduled.

Staff considers the following criteria in making decisions about program topics, speakers, and formats:

- informational, educational, and entertainment needs and interests of the community
- relevance to community interests and issues
- suitability of content for intended audiences
- presenter experience including background or qualifications in content or format area
- budget
- historical or educational significance

- connection to other community programs, Library programs, exhibitions, or events
- availability of appropriate Library space

Programs may require prior registration or tickets. Programs may be limited to attendance by valid Library cardholders and identified as such in all publicity. When required, attendees, including members of groups, must each have a valid card as defined in Appendix 4A in order to register for such programs.

Registered/ticketed visitors who arrive after the publicized start time for a program or event may not be able to attend the program. Staff will admit standby visitors after the publicized start time if space is available.

Some programs are open to both Library cardholders and reciprocal borrowers or other Library visitors. Staff reserves the right to give preference to Library cardholders if potential attendees exceed the amount of available seating.

The Library offers programs for persons of all ages. Some programs or events are offered for specific age groups, and this information accompanies all publicity about these programs. Staff reserves the right to limit attendance at these programs to those persons of the age specified in the publicity. Some children's programs specify that a parent or caregiver is to be present in the program with the child. Parents or caregivers of children ages 8 and under are to remain in the Library during the program or event.

The Library may cosponsor programs with other groups or agencies. These programs will still be considered Library-sponsored programs. Library sponsorship of a program does not constitute an endorsement of the content or topic of the program or of the views expressed by speakers, presenters, participants, or audience members. Staff may cancel any program in case of an emergency or low registration and will provide as much advance notice to the public as possible. Cancelled programs may or may not be rescheduled.

The Library schedules programs and events at Library facilities, off-site, and online. This policy governs all programs and events regardless of location.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Library Bill of Rights. ADA accommodations for programs are available with at least seven days' notice to the Library. Accommodations may be possible with less notice. (_approved_)

Policy 3 Comprehensive Review: Adopted __; Effective __.

DRAFT

APPENDIX 3A - Hours of Operation

The Library is normally open the following hours:

9:00 a.m. to 9:00 p.m.	Monday through Friday
9:00 a.m. to 5:00 p.m.	Saturday
12:00 p.m. to 5:00 p.m.	Sunday

When circumstances require a change in hours, those changes will be posted on the Library's website, and shared through the email newsletter and social media channels.

(Appendix referenced in Policies 3 and 8. Approved by WPLD Board of Trustees
date)

Note:

Prior to the modified operating hours during the 2020-2021 pandemic, the normal operating hours for the Library were:

9:00 a.m. to 9:00 p.m.	Monday through Friday
9:00 a.m. to 5:00 p.m.	Saturday
1:00 p.m. to 9:00 p.m.	Sunday

APPENDIX 3B - ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties

and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

(Appendix referenced in Policy 3. Approved by PPLD Board of Trustees _date_)

DRAFT

APPENDIX 3C - ALA Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

(Appendix referenced in Policies 3 and 7. Approved by PPLD Board of Trustees
date)

4 - Library Cards and Accounts

A library card account is established for each registered patron according to the provisions of this policy. A valid library card entitles the registered patron to receive services including checkout of resources and participation in programs and events at the Library. All registered patrons are solely responsible for all resources borrowed and services obtained on their library card.

4-1 District Residents

A Wilmette Public Library District library card is issued without charge to an individual who (1) provides proof of current residency within the District boundaries and (2) agrees to abide by all District policies and procedures, as amended from time to time.

Proof of current residency for persons age 14 and older must include one form of government agency-issued identification including a photo of the resident or accompanied by a parent or guardian that can provide necessary identification and/or paperwork to establish current residency. If the photo identification does not have the correct current address, a document including a current address is required. Below is a list of acceptable identification and documentation:

Photo Identification include, but are not limited to:

- Valid Illinois state ID or driver's license
- Passport
- School ID
- Consulate ID
- Military ID

Acceptable forms of address verification include, but are not limited to:

- Bank statement
- Current lease/mortgage
- Auto registration
- Property tax or utility bill
- Voter's registration card

Children age 13 and under must be accompanied by a parent or guardian when filling out a child's library card application. A valid identification/address verification must be presented by the parent or guardian on behalf of the child. The parent or guardian accepts responsibility for resources checked out to the child.

A person who is living in or registered with a temporary group home or shelter in the Library's service area may provide proof of residency with a letter from the administrator of the facility confirming their registration. A photo ID must also be provided.

A valid library card is required for various services provided by the Library District. A valid library card is defined in Appendix 4A.
(_approved_)

4-1.1 Kenilworth Residents

Residents of the Village of Kenilworth are entitled to a Library card with all rights and privileges under an agreement between the Kenilworth Library District and the Wilmette and Winnetka-Northfield Library Districts. Residents must present current identification with proof of residence. The expiration of the Library card is based upon the agreement between the Library Districts.

4-2 Nonresidents

An individual residing outside of the District may purchase a District library card when permitted under applicable state laws and regulations, multi-library agreements, and Board action. An applicant for a nonresident library card must (1) provide photo identification and proof of current residency in an eligible area, (2) pay the required annual fee, and (3) agree to abide by all Library policies and procedures, as amended from time to time.

The annual fee for a nonresident library card is calculated as follows:

1. For a homeowner, the fee will equal the current Equalized Assessed Valuation figure on their residence multiplied by the current combined tax rate of the Wilmette Public Library District.
2. For a tenant, the annual fee will equal 15 percent of the monthly rental fee paid on the residence. The renter must provide a copy of the rental lease or a current rent receipt for verification purposes.
3. For a household patron living at the same residence as the nonresident library cardholder, a library card will be available at no additional charge upon proof of current payment of the annual fee described above and proof of residency at the nonresident address at issue.

Upon completion of registration, the individual will be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card is valid only for the 12 months following payment of the annual fee. The nonresident homeowner or tenant and their family members must renew library card registration by presenting their library cards, re-establishing eligibility, and paying the applicable annual fee. No refunds for partial years are issued.

A non-resident student may be issued a card, without payment of fee, pursuant to 75 ILCS 16/30-55.60. "Student", for purposes of this section, means an individual currently enrolled in a public or nonprofit private school (K-12) who does not have their principal residence within a public library service area. The

student must present proof of eligibility, as required by statute, at the time of application for this card.
(_approved_)

4-3 District Property Owners who are Nonresidents

In accordance with 75 ILCS 16/30-55.60, a nonresident who, as an individual or as a partner, principal or stockholder, or other joint owner, owns taxable property within the District or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the District, may obtain one library card for that parcel of property at no charge.

An applicant for a nonresident property owner library card must (1) present the most recent tax bill upon the taxable property and (2) agree to abide by all Library policies and procedures, as amended from time to time.

The library card shall be issued in the name of one qualifying person, and not a corporation or other entity. No additional owner, employee, or family patron cards shall be issued.

Upon completion of registration, the individual shall be a nonresident cardholder entitled to all rights and privileges accorded District resident cardholders. A nonresident library card shall be valid only for the 12 months following registration. To continue receiving cardholder services, the nonresident property owner must renew library card registration annually by presenting their library card and re-establishing eligibility.
(_approved_)

4-4 Reciprocal Borrowers

Borrowing privileges are extended to individuals who are valid cardholders of other Illinois libraries in conjunction with the statewide reciprocal borrowing agreement upon completion of registration with the District.

Borrowing of District materials is permitted when an individual agrees to abide by all District policies and procedures, as amended from time to time, and either is already a patron in good standing at a CCS (Cooperative Computer Services) consortium library, or (1) provides proof of identity (including a photo) and address verification as the registered cardholder listed on the library card, and (2) establishes good standing as a library cardholder at their home library.

Reciprocal borrowers are limited in their access to certain services and resources, as set forth in Appendices 4A and 4C.
(_approved_)

4-5 Business and Organizational Library Cards

Businesses and not-for-profit organizations located in the District service area are eligible to receive one business library card upon annual presentation of (1) the owner's or manager's personal photo identification and (2) the business's current tax bill, lease agreement, or utility bill. The person whose name appears on the card will be responsible for all resources checked out and any charges assessed to the card. Business cards are valid for one year and may be renewed upon presentation of the aforementioned documents.

The business library card may not be used at other libraries. Business library cards from other libraries are not honored for purposes of reciprocal borrowing. (_approved_)

4-6 School Library Cards

[Note: New Policy to WPLD]

District 39 schools, New Trier High School, and other public schools located in the Library District are eligible to receive one school library card. To receive a school card, the school principal will complete an application form, provide a list of teachers and/or staff eligible to use the card, and return the form to the Library.

Schools will be responsible for items that are lost at the end of the school year if the total amount exceeds \$100. The school card will expire at the end of the school year. Youth Services staff and the Teen Librarian will monitor the school cards and coordinate with school staff and/or teachers about overdue and missing materials.

School library cards may not be used at other libraries. Cards are valid only for physical materials owned by Wilmette Public Library. School library cards from other libraries are not honored for purposes of reciprocal borrowing. (_approved_)

4-7 Temporary Cards

Long-term temporary residents who live within the Library District, such as nannies, au pairs, foreign exchange students, and in-home caregivers may apply for a temporary library card. Applicants must meet the eligibility requirements and a valid identification/address verification must be presented by the resident cardholder on behalf of the applicant, who assumes responsibility for the account and any resources borrowed. This card is valid for one year.

Temporary library cards may not be used at other libraries. (_approved_)

4-8 Staff Cards

A Library card is issued to each employee upon employment at the Library. These cards are for use only at Wilmette Public Library District facilities and may not be used for reciprocal borrowing.

When an employee leaves the Library, their staff designation will be removed, or the card will be revoked if they do not live in the Library's service area.
(_approved_)

4-9 Misrepresentation of Eligibility

Any person who misrepresents their identity, address, or other relevant information in attempting to obtain or to use a library card will forfeit their eligibility for a District library card and for reciprocal borrowing privileges for up to three years. Such forfeiture of eligibility may be authorized by the Director or designee. Individuals have a right to request a hearing before the Board of Library Trustees to appeal this decision.

