

## DISTRIBUTION OF MEETING INFORMATION

Board Meeting Notice and Agenda - League of Women Voters, WPLD website, WPLD trustees, WPLD legal bulletin board.

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

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

## NOTICE

The 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/87512201999?pwd=M24yY1liZCswWENWaW9ybm00THlnQT09>

Meeting ID: 875 1220 1999

Passcode: 349979

Join by Phone:

Meeting ID: 875 1220 1999

Passcode: 349979



Wilmette Public Library

Board of Library Trustees Regular Meeting  
Remote Audiovisual Conference  
1242 Wilmette Avenue, Wilmette, IL 60091  
Tuesday, May 18, 2021, 6:00 p.m.

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## Agenda

- I. Call to Order and Roll Call. (Call to Order - President McDonald, Roll Call - Secretary Barshis)
- II. Secretary's Certification of Membership of the WPL Board of Trustees. **Attachment 1**
- III. Administer Oath of Office to Trustees Elected in April 2021. Trustees-elect Nealon, O'Keefe, and Sommer will take the oath. The trustees will individually stand and Secretary Barshis will administer the oath. **Attachment 2**
- IV. Roll Call.
- V. Report of Nominating Committee (Trustees Barshis (chair), Fishman and O'Keefe). Trustee Barshis will present the slate for the Board offices of President, Vice-President, Treasurer, and Secretary as recommended by the Nominating Committee, for fiscal years 2021-23.
- VI. Elect Board Officers to Serve May 2021 to May 2023.
  - A. The Office of WPL Board President.
  - B. The Office of WPL Board Vice-President.

C. The Office of WPL Board Treasurer.

D. The Office of WPL Board Secretary.

- VII. Public Comment. (President McDonald) [10 minutes]  
Meeting attendees who wish to address the WPLD Board of Trustees may do so here.
- VIII. Review draft of April 20, 2021 Regular Board Meeting Minutes. (President McDonald)  
[3 minutes] **Attachment 3**
- IX. Presentations. None
- X. Treasurer's Report. (Finance Manager Risko) [10 minutes]  
A. Financial Reports for April 2021. **Attachment 4**  
B. Bills and Salaries Check Detail for April 2021. **Attachment 5**
- XI. Action Items. (President McDonald)  
A. Resolution No. 2020/21-204, Resolution Honoring Trustee Dan Johnson. **Attachment 6**  
B. Resolution No. 2020/21-205, Resolution Honoring Trustee Ronald Rodgers. **Attachment 7**  
C. Resolution No. 2020/21-206, Resolution Honoring Trustee Stuart Wolf. **Attachment 8**  
D. Ordinance No. 2020/21-199, Ordinance Setting Schedule for Regular Meetings of the Board.  
[3 minutes] **Attachment 9**  
E. Annual Decision to Participate in the Public Library Non-Resident Services Program.  
[3 minutes] **Attachment 10**  
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. (Director Auston) [10 minutes] **Attachment 11**  
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 listed HVAC equipment in the attached Equipment List and Services section for one year (June 1, 2021 to May 31, 2022). The charge for the 12 month term is \$27,054.00. The current expiring agreement totaled \$26,232. (Director Auston) [5 minutes] **Attachment 12**
- XII. Discussion Items. (Director Auston)  
A. Pandemic Response Plan Update. [20 minutes]  
B. Project Updates. [10 minutes]

B. Review of May 5, 2021 Finance Committee Meeting, Draft FY21-22 Working Budget, and Schedule next Finance Committee meeting. (Director Auston & President McDonald)  
[20 minutes] **Attachment 13**

XIII. 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 14**

XIV. 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>

XV. 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/>.

XVI. New Business/Old Business.

XVII. Adjournment.

[Estimated meeting length: 120 minutes]

Cook County Clerk's Office

## Suburban Cook County Election Results

### Official Certificate of Results

[Back to Election Summary Results](#) [Print Results](#)

### April 06, 2021 Consolidated General Election

The Cook County Clerk, having completed a canvass of all votes cast for Trst, Wilmette Library District, 4yr., hereby certifies the following vote totals:

Candidates	Percentage	Votes
Julie Cho	15.34%	1,866
MaryAnne O'Keefe	21.02%	2,558
Stuart Wolf	13.09%	1,593
Tracy E. Sommer	22.24%	2,706
Patricia Nealon	17.84%	2,171
Ronald C. Rodgers	10.46%	1,273
<b>Total:</b>	<b>100%</b>	<b>12,167</b>

This election having been certified to me as 3 to be elected results in MaryAnne O'Keefe, Tracy E. Sommer & Patricia Nealon being elected.

Below is the abstract of votes by precinct.

Dated this April 27, 2021.



Karen A. Yarbrough, Cook County Clerk

### Township - Trst, Wilmette Library District, 4yr.

Township	Registered Voters	Ballots Cast	Julie Cho	MaryAnne O'Keefe	Stuart Wolf	Tracy E. Sommer	Patricia Nealon	Ronald C. Rodgers	Total Votes
New Trier	21,669	5,412	1,853	2,551	1,590	2,701	2,166	1,271	12,132
Northfield	1,119	18	13	7	3	5	5	2	35
Suburban Cook County Total	22,788	5,430	1,866	2,558	1,593	2,706	2,171	1,273	12,167

### Precinct - Trst, Wilmette Library District, 4yr.

Precinct	Registered Voters	Ballots Cast	Julie Cho	MaryAnne O'Keefe	Stuart Wolf	Tracy E. Sommer	Patricia Nealon	Ronald C. Rodgers	Total Votes
New Trier 3	1,001	251	78	129	75	129	109	67	587
New Trier 15	1,469	316	117	99	100	124	102	66	608



New Trier 17	1,026	281	100	120	86	134	124	71	635
New Trier 18	793	247	101	102	48	127	90	39	507
New Trier 21	1,182	185	80	74	75	90	66	50	435
New Trier 24	1,415	194	76	88	75	98	69	57	463
New Trier 25	912	251	101	103	77	94	97	70	542
New Trier 26	785	196	78	91	57	98	83	47	454
New Trier 27	1,034	305	76	193	93	179	128	46	715
New Trier 28	884	200	66	96	56	92	73	53	436
New Trier 29	987	237	95	92	54	105	81	55	482
New Trier 30	1,296	324	123	163	82	170	125	54	717
New Trier 31	1,103	261	102	135	73	136	105	52	603
New Trier 32	936	361	88	184	92	199	157	78	798
New Trier 33	1,122	309	81	160	102	152	113	77	685
New Trier 34	969	163	63	69	51	75	62	44	364
New Trier 35	616	140	45	78	59	49	50	52	333
New Trier 36	1,363	447	139	194	136	251	215	108	1,043
New Trier 37	1,049	279	96	138	86	144	122	80	666
New Trier 38	1,095	288	71	161	78	187	130	70	697
New Trier 40	632	177	77	82	35	68	65	35	362
Northfield 35	1,119	18	13	7	3	5	5	2	35
Suburban Cook County Total	22,788	5,430	1,866	2,558	1,593	2,706	2,171	1,273	12,167

This Oath of Office is in compliance with *Illinois Library Laws and Rules* (April 2015 edition) – 75 ILCS16/30-40

**OATH OF OFFICE - LIBRARY TRUSTEE**  
**(Wilmette Public Library District)**

I, Patricia Nealon, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature of Trustee

Patrician Nealon  
Trustee's printed name

May 18, 2021  
Date

The Oath of Office was administered by me  
and was signed in my presence.

\_\_\_\_\_  
Marti Bellefontaine  
Notary Public for Wilmette Public Library District

May 18, 2021  
Date

This Oath of Office is in compliance with *Illinois Library Laws and Rules* (April 2015 edition) – 75 ILCS16/30-40

**OATH OF OFFICE - LIBRARY TRUSTEE**  
**(Wilmette Public Library District)**

I, MaryAnne O’Keefe, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature of Trustee

MaryAnne O’Keefe  
Trustee’s printed name

May 18, 2021  
Date

The Oath of Office was administered by me  
and was signed in my presence.

\_\_\_\_\_  
Marti Bellefontaine  
Notary Public for Wilmette Public Library District

May 18, 2021  
Date

This Oath of Office is in compliance with *Illinois Library Laws and Rules* (April 2015 edition) – 75 ILCS16/30-40

**OATH OF OFFICE - LIBRARY TRUSTEE**  
**(Wilmette Public Library District)**

I, Tracy Sommer, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Library Trustee according to the best of my ability.

\_\_\_\_\_  
Signature of Trustee

Tracy Sommer  
Trustee's printed name

May 18, 2021  
Date

The Oath of Office was administered by me  
and was signed in my presence.

\_\_\_\_\_  
Marti Bellefontaine  
Notary Public for Wilmette Public Library District

May 18, 2021  
Date

**WILMETTE PUBLIC LIBRARY DISTRICT (WPLD) BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, April 20, 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: Georgia Gebhardt (League of Women Voters-Wilmette), and Trustees-elect Patricia Nealon, MaryAnne O'Keefe, and Tracy Sommer

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

- I. Call to Order and Roll Call.  
President McDonald called the meeting to order at 6:04 pm. Secretary Barshis called the roll.
- II. Public Comment.  
There was no public comment.
- III. Review draft of Minutes.
  - A. March 16, 2021 Regular Board Meeting Minutes. Trustee Wolf moved approval of the minutes of the March 16, 2021 Regular Meeting Minutes. Trustee Fishman seconded the motion. There was no discussion.  
Aye – Barshis, Fishman, Johnson, McDonald, Riddle, Rodgers, Wolf  
Nay – None  
Absent or not voting – None  
MOTION CARRIED
- IV. Presentations.  
None.
- V. Treasurer's Report.
  - A. Financial Reports for March 2021.  
Trustee Rodgers reviewed the financial report and noted during March, WPLD received \$1,603,907.14 in property taxes, \$41,573.00 in fees from Kenilworth Library District, and \$5,300.01 in general fund interest. Total General Fund expenses at 65.45% are below the expected nine-month rate of 75% due to the anomaly of the last March payroll being recorded on April 1. There were no unexpected expenditures.
  - B. Bills and Salaries Check Detail for March 2021.  
Trustee Rodgers moved approval of the March 2021 Bills and Salaries Check Detail. Trustee Wolf seconded the motion. There was no discussion.  
Aye – Barshis, Fishman, McDonald, Riddle, Rodgers, Wolf  
Nay – Johnson  
Abstain – None  
Absent or not voting – None  
MOTION CARRIED
- VI. Action Items.
  - A. Schedule Finance Committee meeting. The purpose of the committee meeting is to discuss and draft the budget for fiscal year 2021-2022 (July 1, 2021 – June 30, 2022). Committee members are Trustees Rodgers

(chair), Fishman, Riddle, Wolf. Trustee McDonald, as Board President, is an ex-officio member. All trustees are invited to attend. Director Auston and Finance Manager Risko will also attend the meeting. The meeting date will be established via email.

VII. Discussion Items.

A. Policy Committee Update. President McDonald noted the Policy Committee met and tentatively approved the updates pending attorney review. After several changes suggested in attorney review, the Operations Policy changes are being reviewed by staff and then will return to committee.

B. Pandemic Response Plan Update. Director Auston noted all staff had the opportunity to receive the COVID-19 vaccination through the Village of Wilmette's weekly community clinics. Reaching Across Illinois Library System (RAILS) updated guidance to members based on the Centers for Disease Control and Prevention (CDC) and the REopening Archives, Libraries, and Museums (REALM) study suspending their quarantine period for delivery materials. Last week the Cooperative Computer Services (CCS) governing board affirmed the RAILS vote and put the onus back on individual libraries. WPLD currently has a 48-hour quarantine period and will continue to evaluate data and procedures to determine the most appropriate response for WPLD. Turnaround time for on-hold materials has been reasonable and as there are no late fees, the impact on our service model is nominal. Director Auston spoke to the changes staff have made, and will continue to make, to remain socially distant. At this point, Labor Day is a marker for the potential "return to normal" operating hours, timed to coincide with the Capital Repair Project's interior impacts and electrical work/closure being completed, spaces being reopened, and the gradual reintroduction of services which have been abbreviated. Door counts have been consistently strong with no one waiting to enter the building due to capacity limits. As April is poetry month, Trustees discussed the installation of the poem StoryWalk which is circling the bluestone in front of the building. Poems are also posted in windows and trees designated "poet-trees" with patron-contributed poems encouraged.

C. Library Project Updates.

Capital Repair Project: Berglund is underway with tuckpointing the building. Trustees noted how clean the power-washed portions of brick look. Caulk is being replaced and resealed. Once tuckpointing is finished in late May, the roofing crew will begin. Construction fencing will remain for the roofing portion of the project. Fencing has delayed spring yard work although our new landscapers are aware of the project and will work around the construction. Trustees discussed having the construction project highlighted on the website; information is currently found under the "About" tab.

Website Redesign Project: After the website committee and vendor Library Market complete homework tasks, the website project is expected to have a kickoff meeting in early May.

RFID Project: The Youth Services collection is completely tagged. The next major phase is the non-fiction collection on the lower level. Knowing that every item will be tagged for RFID in the Media Room led to evaluating the packaging of materials. A portion of the compact disc collection will be repackaged from jewel cases to acrylic sleeves which will reduce space constraints, allow room to expand, is visually more appealing, and will require less ongoing collection maintenance. The new RFID security gates, which have a single 5'5" wide aisle, have been installed.

Trustee Johnson left the meeting at 6:27pm.

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

- On April 14, 315 screens joined author Charles Yu via Zoom when he virtually visited WPLD for the culmination of the One Book Everyone Reads program.
- WPLD had positive feedback regarding the convenience of services spurred by the pandemic and will continue adapted service model options including digital programming and parking lot pickup for the foreseeable future.
- Community partnerships have been strong. WPLD has partnered with League of Women Voters Wilmette for both candidate forums and the Citizens Climate Lobby this spring. District 39 has begun their new strategic plan process and Director Auston has been included in the 10 scheduled meetings as a community partner.
- 383 students have been registered for their first WPLD library cards through the school registration program with District 39 so far this school year.
- Human Resources has been busy looking to fill several vacancies and is looking forward to the upcoming salary structure project with consultant HR Source.

IX. Committees – Report on Meetings.

- A. ILA / RAILS Update. Trustee Barshis noted ILA registration is still open for the Reaching Forward Conference on May 7, 2021.

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

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

X. Information Items.

- A. Communication. None to report.

B. Director Auston reminded Board members to file their Statement of Economic Interests.

C. President McDonald noted that May 2021 will be the last Board meeting for three retiring Trustees and that a quorum of both old and new Board members is required.

XI. New Business / Old Business.

- A. None.

XII. Adjournment.

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

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

Nay – None

Absent or not voting – Johnson

MOTION CARRIED

The meeting adjourned at 7:16 pm.

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

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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 April 2021

**Revenue Report**

During April, WPL received \$187,228.51 in Property Taxes, \$15,290.24 in Personal Property Replacement Taxes, and \$7,745.58 in General Fund Interest.

**Expenditure Report**

Total General Fund expenses at 74.77% are below the expected ten month rate of 83.33%.

Several accounts (62000-Professional Memberships, and 75000-Insurance – Property/Casualty) show expenses higher than the ten 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, April 1 - 30, 2021**

The largest General Fund checks were written to Wellness Insurance Network (\$52,123.68, \$52,012.68), OverDrive, Inc. (\$26,473.70), Computer View, Inc. (\$3,458.00, \$2,891.00), Midwest Tape (\$1,492.62, \$2,565.09, \$876.44, \$2,208.52), Baker & Taylor (\$725.56, \$17,428.69, \$599.82, \$12,967.30, \$662.21, \$13,212.59), Cengage Learning Inc. (\$23,947.85), Library Furniture International (\$10,782.00), Library Market (\$13,300.00), Cooperative Computer Services (\$22,275.95), Kanopy (\$5,000.00), ProQuest (\$7,196.24), Shales McNutt Construction (\$6,215.00, \$14,200.00) and Bibliotheca, LLC (\$114,194.00).

The total amount in this report represents the expenses paid by check and ACH and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (4/9/21 for \$117,411.50 and 4/23/21 for \$118,732.33).

**Certificate of Deposit Activity**

Of the \$7,745.58 in General Fund interest received during April, \$4,751.64 was earned by the funds invested in GF Certificates of Deposit. One certificate of deposit (CD) matured in April. The proceeds were transferred to the MaxSafe account at NSCB. We will continue to monitor our options as CDs mature until market volatility subsides.

**Statement of Assets, Liabilities Fund Balances**

On the April 30, 2021 statement, the net gain of \$400,065.76 reflects the collection of spring property taxes. Due to the pandemic, property tax due dates have been extended to May 1. The cash balances are more than enough to cover expenses until remaining property taxes are received in May.



Wilmette Public Library  
Statement of Assets, Liabilities and Fund Balances  
As of April 30, 2021

		April 30, 2021
<b>ASSETS</b>		
<b>Current Assets</b>		
	10005 · Rutherford Trust Funds	161,960.40
	10010 · CIBC Bk MM Account (GF)	1,748.69
	10050 · NSCB MaxSafe (GF)	4,848,649.06
	10004 · NSCB MaxSafe (SRF)	1,558,348.10
	10100 · Operating Checking	826,956.77
	10200 · Payroll Checking	235,379.30
	10300 · HRA & FSA Checking	4,936.21
	10610 · Special Reserve MMF	271,266.65
	10810 · Illinois Funds	617,123.84
	10900 · Fifth Third Securities	358,624.29
	11000 · CDs General Fund Total	3,743,397.49
	16000 · CDs Special Reserve Fund Total	3,185,995.52
<b>TOTAL ASSETS</b>		<b>15,814,386.32</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
	26000 · Employee Payroll Liabilities	1,165.56
<b>Equity</b>		
	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	400,065.76
<b>Total Equity</b>		<b>15,813,220.76</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>15,814,386.32</b>

Wilmette Public Library  
Revenue Actual vs Budget  
April 2021 (83.33% of Budget Year Completed)

		Current	YTD	FY 2020-21	\$ Over(Under)	% of
		Month	April	Budget	Budget	Budget
<b>INCOME</b>						
*	43010 · GF Interest	7,745.58	108,474.07	125,000.00	(16,525.93)	86.78%
	44100 · Replacement Taxes	15,290.24	50,540.98	45,000.00	5,540.98	112.31%
	44200 · Kenilworth	0.00	126,384.00	166,604.00	(40,220.00)	75.86%
	45000 · Grants	0.00	38,542.32	38,656.00	(113.68)	99.71%
	46100 · Fines	15.00	2,182.10	-	2,182.10	100.0%
	46200 · Lost Materials	876.82	5,172.07	9,000.00	(3,827.93)	57.47%
	46400 · Service Fees	0.00	11.00	500.00	(489.00)	2.2%
	47000 · Miscellaneous Income	0.00	85.50	5,000.00	(4,914.50)	1.71%
	47100 · Copier Receipts	6.00	2,134.86	10,000.00	(7,865.14)	21.35%
	47200 · Room Rental	0.00	(620.00)	3,500.00	(4,120.00)	(17.71%)
	48000 · Gifts/Donations	3,386.78	33,395.10	40,000.00	(6,604.90)	83.49%
	<b>INCOME SUB-TOTAL</b>	<b>27,320.42</b>	<b>366,302.00</b>	<b>443,260.00</b>	<b>(76,958.00)</b>	<b>82.64%</b>
	41010 · GF Taxes	187,228.51	4,718,812.52	5,308,603.00	(589,790.48)	88.89%
	<b>TOTAL INCOME</b>	<b>214,548.93</b>	<b>5,085,114.52</b>	<b>5,751,863.00</b>	<b>(666,748.48)</b>	<b>88.41%</b>
*	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**  
**April 2021**  
**(83.33% of Budget Year Completed )**

	Current Month	YTD April	FY 2020-21 Budget	\$ Over(Under) Budget	% of Budget
<b>EXPENSE</b>					
50100 · Books	47,085.60	254,820.68	230,000.00	24,820.68	110.79%
50200 · Continuations	1,789.16	31,362.41	45,000.00	(13,637.59)	69.69%
50250 · Library of Things	0.00	0.00	0.00	0.00	0.00%
50300 · Audio Visual Materials	9,572.54	76,010.45	100,000.00	(23,989.55)	76.01%
50400 · Periodicals	1,709.97	41,630.23	45,000.00	(3,369.77)	92.51%
50500 · Electronic Resources	108,778.96	599,138.59	660,000.00	(60,861.41)	90.78%
50700 · Programming	4,247.41	29,149.93	45,000.00	(15,850.07)	64.78%
50810 · ILL Expense	0.00	0.00	1,500.00	(1,500.00)	0.00%
52000 · Newsletter	1,864.06	12,174.68	35,000.00	(22,825.32)	34.78%
53000 · Promotion	0.00	5,728.21	10,000.00	(4,271.79)	57.28%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	0.00	1,785.00	9,000.00	(7,215.00)	19.83%
58500 · Friends Purchases	2,064.78	28,055.02	30,000.00	(1,944.98)	93.52%
61000 · Personnel	219,409.56	2,423,310.65	3,451,289.00	(1,027,978.35)	70.21%
62000 · Professional Memberships	1,112.00	7,183.27	6,500.00	683.27	110.51%
63000 · Registrations	450.00	8,217.31	10,000.00	(1,782.69)	82.17%
64000 · Travel/Mileage/Meals	580.00	6,399.71	10,000.00	(3,600.29)	64.00%
65000 · Staff Development	444.45	6,530.92	15,000.00	(8,469.08)	43.54%
66000 · Insurance - Employee	109,506.42	534,442.85	600,000.00	(65,557.15)	89.07%
70100 · Accounting - PR & CrCd fees	768.75	8,648.08	15,000.00	(6,351.92)	57.65%
70200 · Professional Fees	842.57	13,289.33	35,000.00	(21,710.67)	37.97%
70310 · Library Supplies	3,477.73	18,354.04	30,000.00	(11,645.96)	61.18%
70320 · Office Supplies	4,468.63	17,545.19	40,000.00	(22,454.81)	43.86%
70400 · Copiers	2,270.32	22,988.24	28,000.00	(5,011.76)	82.10%
70500 · Printing	417.60	772.00	5,000.00	(4,228.00)	15.44%
70600 · Postage/Shipping	287.22	4,601.97	6,000.00	(1,398.03)	76.70%
70700 · Telephone	1,313.55	12,001.57	15,000.00	(2,998.43)	80.01%
74100 · Equipment/Furnishings/Computers	18,698.14	63,729.69	125,000.00	(61,270.31)	50.98%
74150 · Equipment/Computer Maintenance	2,997.00	56,129.61	86,000.00	(29,870.39)	65.27%
75000 · Insurance - Property/Casualty	0.00	27,500.00	27,500.00	0.00	100.00%
76100 · Building Improvement	554.64	9,299.10	20,000.00	(10,700.90)	46.50%
76200 · Building Supplies	949.22	28,759.18	28,000.00	759.18	102.71%
76300 · Building Maintenance	5,538.62	29,891.94	85,000.00	(55,108.06)	35.17%
76350 · Building Maint Contracts	7,359.00	79,415.99	100,000.00	(20,584.01)	79.42%
76400 · Grounds Maintenance	1,556.85	21,418.26	40,000.00	(18,581.74)	53.55%
76450 · Parking Lot Rent	0.00	8,550.00	13,000.00	(4,450.00)	65.77%
76800 · Utilities	1,335.59	14,785.41	22,000.00	(7,214.59)	67.21%
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%
<b>TOTAL GENERAL FUND EXPENSE</b>	<b>561,450.34</b>	<b>4,507,526.72</b>	<b>6,028,889.00</b>	<b>(1,521,362.28)</b>	<b>74.77%</b>
92000 · SS/IMRF Fund	33,054.65	392,560.06	515,000.00	(122,439.94)	76.23%
93000 · Audit Expense	0.00	10,436.00	11,000.00	(564.00)	94.87%
94000 · Liability Fund	717.32	25,239.36	44,000.00	(18,760.64)	57.36%
96000 · Special Reserve Fund	164,391.00	277,918.92	6,000,000.00	(5,722,081.08)	4.63%
97000 · Endowment Fund	0.00	42,194.00	0.00	42,194.00	0.00%
<b>TOTAL OTHER FUNDS</b>	<b>198,162.97</b>	<b>748,348.34</b>	<b>6,570,000.00</b>	<b>(5,821,651.66)</b>	<b>11.39%</b>
<b>TOTAL GENERAL &amp; OTHER FUNDS</b>	<b>759,613.31</b>	<b>5,255,875.06</b>	<b>12,598,889.00</b>	<b>(7,343,013.94)</b>	<b>41.72%</b>

All CDs Sorted by Maturity  
Date April 30, 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>
<b><u>General Fund</u></b>						
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	553,312.11
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	554,521.04
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	5/3 Sallie Mae Bk Salt Lake	GF 8	7954504U6	1.80%	5,000.00
November 20, 2019	November 20, 2021	CIBC/Private Bank	GF 10	6932392	1.75%	511,012.46
November 24, 2019	November 24, 2021	NSCB/Wintrust	GF 2	3804744799	1.70%	529,697.08
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
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.65%	3,743,397.49
<b><u>Special Reserve Fund</u></b>						
May 12, 2020	May 12, 2021	CIBC/Private Bank	SRF 10	134430	0.65%	577,669.07
October 15, 2019	October 15, 2021	CIBC/Private Bank	SRF 6	96545	1.65%	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
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	1.05%	3,185,995.52
<b>TOTAL CD's</b>				<b>Weighted Avg Yield</b>	<b>1.37%</b>	<b>6,929,393.01</b>

Wilmette Public Library

Check Detail

April 2021

Type	Num	Name	Account	Paid Amount
Check			<b>10101 - General Fund Checking</b>	
			70220 - Bank & Other Professional Fees	(493.45)
				<u>(493.45)</u>
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>Synchrony Bank/Amazon</b>	<b>10101 - General Fund Checking</b>	
Bill	2.16-3.15.21		50110.1 - 100's	(24.99)
			50110.3 - 300's	(61.68)
			50110.5 - 500's	(45.65)
			50110.6 - 600's	(47.32)
			50110.7 - 700's	(73.12)
			50110.9 - 900's	(140.16)
			50120 - YS Books	(288.68)
			50311 - AS Feature	(9.99)
			50721 - YS Performers	(123.06)
			58500 - Friends Purchases	(144.00)
			70320 - Office Supplies	(203.02)
			76200 - Building Supplies	(69.00)
			50111 - Fiction	(215.06)
				<u>(1,445.73)</u>
<b>Bill Pmt -Check</b>	<b>53679</b>	<b>Aflac</b>	<b>10101 - General Fund Checking</b>	
Bill	092822		26003 - AFLAC	(178.08)
				<u>(178.08)</u>
<b>Bill Pmt -Check</b>	<b>53680</b>	<b>ALA - Membership</b>	<b>10101 - General Fund Checking</b>	
Bill	1270157 J. McKeown		62010 - Staff Memberships	(228.00)
				<u>(228.00)</u>
<b>Bill Pmt -Check</b>	<b>53681</b>	<b>Andertoons, LLC</b>	<b>10101 - General Fund Checking</b>	
Bill	3327		50721 - YS Performers	(400.00)
				<u>(400.00)</u>
<b>Bill Pmt -Check</b>	<b>53682</b>	<b>Arthur J. Gallagher Risk Management Svc</b>	<b>10101 - General Fund Checking</b>	
Bill	3791854		75000 - Insurance - Property/Casualty	(2,500.00)
				<u>(2,500.00)</u>
<b>Bill Pmt -Check</b>	<b>53683</b>	<b>Baker &amp; Taylor</b>	<b>10101 - General Fund Checking</b>	
Bill	H54615710		50111 - Fiction	(44.08)
Bill	H54615720		50312 - AS Non-feature	(19.84)
Bill	H54571270		50312 - AS Non-feature	(14.69)
Bill	H54571271		50312 - AS Non-feature	(18.37)
Bill	H54615721		50312 - AS Non-feature	(18.37)
Bill	H54615722		50312 - AS Non-feature	(9.54)

# Wilmette Public Library

## Check Detail

April 2021

Bill	H54680370	50311 · AS Feature	(132.23)
Bill	H54680371	50311 · AS Feature	(58.74)
Bill	H54705920	50311 · AS Feature	(18.34)
Bill	H54705921	50311 · AS Feature	(14.66)
Bill	H54714930	50312 · AS Non-feature	(115.99)
Bill	H54680380	50312 · AS Non-feature	(36.72)
Bill	H54680381	50312 · AS Non-feature	(18.37)
Bill	H54743610	50312 · AS Non-feature	(22.04)
Bill	H54743611	50312 · AS Non-feature	(28.64)
Bill	H54784920	50311 · AS Feature	(101.38)
Bill	H54784921	50311 · AS Feature	(53.56)
			(725.56)

<b>Bill Pmt -Check</b>	<b>53684</b>	<b>Baker &amp; Taylor Books</b>	<b>10101 · General Fund Checking</b>
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Bill	2035811317	50120 · YS Books	(71.69)
Bill	2035777619	50120 · YS Books	(692.97)
Bill	2035831913	50120 · YS Books	(187.12)
Bill	2035796682	50120 · YS Books	(281.68)
Bill	2035834028	50120 · YS Books	(192.81)
Bill	2035806780	50110.7 · 700's	(46.31)
		50114 · Miscellaneous	(2.07)
		50110.7 · 700's	(0.29)
		50110.6 · 600's	(11.27)
Bill	2035808430	50120 · YS Books	(566.43)
Bill	2035803817	50120 · YS Books	(396.80)
Bill	2035805804	50111 · Fiction	(332.21)
Bill	2035814100	50111 · Fiction	(204.24)
Bill	2035800951	50120 · YS Books	(581.31)
Bill	2035806772	50110.1 · 100's	(95.87)
		50110.2 · 200's	(69.08)
		50110.3 · 300's	(68.78)
		50110.5 · 500's	(15.82)
		50110.6 · 600's	(40.00)
		50110.7 · 700's	(175.24)
		50110.8 · 800's	(16.95)
		50110.9 · 900's	(88.19)
		50113 · Reference	(16.95)
		50114 · Miscellaneous	(15.87)
		50110.7 · 700's	(2.93)
Bill	2035815808	50120 · YS Books	(670.76)
Bill	2035822036	50120 · YS Books	(515.02)
Bill	2035827276	50120 · YS Books	(323.81)
Bill	2035834281	50120 · YS Books	(700.88)
Bill	2035845695	50120 · YS Books	(181.27)
Bill	2035815914	50110.1 · 100's	(45.59)
		50110.4 · 400's	(38.40)
		50110.5 · 500's	(15.20)
		50110.7 · 700's	(9.51)
		50110.9 · 900's	(159.90)
		50111 · Fiction	(182.24)
		50114 · Miscellaneous	(37.40)

Wilmette Public Library

Check Detail

April 2021

		50111 · Fiction	(2.25)
Bill	2035821749	50111 · Fiction	(106.07)
		50112 · H.S. Collection	(59.47)
		50111 · Fiction	(0.80)
Bill	2035829360	50110.0 · 000's	(26.36)
		50110.1 · 100's	(45.29)
		50110.2 · 200's	(15.82)
		50110.3 · 300's	(136.50)
		50110.5 · 500's	(39.52)
		50110.6 · 600's	(257.03)
		50110.7 · 700's	(164.32)
		50110.9 · 900's	(131.86)
		50114 · Miscellaneous	(23.46)
		50110.6 · 600's	(4.08)
Bill	2035824053	50110.1 · 100's	(16.15)
		50110.4 · 400's	(23.70)
		50110.6 · 600's	(46.57)
		50110.7 · 700's	(41.40)
		50110.9 · 900's	(112.01)
		50111 · Fiction	(229.79)
		50114 · Miscellaneous	(36.25)
		50111 · Fiction	(2.35)
Bill	2035836824	50110.2 · 200's	(33.20)
		50110.3 · 300's	(79.55)
		50110.5 · 500's	(41.78)
		50110.6 · 600's	(66.11)
		50110.7 · 700's	(25.43)
		50110.8 · 800's	(14.10)
		50110.9 · 900's	(33.90)
		50114 · Miscellaneous	(7.59)
		50110.3 · 300's	(1.47)
Bill	2035845258	50110.2 · 200's	(10.09)
		50110.3 · 300's	(45.19)
		50110.6 · 600's	(16.95)
		50110.7 · 700's	(15.79)
		50110.9 · 900's	(38.99)
		50111 · Fiction	(130.28)
		50112 · H.S. Collection	(20.89)
		50111 · Fiction	(1.39)
Bill	2035845916	50110.1 · 100's	(30.52)
		50110.5 · 500's	(55.38)
		50111 · Fiction	(176.23)
		58500 · Friends Purchases	(133.28)
		50111 · Fiction	(1.98)
Bill	2035818742	50110.6 · 600's	(51.10)
		50114 · Miscellaneous	(0.69)
		50110.6 · 600's	(0.26)
Bill	2035826156	50120 · YS Books	(18.07)
Bill	5016832721	50110.9 · 900's	(15.26)
		50111 · Fiction	(15.25)
		50110.9 · 900's	(0.15)
Bill	2035850102	50120 · YS Books	(219.38)