Sanctions, up to and including prosecution for fraud or theft of library services, may result, as circumstances warrant.
(_approved_)

4-10 Lost or Stolen Card

Each patron is responsible for their own library card. Cardholders are responsible for all resources checked out on their library cards. The library card may be used only by the individual cardholder to whom it is issued.

Lost or stolen cards must be reported immediately to the Library to prevent unauthorized use. There is no fee for providing such notice. Upon receipt of notice of a lost or stolen library card, the Library will invalidate the library card number. Any resources lent following receipt of such notice will be the responsibility of the Library and not of the patron.

Unauthorized use of another's library card may be considered fraud or theft. Further action may be taken by the Library, as circumstances warrant. A cardholder who lends their card to a District nonresident to obtain library services to which they are not entitled may have their cardholder privileges suspended for a period of up to three years.
(_approved_)

4-11 Change in Patron Registration Information

The Library may use a service to assist in verification of residency and renewal of library accounts.

Because the Library is primarily financed by District taxpayers, staff makes all reasonable efforts to extend District resident status only to current District residents. Cardholders must notify the District of any changes in name and address. Use of a resident card after moving outside of the District boundaries is neither lawful nor permitted.

Continued access to Library resources and services may be reestablished through nonresident card purchase or registration as a reciprocal borrower, where applicable. (_approved_)

4-12 Fines, Fees, and Charges

The Board reserves the right to establish fines, fees, and charges as necessary, including overdue fines; fees for damage to Library material or Library property; fees for failure to return Library material; and charges for meeting rooms or services.

In order to reduce barriers to access to library resources and services, and to increase library card adoption and usage, the Library will not charge overdue fines for materials that are checked out at Wilmette Public Library and are subsequently returned late.

Current fees and charges are listed in Appendix 4B. The Library may use a material recovery service to assist in the recovery of overdue materials and fees.

Fines and fees accrued by District patrons may be waived by the Circulation Manager or designee when, in their judgment, there are mitigating circumstances. It is the goal of the Library to assist patrons in maintaining valid accounts, as defined in Appendix 4A, so cardholders sustain access to all services.

Billed items that are considered lost or damaged will be charged to the patron's account. The Library does not accept replacement items for materials that are lost or damaged; the patron is responsible for the cost of the material plus any processing fees that are assessed.

Patrons will receive a refund on Wilmette Public Library materials that were declared lost and paid for at Wilmette Public Library only, up to six (6) months from the date the materials were declared lost on the account. Refunds, in check form, will be mailed to the patron. Materials that are borrowed through reciprocal borrowing will not be issued a refund for lost or damaged materials.

(_approved_)

4-13 Account Notifications

The Library sets loan periods for return of materials (See Appendix 4C).

The Library notifies patrons by email and/or text (for those who have an email address listed in the database or have chosen text messaging as their method of contact) a few days before an item is due. The Library notifies patrons by email, text, or mail when items are overdue or lost.

A patron's account will be blocked from all services if they fail to return materials more than 14 days past the due date. No materials will be checked out until the overdue material is returned, at which time the block will be removed.

Materials that are 45 days or more overdue are considered lost, and billing notices will be produced and sent for such items. If an item is not returned within 1 (one) year from date of billing, the item will have been replaced or withdrawn from the collection and the Library will no longer accept the item for return.

Account notices are sent as a courtesy to patrons, and all fees are due to the Library whether the patron sees or receives any notice. It is each patron's responsibility to return items before or when due. (_approved_)

Policy 4 Comprehensive Review: Approved _.

APPENDIX 4A - Rules and Restrictions on the Use of Services and Facilities

Individuals who are library cardholders in good standing at public libraries participating in the Illinois statewide reciprocal borrowing program may check out materials from Wilmette Public Library District, subject to the same rules and limitations as Wilmette Public Library District cardholders. Additional restrictions on materials are listed in Appendix 4C.

A valid library card is defined as one that is not expired, does not have a blocking note due to missing pieces or damaged material, and has less than \$10.00 in outstanding fines and fees. Library cards must be valid for renewal and replacement.

The Library is not responsible for any damage to a patron's equipment caused by the use of any materials borrowed from the library.

There are no age restrictions on borrowing any library materials; parents/guardians are responsible for a child's selection of materials. Parents/guardians are responsible for all materials checked out, and any fines or fees, on a child's card.

Staff may impose additional limits based upon information regarding school assignments. Staff will evaluate and will impose such limits based upon the number of students to be served, the impact on other patrons' access to the portion of the collection affected, and other relevant factors.

Due to popular demand, registration for some programs, including the Summer and Winter Reading Clubs, may be limited to District cardholders with valid cards.

Use of some computer stations may be limited to District cardholders with valid cards (See Appendix 10A).

Additional rules and restrictions on the use of services and facilities by individuals who are not District cardholders may be established by staff, subject to the approval of the Director.

(Appendix referenced in Policies 3, 4, and 8. Approved__)

APPENDIX 4B - Schedule of Fees and Charges

Services	Fee
Photocopies and printouts (Computer and Microreader)	\$0.10 per page black and white \$0.50 per page color
Interlibrary loan & periodical article request	Patron responsible for any fees imposed by lending library, whether item is picked up or not
Nonresident library card	Annual fee based on equalized assessed value and District tax rate for homeowners, or 15% of monthly rent for renters, per Policy 4-2

Replacement Library Items	Fee
Lost or damaged item	Cost of item
Audiobook case	\$2.00 to replace
Audiobook cover page and/or barcode	\$2.00 to replace
Audiobook CD (per disc)	\$5.00 to replace
Great Courses Audiobooks CD	Full cost of item
Great Courses DVD (per disc)	Replacement cost varies
DVD/Wii (with insert & new barcode)	\$4.00 to replace
DVD/Wii cover page and/or barcode	\$2.00 to replace
Library of Things accessories	Replacement cost varies
Music CD cover/insert	Full replacement cost
Playaway case (insert & new barcode)	\$4.00 to replace
Playaway label sticker	\$5.00 to replace
Youth Read Along Book missing disc	Full replacement cost

Meeting Room Use	Fee
<u>Small Meeting Room</u>	
Room rental for up to 3 hours	\$10
Refreshment fee	\$10
Technology fee	\$25

The Small Meeting Room seats 12 at the conference table and can accommodate up to 20 including chairs around the room perimeter. The table may not be removed from the room.

Auditorium

Room Rental for up to 3 hours	\$30
Piano Rental	\$45
Refreshments Fee	\$25
Technology Setup	\$25
Non-standard tables and chairs	\$25

Deposits

Piano	\$50
Refreshments	\$50

The Auditorium has a maximum capacity of 90 persons. Chairs can be arranged in Rows (seating up to 90), Classroom style, Boardroom style, and in a U-Shape.

(Appendix referenced in Policies 3, 4, and 8. Approved ____)

DRAFT

Wilmette Public Library Director's Report – June 15, 2021

Library Activities for May-June 2021

Anthony Auston, Director

Strategic Plan Progress Updates

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

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

The Library was represented with a table at the Wilmette Park District's Community Garage Sale on Saturday, May 22 from 9-1. Librarian Ruth Bell registered patrons for eight new library cards, met several families who are new to Wilmette, promoted the Summer Reading Program and events, answered questions, and gave out WPL-branded sunglasses and frisbees. The event was attended by over 400 people.

In May, families strolled through the story *Federico and the Wolf*, a Mexican American take on Little Red Riding Hood, by Rebecca J. Gomez. Our StoryWalk in Vattmann Park will be updated monthly through the summer.

Objective 1.3: Host public forums for residents to explore and discuss communitywide issues or topics.

On Wednesday, May 26, Krista Hutley organized a community conversation called "Talking Whiteness," exploring how white people learn to talk about and fight racism without re-centering white supremacy, led by facilitators from Talking Whiteness in Evanston.

The group presented a well-organized and researched program. The presenters started with a presentation on the history of racism and redlining in Wilmette with source material from archived newspaper articles. Then they separated the participants into breakout rooms with a facilitator in each, and asked a series of questions including, "What does it mean to have a diverse community?" "What factors contributed to you living in Wilmette?" The answers were thoughtful, respectful, and the participants demonstrated they were there to have honest conversations. We're grateful to Talking Whiteness for sharing their facilitation skills and expertise with the Library.

About the group: Talking Whiteness is an action group made up of young people from North Shore communities who believe it is white people's responsibility to take action against anti-Black racism on the North Shore. After successful community dialogues in past summers in North Evanston and downtown Wilmette, Talking Whiteness is continuing with virtual conversations and workshops in local communities.

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

Director Auston is serving on School District 39's Strategic Planning Committee. The team includes school administration, staff, parents, students, community members, and leaders of other community organizations. The process, and the resulting 5 year plan, is designed to honor D39's commitment to inclusion and the individual uniqueness of each person. The strategic plan will address the student, staff, and family experience within the District as well as academic performance. The Library is interested in better understanding our community from this perspective in an effort to partner with the schools in fulfillment of the greater needs of our community's students and families. Information about the planning process will be updated on D39's website here: <http://wilmette39.org/cms/one.aspx?pageId=44612212>

On May 4, Business Librarian John Amundsen teamed up Skokie, Evanston, and Glenview Public Libraries and the Wilmette/Kenilworth, Skokie, Glenview, and Evanston Chambers of Commerce to present the program, "The State of Small Business Assistance." This program provided an update on federal and state programs for local businesses, including a panel discussion with representatives speaking from the offices of Congresswoman Jan Schakowsky, State Representative Jennifer Gong-Gershowitz, and the Small Business Advocacy Council. They discussed the current landscape of government and other resources available to benefit small businesses. The panelists also answered questions from the audience, a wonderful opportunity for patrons to connect directly with our elected representatives.