Wilmette Public Library

Check Detail

April 2021

Bill	2035819034	50110.6 · 600's	(60.97)
		50110.7 · 700's	(11.90)
		50110.9 · 900's	(277.01)
		50111 · Fiction	(292.35)
		50114 · Miscellaneous	(48.75)
Bill	2035829361	50111 · Fiction	(3.21)
		50110.1 · 100's	(13.09)
		50110.4 · 400's	(16.15)
		50110.6 · 600's	(220.24)
		50110.9 · 900's	(151.10)
Bill	2035836527	50111 · Fiction	(214.19)
		50114 · Miscellaneous	(46.25)
		50110.6 · 600's	(3.07)
		50112 · H.S. Collection	(31.05)
		50111 · Fiction	(351.75)
Bill	2035836785	50111 · Fiction	(1.85)
		50110.1 · 100's	(16.10)
		50110.4 · 400's	(9.49)
		50110.5 · 500's	(20.83)
		50110.6 · 600's	(65.71)
Bill	2035853739	50110.9 · 900's	(124.83)
		50111 · Fiction	(221.67)
		50114 · Miscellaneous	(37.50)
		50111 · Fiction	(2.29)
		50110.0 · 000's	(72.75)
Bill	2035845182	50110.1 · 100's	(18.00)
		50110.5 · 500's	(52.41)
		50110.6 · 600's	(56.64)
		50110.7 · 700's	(30.52)
		50110.8 · 800's	(44.83)
Bill	2035845707	50110.9 · 900's	(15.26)
		50111 · Fiction	(173.96)
		50111 · Fiction	(2.32)
		50110.1 · 100's	(45.18)
		50110.3 · 300's	(162.44)
Bill	2035858356	50110.7 · 700's	(54.82)
		50110.8 · 800's	(57.06)
		50110.9 · 900's	(62.98)
		50114 · Miscellaneous	(10.35)
		50110.3 · 300's	(1.91)
Bill	2035859998	50112 · H.S. Collection	(22.83)
		50111 · Fiction	(321.90)
		50111 · Fiction	(1.65)
		50110.3 · 300's	(56.50)
		50110.6 · 600's	(80.13)
Bill	2035859998	50110.7 · 700's	(28.25)
		50110.8 · 800's	(47.96)
		50110.9 · 900's	(32.18)
		50111 · Fiction	(275.42)
		50112 · H.S. Collection	(10.73)
Bill	2035859998	50111 · Fiction	(2.66)
		50120 · YS Books	(218.38)



Wilmette Public Library

Check Detail

April 2021

Bill	2035840053		50110.1 · 100's	(68.25)
			50110.4 · 400's	(9.52)
			50110.6 · 600's	(32.12)
			50110.7 · 700's	(49.40)
			50110.8 · 800's	(10.68)
			50110.9 · 900's	(18.95)
			50111 · Fiction	(107.30)
			50114 · Miscellaneous	(23.75)
			50111 · Fiction	(1.48)
Bill	2035845192		50110.1 · 100's	(16.15)
			50110.4 · 400's	(32.89)
			50110.6 · 600's	(30.30)
			50110.7 · 700's	(14.85)
			50110.8 · 800's	(38.80)
			50110.9 · 900's	(30.84)
			50111 · Fiction	(452.92)
			50114 · Miscellaneous	(47.50)
			50111 · Fiction	(3.08)
Bill	2035852925		50110.0 · 000's	(31.62)
			50110.1 · 100's	(28.22)
			50110.2 · 200's	(21.12)
			50110.3 · 300's	(97.75)
			50110.5 · 500's	(42.93)
			50110.6 · 600's	(64.34)
			50110.7 · 700's	(49.72)
			50110.8 · 800's	(16.95)
			50110.9 · 900's	(116.81)
			50114 · Miscellaneous	(15.87)
			50110.9 · 900's	(2.35)
Bill	2035863861		50110.3 · 300's	(20.90)
			50110.5 · 500's	(28.26)
			50110.6 · 600's	(85.73)
			50110.7 · 700's	(28.25)
			50110.8 · 800's	(19.04)
			50111 · Fiction	(216.07)
			50112 · H.S. Collection	(12.99)
			50111 · Fiction	(2.06)
Bill	2035863998		50110.3 · 300's	(141.68)
			50110.6 · 600's	(32.19)
			50110.9 · 900's	(133.36)
			50111 · Fiction	(978.94)
			50113 · Reference	(169.95)
			50111 · Fiction	(7.28)
				<u>(17,428.69)</u>

Bill Pmt -Check 53685 Blackstone Audiobooks 10101 · General Fund Checking

Bill	1211176		50311 · AS Feature	(41.60)
				<u>(41.60)</u>

Bill Pmt -Check 53686 Bornquist, Inc. 10101 · General Fund Checking

**Wilmette Public Library**

**Check Detail**

April 2021

Bill	5498596		76300 · Building Maintenance	<u>(430.00)</u>
				(430.00)
<b>Bill Pmt -Check</b>	<b>53687</b>	<b>Cengage Learning Inc/ Gale</b>	<b>10101 · General Fund Checking</b>	
Bill	73871507		50110.5 · 500's	(21.75)
			50111 · Fiction	(22.50)
Bill	73911622		50111 · Fiction	(293.02)
Bill	73981048		50512 · AS & YS Esubscriptions	(13,614.25)
Bill	73981052		50512 · AS & YS Esubscriptions	<u>(9,996.33)</u>
				(23,947.85)
<b>Bill Pmt -Check</b>	<b>53688</b>	<b>Chicago Tribune</b>	<b>10101 · General Fund Checking</b>	
Bill	through 6/5/21		50410 · AS Periodicals	<u>(275.50)</u>
				(275.50)
<b>Bill Pmt -Check</b>	<b>53689</b>	<b>Comcast Business</b>	<b>10101 · General Fund Checking</b>	
Bill	3.15-4.14.21		70700 · Telephone	<u>(382.47)</u>
				(382.47)
<b>Bill Pmt -Check</b>	<b>53690</b>	<b>Complete Cleaning Company</b>	<b>10101 · General Fund Checking</b>	
Bill	April 2021		76350 · Building Maint Contracts	<u>(4,767.00)</u>
				(4,767.00)
<b>Bill Pmt -Check</b>	<b>53691</b>	<b>Creekside Printing</b>	<b>10101 · General Fund Checking</b>	
Bill	2199		52000 · Newsletter	<u>(1,864.06)</u>
				(1,864.06)
<b>Bill Pmt -Check</b>	<b>53692</b>	<b>Dance Center Evanston</b>	<b>10101 · General Fund Checking</b>	
Bill	3.31.21		50721 · YS Performers	<u>(125.00)</u>
				(125.00)
<b>Bill Pmt -Check</b>	<b>53693</b>	<b>DEMCO</b>	<b>10101 · General Fund Checking</b>	
Bill	6921448		74110 · Equipment/Furnishings	<u>(1,040.04)</u>
				(1,040.04)
<b>Bill Pmt -Check</b>	<b>53694</b>	<b>Employee Benefits Corporation</b>	<b>10101 · General Fund Checking</b>	
Bill	3193606		660402 · HRA Fees	(148.75)
			660321 · FSA program fees	(61.00)
			660402 · HRA Fees	<u>(8.50)</u>
				(218.25)
<b>Bill Pmt -Check</b>	<b>53695</b>	<b>Findaway World LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	344924		50323 · YS Audiobooks	(269.95)

**Wilmette Public Library**  
**Check Detail**  
 April 2021

Bill	344925		50323 · YS Audiobooks	(547.39)
Bill	344931		50313 · AS Audiobooks	(1,421.76)
				<u>(2,239.10)</u>
<b>Bill Pmt -Check</b>	<b>53696</b>	<b>Grey House Pubishing</b>	<b>10101 · General Fund Checking</b>	
Bill	360229		50210 · AS Continuations	(432.50)
				<u>(432.50)</u>
<b>Bill Pmt -Check</b>	<b>53697</b>	<b>Idlewood Electric Supply Inc</b>	<b>10101 · General Fund Checking</b>	
Bill	700633		76100 · Building Improvement	(530.88)
Bill	702286		76100 · Building Improvement	(23.76)
				<u>(554.64)</u>
<b>Bill Pmt -Check</b>	<b>53698</b>	<b>Image Systems &amp; Business Solutions</b>	<b>10101 · General Fund Checking</b>	
Bill	71976808		70400 · Copiers	(2,270.32)
				<u>(2,270.32)</u>
<b>Bill Pmt -Check</b>	<b>53699</b>	<b>Library Furniture International</b>	<b>10101 · General Fund Checking</b>	
Bill	7285		74110 · Equipment/Furnishings	(10,782.00)
				<u>(10,782.00)</u>
<b>Bill Pmt -Check</b>	<b>53700</b>	<b>Library Market</b>	<b>10101 · General Fund Checking</b>	
Bill	1766		50655 · Web Design	(13,300.00)
				<u>(13,300.00)</u>
<b>Bill Pmt -Check</b>	<b>53701</b>	<b>Liu, Ling</b>	<b>10101 · General Fund Checking</b>	
Bill	3.27.21		50721 · YS Performers	(150.00)
				<u>(150.00)</u>
<b>Bill Pmt -Check</b>	<b>53702</b>	<b>Midwest Tape</b>	<b>10101 · General Fund Checking</b>	
Bill	500169515		50313 · AS Audiobooks	(39.99)
Bill	500169516		50311 · AS Feature	(59.24)
Bill	500169517		50313 · AS Audiobooks	(59.98)
Bill	500169518		50313 · AS Audiobooks	(29.99)
Bill	500169519		50313 · AS Audiobooks	(39.99)
Bill	500169540		50322 · YS Non-feature	(11.24)
Bill	500169541		50322 · YS Non-feature	(18.73)
Bill	500169542		50321 · YS Feature	(22.49)
Bill	500169543		50321 · YS Feature	(11.24)
Bill	500169544		50324 · YS Music	(22.48)
Bill	500169545		50314 · AS Music	(80.63)
Bill	500179123		50321 · YS Feature	(119.95)
Bill	500200300		50311 · AS Feature	(53.99)
Bill	500200301		50313 · AS Audiobooks	(79.98)
Bill	500200302		50313 · AS Audiobooks	(39.99)

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## Check Detail

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Bill	500200303		50313 · AS Audiobooks	(29.99)
Bill	500200304		50313 · AS Audiobooks	(34.99)
Bill	500200305		50324 · YS Music	(9.74)
Bill	500200306		50314 · AS Music	(31.48)
Bill	500200307		50314 · AS Music	(58.30)
Bill	500200309		50314 · AS Music	(10.79)
Bill	500200310		50314 · AS Music	(11.24)
				<u>(876.44)</u>
<b>Bill Pmt -Check</b>	<b>53703</b>	<b>Mok, Teresa A</b>	<b>10101 · General Fund Checking</b>	
Bill	3.24.21		58500 · Friends Purchases	(250.00)
				<u>(250.00)</u>
<b>Bill Pmt -Check</b>	<b>53704</b>	<b>New York Times</b>	<b>10101 · General Fund Checking</b>	
Bill	3.18.21-3.16.22		50512 · AS & YS Esubscriptions	(2,090.40)
				<u>(2,090.40)</u>
<b>Bill Pmt -Check</b>	<b>53705</b>	<b>NiCor Gas</b>	<b>10101 · General Fund Checking</b>	
Bill	2.26-3.25.21		76810 · Heating/Cooling	(984.16)
				<u>(984.16)</u>
<b>Bill Pmt -Check</b>	<b>53706</b>	<b>Old Town School of Folk Music</b>	<b>10101 · General Fund Checking</b>	
Bill	3.22.21		50721 · YS Performers	(300.00)
Bill	3.23.21		50721 · YS Performers	(300.00)
				<u>(600.00)</u>
<b>Bill Pmt -Check</b>	<b>53707</b>	<b>Quill Corporation</b>	<b>10101 · General Fund Checking</b>	
Bill	15182818		70320 · Office Supplies	(668.71)
Bill	15184174		70320 · Office Supplies	(314.07)
Bill	15190170		70320 · Office Supplies	(368.71)
Bill	15190574		70320 · Office Supplies	(737.42)
				<u>(2,088.91)</u>
<b>Bill Pmt -Check</b>	<b>53708</b>	<b>Sun Life Employee Benefits/Assurant</b>	<b>10101 · General Fund Checking</b>	
Bill	4.1-4.30.21		66020 · Emp Life/LTD Insurance	(2,169.35)
				<u>(2,169.35)</u>
<b>Bill Pmt -Check</b>	<b>53709</b>	<b>Wellness Insurance Network</b>	<b>10101 · General Fund Checking</b>	
Bill	March 2021		66010 · Emp Health Insurance	(51,982.68)
			66010 · Emp Health Insurance	(47.00)
			66010 · Emp Health Insurance	(94.00)
				<u>(52,123.68)</u>
<b>Bill Pmt -Check</b>	<b>53710</b>	<b>Engberg Anderson Inc</b>	<b>10106 · SRF Operating Checking</b>	

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Bill	20326200-01	60000 · SRF Special Reserve Fund	(12,261.00)
Bill	20326200-2	60000 · SRF Special Reserve Fund	(11,202.50)
			(23,463.50)
<b>Bill Pmt -Check</b>	<b>53711</b>	<b>Advanced Disposal</b>	<b>10101 · General Fund Checking</b>
Bill	T4002575653	76400 · Grounds Maintenance	(55.35)
			(55.35)
<b>Bill Pmt -Check</b>	<b>53712</b>	<b>ALA - Membership</b>	<b>10101 · General Fund Checking</b>
Bill	2268817 J. Lee	62010 · Staff Memberships	(112.00)
Bill	1234344 S. Koebel	62010 · Staff Memberships	(112.00)
			(224.00)
<b>Bill Pmt -Check</b>	<b>53713</b>	<b>Baker &amp; Taylor</b>	<b>10101 · General Fund Checking</b>
Bill	H54802330	50311 · AS Feature	(29.32)
Bill	H54802340	50312 · AS Non-feature	(19.83)
Bill	H54784930	50312 · AS Non-feature	(22.04)
Bill	H54855200	50311 · AS Feature	(47.75)
Bill	H54889820	50312 · AS Non-feature	(99.85)
Bill	H54879591	50311 · AS Feature	(18.36)
Bill	H54940810	50311 · AS Feature	(190.21)
Bill	H54966090	50312 · AS Non-feature	(25.69)
Bill	H54970530	50311 · AS Feature	(35.96)
Bill	H54883030	50312 · AS Non-feature	(17.60)
Bill	H54883031	50312 · AS Non-feature	(51.37)
Bill	H54883032	50312 · AS Non-feature	(19.83)
Bill	H54883033	50312 · AS Non-feature	(22.01)
			(599.82)
<b>Bill Pmt -Check</b>	<b>53714</b>	<b>Baker &amp; Taylor Books</b>	<b>10101 · General Fund Checking</b>
Bill	2035839123	50120 · YS Books	(678.30)
Bill	2035849965	50120 · YS Books	(337.65)
Bill	2035852077	50120 · YS Books	(15.29)
Bill	2035854624	50120 · YS Books	(302.37)
Bill	2035866309	50120 · YS Books	(148.22)
Bill	2035852538	50110.1 · 100's	(24.60)
		50110.6 · 600's	(42.20)
		50110.7 · 700's	(18.99)
		50110.8 · 800's	(14.96)
		50110.9 · 900's	(88.57)
		50111 · Fiction	(368.80)
		50114 · Miscellaneous	(41.25)
		50111 · Fiction	(2.79)
Bill	2035858354	50110.0 · 000's	(26.36)
		50110.1 · 100's	(22.75)
		50110.3 · 300's	(27.95)
		50110.5 · 500's	(16.95)
		50110.7 · 700's	(53.13)