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

On May 19, Youth Services librarian Sheri Reda hosted her monthly journaling program, Three-Minute Mental Makeovers. There has been so much interest in the program from adults that it officially became an intergenerational program open to grades 4 and up, teens, and adults.

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

On May 20, EvaAnne Johnson hosted "Online Resources for Jewish Genealogy in Chicago." The program provided an overview of records and resources that are useful to Jewish researchers in search of their Chicagoland roots. They began with a brief history of the Jews of Chicago and the seminar mostly concentrated on uniquely Jewish resources such as cemeteries, funeral homes, and "Life in Jewish Chicago" which includes access to searchable online publications. The presentation also covered the naturalization process, location/residence records, and legal documents including wills and probate files. The program was presented by professional speaker and genealogist, Mike Karsen. Karsen is a member of the Association of Professional Genealogists (APG), the Genealogical Speakers Guild (GSG), and is Past President of the Jewish Genealogical Society of Illinois. He has presented over 300 talks on genealogy topics locally, nationally, and internationally including Newberry Library and Spertus Institute for

Jewish Learning and Leadership in Chicago. Karsen is the author of the JewishGen website “Guide to Jewish Genealogy in Chicagoland” and has published articles on genealogy.

On Saturday, May 29, Youth Services hosted their monthly Chinese Bilingual Storytime with teacher Ling Liu via Zoom.

Digital Services Manager Stephen Koebel is serving on the RAILS Equity, Diversity, and Inclusion (EDI) Subcommittee for Leadership, Advocacy, and Training. Stephen attended the inaugural Staff Training, Leadership, and Advocacy subcommittee meeting of the committee in May. As part of this committee, he has been tasked with developing tools for library administration, human resources, and staff education and training regarding equity, diversity, and inclusion issues. Stephen will help to identify (and ultimately implement) an accessible, online platform to house the committee’s resources, encourage collaboration, and provide access to content for RAILS members and the broader library community.

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

The Website Redesign project with Library Market officially kicked off in May. So far we’ve completed a likes/dislikes activity of Library Market’s existing sites. On the whole, Library Market’s “dynamic content” (the different ways information, images, and the like are displayed) have much more visual interest and engagement than we’ve experienced on our site before. For our project committee, it will be a matter of implementing Library Market’s dynamic content in an attractive, but restrained way. The committee agrees that we don’t want the library’s new site to be busy in a way that distracts from the content itself.

We reviewed, edited, published, and promoted the Library Market-provided website evaluation surveys for both patrons and staff in an effort to gather feedback about our users’ library experiences. Engaging our users directly in this process is key to developing a site that’s responsive to user needs. Staff perspective is also valuable, as different staff members interface with and advocate for our digital branch in different ways.



Take Our Website Redesign Survey!

The website redesign committee has also completed a comprehensive site audit, including an evaluation of the pages on our site based on importance and popularity. We evaluated our most visited pages and ranked them along with pages we believe are important. Using our site audit, we’ve been able to identify priority content that we wish to display on our home page, in menus, or on interior web pages. Using the audit, we’ll next move into creating a site map which will become the skeletal structure of our new digital branch.

Collections

Digital

On June 9, OverDrive, the industry leader in the library distribution of ebooks, audiobooks, magazines, and more, announced that it had entered into an agreement to acquire Kanopy. Kanopy is Wilmette Public Library's third most-popular digital resource, providing instant access to movies and television programs including content from PBS, The Criterion Collection, The Great Courses, Music Box Films, and more. Details about the outcomes of the merger/acquisition are unknown at this time, so we can't say how this may ultimately affect our patrons. OverDrive had recently acquired RBDigital, the streaming/downloadable platform for Recorded Books audiobooks and digital magazines.

In May, we implemented a new method to access the *New York Times* website and app for our patrons. This method is different from our current access to *New York Times* articles via our Proquest subscription. While Proquest provides plain text articles, often on a delay, the *New York Times* website and app provide full access to articles, videos, and other content as they are published. Though we have had the service a short time, we've had patrons access and read nearly 200 articles so far. These numbers will rise as we do further advertising and word of mouth spreads. Learn more: <https://www.wilmettelibrary.info/resources/new-york-times-online>

May also saw the migration of the Lynda.com product to the new LinkedIn Learning platform. Lynda.com has been a mainstay in many public libraries as an online education tool that is widely recognized by people everywhere. When Lynda.com was acquired by LinkedIn, it caused quite a commotion in the library industry. Lynda.com only required patrons to log in with their library card number whereas LinkedIn Learning would require patrons to create a LinkedIn account. Creating this LinkedIn account compromises the public library's commitment to the protection of patrons' personal information. Librarians lobbied on behalf of patrons at a local, state, and national level. Ultimately, LinkedIn acquiesced and now only requires patrons to log in with their library card number. Learn more about this resource and other continuing education resources here: <https://www.wilmettelibrary.info/resources/online-learning>

Overall, usage of our suite of online products remains steady and strong. Each month our patrons access nearly 20,000 e-books, e-audiobooks, newspapers, magazines, streaming music, TV programs, and movies with their Wilmette Library cards. This figure is further augmented when including articles from databases, genealogy resources, business resources, homework help resources, and other digital products. As we near the end of the fiscal year, it's encouraging to note our community's adaptation and commitment to accessing library materials during the pandemic. WPL continues to be a nationally-recognized power player when it comes to per capita adoption and usage of electronic resources.

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

Physical

Adult and Youth Services staff have worked with Circulation to assist in locating and maintaining records for materials that have gone missing, are damaged, or set to repair. This group effort has led to repurchasing of materials, cleaning up materials records, and a workflow that will be maintained monthly across the departments.

Shelving staff is keeping busy as our physical circulation remains strong despite our abbreviated open hours through May. As we've rolled back the number of days that we've been quarantining returned materials, we are getting quite a few more items to shelve. Staff is also planning for the Automated Material Handling (AMH) system to be installed in the Shelving work room this fall. The new system will change the way staff does its work, staff are thinking about their workflows, new ways to sort, and what to do with all of the carts they currently use.

RFID Project

The RFID tagging project is going strong and nearing its completion. Staff has finished tagging all of the lower level, including all of the non-fiction books and DVDs as well as the Mystery/Suspense and High School books that are currently kept in the Compact Storage Room. The only items left to tag downstairs are the Reference Books that are in storage, which are a lesser priority at the moment.

From the lower level, staff has moved the tagging machines back to the first floor in the Media Room (one machine is still by Switchboard). We have now finished tagging all of the audiobooks, Playaways, and the family feature films. Switchboard staff is tagging all of the television series, while the rest of the team is working on the adult feature films, and video games.

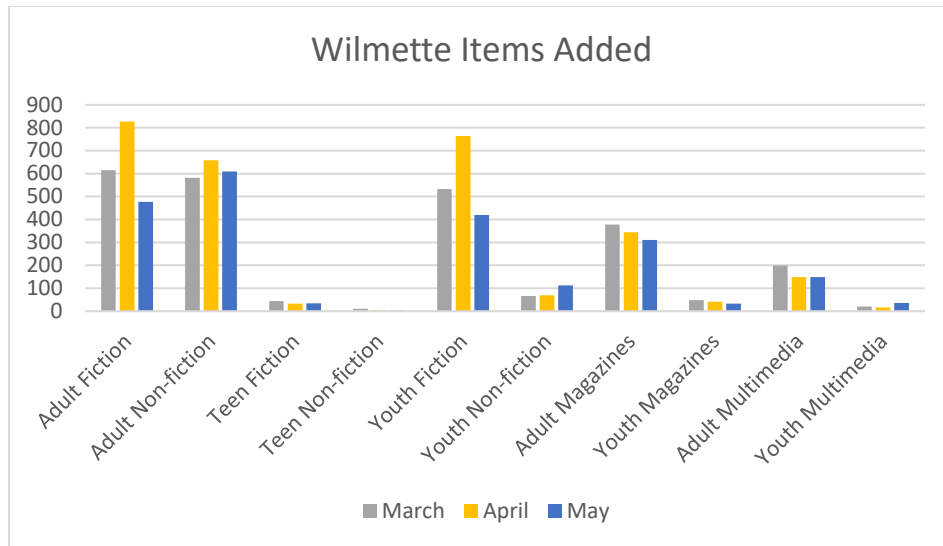
Staff were joking that when this project started we were very slow and somewhat tentative about changing the rolls of tags on the machines, now staff is like a pit crew at the Indy 500; they can do it in no time flat! Aside from a machine that needed to be repaired in the middle of the project, things have been running very smoothly. Project Lead Patsy DeVuono reports that the team has enjoyed this project and are proud of the work they have accomplished so far.

The CD collection remains, and staff is happy that we will be getting new acrylic sleeves to replace the old jewel cases. This should provide us more room that we can certainly use to grow our collections. The Periodicals collection will also be tagged, and we are working out a plan for those items.