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		50110.8 · 800's	(19.78)
		50114 · Miscellaneous	(4.14)
		50110.7 · 700's	(0.83)
Bill	2035863999	50110.1 · 100's	(47.43)
		50110.2 · 200's	(14.12)
		50110.3 · 300's	(102.22)
		50110.6 · 600's	(154.97)
		50110.7 · 700's	(60.45)
		50110.8 · 800's	(36.69)
		50110.9 · 900's	(47.46)
		50114 · Miscellaneous	(14.49)
		50110.6 · 600's	(2.32)
Bill	2035868691	50110.1 · 100's	(8.90)
		50110.4 · 400's	(18.42)
		50110.6 · 600's	(19.78)
		50111 · Fiction	(474.61)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(2.66)
Bill	5016860487	50111 · Fiction	(15.90)
Bill	2035873222	50110.3 · 300's	(15.26)
		50110.6 · 600's	(125.86)
		50111 · Fiction	(225.27)
		50112 · H.S. Collection	(10.73)
		50111 · Fiction	(1.89)
Bill	2035859920	50110.6 · 600's	(103.28)
		50110.8 · 800's	(11.90)
		50111 · Fiction	(291.05)
		50114 · Miscellaneous	(37.50)
		50111 · Fiction	(2.03)
Bill	2035865575	50110.1 · 100's	(10.12)
		50110.6 · 600's	(26.26)
		50110.7 · 700's	(13.68)
		50111 · Fiction	(463.25)
		50112 · H.S. Collection	(6.54)
		50114 · Miscellaneous	(41.25)
		50111 · Fiction	(2.60)
Bill	2035875882	50110.6 · 600's	(15.25)
		50110.8 · 800's	(10.68)
		50110.9 · 900's	(18.36)
		50111 · Fiction	(348.13)
		50111 · Fiction	(1.96)
Bill	2035868478	50112 · H.S. Collection	(48.32)
		50111 · Fiction	(748.38)
		50114 · Miscellaneous	(32.39)
		50111 · Fiction	(3.98)
Bill	2035880493	50110.3 · 300's	(56.09)
		50110.6 · 600's	(61.49)
		50110.7 · 700's	(46.32)
		50110.8 · 800's	(10.09)
		50110.9 · 900's	(29.94)
		50111 · Fiction	(277.46)
		50111 · Fiction	(2.41)

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Bill	2035873223	50112 · H.S. Collection	(11.42)
		50111 · Fiction	(67.55)
		50111 · Fiction	(0.38)
Bill	2035873225	50110.1 · 100's	(29.93)
		50110.3 · 300's	(48.00)
		50110.5 · 500's	(43.50)
		50110.6 · 600's	(15.79)
		50110.7 · 700's	(46.44)
		50110.8 · 800's	(31.64)
		50110.9 · 900's	(16.94)
		50112 · H.S. Collection	(10.73)
		50114 · Miscellaneous	(9.66)
		50110.3 · 300's	(1.21)
Bill	2035883221	50110.3 · 300's	(27.95)
		50110.5 · 500's	(14.13)
		50110.6 · 600's	(18.36)
		50110.7 · 700's	(14.85)
		50110.8 · 800's	(25.56)
		50110.9 · 900's	(30.48)
		50111 · Fiction	(217.03)
		50111 · Fiction	(1.74)
Bill	5016848867	50210 · AS Continuations	(289.75)
Bill	5016871571	50111 · Fiction	(15.25)
		50110.7 · 700's	(11.89)
		50110.9 · 900's	(92.52)
		50110.9 · 900's	(0.60)
Bill	2035873106	50120 · YS Books	(429.26)
Bill	2035881219	50120 · YS Books	(332.80)
Bill	2035868451	50110.1 · 100's	(52.24)
		50111 · Fiction	(671.69)
		50112 · H.S. Collection	(11.89)
		50114 · Miscellaneous	(62.50)
		50111 · Fiction	(3.68)
Bill	2035889950	50120 · YS Books	(197.06)
Bill	5016884374	50210 · AS Continuations	(267.47)
Bill	2035875175	50110.3 · 300's	(10.71)
		50110.9 · 900's	(10.11)
		50111 · Fiction	(304.37)
		50112 · H.S. Collection	(17.84)
		50114 · Miscellaneous	(36.25)
		50111 · Fiction	(1.72)
Bill	2035891176	50110.3 · 300's	(66.88)
		50110.6 · 600's	(76.84)
		50110.7 · 700's	(165.62)
		50110.8 · 800's	(75.60)
		50110.9 · 900's	(79.89)
		50111 · Fiction	(552.48)
		50112 · H.S. Collection	(9.60)
		50111 · Fiction	(5.13)
Bill	5016853245	50110.3 · 300's	(11.89)
		50110.6 · 600's	(16.66)
		50110.7 · 700's	(14.13)

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			50111 · Fiction	(107.10)
			50111 · Fiction	(0.75)
Bill	2035878674		50110.1 · 100's	(44.04)
			50110.3 · 300's	(79.93)
			50110.5 · 500's	(14.69)
			50110.6 · 600's	(94.28)
			50110.7 · 700's	(82.46)
			50110.9 · 900's	(71.44)
			50114 · Miscellaneous	(10.35)
			50110.6 · 600's	(1.93)
Bill	2035878675		50112 · H.S. Collection	(22.27)
			50111 · Fiction	(150.25)
			50111 · Fiction	(0.82)
Bill	2035880140		50110.1 · 100's	(11.28)
			50110.6 · 600's	(48.18)
			50111 · Fiction	(401.22)
			50114 · Miscellaneous	(38.75)
			50111 · Fiction	(2.30)
Bill	2035899409		50110.3 · 300's	(177.78)
			50110.5 · 500's	(18.45)
			50110.6 · 600's	(192.24)
			50110.7 · 700's	(53.02)
			50110.8 · 800's	(39.56)
			50110.9 · 900's	(73.44)
			50111 · Fiction	(208.85)
			50112 · H.S. Collection	(53.48)
			50111 · Fiction	(4.08)
				<u>(12,967.30)</u>
<b>Bill Pmt -Check</b>	<b>53715</b>	<b>Barrow, Amy</b>	<b>10101 · General Fund Checking</b>	
Bill	008		58500 · Friends Purchases	(400.00)
				<u>(400.00)</u>
<b>Bill Pmt -Check</b>	<b>53716</b>	<b>Blackstone Audiobooks</b>	<b>10101 · General Fund Checking</b>	
Bill	1215478		50311 · AS Feature	(41.60)
				<u>(41.60)</u>
<b>Bill Pmt -Check</b>	<b>53717</b>	<b>Brodart</b>	<b>10101 · General Fund Checking</b>	
Bill	576457		70310 · Library Supplies	(53.95)
				<u>(53.95)</u>
<b>Bill Pmt -Check</b>	<b>53718</b>	<b>CCH Inc</b>	<b>10101 · General Fund Checking</b>	
Bill	5411755717		50210 · AS Continuations	(234.13)
				<u>(234.13)</u>
<b>Bill Pmt -Check</b>	<b>53719</b>	<b>Cengage Learning Inc/ Gale</b>	<b>10101 · General Fund Checking</b>	
Bill	73919918		50110.9 · 900's	(43.53)



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Bill	73987598		50111 · Fiction	(85.76)
			50110.9 · 900's	(23.39)
			50111 · Fiction	(72.12)
Bill	73995643		50110.9 · 900's	(64.97)
Bill	74030094		50111 · Fiction	(45.75)
Bill	74030566		50111 · Fiction	(92.91)
Bill	74030915		50110.8 · 800's	(16.49)
			50111 · Fiction	(44.98)
				<u>(489.90)</u>

**Bill Pmt -Check 53720 Center Point Large Print 10101 · General Fund Checking**

Bill	1837037		50111 · Fiction	(183.36)
Bill	1839866		50110.9 · 900's	(28.46)
			50111 · Fiction	(29.21)
				<u>(241.03)</u>

**Bill Pmt -Check 53721 Chase Card Services 10101 · General Fund Checking**

Bill	3.10-4.9.21		50110.6 · 600's	(38.45)
			50321 · YS Feature	(66.22)
			50511 · AS E-Books & YS E-Books	(130.91)
			50512 · AS & YS Esubscriptions	(259.19)
			50530 · Computer Software	(758.90)
			50712 · Teen Programming	(306.79)
			63010 · Conference Registration	(450.00)
			65070 · Staff Training	(125.00)
			65500 · Memorial Purchases - non-book	(100.00)
			70500 · Printing	(357.60)
			76200 · Building Supplies	(683.70)
				<u>(3,276.76)</u>

**Bill Pmt -Check 53722 Clark, John 10101 · General Fund Checking**

Bill	31488005944996		46200 · Lost Materials	(18.00)
				<u>(18.00)</u>

**Bill Pmt -Check 53723 Colley Elevator - A 10101 · General Fund Checking**

Bill	209896		76350 · Building Maint Contracts	(203.00)
				<u>(203.00)</u>

**Bill Pmt -Check 53724 Colley Elevator - B 10101 · General Fund Checking**

Bill	209892		76350 · Building Maint Contracts	(203.00)
				<u>(203.00)</u>

**Bill Pmt -Check 53725 Comcast 10101 · General Fund Checking**

Bill	120309631		50650 · Internet	(1,580.00)
Bill	120445705		70700 · Telephone	(421.84)
				<u>(2,001.84)</u>

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<b>Bill Pmt -Check</b>	<b>53726</b>	<b>Computer View, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	28935		74120 · Computers	(300.00)
Bill	28938		74120 · Computers	(1,579.00)
Bill	28939		74120 · Computers	(1,579.00)
				<u>(3,458.00)</u>
<b>Bill Pmt -Check</b>	<b>53727</b>	<b>Cooperative Computer Services</b>	<b>10101 · General Fund Checking</b>	
Bill	1838		50610 · CCS	(17,397.63)
			50620 · OCLC	(4,878.32)
				<u>(22,275.95)</u>
<b>Bill Pmt -Check</b>	<b>53728</b>	<b>DEMCO</b>	<b>10101 · General Fund Checking</b>	
Bill	6927589		70310 · Library Supplies	(140.64)
Bill	6929664		70310 · Library Supplies	(2,473.84)
				<u>(2,614.48)</u>
<b>Bill Pmt -Check</b>	<b>53729</b>	<b>Findaway World LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	346041		50313 · AS Audiobooks	(119.98)
				<u>(119.98)</u>
<b>Bill Pmt -Check</b>	<b>53730</b>	<b>Goodman, Barb</b>	<b>10101 · General Fund Checking</b>	
Bill	008		58500 · Friends Purchases	(287.50)
				<u>(287.50)</u>
<b>Bill Pmt -Check</b>	<b>53731</b>	<b>Hill Mechanical Services</b>	<b>10101 · General Fund Checking</b>	
Bill	557357		76350 · Building Maint Contracts	(2,186.00)
				<u>(2,186.00)</u>
<b>Bill Pmt -Check</b>	<b>53732</b>	<b>IntelliCorp Records, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	1166971		65010 · Recruitment	(15.30)
				<u>(15.30)</u>
<b>Bill Pmt -Check</b>	<b>53733</b>	<b>Kanopy LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	KDEP-8213		50511 · AS E-Books & YS E-Books	(5,000.00)
				<u>(5,000.00)</u>
<b>Bill Pmt -Check</b>	<b>53734</b>	<b>Kerrigan Plumbing Co</b>	<b>10101 · General Fund Checking</b>	
Bill	JC13447		76300 · Building Maintenance	(4,350.00)
				<u>(4,350.00)</u>
<b>Bill Pmt -Check</b>	<b>53735</b>	<b>Krueger International, Inc.</b>	<b>10101 · General Fund Checking</b>	

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Bill	14253798		74110 · Equipment/Furnishings	(465.00)
				<u>(465.00)</u>
<b>Bill Pmt -Check</b>	<b>53736</b>	<b>Landscape Concepts Management Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	3435		76400 · Grounds Maintenance	(859.00)
				<u>(859.00)</u>
<b>Bill Pmt -Check</b>	<b>53737</b>	<b>Liu, Ling</b>	<b>10101 · General Fund Checking</b>	
Bill	04.02.21		50721 · YS Performers	(150.00)
				<u>(150.00)</u>
<b>Bill Pmt -Check</b>	<b>53738</b>	<b>Midwest Tape</b>	<b>10101 · General Fund Checking</b>	
Bill	500235280		50313 · AS Audiobooks	(117.97)
Bill	500235281		50313 · AS Audiobooks	(34.99)
Bill	500235282		50312 · AS Non-feature	(18.74)
Bill	500235283		50322 · YS Non-feature	(7.49)
Bill	500235284		50322 · YS Non-feature	(48.74)
Bill	500235285		50324 · YS Music	(15.74)
Bill	500235286		50314 · AS Music	(26.99)
Bill	500235287		50314 · AS Music	(10.79)
Bill	500235288		50314 · AS Music	(37.77)
Bill	500235290		50314 · AS Music	(29.68)
Bill	500254880		50313 · AS Audiobooks	(144.96)
Bill	500254881		50321 · YS Feature	(19.48)
Bill	500254882		50314 · AS Music	(10.79)
Bill	500254883		50314 · AS Music	(33.72)
Bill	500254884		50314 · AS Music	(11.24)
Bill	500254886		50314 · AS Music	(14.99)
Bill	500254598		50313 · AS Audiobooks	(39.99)
Bill	500254599		50313 · AS Audiobooks	(34.99)
Bill	500273434		70320 · Office Supplies	(319.96)
Bill	500288429		50313 · AS Audiobooks	(39.99)
Bill	500294028		50312 · AS Non-feature	(89.96)
Bill	500294047		50314 · AS Music	(26.98)
Bill	500294170		50313 · AS Audiobooks	(119.97)
Bill	500294172		50313 · AS Audiobooks	(79.98)
Bill	500294076		50311 · AS Feature	(156.72)
				<u>(1,492.62)</u>
<b>Bill Pmt -Check</b>	<b>53739</b>	<b>Midwest Tape - Hoopla</b>	<b>10101 · General Fund Checking</b>	
Bill	500250277		50511 · AS E-Books & YS E-Books	(2,565.09)
				<u>(2,565.09)</u>
<b>Bill Pmt -Check</b>	<b>53740</b>	<b>Millen Hardware</b>	<b>10101 · General Fund Checking</b>	
Bill	March 2021		76200 · Building Supplies	(106.81)
			76300 · Building Maintenance	(94.96)
				<u>(201.77)</u>

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<b>Bill Pmt -Check</b>	<b>53741</b>	<b>New York Times</b>	<b>10101 · General Fund Checking</b>	
Bill	3.29.21-6.27.21		50410 · AS Periodicals	(650.00)
				<u>(650.00)</u>
<b>Bill Pmt -Check</b>	<b>53742</b>	<b>OverDrive, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	01018MA21126044		50511 · AS E-Books & YS E-Books	(2,308.57)
Bill	01018MA21129848		50511 · AS E-Books & YS E-Books	(24,165.13)
				<u>(26,473.70)</u>
<b>Bill Pmt -Check</b>	<b>53743</b>	<b>Pioneer Press</b>	<b>10101 · General Fund Checking</b>	
Bill	2 copies thru 10.27		50410 · AS Periodicals	(68.50)
				<u>(68.50)</u>
<b>Bill Pmt -Check</b>	<b>53744</b>	<b>Pitney Bowes</b>	<b>10101 · General Fund Checking</b>	
Bill	3104674046		70600 · Postage/Shipping	(287.22)
				<u>(287.22)</u>
<b>Bill Pmt -Check</b>	<b>53745</b>	<b>ProQuest</b>	<b>10101 · General Fund Checking</b>	
Bill	70660286		50512 · AS & YS Esubscriptions	(7,196.24)
				<u>(7,196.24)</u>
<b>Bill Pmt -Check</b>	<b>53746</b>	<b>Quill Corporation</b>	<b>10101 · General Fund Checking</b>	
Bill	15371929		70320 · Office Supplies	(5.01)
Bill	15377465		70320 · Office Supplies	(153.60)
Bill	15531194		70320 · Office Supplies	(331.35)
Bill	15679092		70320 · Office Supplies	(71.27)
Bill	15681924		70320 · Office Supplies	(381.90)
Bill	15748007		76200 · Building Supplies	(50.99)
Bill	15748309		70320 · Office Supplies	(343.10)
				<u>(1,337.22)</u>
<b>Bill Pmt -Check</b>	<b>53747</b>	<b>Smith, Michael</b>	<b>10101 · General Fund Checking</b>	
Bill	100		58500 · Friends Purchases	(300.00)
				<u>(300.00)</u>
<b>Bill Pmt -Check</b>	<b>53748</b>	<b>Sticky Fingers Cooking REAL V, LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	241		50721 · YS Performers	(300.00)
				<u>(300.00)</u>
<b>Bill Pmt -Check</b>	<b>53749</b>	<b>T-Mobile</b>	<b>10101 · General Fund Checking</b>	
Bill	3.03-4.02.21		70700 · Telephone	(57.01)
				<u>(57.01)</u>