Technical Services Statistics

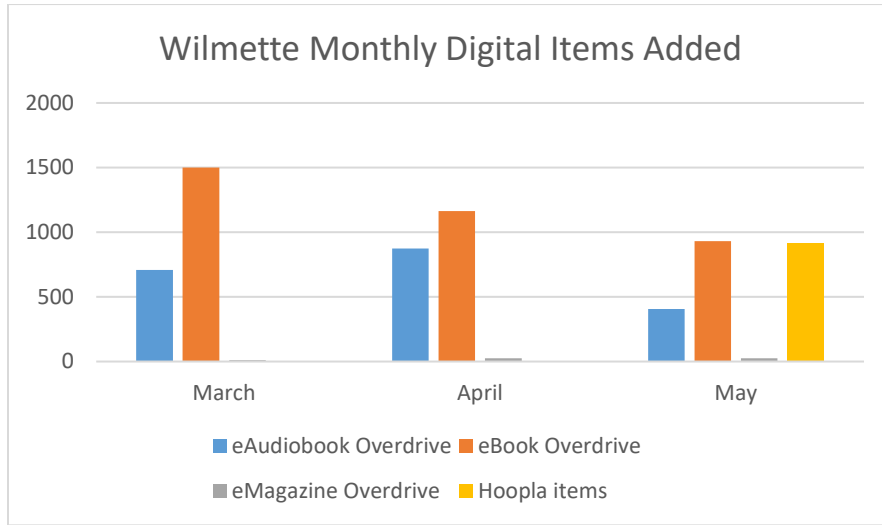
Summary of physical materials added to the collections in the past three months:

Collection	March	April	May
Adult Fiction	615	827	477
Adult Non-fiction	581	658	610
Teen Fiction	44	33	35
Teen Non-fiction	10	4	3
Youth Fiction	532	764	419
Youth Non-fiction	67	69	112
Adult Magazines	378	344	311
Youth Magazines	49	42	33
Adult Multimedia	199	149	149
Youth Multimedia	21	16	36
Monthly totals:	2496	2906	2185



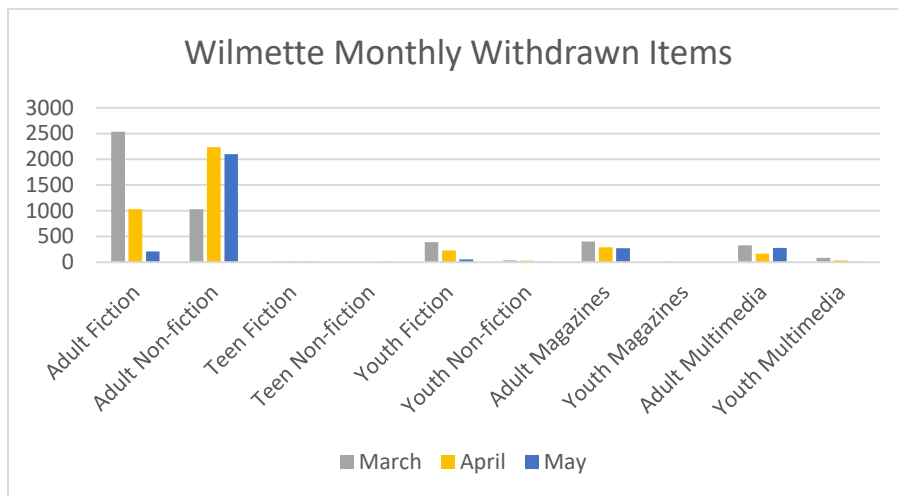
Summary of digital items added to the collections in the past three months:

Collection	March	April	May
eAudiobook Overdrive	709	873	406
eBook Overdrive	1500	1164	932
eMagazine Overdrive	10	25	24
Hoopla		942	913
total	2219	3004	2275



Summary of items withdrawn from the collections in the past three months:

Collection	March	April	May
Adult Fiction	2533	1033	207
Adult Non-fiction	1032	2237	2100
Teen Fiction	1	17	11
Teen Non-fiction	0	3	3
Youth Fiction	387	228	52
Youth Non-fiction	38	28	8
Adult Magazines	400	292	272
Youth Magazines	4	2	0
Adult Multimedia	328	166	277
Youth Multimedia	88	38	4
Monthly Total:	4811	4016	2934

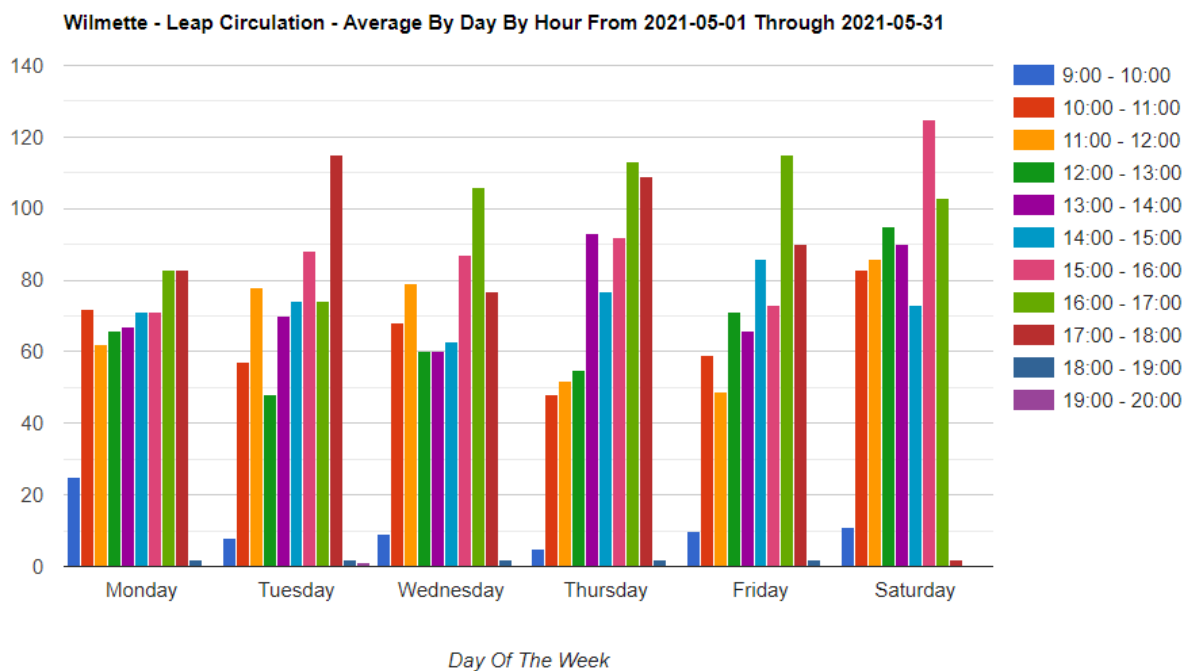


Circulation

The Library welcomed 110 new Wilmette Resident cards in May, with 41 of them coming from the online application process.

Parking lot pickup saw a slight decrease compared to last month with 219 appointments and had 71 being repeat users.

In May, staff processed 7,570 holds for patrons, which is an increase over May 2019 by 15%. Inter-Library Loan shows a slight increase also from 2019 from 3,237 items being sent out to both CCS libraries and other libraries at 3,316. Over the course of the month patrons checked out 27,141 pieces of materials. Self-check outs make up 42% of the total pieces checked out. With only two checkout machines being located in the Youth Service department it does holds 49% of the checkouts, averaging about 7 items per cardholder.



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

Circulation staff are working in conjunction with Facilities staff to secure the new RFID pads at the service desk. This project is in anticipation of the RFID system being activated for patron and staff use. These pads will assist staff in checking out materials to assist in efficiency.

Circulation staff have been cross-referencing CCS Policies and updating patron records. These updates includes: proper entry of phone numbers, email addresses, abbreviations for street addresses, and correct coding for patron identifiers like resident, business, or organization.

ILL staff began contacting local bookclubs that utilize their services regarding the pending construction and 2 week closure of the Library in August. With the closure, a detailed plan was developed to ensure that each club received both their August and September reads. Louise Neidorf and Amy Jung sent out a letter to each of the clubs explaining the change in service and addressed any concerns they might have shared. Louise and Amy received positive feedback regarding the care and helpfulness of the staff to make sure their groups had their books and appreciated the advanced notice. Circulation staff are making similar preparations regarding hold notifications and account management details so we can help patrons manage their items and accounts better by August.

Adult Services

Bike to the Library Week took place May 17-22. Nineteen staff members participated by biking, scooting, walking, carpooling, and taking public transportation to work that week. The Library also invited patrons to participate. Participants received a WPL reflector and bike light.

Business Librarian John Amundsen will be working with the local business community and the Chamber of Commerce to launch our new library business e-newsletter, tentatively titled "Strictly Business @ WPL" in October. The newsletter will be published quarterly and will highlight our collections, programming, and goings-on in the business community.

Youth Services

In addition to our four weekly storytimes, children's librarians presented two special storytime events: Mother's Day Storytime and Pajama Storytime.

A May 3 Kahoot trivia challenge presented by Sheri Reda was attended by two kids who learned a lot about strange and wacky jobs, in honor of International Workers' Day.

On May 5, in our 3rd & 4th Grade Book Discussion, ten children discussed *Fooled You! : Fakes & Hoaxes Through the Years* by Elaine Pascoe, and made a craft together with librarian Alice Joseph. The free book and craft kit were available for pickup from the library.

On Thursday, May 6, Diane dos Santos presented Painted Mexican Horses where attendees created and painted colorful "movable" horses using watercolor paper. A free supply kit was available for pickup before the program.

On Wednesday, May 12, Librarian Jennifer Lee presented Watercolor Paper Explorations to kids in grades 3 to 8. Using different types of pens, kids learned to make floral designs with help from a Creativebug tutorial.

Maker Librarian Janet Piehl presented a 3D Magic Wand Design class for all ages on May 13, which was attended by 15 kids, teens, and adults. Participants designed a magic wand using TinkerCAD and picked up their 3D prints at the library.

Twenty children took a building challenge in Alice Joseph's monthly Lego Build Together program on Wednesday, May 26.

Take-Home Kits

Maker Kit: Eye Pillows

Tweens in grades 5-8 picked up a kit to make a homemade scented eye pillow. Youth Services librarian Janet Piehl provided directions and supplies to 30 children.



May STEAM Kit: Catapult

Youth Services distributed 300 STEAM Kits in May. Kids were given the supplies they need to build a catapult out of craft sticks and use it to launch pom-poms! The kits are designed for kids ages 4-10 and are available while supplies last in the library or through Parking Lot Pickup.

Youth Services Programs

In addition to our four weekly storytimes, monthly journaling, Lego, and book club programs, we presented some additional special programs in April:

Jennifer Lee presented a paper flowers craft program attended by 9 kids.

Diane dos Santos conducted an art program "Aluminum Foil Printmaking" attended by 16 children in grades 3-8 .

Maker Librarian Janet Piehl presented a 3D Coaster Design class for all ages which was attended by 8 kids, teens, and adults. Participants designed a bookmark using Tinkercad and picked up their 3D prints at the library.

Diane dos Santos presented a Mother's Day Storytime on May 4.

Special Virtual Programs

Librarian Janet Piehl's We're Gonna Make It! video tutorial for May showed our tweens how to (carefully) make a mosaic from broken mirror pieces and other ephemera.

Jennifer Lee's May STEAM Lab at Home video activity challenged children to find the best way to protect an egg from breaking. Her tutorial showed how to experiment with different materials to discover which will best cushion an egg against the force of gravity.



Displays

In May, Youth Services displayed books about bicycles for Bike to Work Week, noteworthy biographies for Asian Pacific American Heritage Month, architecture, dog stories, inventors, space, friends, the outdoors, and vehicles.



Shelver Peter Sandstrom created a new display of delightful miniature farm equipment in one of our glass display cases. Picture books about farms are displayed on top.

Special Projects



Summer Kickoff with Jim Gill

Youth Services and award-winning musician Jim Gill invite Wilmette and Kenilworth families to create art for a video book inspired by his picture book *May There Always Be Sunshine*. The project began with a live Zoom event with Jim Gill on June 3. Youth Services will collect children's art through Thursday, June 17 to be scanned and made into a video with Jim Gill singing about each page. Youth Services will share the video with the community through our website, social media channels, and e-newsletters.

Origami Crane Project for Peace and Healing

On Thursday, May 27, librarian Diane dos Santos showed kids in grades 4 to 8 how to fold three origami figures, including the paper crane, a symbol of good fortune and healing. Attendees of this Zoom program were asked to drop off their cranes at Youth Services to be added to a display to thank Essential Workers. Instructions and origami paper will be available in Youth Services through June for anyone to add a crane to our display.

Community Services Programs

May was busy programming month. Our high attendance numbers show that even as our community is vaccinated and starting to have more options outside the house, remote library programs continue to be a welcome source of information and entertainment. Creative Experiences Coordinator Jennifer Bartel has also started producing Take and Make kits for

adults. These have been a popular concept for kids and teens, and registration for the first adult kits filled quickly.

- 5/3, 2pm: A Piet Oudolf Story (Naturalistic Landscape & Garden Designer); 52 patrons
- 5/3: Make a Mini Zen Garden Kit (Take and Make kit)
- 5/6, 2pm: Rise & Fall of the Berlin Wall with Anette Isaacs; 52 patrons
- 5/8, 2pm: Shakespeare Project of Chicago: Reimagining Shakespeare; 28 patrons
- 5/11, 7pm: At Home Film Discussion: A Man Called Ove; 10 patrons
- 5/13, 2pm: Vincent van Gogh in the South of France with Jeff Mishur of Art Excursions; 91 patrons
- 5/19, 7pm: Instant Pot Mini Chocolate Lava Cakes with Andrea Pracht of My Kitchen Clatter; 26 patrons

In May, we also focused on developing our summer service model. Jennifer worked with Youth Services to make the Book Bike available for Summer Reading Club reporting. We are excited that the book bike will be in use every day this summer. We are also beginning to look towards fall and beginning to prepare for a resumption of onsite programs for adults. All of our adult programmers, in Community and Adult services, are evaluating our programs to see which are suited to virtual formats and which perform better in person. We are working on offering a combination of virtual and in-person programs, both because some people will still worry about COVID, but also because we know that we have many community members who are unable to visit the library regardless of COVID, and have loved the virtual community that has sprung up over the past year.

Digital Services

The Computer Room was busy in May with patrons seeking access and assistance with computers and projects. Our print station and copiers (currently free of charge through June) have seen great use especially through tax season. Our free scanning station (which includes faxing) has never seen more usage. As the state moves from Phase 4 into Phase 5 of the Restore Illinois plan, we're planning to add additional computer stations around the first floor to alleviate any congestion we've experienced at peak times while also maintaining safe distances between workstations.

At the end of May, we said goodbye to Digital Services Assistant and trainer Cinta Bohm. Jacinta's dedicated work in the computer room and the classroom will be missed. Her willingness to share her knowledge of software inspired us to transform her position into the newly-minted Software Training Associate role. The Software Training Associate provides public service to patrons in the computer room while also developing and presenting our forthcoming revised technology class curriculum, and spearheading lesson planning and execution of classes and sessions for both public and staff. On June 1, we welcomed Linnea Lundberg, a local resident with a wealth of experience in both public services and technology, to fill the role. We are thrilled to have her on the team.

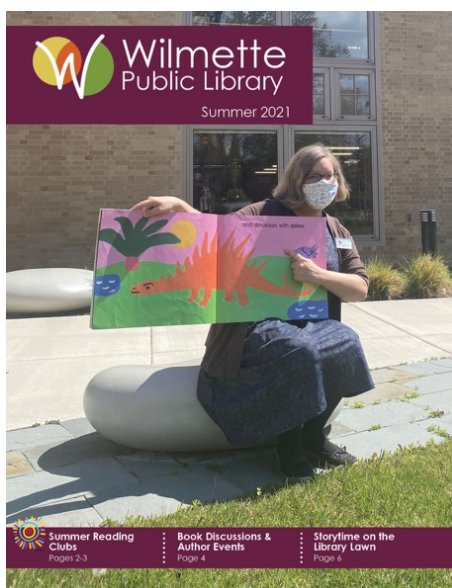
Technology

Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public in May. Projects this month included workstation and peripheral configuration and installation, remote work laptop troubleshooting, network optimization, software installation and troubleshooting, and equipment relocation. Throughout the month, Fred and Debi assisted staff with printer and scanner installations, RFID equipment installation and training, reconfiguring/relocating workstations, wiring issues, coordination with CVI on resolution of open tickets, Microsoft Teams training, telephone system troubleshooting, routine maintenance, equipment cleaning, and other updates.

To help improve network security, and prepare for emerging threats, the Library's planned firewall upgrade was completed on May 11. IT staff continues to remain vigilant as ransomware attacks by cyber criminals become more prominent. As part of our network security procedures, we create a daily backup tape in-house and each month create a backup tape that is kept off premises. We educate and train staff on the importance of safe computing practices on Library computer workstations in an effort to prevent malware attacks on the network. We also advise staff members to be careful opening any files or downloads that appear suspicious and to contact IT first when content appears unusual or suspect.

We have started Dark Web Monitoring to help contain breaches. The Dark Web system scans for any entries tied to the Library's email domain within the monitored databases. In the future, any found critical compromises will be flagged and posted on our Help Desk System so they can be addressed quickly. In addition, as part of our system enhancement, we will receive a monthly update of all breaches that are found.

Communications



An exciting update in May: We sent our first print newsletter since March 2020! During the pandemic, we kept in touch with our community regularly by mail with a Summer Mailer and a number of postcards, but this was the first newsletter in more than a year. Sarah Beth Brown has used the time without a newsletter to redesign our mailer and feature a new production schedule. The new newsletter has a cleaner, bolder design, and will be sent to homes five times a year:

- June/July/August: focusing on Summer Reading Clubs
- September/October
- November/December
- January/February/March
- April/May

In addition to the mailed newsletter, we will continue to send regular email newsletters, and will supplement the newsletter with mailed postcards for our major initiatives, such as One Book Everyone Reads.

In addition to the Summer Mailer, Sarah Rose and Sarah Beth Brown worked with Adult and Youth Services to provide an array of print and online materials to support Summer Reading Clubs. Community Services also worked with Adult Services to promote Bike to the Library week, an onsite and online initiative to encourage non-car transportation to the library. Sarah worked on a variety of projects throughout the building, including updating a number of posters and exterior signs

Email Communications & Social Media Highlights

Email newsletter statistics from May:

- 87,397 Sends
- 24,813 Opens
- +8% Better than Industry Average

Wilmette Public Library
May 20

Five of our staff members rode their bikes to the library today, from near and far! We've enjoyed having such beautiful weather for Bike (or roll, or walk, or skip, or scoot!) to the Library Week. We're celebrating alternative transportation through Saturday, so if you visit the library using any method other than a car, stop by circulation for a free gift!

Check out our cycling resources here:
<https://wilmettelibrary.info/events/series/bike-week-2021>

426 People Reached 112 Engagements Boost Post

Wilmette Public Library
May 28

Since the library is closed on Sunday and Monday, make sure to stop by on Friday and Saturday to stock up on books and DVDs for the long weekend!

341 People Reached 36 Engagements Boost Post

Facilities and Safety

2021 Capital Repair Project

Our masonry team (Berglund) completed the tuckpointing, sealant, and masonry repair project ahead of schedule and under budget in late May. We're impressed with the results of their work, which are marked and exceptional in quality and detail. Our roofing team (L. Marshall) began preparation for the roofing repairs project in early June, and is currently working their way over our many roofing surfaces.

The official project page is featured as one of the top 4 stories on the front page, and includes an updated timeline as milestones and anticipated dates for action items are announced and/or completed: <https://www.wilmettelibrary.info/about/about-us/projects>

The current timeline for key trades and sub-projects include the following estimates:

- Masonry and tuckpointing work is complete
- Roof work is currently in progress and will continue through June
- Interior lower level drain installation project will begin in mid-to-late June
- Interior electrical work (fire alarm system, access control, and security systems) will begin in late June
- Electrical shutdown for "main" replacement is scheduled for August 16-30
- Parking lot repairs/shutdown scheduled to be completed concurrently with electrical "main" project

Human Resources

Recruiting: We have several positions we will be posting for soon. Here are some current developments in our recruiting efforts:

- **Digital Services:**
 - **Software Training Associate** – We have hired Linnea Lundberg as our Software Training Associate, and her first day was June 1. Linnea has a dynamic background having taught adults technology in Kenya for a year. This experience, along with her passion for training and helping others, led her to create a non-profit organization where she taught adults in Mombasa on topics such as computer literacy, website design, and computer maintenance and security.
- **Technical Services:**
 - **Technical Services Assistant** – Since the last report, we have been doing a little restructuring in the TS department after the recent resignations of Martha Birkhold and Rosemarie Hohol. We are currently recruiting for a Technical Services Assistant, which be responsible for a hybrid of duties from both positions. This will continue to be a part-time position with roughly 26

hours per week. We have had a healthy response from the posting so far, and have just begun the pre-screening process. In the interim, Switchboard Operator, Carly Stauss, has graciously agreed to help us out on a temporary basis. She's currently working with Jessica and Gayle.