**Wilmette Public Library**  
**Check Detail**  
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<b>Bill Pmt -Check</b>	<b>53750</b>	<b>The Book Stall</b>	<b>10101 · General Fund Checking</b>	
Bill	360461		50120 · YS Books	(143.85)
				<u>(143.85)</u>
<b>Bill Pmt -Check</b>	<b>53751</b>	<b>The Library Store, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	497537		70310 · Library Supplies	(413.35)
				<u>(413.35)</u>
<b>Bill Pmt -Check</b>	<b>53752</b>	<b>The Teaching Company Sales, LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	SINV10321650		50312 · AS Non-feature	(259.80)
				<u>(259.80)</u>
<b>Bill Pmt -Check</b>	<b>53753</b>	<b>Thomas Klise/Crimson Multimedia</b>	<b>10101 · General Fund Checking</b>	
Bill	005313		50315 · AS Video Games	(406.38)
				<u>(406.38)</u>
<b>Bill Pmt -Check</b>	<b>53754</b>	<b>Thomson Reuters</b>	<b>10101 · General Fund Checking</b>	
Bill	844179378		50210 · AS Continuations	(115.61)
				<u>(115.61)</u>
<b>Bill Pmt -Check</b>	<b>53755</b>	<b>Value Line Publishing LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	DN21-251408		50410 · AS Periodicals	(518.00)
				<u>(518.00)</u>
<b>Bill Pmt -Check</b>	<b>53756</b>	<b>Warehouse Direct</b>	<b>10101 · General Fund Checking</b>	
Bill	4810828-0		76300 · Building Maintenance	(281.94)
Bill	4889046-0		76300 · Building Maintenance	(381.72)
Bill	4893528-0		76400 · Grounds Maintenance	(642.50)
				<u>(1,306.16)</u>
<b>Bill Pmt -Check</b>	<b>53757</b>	<b>Engberg Anderson Inc</b>	<b>10106 · SRF Operating Checking</b>	
Bill	20326200-4		96000 · SRF Special Reserve Fund	(3,818.50)
				<u>(3,818.50)</u>
<b>Bill Pmt -Check</b>	<b>53758</b>	<b>Shales McNutt Construction</b>	<b>10106 · SRF Operating Checking</b>	
Bill	20-010-04		96000 · SRF Special Reserve Fund	(6,215.00)
				<u>(6,215.00)</u>
<b>Bill Pmt -Check</b>	<b>53759</b>	<b>ATI Technologypartners</b>	<b>10101 · General Fund Checking</b>	
Bill	80318		70700 · Telephone	(87.50)
				<u>(87.50)</u>

**Wilmette Public Library**

**Check Detail**

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<b>Bill Pmt -Check</b>	<b>53760</b>	<b>Baker &amp; Taylor</b>	<b>10101 - General Fund Checking</b>	
Bill	2035863776		50120 · YS Books	(373.74)
Bill	H55004730		50311 · AS Feature	(46.24)
Bill	H55004731		50311 · AS Feature	(22.01)
Bill	H55019870		50210 · AS Continuations	(17.63)
Bill	H55004740		50312 · AS Non-feature	(18.37)
Bill	H55057560		50311 · AS Feature	(37.46)
Bill	H55057561		50311 · AS Feature	(22.01)
Bill	H55101240		50311 · AS Feature	(88.04)
Bill	H55125290		50311 · AS Feature	(18.35)
Bill	T24023410		50311 · AS Feature	(18.36)
				<hr/>
				(662.21)

<b>Bill Pmt -Check</b>	<b>53761</b>	<b>Baker &amp; Taylor Books</b>	<b>10101 - General Fund Checking</b>	
Bill	2035845556		50120 · YS Books	(434.38)
Bill	2035865666		50120 · YS Books	(472.41)
Bill	2035875344		50120 · YS Books	(242.39)
Bill	2035877838		50120 · YS Books	(359.11)
Bill	2035878864		50120 · YS Books	(6.02)
Bill	2035881217		50120 · YS Books	(422.67)
Bill	2035898343		50120 · YS Books	(220.26)
Bill	2035899414		50112 · H.S. Collection	(33.69)
			50111 · Fiction	(263.48)
			50111 · Fiction	(1.42)
Bill	2035899415		50110.1 · 100's	(41.83)
			50110.2 · 200's	(58.73)
			50110.3 · 300's	(51.92)
			50110.5 · 500's	(15.79)
			50110.6 · 600's	(156.85)
			50110.7 · 700's	(38.00)
			50110.8 · 800's	(11.29)
			50110.9 · 900's	(110.05)
			50114 · Miscellaneous	(11.04)
			50110.6 · 600's	(2.42)
Bill	2035906437		50110.3 · 300's	(15.82)
			50110.4 · 400's	(37.95)
			50110.8 · 800's	(36.64)
			50110.9 · 900's	(104.75)
			50111 · Fiction	(165.02)
			50112 · H.S. Collection	(10.16)
			50111 · Fiction	(1.85)
Bill	2035907149		50110.1 · 100's	(75.60)
			50110.2 · 200's	(10.73)
			50110.3 · 300's	(249.76)
			50110.5 · 500's	(22.60)
			50110.6 · 600's	(54.42)
			50110.9 · 900's	(55.08)
			50111 · Fiction	(213.23)
			50110.3 · 300's	(3.41)

Wilmette Public Library

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Bill	5016895596	50110.9 · 900's	(65.85)
Bill	2035899039	50120 · YS Books	(691.08)
Bill	2035907231	50120 · YS Books	(295.34)
Bill	2035890327	50110.0 · 000's	(37.80)
		50110.1 · 100's	(57.63)
		50110.3 · 300's	(291.10)
		50110.5 · 500's	(75.68)
		50110.6 · 600's	(78.26)
		50110.7 · 700's	(66.39)
		50110.8 · 800's	(50.29)
		50110.9 · 900's	(86.99)
		50114 · Miscellaneous	(24.15)
		50110.3 · 300's	(3.72)
Bill	2035909283	50110.6 · 600's	(17.84)
		50111 · Fiction	(298.02)
		50111 · Fiction	(1.58)
Bill	2035858351	50112 · H.S. Collection	(112.48)
		50111 · Fiction	(237.26)
		50111 · Fiction	(1.67)
Bill	2035911659	50722 · YS Program Materials	(89.04)
		50120 · YS Books	(104.42)
		50120 · YS Books	(0.97)
Bill	5016906464	50110.6 · 600's	(28.59)
Bill	2035885650	50120 · YS Books	(336.63)
Bill	2035907159	50110.3 · 300's	(69.77)
		50110.6 · 600's	(83.02)
		50110.8 · 800's	(27.60)
		50110.9 · 900's	(179.43)
		50114 · Miscellaneous	(11.04)
		50110.9 · 900's	(1.80)
Bill	2035914691	50110.8 · 800's	(9.52)
		50110.9 · 900's	(124.85)
		50111 · Fiction	(476.27)
		50112 · H.S. Collection	(33.73)
		50113 · Reference	(59.94)
		50111 · Fiction	(3.52)
Bill	5016912016	50113 · Reference	(39.94)
		50111 · Fiction	(90.72)
		50111 · Fiction	(0.65)
Bill	2035916208	50120 · YS Books	(99.75)
Bill	2035892995	50120 · YS Books	(789.48)
Bill	2035923011	50110.1 · 100's	(75.60)
		50110.3 · 300's	(42.75)
		50110.7 · 700's	(47.44)
		50110.9 · 900's	(16.65)
		50111 · Fiction	(187.03)
		50112 · H.S. Collection	(42.27)
		50111 · Fiction	(2.06)
Bill	2035923059	50110.3 · 300's	(18.36)
		50110.5 · 500's	(15.26)
		50110.6 · 600's	(31.63)
		50110.7 · 700's	(56.13)

Wilmette Public Library

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			50111 · Fiction	(463.80)
			50111 · Fiction	(2.93)
Bill	5016919273		50210 · AS Continuations	(432.07)
Bill	2035919260		50110.1 · 100's	(12.43)
			50110.2 · 200's	(23.74)
			50110.3 · 300's	(156.75)
			50110.5 · 500's	(33.04)
			50110.6 · 600's	(123.07)
			50110.7 · 700's	(66.30)
			50110.8 · 800's	(66.91)
			50110.9 · 900's	(108.77)
			50114 · Miscellaneous	(18.63)
			50110.3 · 300's	(2.96)
Bill	2035890308		50112 · H.S. Collection	(33.68)
			50111 · Fiction	(202.41)
			50111 · Fiction	(1.13)
Bill	2035901392		50120 · YS Books	(384.86)
Bill	2035919292		50120 · YS Books	(235.35)
Bill	2035928413		50110.3 · 300's	(114.00)
			50110.8 · 800's	(23.21)
			50110.9 · 900's	(57.38)
			50111 · Fiction	(414.36)
			50111 · Fiction	(3.04)
Bill	2035930482		50110.3 · 300's	(177.82)
			50110.5 · 500's	(14.10)
			50110.6 · 600's	(89.55)
			50110.7 · 700's	(13.09)
			50110.9 · 900's	(13.56)
			50111 · Fiction	(31.64)
			50110.3 · 300's	(1.70)
Bill	2035928326		50722 · YS Program Materials	(47.68)
			50120 · YS Books	(0.95)
			50120 · YS Books	(141.92)
				<u>(13,212.59)</u>
<b>Bill Pmt -Check</b>	<b>53762</b>	<b>Ballester, Christina</b>	<b>10101 · General Fund Checking</b>	
Bill			46200 · Lost Materials	(13.00)
				<u>(13.00)</u>
<b>Bill Pmt -Check</b>	<b>53763</b>	<b>Cengage Learning Inc/ Gale</b>	<b>10101 · General Fund Checking</b>	
Bill	74056121		50110.3 · 300's	(15.60)
Bill	74085075		50111 · Fiction	(19.49)
Bill	74096891		50111 · Fiction	(14.29)
Bill	74125096		50110.9 · 900's	(26.99)
			50111 · Fiction	(314.89)
				<u>(391.26)</u>
<b>Bill Pmt -Check</b>	<b>53764</b>	<b>Comcast Business</b>	<b>10101 · General Fund Checking</b>	
Bill	4.15-5.14.21		70700 · Telephone	(364.73)
				<u>(364.73)</u>



**Wilmette Public Library**

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(364.73)

<b>Bill Pmt -Check</b>	<b>53765</b>	<b>Computer View, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	28945		74120 · Computers	<u>(2,891.00)</u>
				(2,891.00)
<b>Bill Pmt -Check</b>	<b>53766</b>	<b>DEMCO</b>	<b>10101 · General Fund Checking</b>	
Bill	6941172		70310 · Library Supplies	(155.38)
Bill	6941273		70310 · Library Supplies	<u>(184.57)</u>
				(339.95)
<b>Bill Pmt -Check</b>	<b>53767</b>	<b>Ellison Educational Equipment, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	SIO79026		70312 · YS supplies	<u>(56.00)</u>
				(56.00)
<b>Bill Pmt -Check</b>	<b>53768</b>	<b>Employee Benefits Corporation</b>	<b>10101 · General Fund Checking</b>	
Bill	3240288		660321 · FSA program fees	<u>(50.00)</u>
				(50.00)
<b>Bill Pmt -Check</b>	<b>53769</b>	<b>Findaway World LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	347894		50323 · YS Audiobooks	(213.71)
Bill	348066		50323 · YS Audiobooks	<u>(341.92)</u>
				(555.63)
<b>Bill Pmt -Check</b>	<b>53770</b>	<b>Global Equipment Company, Inc.</b>	<b>10101 · General Fund Checking</b>	
Bill	117568259		74110 · Equipment/Furnishings	<u>(62.10)</u>
				(62.10)
<b>Bill Pmt -Check</b>	<b>53771</b>	<b>Growing Minds, LLC</b>	<b>10101 · General Fund Checking</b>	
Bill	33355-USD		50512 · AS & YS Esubscriptions	<u>(1,700.00)</u>
				(1,700.00)
<b>Bill Pmt -Check</b>	<b>53772</b>	<b>Hy-Power Electric Company</b>	<b>10101 · General Fund Checking</b>	
Bill	967		74152 · Computer Maintenance	<u>(2,997.00)</u>
				(2,997.00)
<b>Bill Pmt -Check</b>	<b>53773</b>	<b>ILA</b>	<b>10101 · General Fund Checking</b>	
Bill	191431		50722 · YS Program Materials	<u>(291.42)</u>
				(291.42)
<b>Bill Pmt -Check</b>	<b>53774</b>	<b>Imagine Arts</b>	<b>10101 · General Fund Checking</b>	
Bill	0000018		50712 · Teen Programming	<u>(285.00)</u>

**Wilmette Public Library**

**Check Detail**

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(285.00)

<b>Bill Pmt -Check</b>	<b>53775</b>	<b>Liu, Ling</b>	<b>10101 · General Fund Checking</b>	
Bill	4.24.21		50721 · YS Performers	<u>(150.00)</u>
				(150.00)
<b>Bill Pmt -Check</b>	<b>53776</b>	<b>Mid-Central Printing &amp; Mailing</b>	<b>10101 · General Fund Checking</b>	
Bill	54895		70500 · Printing	<u>(60.00)</u>
				(60.00)
<b>Bill Pmt -Check</b>	<b>53777</b>	<b>Midwest Tape</b>	<b>10101 · General Fund Checking</b>	
Bill	500327195		50313 · AS Audiobooks	(39.99)
Bill	500327196		50313 · AS Audiobooks	(29.99)
Bill	500327197		50313 · AS Audiobooks	(88.98)
Bill	500327198		50313 · AS Audiobooks	(469.88)
Bill	500327199		50313 · AS Audiobooks	(89.98)
Bill	500327480		50313 · AS Audiobooks	(34.99)
Bill	500327481		50311 · AS Feature	(134.94)
Bill	500327482		50322 · YS Non-feature	(5.24)
Bill	500327483		50314 · AS Music	(17.09)
Bill	500327485		50314 · AS Music	(32.99)
Bill	500327486		50314 · AS Music	(14.24)
Bill	500342594		50311 · AS Feature	(235.47)
Bill	500342595		50313 · AS Audiobooks	(154.96)
Bill	500342596		50313 · AS Audiobooks	(729.81)
Bill	500342597		50313 · AS Audiobooks	(89.98)
Bill	500342598		50313 · AS Audiobooks	<u>(39.99)</u>
				(2,208.52)
<b>Bill Pmt -Check</b>	<b>53778</b>	<b>No-Load Fund Investor</b>	<b>10101 · General Fund Checking</b>	
Bill	Exp. 6.21		50410 · AS Periodicals	<u>(169.00)</u>
				(169.00)
<b>Bill Pmt -Check</b>	<b>53779</b>	<b>Omnigraphics</b>	<b>10101 · General Fund Checking</b>	
Bill	2109609838		50110.2 · 200's	(40.66)
			50110.6 · 600's	(203.30)
			50110.3 · 300's	<u>(325.28)</u>
				(569.24)
<b>Bill Pmt -Check</b>	<b>53780</b>	<b>Oriental Trading</b>	<b>10101 · General Fund Checking</b>	
Bill	709106841-01		50722 · YS Program Materials	<u>(299.70)</u>
				(299.70)
<b>Bill Pmt -Check</b>	<b>53781</b>	<b>Quill Corporation</b>	<b>10101 · General Fund Checking</b>	
Bill	15836952		70320 · Office Supplies	(74.70)