- **Youth Services**

- **Summer Reading Club Assistant** – With one recent new hire, a returning SRC Assistant, and a few staff from other departments, the YS Summer Reading Club program has enough staff to keep the program operational through the summer. **Susan Zonia** is returning to her Summer Reading Club Assistant position this year, and we hired **Journee Williams** as our new Summer Reading Club Assistant. Journee is a recent graduate from Evanston Township High School where she was a member of Evanston Scholars, and also worked as a Children's Reading Assistant. Journee starts on June 14.
- **Youth Services Associate** - We will soon be posting for a part-time Youth Services Associate to provide reference and reader's advisory services to our patrons in the Youth Services department. The position will be about 15 hours per week.

- **Adult Services**

- **Adult Services Associate** - Michael Boone is currently working with Jill McKeown to post for a part-time Adult Services Reference Librarian with a specialty in Reader's Advisory and Fiction Collection Management. This position will help select the department's fiction collection as well as our book club books, genre fiction, and audiobooks. This role will be approximately 25-27 hours per week.

- **Shelving**

- **Switchboard Operator** - We will soon be posting for a part-time Switchboard Operator to help fill some scheduling gaps. This position will average out to about 12-15 hours per week.

Policy/Procedure

- **COVID-19 safety Precautions** – As the state moves toward the Phase 5 full re-opening, many safety protocols come into question in regards to mask mandates, vaccination requirements, as well as quarantine guidelines and various safety protocols. Many staff and patrons are anxious to return to a pre-COVID environment, and we need to keep health and safety at the forefront, and move in a gradual direction at easing some restrictions. We are evaluating now when we should retire our Employee Health Screen Questionnaire, which is a requirement for all staff to complete before they report to their shift, as part of our contact tracing protocols. We will base our decision on CDC and OSHA recommendations regarding this practice.

Special Projects

Salary Structure Update – The Salary Structure update project with HRSource is well underway. They have collected all current compensation data and Michael Boone is finishing the last few job descriptions needed for benchmarking purposes. We are still hoping to have the new structure by July 1, 2021.

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:

Events

Youth Services librarians Alice Joseph, Susan Kaplan Toch, and Janet Piehl attended the annual Zena Sutherland Lecture hosted by Chicago Public Library. Author Jason Reynolds spoke about his life story, how he connected with young people through his books, and how to grow community and diversity and inclusion.

Alice Joseph attended Publishers Weekly’s U.S. Book Show 5/25 - 5/27. Publishers & authors promoted new books and attendees explored exhibits and heard guest speakers.

Several librarians in Youth Services attended School Library Journal’s annual Day of Dialog event on 5/20. Authors and publishers presented upcoming titles, many with a focus on EDI. Andrea Vaughn Johnson viewed Opening Keynote Conversation with Christina Soontornvat and Steve Sheinkin, authors of award-winning nonfiction books for children who compared notes on the inspiration and research behind their work.

Diane dos Santos attended the Anna Dewdney Read Together Award event on 5/20 where she viewed author and illustrator interviews with Tameka Fryer Brown and AG Ford.

Meetings and Workshops

- 5/3 U.S. Census Webinar, “Updated Tools for Librarians” (John Amundsen, Jillian McKeown)
- 5/3 Hollaback! Bystander Intervention Training (Kim Hegelund)
- 5/4 CCS Database Management Meeting (Jessica Thomson)
- 5/4 HRSource Compensation Project Kickoff (Anthony Auston, Michael Boone)

- 5/4 RAILS EDI Meeting - Subcommittee for Staff Training, Leadership, and Advocacy (Stephen Koebel)
- 5/5 WPLD Board Finance Orientation (Anthony Auston, John Risko)
- 5/6 LACONI Reset Yourself (presented by Jenny Klein, WPL) (Kim Hegelund)
- 5/6 Library Journal Day of Dialog (Krista Hutley)
- 5/10 Equity, Diversity and Inclusion Meeting (Jillian McKeown, Rachel Garcia, Krista Hutley)
- 5/10 RUSA "Business Reference 101" (John Amundsen)
- 5/10 Website Redesign Kickoff (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)
- 5/12 Adult Services Programming Meeting (John Amundsen Rachel Garcia, Krista Hutley, EvaAnne Johnson, Jillian McKeown)
- 5/12 Braver Angels Meeting with Chuck Stone (Jillian McKeown)
- 5/12 CCS Executive Committee (Anthony Auston)
- 5/12 Local History Room RFID Meeting (Anthony Auston, EvaAnne Johnson, Jessica Thomson)
- 5/13 Voting Records: Genealogy's Best Kept Secret (McHenry County Illinois Genealogical Society) (EvaAnne Johnson)
- 5/13 Youth Adult Services Forum (YASF) Meeting (Krista Hutley)
- 5/14 Continuations Meeting (Martha Birkhold, Shanti D'Costa, Gayle Rosenberg Justman, Jessica Thomson)
- 5/19 CCS CAMM Meeting (Jessica Thomson)
- 5/19 RootsTech Genealogy virtual conference (EvaAnne Johnson)
- 5/21 LACONI Circulation Catch-Up (Kim Hegelund)
- 5/21 Middle Managers Roundtable (Kim Hegelund, Jillian McKeown)
- 5/24 Literacy Coalition (Nancy Wagner)
- 5/24 ILA Intellectual Freedom Committee (Suzanne Arist)
- 5/25 Website Redesign Meeting(John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Christine Hightower, Stephen Koebel)
- 5/26 CCS New Manager Training (Jessica Thomson)
- 5/24 CCS ILL Technical Service Quarterly Meeting (Kim Hegelund, Amy Jung, Louise Neidorf)
- 5/27 One Book, Everyone Reads Meeting (Sarah Beth Brown, Rachel Garcia, Jillian McKeown)
- 5/28 "Racism in Wilmette" League of Women Voters Wilmette and Wilmette Historical Museum (EvaAnne Johnson)

06/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 05/2021**

Collection	Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Fiction	Book	37,725	2,339	2,270	4,609	4,910	301	405	0.12
Fiction	Book Hot	947	908	507	1,415	1,446	31	0	1.49
Fiction	Book New	1,739	964	494	1,458	1,800	342	150	0.84
Fiction	CD	3	3	0	3	3	0	0	1.00
Fiction	CD Audiobook	1	1	1	2	2	0	1	2.00
Fiction	DVD	4	2	1	3	3	0	0	0.75
Fiction	Large Print	5,356	218	208	426	485	59	18	0.08
Fiction	Large Print New	315	92	48	140	193	53	13	0.44
Magazines	Magazine	3,574	104	237	341	341	0	1	0.10
Magazines	Magazine New	2	0	3	3	3	0	0	1.50
Magazines	Newspaper	21	0	0	0	0	0	0	0.00
Multimedia	Blu-ray	1,071	147	158	305	329	24	42	0.28
Multimedia	Blu-ray Hot	7	11	1	12	12	0	0	1.71
Multimedia	Blu-ray New	35	54	49	103	106	3	2	2.94
Multimedia	Boxset	0	8	19	27	27	0	8	0.00
Multimedia	Boxset New	0	1	0	1	1	0	1	0.00
Multimedia	Cassette	60	0	0	0	0	0	0	0.00
Multimedia	CD	16,238	1,051	383	1,434	1,632	198	308	0.09
Multimedia	CD Audiobook	6,271	260	276	536	602	66	55	0.09
Multimedia	CD Audiobook Hot	1	0	0	0	0	0	0	0.00
Multimedia	CD Audiobook New	370	171	86	257	299	42	14	0.69
Multimedia	CD New	172	122	47	169	196	27	12	0.98
Multimedia	DVD	14,209	1,691	1,279	2,970	3,234	264	300	0.21
Multimedia	DVD Hot	23	33	20	53	53	0	0	2.30
Multimedia	DVD New	322	276	250	526	582	56	9	1.63
Multimedia	Large Print	1	0	0	0	0	0	0	0.00
Multimedia	Playaway	1,073	62	53	115	122	7	8	0.11
Multimedia	Playaway Audio New	69	30	29	59	71	12	0	0.86
Multimedia	Record	1,577	1	0	1	2	1	0	0.00
Multimedia	VHS	149	1	0	1	1	0	0	0.01
Multimedia	Videogame	170	27	41	68	68	0	9	0.40
Nonfiction	Activity Kit	1	1	0	1	1	0	0	1.00
Nonfiction	Book	62,382	2,442	3,544	5,986	6,465	479	555	0.10
Nonfiction	Book Hot	462	284	193	477	502	25	0	1.03
Nonfiction	Book New	2,380	771	546	1,317	1,677	360	123	0.55
Nonfiction	CD Audiobook	1	0	0	0	0	0	0	0.00
Nonfiction	DVD	9	0	0	0	0	0	0	0.00
Nonfiction	ILL AV	1	0	0	0	1	1	0	0.00
Nonfiction	Large Print	1,165	59	43	102	115	13	3	0.09
Nonfiction	Large Print New	85	7	16	23	38	15	1	0.27
Nonfiction	Playaway	1	0	0	0	0	0	0	0.00
Nonfiction	Scores / sheet music	0	2	4	6	6	0	2	0.00
Online	eAudiobook	43,429	0	0	0	0	0	0	0.00
Online	eBook	73,764	0	0	0	0	0	0	0.00
Online	eMagazine	3,402	0	0	0	0	0	0	0.00
Online	Online Resource	18	0	0	0	0	0	0	0.00
Other	AV equipment	23	10	18	28	28	0	0	1.22
Other	Bag	393	291	227	518	518	0	0	1.32
Other	Equipment	15	0	0	0	0	0	0	0.00
Other	eReader	4	0	2	2	2	0	0	0.50
Other	ILL Material	0	37	2	39	39	0	4	0.00
Other	Laptop	6	0	0	0	0	0	0	0.00
Other	Mobile Hotspot	12	10	1	11	11	0	0	0.92
Other	Tablet	2	0	0	0	0	0	0	0.00
Teen Fiction	Book	2,589	220	349	569	614	45	55	0.22
Teen Fiction	Book Hot	0	1	0	1	1	0	1	0.00