**Wilmette Public Library**

**Check Detail**

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Bill	15894536		70320 · Office Supplies	(4.99)
Bill	15906342		70320 · Office Supplies	(147.91)
Bill	15906378		70320 · Office Supplies	(14.51)
Bill	16005560		70320 · Office Supplies	<u>(124.90)</u>
				(367.01)
<b>Bill Pmt -Check</b>	<b>53782</b>	<b>Sound &amp; Vision</b>	<b>10101 · General Fund Checking</b>	
Bill	1 yr		50410 · AS Periodicals	<u>(28.97)</u>
				(28.97)
<b>Bill Pmt -Check</b>	<b>53783</b>	<b>Sun Life Employee Benefits/Assurant</b>	<b>10101 · General Fund Checking</b>	
Bill	5.1-5.31.21		66020 · Emp Life/LTD Insurance	<u>(2,169.35)</u>
				(2,169.35)
<b>Bill Pmt -Check</b>	<b>53784</b>	<b>Synchrony Bank/Amazon</b>	<b>10101 · General Fund Checking</b>	
Bill	3.16-4.15.21		50110.1 · 100's	(25.04)
			50110.3 · 300's	(235.21)
			50110.7 · 700's	(34.85)
			50110.9 · 900's	(22.02)
			50111 · Fiction	(675.69)
			50112 · H.S. Collection	(13.63)
			50120 · YS Books	(191.07)
			50311 · AS Feature	(28.92)
			50312 · AS Non-feature	(14.35)
			50722 · YS Program Materials	(402.82)
			70320 · Office Supplies	(201.16)
			76200 · Building Supplies	<u>(38.27)</u>
				(1,883.03)
<b>Bill Pmt -Check</b>	<b>53785</b>	<b>The Shakespeare Project of Chicago</b>	<b>10101 · General Fund Checking</b>	
Bill	4.17.21		58500 · Friends Purchases	<u>(250.00)</u>
				(250.00)
<b>Bill Pmt -Check</b>	<b>53786</b>	<b>Twisted Fiber Studio</b>	<b>10101 · General Fund Checking</b>	
Bill	TFS21-108		50712 · Teen Programming	<u>(75.00)</u>
				(75.00)
<b>Bill Pmt -Check</b>	<b>53787</b>	<b>Village of Wilmette - utilities</b>	<b>10101 · General Fund Checking</b>	
Bill	651260		76820 · Water	<u>(351.43)</u>
				(351.43)
<b>Bill Pmt -Check</b>	<b>53788</b>	<b>Wellness Insurance Network</b>	<b>10101 · General Fund Checking</b>	
Bill	April 2021		66010 · Emp Health Insurance	(94.00)
			66010 · Emp Health Insurance	(51,871.68)
			66010 · Emp Health Insurance	<u>(47.00)</u>

**Wilmette Public Library**  
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 April 2021

(52,012.68)

<b>Bill Pmt -Check</b>	<b>53789</b>	<b>Wilmette Chamber of Commerce</b>	<b>10101 · General Fund Checking</b>	
Bill	21209		62020 · Library/Trustee Memberships	(660.00)
				<u>(660.00)</u>
<b>Bill Pmt -Check</b>	<b>53790</b>	<b>Winnetka Public Library</b>	<b>10101 · General Fund Checking</b>	
Bill	8.4.21		50721 · YS Performers	(300.00)
				<u>(300.00)</u>
<b>Bill Pmt -Check</b>	<b>53791</b>	<b>World Book School and Library</b>	<b>10101 · General Fund Checking</b>	
Bill	0001623275		50512 · AS & YS Esubscriptions	(1,838.00)
				<u>(1,838.00)</u>
<b>Bill Pmt -Check</b>	<b>53792</b>	<b>Yu, Charles</b>	<b>10101 · General Fund Checking</b>	
Bill	4.14.21		58500 · Friends Purchases	(300.00)
				<u>(300.00)</u>
<b>Bill Pmt -Check</b>	<b>53793</b>	<b>Bibliotheca, LLC</b>	<b>10106 · SRF Operating Checking</b>	
Bill	INV-US42779		96000 · SRF Special Reserve Fund	(2,217.00)
Bill	INV-US42802		96000 · SRF Special Reserve Fund	(62,320.00)
Bill	INV-US42803		96000 · SRF Special Reserve Fund	(49,657.00)
				<u>(114,194.00)</u>
<b>Bill Pmt -Check</b>	<b>53794</b>	<b>Shales McNutt Construction</b>	<b>10106 · SRF Operating Checking</b>	
Bill	20-010-05		96000 · SRF Special Reserve Fund	(14,200.00)
				<u>(14,200.00)</u>
			Operating Expenditures	(341,937.51)
			Special Reserve Expenditures	<u>(161,891.00)</u>
			<b>Total April Expenditures</b>	<b><u><u>(503,828.51)</u></u></b>

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

RESOLUTION NO. 2020/21-204

RESOLUTION HONORING DAN JOHNSON

WHEREAS, Dan Johnson was elected to the Wilmette Public Library Board of Trustees in 2017;

AND WHEREAS, Dan served as Trustee from 2017-2021;

AND WHEREAS, Dan's interest in the Library has been evidenced as Chair of the Advocacy and Partners Committee where he facilitated the addition of a book return box with the CTA at the Linden Station Committee and suggested numerous initiatives;

AND WHEREAS, Dan has regularly offered suggestions regarding finances that have been addressed by the Board;

AND WHEREAS, Dan's straightforward thinking has been known and appreciated by his fellow Board members:

AND WHEREAS, the Board deeply appreciates Dan's service as a Board member and as an effective voice supporting the taxpayer's interest and the role of the library in the community;

IT IS THEREFORE RESOLVED, that for the reasons enumerated,  
Dan will be greatly missed;

AND FURTHER RESOLVED, that the President of the Board is authorized to present Resolution No. 2020/21-204 to Dan Johnson.

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

RESOLUTION NO. 2020/21-205

RESOLUTION HONORING DR. RONALD ROGERS

WHEREAS, Ronald Rogers was appointed to Wilmette Public Library Board of Trustees in October 1984, subsequently elected in April 1985, and has ably served for thirty-seven years;

AND WHEREAS, Ron's leadership capabilities have been evident during his service as Board President, Board Vice-President, Board Secretary, and Board Treasurer;

AND WHEREAS, Ron's interest in the Library has been demonstrated in numerous areas, including serving as Chair of every Board committee (Finance, Facilities and Equipment, Personnel, Strategic Planning and Director's Search);

AND WHEREAS, Ron's institutional knowledge and professional expertise in journalism and creating licensing exams for trade organizations has been invaluable in helping the Board maintain safe and comfortable facilities for the staff and patrons;

AND WHEREAS, Ron's thorough and complete understanding of Robert's Rules of Order, Parliamentary Procedure, the Budget, Appropriation, and Levy processes, and his willingness to share his knowledge has facilitated the training of fellow Trustees;

AND WHEREAS, Ron's recognition as Illinois of Trustee of the Year in 2020 is a testament to his regional (Board President of the North Suburban Library System); State (ILA Public Policy Committee) as well as local leadership, where his guidance throughout the annual financial processes has helped the Library develop and maintain adequate capital reserves and avoid the need for referenda;

AND WHEREAS, Ron's dry wit, good humor, and patience have been regularly evidenced and appreciated by his fellow Board members;

AND WHEREAS, the Board deeply appreciates Ron's devoted efforts and long-time loyal service as a Board member and as a passionate and effective voice supporting the essential role of the public library in a democratic society;

IT IS THEREFORE RESOLVED, that for the reasons enumerated and for many additional qualities and achievements too numerous to recount, Ron will be exceptionally missed;

AND FURTHER RESOLVED, that the President of the Board is authorized to present Resolution No. 2020/21-205 to Dr. Ronald Rogers

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

RESOLUTION NO. 2020/21-206

RESOLUTION HONORING STUART WOLF

WHEREAS, Stuart Wolf was elected to the Wilmette Public Library Board of Trustees in April 2013 and has ably served for eight years;

AND WHEREAS, Stuart's interest in the Library has been evidenced in numerous areas, including his active participation on various Board committees, such as the Finance and the Policy committees, as well as serving as Vice President;

AND WHEREAS, Stuart has regularly offered thoughtful suggestions regarding a variety of topics that have been addressed by the Board including the selection of a new Library Director;

AND WHEREAS, Stuart's positive demeanor, creative ideas, collaborative skills, straightforward thinking, and humor have been known and appreciated by his fellow Board members;

AND WHEREAS, Stuart has provided outreach to both the Wilmette and Kenilworth communities through Professor Plum and serving as a Board liaison to the Kenilworth Public Library District Board;

AND WHEREAS, the Board deeply appreciates Stuart's loyal service as a Board member and as an effective voice supporting the essential role of the public library in the community;

IT IS THEREFORE RESOLVED, that for the reasons enumerated and for other qualities additional qualities too numerous to recount, The Board thanks Stuart Wolf for his service and acknowledges that his presence on the Board will be greatly missed;

AND FURTHER RESOLVED, that the President of the Board is authorized to present Resolution No. 2020/21-206 to Stuart Wolf.

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**COVER PAGE FOR WILMETTE PUBLIC LIBRARY DISTRICT  
BOARD MEETING ORDINANCE  
for FY July 1, 2021 to June 30, 2022**

Regular meetings of the Wilmette Public Library District Board of Library Trustees are scheduled for the third Tuesday of each month. When establishing dates for Board meetings, consider the dates of the following holidays:

Rosh Hashanah, Yom Kippur, Thanksgiving, Christmas, and Passover.

**HOLIDAY DATES FOR WILMETTE PUBLIC LIBRARY DISTRICT 2021-22 FISCAL YEAR:**

**Rosh Hashanah** begins at sundown on Mon, Sept. 6, 2021 and ends at nightfall on Wed., Sept. 8, 2021.

**Yom Kippur** begins at sundown on Wed., Sept. 15, 2021 and ends at nightfall on Thur., Sept. 16, 2021.

**Thanksgiving** is Thurs., Nov. 25, 2021.

**Christmas** is Sat., Dec. 25, 2021.

**Passover** begins at sundown on Fri., April 15, 2022 and ends at nightfall on Sat., April 23, 2022.



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

ORDINANCE NO. 2020/21-199

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES  
OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AND PROVIDING FOR  
REPOSITORY OF CERTIFIED COPIES OF ORDINANCES

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Statute, Chap. 5, Sec. 120/1, et seq., require this Board to establish a schedule of regular meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-7, provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of this Board shall be held at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, 60091, at the time of 6:00 p.m.

Section 2. The following is a schedule of the dates of regular meetings for the 2021-22 fiscal year:

July 20, 2021	January 18, 2022
August 17, 2021	February 15, 2022
September 21, 2021	March 15, 2022
October 19, 2021	April 19, 2022
November 16, 2021	May 17, 2022
December 21, 2021	June 21, 2022

Section 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notices as set forth in said statutes.

Public notice of this schedule shall be given by posting a copy of the notice at the principal office of the Wilmette Public Library District, and copies of said notice shall be supplied to the *Wilmette Life*. This schedule shall be available at the Library for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository at which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Wilmette Public Library  
1242 Wilmette Avenue  
Wilmette, Illinois 60091

Section 5. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or parts of this act.

Passed by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois  
on the 18<sup>th</sup> day of May, 2021 by a vote of:

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

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

ATTEST:

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

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

NOTICE OF REGULAR MEETINGS

THE PUBLIC IS HEREBY NOTIFIED that pursuant to the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Act, Chap. 5, Sec. 120/1 et seq., the following are the time and place of the regular meetings of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois at 7:30 P.M. at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.

July 20, 2021	January 18, 2022
August 17, 2021	February 15, 2022
September 21, 2021	March 15, 2022
October 19, 2021	April 19, 2022
November 16, 2021	May 17, 2022
December 21, 2021	June 21, 2022

Dated this 18<sup>th</sup> day of May, 2021

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

**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

**TITLE 23: EDUCATION AND CULTURAL RESOURCES**  
**SUBTITLE B: CULTURAL RESOURCES**  
**CHAPTER I: SECRETARY OF STATE**  
**PART 3050 PUBLIC LIBRARY NON-RESIDENT SERVICES**  
**SECTION 3050.20 PUBLIC LIBRARY RESPONSIBILITIES**

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**Section 3050.20 Public Library Responsibilities**

- a) The public library board of trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months. At that time, the non-resident library card fee formula and fee, if applicable, to be used will be determined and adopted.
- b) The public library board of trustees shall notify the regional library system within 30 days of the action taken and effective dates and fee formula as determined in this Part.
- c) The participating public library shall continue to honor the non-resident library cards issued by the library for the full term of purchase.
- d) Participating public libraries shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas as stated in Section 3050.25 of this Part.
- e) Nothing in this Part requires a public library to participate in the non-resident library card reciprocal borrowing program of a regional library system. Non-participation in the non-resident library card program does not preclude a public library from applying for and receiving grant funds from the Illinois State Library as long as the public library complies with requirements of the specific grant program.

(75 ILCS 16/30-55.60)

Sec. 30-55.60. Use of library by nonresidents. The board may extend the privileges and use of the library, including the borrowing of materials on an individual basis by persons residing outside the district. If the board exercises this power, the privilege of library use shall be upon terms and conditions prescribed by the board in its regulations. The board shall charge a nonresident fee for the privileges and use of the library at least equal to the cost paid by residents of the district, with the cost to be determined according to the formula established by the Illinois State Library. A person residing outside of a public library service area must apply for a non-resident library card at the public library closest to the person's principal residence. The nonresident cards shall allow for borrowing privileges at all participating public libraries in the regional library system. The nonresident fee shall not apply to any of the following:

(1) Privileges and use provided (i) under the terms of the district's membership in a library system operating under the provisions of the Illinois Library System Act or (ii) under the terms of any reciprocal agreement with a public or private corporation or entity providing a library service.

(2) Residents of an area in which the library is conducting a program for the purpose of encouraging the inclusion of the area in the library district.

(3) A nonresident who, as an individual or as a partner, principal stockholder, or other joint owner, owns taxable property or is a senior administrative officer of a firm, business, or other corporation owning taxable property within the district, upon presentation of the most recent tax bill upon that taxable property, provided that the privileges and use of the library is extended to only one such nonresident for each parcel of taxable property.

Nothing in this Section requires any public library to participate in the non-resident card reciprocal borrowing program of a regional library system as provided for in this Section.

(Source: P.A. 92-166, eff. 1-1-02.)

# WILMETTE PUBLIC LIBRARY DISTRICT POLICY MANUAL

## SERVICE TO PATRONS

### **Service to Residents and Non-Residents who are Wilmette Property Owners**

Library cards are issued to any person residing within the Library district boundaries. Children's cards are issued to residents through grade 8 provided the parents sign a responsibility form. Independent of whether a responsibility form has been signed, parents are responsible for all fees, fines, and lost materials reimbursements resulting from the use of cards issued to their children under the age of 18.

*Residents* must present current identification with proof of residence.

*Non-residents who own taxable property within the district limits* must provide a current real estate tax bill annually in their own name in order to be eligible for a card.

Any firm, business or other corporation *owning taxable property within the incorporated area* may be issued one Library card per business upon the presentation of its current real estate tax bill. This card will be issued in the name of the president/owner or his/her designated representative with the company name and address on the card. The person whose name is on the card will be financially responsible for all material checked out on it.

### **Service to 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.

### **Service to Non-Residents who are not Wilmette Property Owners**

Non-residents who hold a valid library card from another library and who work in the Library district will be extended courtesy privileges as provided by current Library procedures.

Non-residents who hold a valid library card from another library and who do not work in the Library district will be extended Reciprocal Borrowing Program (RBP) privileges as provided by current Library procedures.

The Library shall issue non-resident cards to homeowners and renters in municipalities or unincorporated areas that have tax-supported library service but who wish to enjoy full service from the Wilmette Library. In addition, the Board shall determine annually whether to issue non-resident cards to homeowners and renters in villages or unincorporated areas that do not have tax-supported library service where the Wilmette Public Library is the closest public library. Such cards shall be marked "Non-Resident," shall be valid for a 12-month period, and shall be issued if requested to each member of the homeowner's or renter's immediate family residing in the household.

The annual fee for a non-resident homeowner's card shall be the homeowner's equalized assessed valuation figure multiplied by the Library's then current combined tax rate (corporate fund plus special funds).

The minimum annual fee for a **non-resident renter's** card shall not be less than the average amount paid by taxpayers of the District, as mandated by Illinois P.A. 83-996. The average amount shall be determined by the following formula:

local tax receipts divided by District population = cost of service per capita.

cost of service per capita multiplied by average number of persons per household in the District = average fee.

The minimum fee shall not in any event be less than ten percent (10%) of the renter's documented monthly rent. Proper documentation of monthly rent shall be a copy of the rental agreement or a letter from the rental agent.

A minimum fee for non-resident homeowners and renters will be established by the Library District from time-to-time using current EAV information. (See latest *Service to Non-residents* instruction sheet that reflects current EAV information.)

The above policy incorporates the requirements of the Illinois Compiled Statutes, 75 ILCS 16/30-55.60.

Sources: Board Resolution 1975/6-10 (March 1976 Board minutes), as modified by subsequent Board action (April 1976, December 1978, March 1985, April 1991, January 2002, and June 2006 Board minutes)

## Wilmette Public Library

### Automated Material Handling Phase 2 Project Recommendation

Tuesday, May 18, 2021

#### Background

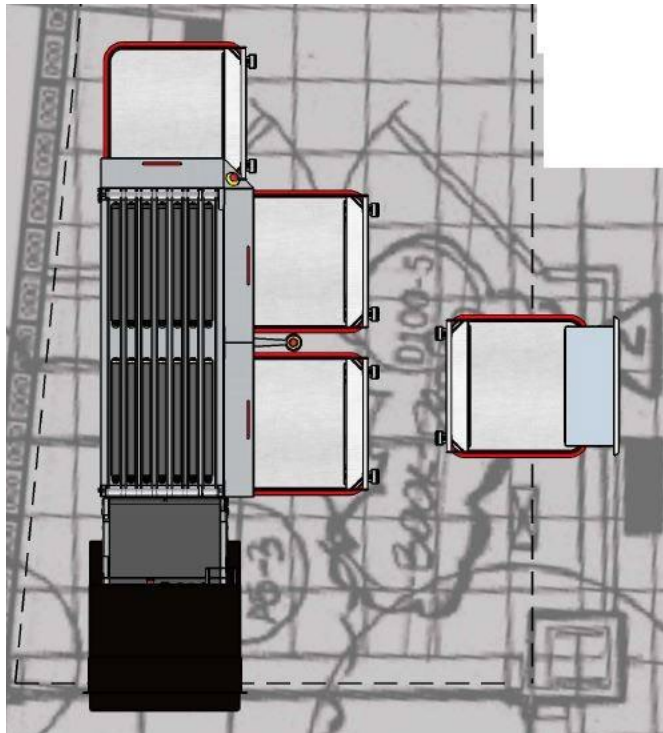
Libraries utilize a range of automation solutions to promote efficient and highly effective deployment of our resources. In the past 20 years, public libraries have overwhelmingly embraced Radio Frequency Identification (RFID) as a tool to track, inventory, and facilitate the circulation of our physical collections. RFID systems enhance the security, availability, inventory, data metrics, and accessibility of our materials for both staff and patrons. RFID makes self-service more user-friendly through self-checkout and returns, and reduces repetitive stress for staff in the highly-physical tasks of checking materials in and out. Further, by improving workflows and facilitating the more labor-intensive tasks, staff are able to elevate their service from more transaction-based interactions to more relationship-oriented service.

Wilmette Public Library has long considered tagging its collections with RFID as part of our long range strategic and capital planning projects. In the midst of the 2020 pandemic, the Library recognized the unusual opportunity afforded by the challenges of reduced building hours and capacities to develop a plan to utilize staff for this big project. On October 20, 2020, the WPLD Board approved Bibliotheca's response to our request for proposals at staff's recommendation, and began implementation of the system and the tagging of the collections in February and is nearing completion in June.

Bibliotheca works with a number of CCS libraries and has received very positive responses from their references. We found their hardware and software offerings to be up-to-date, user-friendly, and responsive to the needs of our industry. Staff also appreciates that Bibliotheca has a number of their own local technicians in the area to provide on-site support. Staff was also impressed by Bibliotheca's modular Automated Material Handling (AMH) System, a component of our overall RFID project that we were unsure of implementing without substantial construction or renovation of the first floor of the library. In fact, other vendors who responded to our 2020 RFP were unable to spec an AMH for us given our current facility layout.

#### Automated Material Handling System Phase 1

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 system was proposed as a patron-induction system, meaning only patrons would be able to return items to this system via an external single-slot bookdrop at the current west bookdrop wall adjacent to the main entrance (pictured at left). Checked-in items would be sorted into 1 of 3 bins. In pre-pandemic times, this bookdrop accounted for only a fraction of our material returns, however it was the only space both the Library and Bibliotheca could identify for even a small-scale AMH to get us started with the system's





capabilities. We accepted that the system was modular and that we could build onto it and grow with it as our building was renovated in the future.

As the installation date drew nearer in spring 2021, and the system drawings became more specific, it became clear that the proposed system was based on assumptions that could not support the AMH as originally designed. The pictured system requires an exterior support wall, and as such it would require removal/reconstruction of the west glass wall to support the new bookdrop interface. Such construction was deemed impractical and cost-prohibitive relative to the intended outcome.

### Phase 2 Proposal

After working with staff and the Bibliotheca design team, we've identified a solution that allows us to accept the equipment that we're contractually obligated to purchase from the Phase 1 project and immediately move to incorporate the long range Phase 2 plan concurrently upon installation (see attachments).

The proposed new location for the AMH will be the Shelving Workroom near the staff entrance on the north side of the building. This is a staff-only space, so the proposed AMH is now a staff-induction system, meaning only staff will interact with the equipment. The benefit of this model is that the overwhelming majority of our material returns come to the 3 bookdrops in the parking lot, and those items are always handled manually by staff. Along with the many RAILS/ILL/CCS inter-library delivery bins we receive, these returns account for nearly 80% of all items received. The staff-induction system uses a bulk separator trough that staff can load bins of items into, and the conveyor system will then organize, check-in, and sort the returns automatically into 1 of 5 bins. Since the system is proposed to be installed in the space when our Shelving team bases their operations, the Shelving staff can directly load the pre-sorted checked-in items onto carts for reshelving. We anticipate that this model would greatly improve the efficiency of our workflows, improve ergonomic conditions, and actualize the long range intended benefit of this system implementation.

### Change Order

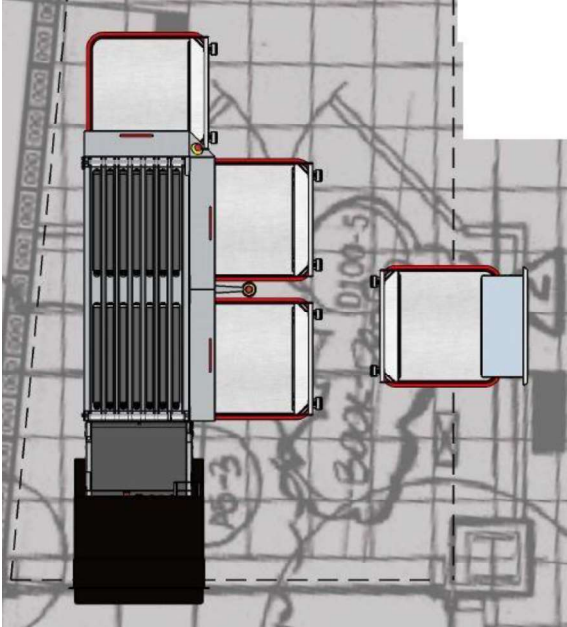
In order to accomplish this outcome, Bibliotheca has issued a change order. Since the system is a design-build system, we are subject to restocking fees for elements of the system that we cannot work into our new design. Bibliotheca accepts shared responsibility for the current scenario and has offered to waive some of these fees and shipping costs for components already shipped.

Wilmette AMH System Change Order					
Description	Price	Description definition	Wilmette Responsibility	Discount on Fees for Swap	Final Price
Original Order - One External Induction 3 Bin AMH	\$54,581	Original 3bin flexAMH with (1) Patron Induction	\$0	\$0	\$0
Less Installation = \$2,482	\$2,482	No labor expended, removed from restocking	\$0	\$0	\$0
Less Shipping = \$3,572	\$3,572	Full shipping incurred, bill at full cost	\$3,572	\$0	\$3,572
	\$48,527	Per contract system restocking fee @20%	\$9,705	\$4,853	\$4,853
		Return shipping to warehouse	\$1,125	\$0	\$1,125
					+
Revised Order - Bulk Induction 5 Bin AMH	\$110,322	Bibliotheca is applying the same RFP discount percentage for this configuration	\$110,322	\$0	\$110,322
Installation = \$8,271.60	\$8,272	Full installation	\$8,272	\$0	\$8,272
Shipping = \$7,278.59	\$7,279	Full shipping	\$7,279	\$0	\$7,279
			\$140,275	\$4,853	\$135,422

\$135,422 for 5 bin Bulk Separator Purchase and return of original 3 bin AMH

After the original \$54,581 Phase 1 system price is factored, the Library recommends concurrent/early adoption of the Phase 2 installation for an additional \$80,842, bringing the project total to \$135,422.

## Optional Product Pricing

Optional Products	Unit Price
<p><b>flex AMH™ 3-bin</b></p> <ul style="list-style-type: none"> <li>1 exterior touchscreen patron induction</li> <li>3 bins</li> <li>1 Holds slip printer</li> <li>1 Shipping, handling and administration</li> <li>1 On-site installation and training</li> </ul> <p>We are proposing a flex AMH™ 3-bin sorter with one external touchscreen patron induction. (The drawing also illustrates the approximate location of your current internal induction for informational purposes and is not included in the pricing.) Our completely modular design would allow WPLD to easily relocate and expand the system to include additional bins, additional patron inductions, and a staff induction, in a larger space in the future.</p> <p>Based on the current dimensions of the room this is the only configuration that would fit the space. We would need to measure the space to confirm dimensions for any AMH system.</p>  <p><i>Additional Drawings can be provided upon request.</i></p>	<p>\$54,581</p>
<p>selfCheck™ 1000 freestanding kiosk</p>	<p>\$9,599</p>
<p>Heartland Credit Card Payment Terminal</p>	<p>\$799</p>
<p>Mobile DLA™ inventory device</p>	<p>\$2,499</p>
<p><b>Options and pricing for additional staff training periods and topics will be indicated in the “pricing” section below.</b></p> <p>Additional training for all products is available in our in-depth Education Courses. This instructor-led training will provide you with the knowledge to efficiently configure and administer your equipment. Depending on the Education Course topic, the price is \$1,800 for webinars delivered via Zoom for up to 10 participants or \$3,000 for on-site training. We look forward to discussing your training needs.</p>	

May 13<sup>th</sup>, 2021

Wilmette Public Library  
1242 Wilmette Avenue,  
Wilmette, IL 60091  
Anthony Auston  
Director  
847-256-6924  
aauston@wilmettelibrary.info

**RE: Revised flexAMH Configuration Per Discussions**

Dear Mr. Auston:

This letter is to highlight the discussions we have had the past few months in regard to adjusting the original plan of moving the 3bin flexAMH proposed in the RFP with full intention to expand at a later date. After awarding Bibliotheca for the RFID & AMH project further consultations revealed an opportunity to make use of a backroom in the library to realize the goal of an expanded AMH, with much more efficiency gains, right away.

In partnership with the library, we have put together a proposal to swap out the delivered 3bin, single patron induction flexAMH with a 5bin bulkSeperator staff induction. The price saving and breakdown are as follows (see accompanying Excel for more details):

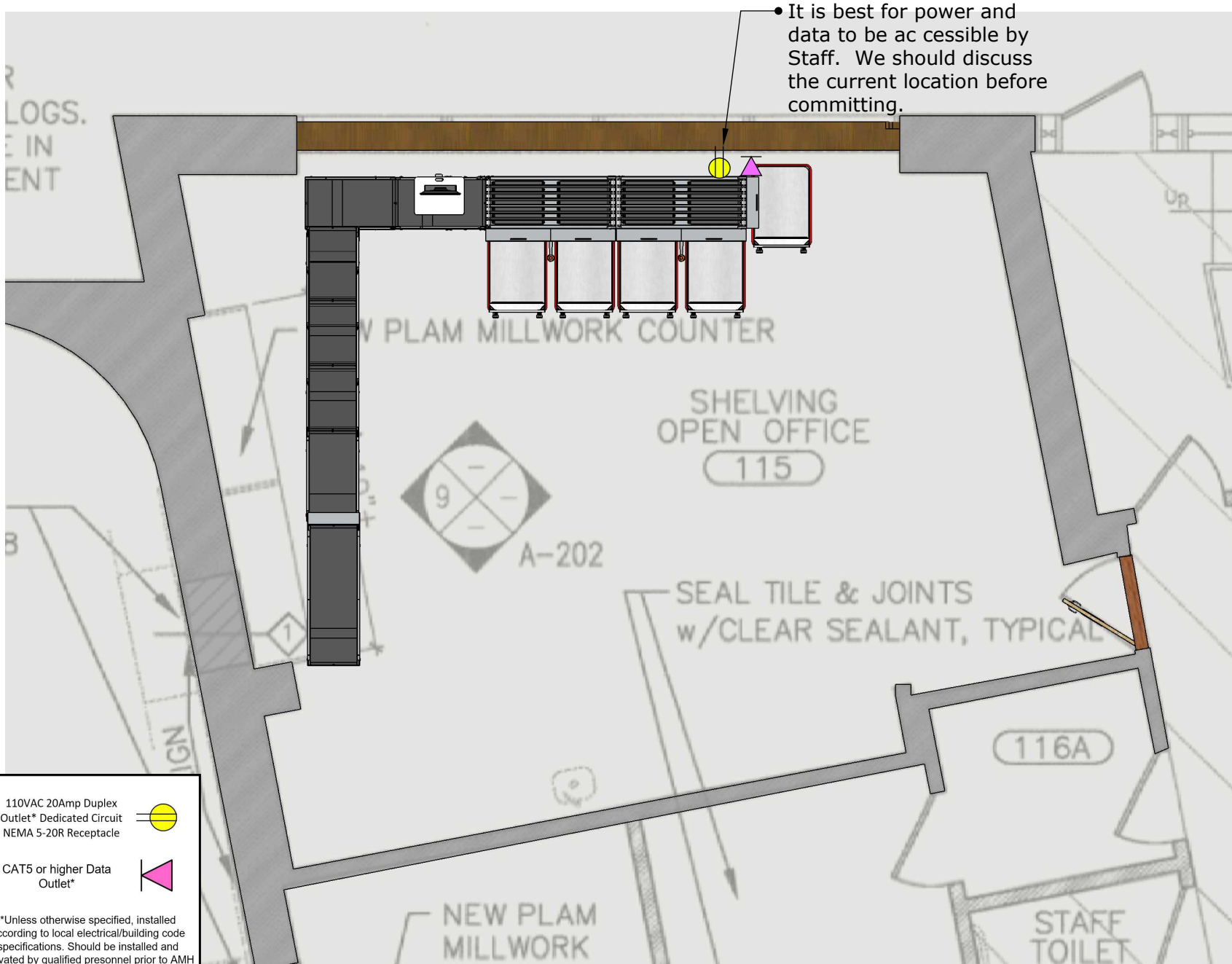
- Original 3bin flexAMH Order - \$54,581 minus shipping and install = \$48,527
- Wilmette Public Library Responsibility – 20% restocking \$9,705 + \$4,697 shipping = **\$14,402**
  - Original restocking was 20% per contract, taking 10% off, reduced return shipping
- New 5bin flexAMH with bulkSeperator project = \$125,873 + \$14,402 (library responsibility) – \$4,853 (10% restocking reduction) = **\$135,422**

We look forward to continuing to support the Wilmette Public Library for all its current and future automation and self-serve goals.


Sincerely,




**Mason Humphrey**  
Account Executive, West  
m.humphrey@bibliotheca.com  
C: 651-808-4002



• It is best for power and data to be accessible by Staff. We should discuss the current location before committing.

110VAC 20Amp Duplex Outlet\* Dedicated Circuit NEMA 5-20R Receptacle 

CAT5 or higher Data Outlet\* 

\*Unless otherwise specified, installed according to local electrical/building code specifications. Should be installed and activated by qualified personnel prior to AMH system installation.