Teen Fiction	Book New	122	23	20	43	65	22	9	0.35
Teen Multimedia	Blu-ray	0	1	1	2	2	0	1	0.00
Teen Multimedia	CD Audiobook	12	1	0	1	2	1	0	0.08
Teen Multimedia	CD Audiobook New	2	0	0	0	0	0	0	0.00
Teen Multimedia	DVD	2	1	0	1	1	0	1	0.50
Teen Multimedia	Playaway	1	2	1	3	3	0	1	3.00
Teen Multimedia	Videogame	79	4	10	14	14	0	0	0.18
Teen Nonfiction	Book	359	44	110	154	160	6	7	0.43
Teen Nonfiction	Book Hot	4	1	1	2	2	0	0	0.50
Teen Nonfiction	Book New	11	2	7	9	9	0	1	0.82
Teen Online	eAudiobook	1,192	0	0	0	0	0	0	0.00
Teen Online	eBook	2,085	0	0	0	0	0	0	0.00
Youth Fiction	Book	39,570	10,299	11,094	21,393	21,814	421	936	0.54
Youth Fiction	Book New	1,458	717	570	1,287	1,367	80	58	0.88
Youth Fiction	DVD	1	0	0	0	0	0	0	0.00
Youth Fiction	Kit	0	0	3	3	3	0	0	0.00
Youth Fiction	Large Print	163	28	28	56	61	5	4	0.34
Youth Fiction	Multimedia Kit	1	0	0	0	0	0	0	0.00
Youth Fiction	Seasonal AV	2	0	0	0	0	0	0	0.00
Youth Fiction	Seasonal Book	1,968	76	0	76	77	1	0	0.04
Youth Fiction	Special Collection	0	8	3	11	11	0	8	0.00
Youth Magazines	Magazine	632	72	239	311	311	0	0	0.49
Youth Multimedia	Blu-ray	284	63	47	110	119	9	8	0.39
Youth Multimedia	Blu-ray Hot	2	4	2	6	6	0	0	3.00
Youth Multimedia	Blu-ray New	5	7	6	13	13	0	0	2.60
Youth Multimedia	Book	0	1	3	4	4	0	1	0.00
Youth Multimedia	Boxset	0	1	0	1	1	0	1	0.00
Youth Multimedia	CD	938	129	139	268	271	3	12	0.29
Youth Multimedia	CD Audiobook	1,137	87	87	174	181	7	8	0.15
Youth Multimedia	CD Audiobook New	2	0	0	0	0	0	0	0.00
Youth Multimedia	DVD	4,348	478	611	1,089	1,129	40	22	0.25
Youth Multimedia	DVD Hot	4	5	6	11	11	0	0	2.75
Youth Multimedia	DVD New	13	14	22	36	36	0	2	2.77
Youth Multimedia	Kit	0	1	0	1	1	0	1	0.00
Youth Multimedia	MP3 Audiobook	0	1	1	2	2	0	1	0.00
Youth Multimedia	Multimedia Kit	29	1	0	1	2	1	1	0.03
Youth Multimedia	Other	0	0	1	1	1	0	0	0.00
Youth Multimedia	Playaway	1,136	164	151	315	321	6	9	0.28
Youth Multimedia	Seasonal AV	381	7	0	7	7	0	0	0.02
Youth Multimedia	Videogame	786	191	269	460	463	3	11	0.59
Youth Nonfiction	Book	24,553	1,843	2,658	4,501	4,621	120	249	0.18
Youth Nonfiction	Book New	451	148	130	278	297	19	16	0.62
Youth Nonfiction	CD Audiobook	56	3	4	7	7	0	0	0.13
Youth Nonfiction	Game	0	0	2	2	2	0	0	0.00
Youth Nonfiction	Large Print	3	1	1	2	4	2	1	0.67
Youth Nonfiction	Seasonal AV	1	0	0	0	0	0	0	0.00
Youth Nonfiction	Seasonal Book	40	1	0	1	1	0	0	0.03
Youth Online	Book New	1	0	0	0	0	0	0	0.00
Youth Online	eAudiobook	1,727	0	0	0	0	0	0	0.00
Youth Online	eBook	3,556	0	0	0	0	0	0	0.00
Youth Online	Online Resource	9	0	0	0	0	0	0	0.00
Youth Other	STEAM equipment	21	0	2	2	2	0	0	0.10
Youth Other	STEAM Kit	16	0	6	6	6	0	0	0.38
Totals		368,812	27,141	27,640	54,781	57,951	3,170	3,469	0.15

Item Count is where the Item Owning Library = YOUR LIBRARY

Local Charge is where the Station_Library = YOUR LIBRARY

Local Renewal is where the Station_Library = YOUR LIBRARY

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

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

This report excludes transactions with these patron codes:

In-House Use

06/01/2021

**Wilmette Public Library District
Activity At Wilmette Library Stations
Monthly Statistics For 05/2021**

Collection	Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Fiction	Book	37,725	2,339	2,270	4,609	4,910	301	405	0.12
Fiction	Book Hot	947	908	507	1,415	1,446	31	0	1.49
Fiction	Book New	1,739	964	494	1,458	1,800	342	150	0.84
Fiction	CD	3	3	0	3	3	0	0	1.00
Fiction	CD Audiobook	1	1	1	2	2	0	1	2.00
Fiction	DVD	4	2	1	3	3	0	0	0.75
Fiction	Large Print	5,356	218	208	426	485	59	18	0.08
Fiction	Large Print New	315	92	48	140	193	53	13	0.44
Magazines	Magazine	3,574	104	237	341	341	0	1	0.10
Magazines	Magazine New	2	0	3	3	3	0	0	1.50
Magazines	Newspaper	21	0	0	0	0	0	0	0.00
Multimedia	Blu-ray	1,071	147	158	305	329	24	42	0.28
Multimedia	Blu-ray Hot	7	11	1	12	12	0	0	1.71
Multimedia	Blu-ray New	35	54	49	103	106	3	2	2.94
Multimedia	Boxset	0	8	19	27	27	0	8	0.00
Multimedia	Boxset New	0	1	0	1	1	0	1	0.00
Multimedia	Cassette	60	0	0	0	0	0	0	0.00
Multimedia	CD	16,238	1,051	383	1,434	1,632	198	308	0.09
Multimedia	CD Audiobook	6,271	260	276	536	602	66	55	0.09
Multimedia	CD Audiobook Hot	1	0	0	0	0	0	0	0.00
Multimedia	CD Audiobook New	370	171	86	257	299	42	14	0.69
Multimedia	CD New	172	122	47	169	196	27	12	0.98
Multimedia	DVD	14,209	1,691	1,279	2,970	3,234	264	300	0.21
Multimedia	DVD Hot	23	33	20	53	53	0	0	2.30
Multimedia	DVD New	322	276	250	526	582	56	9	1.63
Multimedia	Large Print	1	0	0	0	0	0	0	0.00
Multimedia	Playaway	1,073	62	53	115	122	7	8	0.11
Multimedia	Playaway Audio New	69	30	29	59	71	12	0	0.86
Multimedia	Record	1,577	1	0	1	2	1	0	0.00
Multimedia	VHS	149	1	0	1	1	0	0	0.01
Multimedia	Videogame	170	27	41	68	68	0	9	0.40
Nonfiction	Activity Kit	1	1	0	1	1	0	0	1.00
Nonfiction	Book	62,382	2,442	3,544	5,986	6,465	479	555	0.10
Nonfiction	Book Hot	462	284	193	477	502	25	0	1.03
Nonfiction	Book New	2,380	771	546	1,317	1,677	360	123	0.55
Nonfiction	CD Audiobook	1	0	0	0	0	0	0	0.00
Nonfiction	DVD	9	0	0	0	0	0	0	0.00
Nonfiction	ILL AV	1	0	0	0	1	1	0	0.00
Nonfiction	Large Print	1,165	59	43	102	115	13	3	0.09
Nonfiction	Large Print New	85	7	16	23	38	15	1	0.27
Nonfiction	Playaway	1	0	0	0	0	0	0	0.00
Nonfiction	Scores / sheet music	0	2	4	6	6	0	2	0.00
Online	eAudiobook	43,429	0	0	0	0	0	0	0.00
Online	eBook	73,764	0	0	0	0	0	0	0.00
Online	eMagazine	3,402	0	0	0	0	0	0	0.00
Online	Online Resource	18	0	0	0	0	0	0	0.00
Other	AV equipment	23	10	18	28	28	0	0	1.22
Other	Bag	393	291	227	518	518	0	0	1.32
Other	Equipment	15	0	0	0	0	0	0	0.00
Other	eReader	4	0	2	2	2	0	0	0.50
Other	ILL Material	0	37	2	39	39	0	4	0.00
Other	Laptop	6	0	0	0	0	0	0	0.00
Other	Mobile Hotspot	12	10	1	11	11	0	0	0.92
Other	Tablet	2	0	0	0	0	0	0	0.00
Teen Fiction	Book	2,589	220	349	569	614	45	55	0.22
Teen Fiction	Book Hot	0	1	0	1	1	0	1	0.00

Teen Fiction	Book New	122	23	20	43	65	22	9	0.35
Teen Multimedia	Blu-ray	0	1	1	2	2	0	1	0.00
Teen Multimedia	CD Audiobook	12	1	0	1	2	1	0	0.08
Teen Multimedia	CD Audiobook New	2	0	0	0	0	0	0	0.00
Teen Multimedia	DVD	2	1	0	1	1	0	1	0.50
Teen Multimedia	Playaway	1	2	1	3	3	0	1	3.00
Teen Multimedia	Videogame	79	4	10	14	14	0	0	0.18
Teen Nonfiction	Book	359	44	110	154	160	6	7	0.43
Teen Nonfiction	Book Hot	4	1	1	2	2	0	0	0.50
Teen Nonfiction	Book New	11	2	7	9	9	0	1	0.82
Teen Online	eAudiobook	1,192	0	0	0	0	0	0	0.00
Teen Online	eBook	2,085	0	0	0	0	0	0	0.00
Youth Fiction	Book	39,570	10,299	11,094	21,393	21,814	421	936	0.54
Youth Fiction	Book New	1,458	717	570	1,287	1,367	80	58	0.88
Youth Fiction	DVD	1	0	0	0	0	0	0	0.00
Youth Fiction	Kit	0	0	3	3	3	0	0	0.00
Youth Fiction	Large Print	163	28	28	56	61	5	4	0.34
Youth Fiction	Multimedia Kit	1	0	0	0	0	0	0	0.00
Youth Fiction	Seasonal AV	2	0	0	0	0	0	0	0.00
Youth Fiction	Seasonal Book	1,968	76	0	76	77	1	0	0.04
Youth Fiction	Special Collection	0	8	3	11	11	0	8	0.00
Youth Magazines	Magazine	632	72	239	311	311	0	0	0.49
Youth Multimedia	Blu-ray	284	63	47	110	119	9	8	0.39
Youth Multimedia	Blu-ray Hot	2	4	2	6	6	0	0	3.00
Youth Multimedia	Blu-ray New	5	7	6	13	13	0	0	2.60
Youth Multimedia	Book	0	1	3	4	4	0	1	0.00
Youth Multimedia	Boxset	0	1	0	1	1	0	1	0.00
Youth Multimedia	CD	938	129	139	268	271	3	12	0.29
Youth Multimedia	CD Audiobook	1,137	87	87	174	181	7	8	0.15
Youth Multimedia	CD Audiobook New	2	0	0	0	0	0	0	0.00
Youth Multimedia	DVD	4,348	478	611	1,089	1,129	40	22	0.25
Youth Multimedia	DVD Hot	4	5	6	11	11	0	0	2.75
Youth Multimedia	DVD New	13	14	22	36	36	0	2	2.77
Youth Multimedia	Kit	0	1	0	1	1	0	1	0.00
Youth Multimedia	MP3 Audiobook	0	1	1	2	2	0	1	0.00
Youth Multimedia	Multimedia Kit	29	1	0	1	2	1	1	0.03
Youth Multimedia	Other	0	0	1	1	1	0	0	0.00
Youth Multimedia	Playaway	1,136	164	151	315	321	6	9	0.28
Youth Multimedia	Seasonal AV	381	7	0	7	7	0	0	0.02
Youth Multimedia	Videogame	786	191	269	460	463	3	11	0.59
Youth Nonfiction	Book	24,553	1,843	2,658	4,501	4,621	120	249	0.18
Youth Nonfiction	Book New	451	148	130	278	297	19	16	0.62
Youth Nonfiction	CD Audiobook	56	3	4	7	7	0	0	0.13
Youth Nonfiction	Game	0	0	2	2	2	0	0	0.00
Youth Nonfiction	Large Print	3	1	1	2	4	2	1	0.67
Youth Nonfiction	Seasonal AV	1	0	0	0	0	0	0	0.00
Youth Nonfiction	Seasonal Book	40	1	0	1	1	0	0	0.03
Youth Online	Book New	1	0	0	0	0	0	0	0.00
Youth Online	eAudiobook	1,727	0	0	0	0	0	0	0.00
Youth Online	eBook	3,556	0	0	0	0	0	0	0.00
Youth Online	Online Resource	9	0	0	0	0	0	0	0.00
Youth Other	STEAM equipment	21	0	2	2	2	0	0	0.10
Youth Other	STEAM Kit	16	0	6	6	6	0	0	0.38
Totals		368,812	27,141	27,640	54,781	57,951	3,170	3,469	0.15

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In-House Use

Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
GENERAL REFERENCE													
Children's Literature	0	0	0	0	0	0	65	82	0	0	4		151
Culture Grams	0	0	2	4	0	1	1	0	0	0	1		9
Facts on File	1	1	4	25	9	1	6	2	1	1	10		61
First Search	65	72	39	90	59	28	22	39	37	39	34		524
Gale Databases (ex. InfoTrac)*	57	180	56	58	42	21	99	6	70	23	74		686
Legal Forms	0	1	19	0	7	10	3	1	8	7	0		56
Novelist	69	36	182	111	140	88	24	14	14	15	10		703
PebbleGo	0	0	0	6	1	1	5	2	10	0	2		27
Reference USA^	482	118	129	10	2	6	22	19	25	27	23		863
World Book Reference Center	0	10	51	121	18	10	6	2	3	6	2		229
PERIODICALS													
Chicago Tribune	96	137	152	92	89	106	213	156	105	91	116		1,353
Chicago Tribune-Historical	202	216	271	120	54	166	160	148	140	167	190		1,834
Consumer Reports	104	73	92	111	105	90	72	88	86	104	96		1,021
Consumers' Checkbook	6	3	15	8	2	3	3	7	8	1	3		59
InfoTrac	22	6	4	20	8	0	57	11	29	4	30		191
Lexis Nexis	8	6	23	6	269	586	357	316	404	239	370		2,584
Morningstar	176	0	92	152	87	687	444	481	282	0	0		2,401
New York Times	108	152	98	119	81	64	154	170	32	58	62		1,098
New York Times-Historical	69	31	53	27	17	29	66	95	11	39	50		487
Newspapers.com	56	237	230	227	87	134	91	153	171	87	66		1,539
Press Reader	151	39	17	222	177	122	194	76	362	327	138		1,825
Proquest-Research Library	123	68	113	87	88	135	194	170	152	79	83		1,292
S&P NetAdvantage	521	155	111	0	0	0	295	285	0	0	0		1,367
Weiss Ratings	2	1	1	1	2	2	1	1	8	3	1		23
Zinio	1,303	1,152	1,371	1,451	1,388	1,206	1,100	764	722	610	570		11,637
GENEALOGY													
Ancestry Plus	1,975	2,308	5,065	3,515	1,481	124	148	202	119	127	131		15,195
Heritage Quest	130	147	316	77	9	0	15	3	16	3	5		721
HOMEWORK/STUDY													
Brainfuse	104	115	277	702	702	63	11	11	65	28	75		2,153

Gale Courses	2	5	1	5	4	1	7	1	2	1	4		33
Lynda Library	25	2	34	0	37	25	22	14	33	12	17		221
Mango Languages	104	95	41	24	19	38	26	47	66	33	64		557
Mosio - Chat/Text reference help	213	111	85	80	112	165	118	90	73	46	48		1,141
Muzzy Languages	0	0	0	0	0	0	0	0	0	0	0		0
Niche Academy	255	164	202	319	245	300	248	208	168	87	120		2,316
Email Reference	0	0	0	0	0	0	0	0	0	0	0		0
WPL Tech Classes - Attendees	0	0	0	0	0	0	0	0	0	0	0		0
WPL Proctored Exams	0	0	0	0	0	0	0	0	0	0	0		0
E-BOOKS/AV													
Cloud Library	0	0	0	0	0	0	0	0	0	0	0		0
Hoopla	1,534	1,497	1,481	1,535	1,653	1,578	1,585	1,554	1,473	1,442	1,418		16,750
Kanopy	967	779	770	369	810	1,163	1,122	1,011	997	1,175	1,009		10,172
Digital Library of Illinois-eBooks	7,986	7,211	6,754	6,860	6,838	7,345	7,738	7,155	7,826	7,146	7,276		80,135
Digital Library of Illinois-eAudiobooks	3,505	3,434	3,279	3,451	3,505	3,651	3,716	3,453	3,876	3,814	3,867		39,551
Recorded Books (eAudiobooks)	56	56	43	0	0	0	0	0	0	0	0		155
Tumblebooks	89	223	74	131	98	48	40	56	32	31	25		847
Appointments	0	0	0	0	0	0	0	0	0	0	0		0
Subtotal Librarian Interface	213	111	85	80	112	165	118	90	73	46	48	0	1,141
Subtotal E-Book/AV Use	14,137	13,200	12,401	12,346	12,904	13,785	14,201	13,229	14,204	13,608	13,595	0	147,610
Total (All)	20,566	18,841	21,547	20,136	18,245	17,997	18,450	16,893	17,426	15,872	15,994	0	201,967
WEB SITE													
Visits (all)	16,751	15,426	14,897	14,845	14,624	14,241	16,207	15,806	15,636	14,233	13,666		166,332
Unique Visitors	8,516	7,996	7,371	7,484	7,005	6,275	7,246	7,489	7,879	7,282	7,246		81,789
Pageviews	24,697	27,113	25,662	24,815	24,981	24,191	22,004	27,219	25,340	21,941	22,489		270,452
PowerPAC (public catalog)-Visits	12,531	12,656	11,833	12,821	12,759	12,673	13,751	12,545	13,469	12,534	12,006		139,578
Library App	642	595	915	750	862	896	1,118	1,020	1,100	807	1,020		9,725
#Facts on File includes: FactsOnFile; Issues & Controversies; Today's Science; World Almanac for Kids; World News Digest													
*Gale Databases include: Business Insights; Directory Library; Literature Resource; Small Business Resource Center; Virtual Reference Library													
^Reference USA includes: Residential; Business/Employers; Healthcare; Canadian; New Business; New Movers/Home; Consumers/Lifestyles													