Wilmette\_5B-1side\_Bulk\_RevB1

Creation Date:  
May 10, 2021

Last Change:  
May 10, 2021

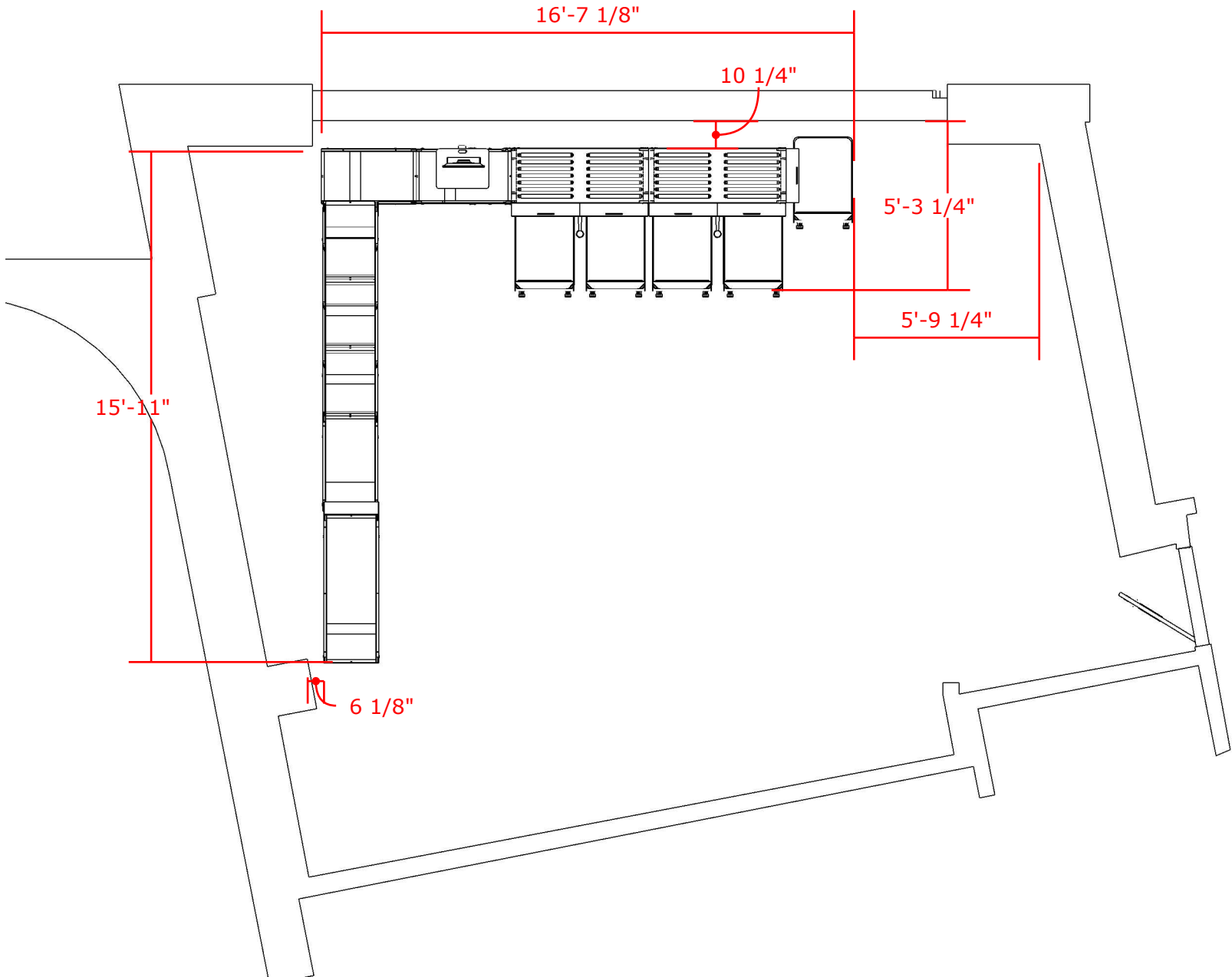
Name:  
C.Chandler

Page 1

**Item Detection Options:**

RFID Only on All Returns

**CONCEPTUAL DRAWING ONLY  
NOT FOR CONSTRUCTION**



Wilmette\_5B-  
1side\_Bulk\_RevB1

Creation Date:  
May 10, 2021

Last Change:  
May 10, 2021

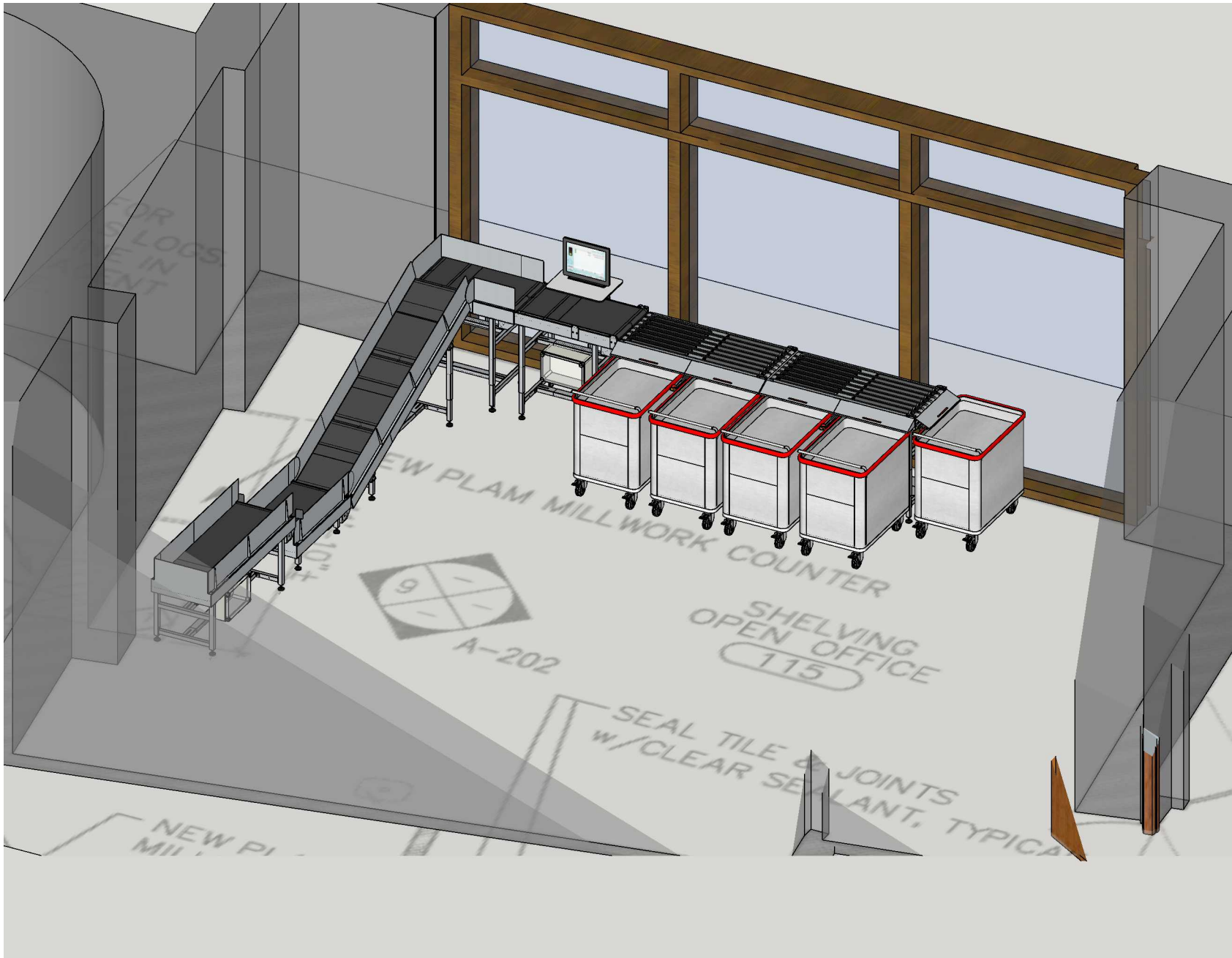
Name:  
C.Chandler

Page 2

**Item Detection Options:**

RFID Only

**CONCEPTUAL DRAWING ONLY  
NOT FOR CONSTRUCTION**



Wilmette\_5B-  
1side\_Bulk\_RevB1

Creation Date:  
May 10, 2021

Last Change:  
May 10, 2021

Name:  
C.Chandler

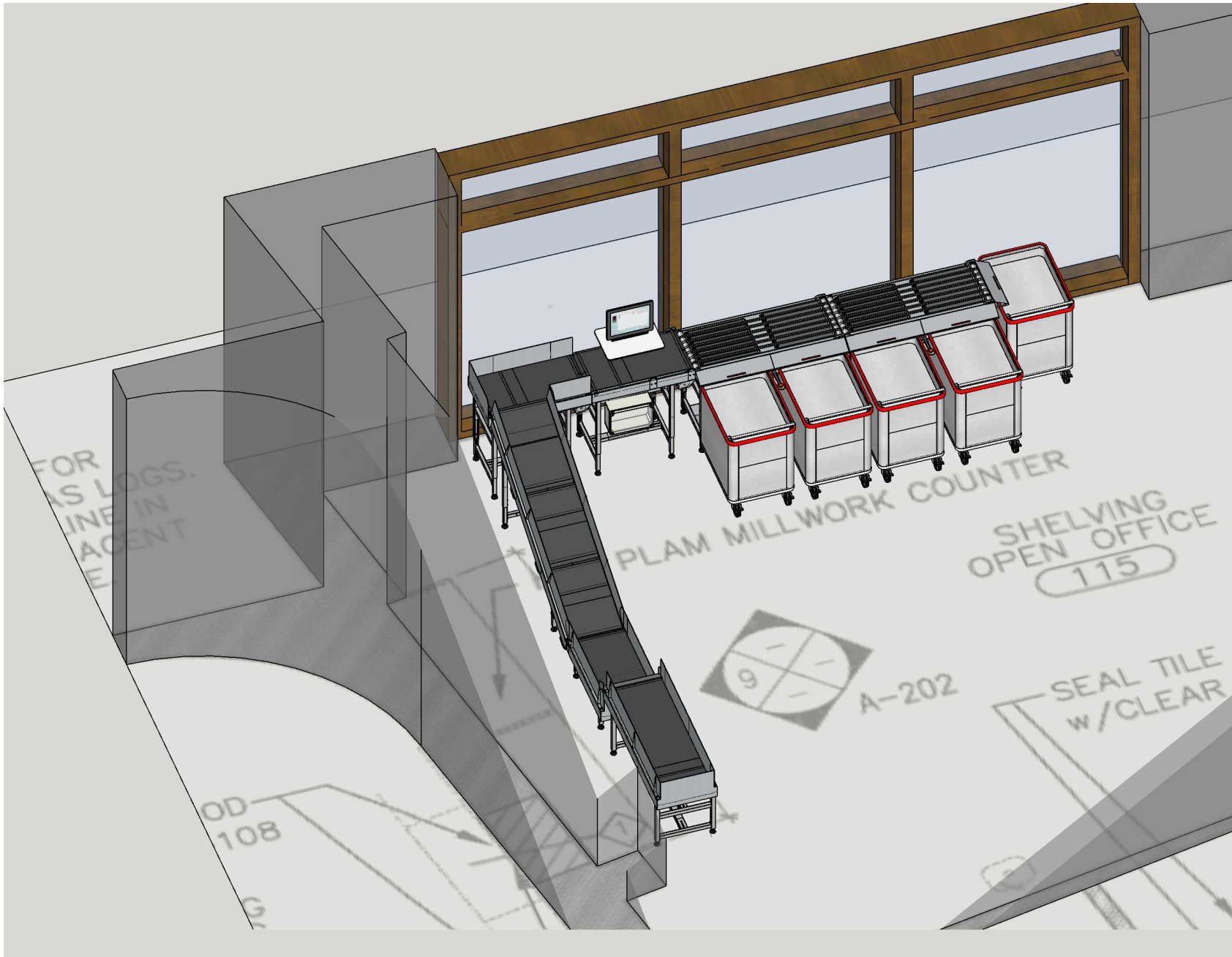
Page 3

**Item Detection Options:**

RFID Only on All Returns

**CONCEPTUAL DRAWING ONLY  
NOT FOR CONSTRUCTION**





Wilmette\_5B-  
1side\_Bulk\_RevB1

Creation Date:  
May 10, 2021

Last Change:  
May 10, 2021

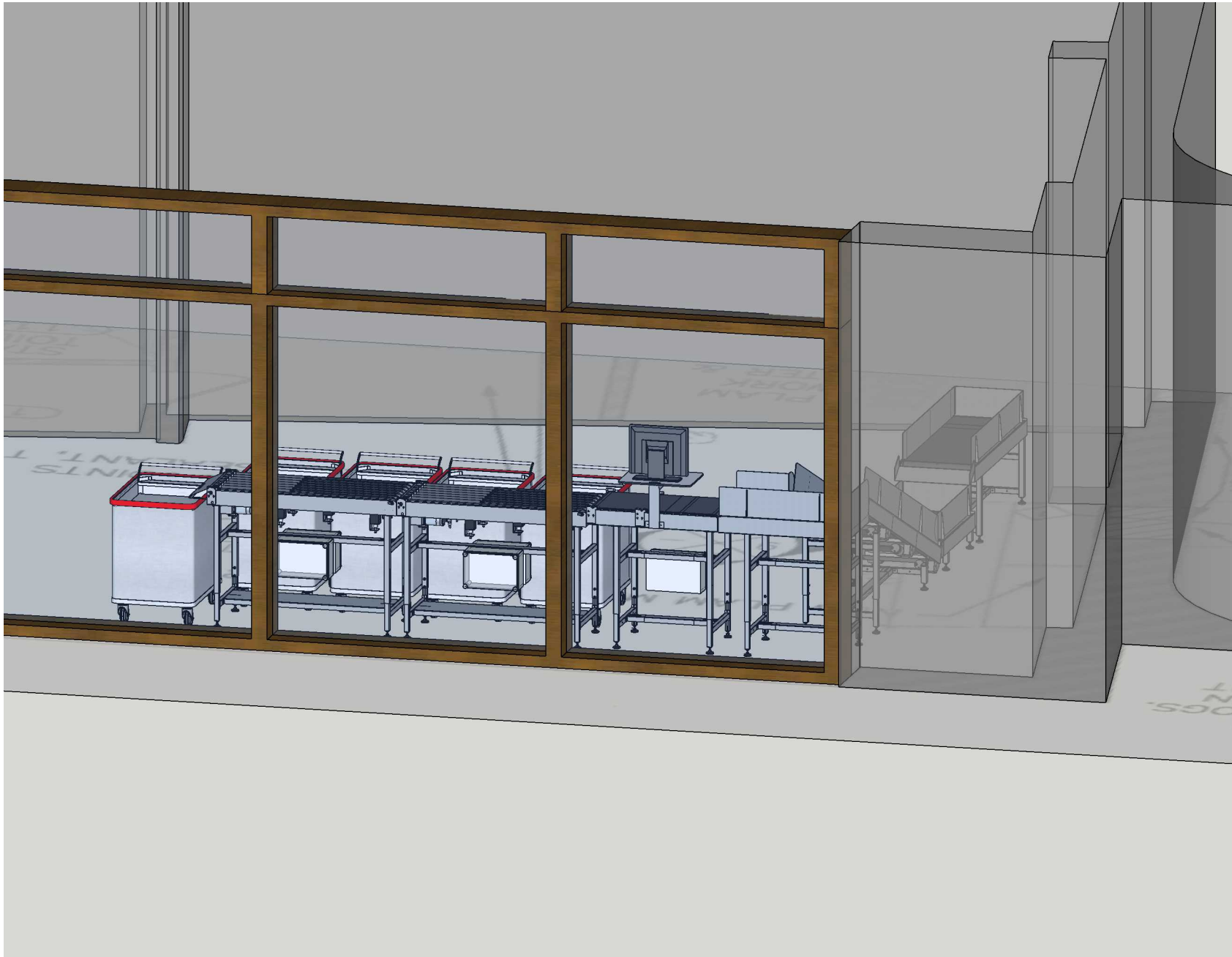
Name:  
C.Chandler

Page 4

**Item Detection Options:**

RFID Only on All Returns

**CONCEPTUAL DRAWING ONLY  
NOT FOR CONSTRUCTION**



Wilmette\_5B-  
1side\_Bulk\_RevB1

Creation Date:  
May 10, 2021

Last Change:  
May 10, 2021

Name:  
C.Chandler

Page 5

**Item Detection Options:**

RFID Only on All Returns

**CONCEPTUAL DRAWING ONLY  
NOT FOR CONSTRUCTION**



**PREVENTIVE MAINTENANCE PROPOSAL**

**FOR:**

**Wilmette Public Library**

1242 Wilmette Avenue  
Wilmette, IL 60091



- HVAC Services & Maintenance*
- Refrigeration Services & Maintenance*
- Plumbing Services & Maintenance*
- Fire Sprinkler Inspection*
- Fire Pump Testing*
- Fire Extinguisher Certifications*
- Air/Water Test & Balance*
- Commissioning*
- Retro-Commissioning*
- Energy Auditing*
- Vibration Analysis*
- Laser Alignment*
- Infrared Thermal Imaging*
- IAQ Testing*



**BUILDING EXCELLENCE ... through Experience and Innovation**



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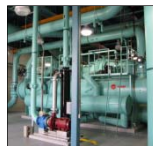
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**SECTION 1**

HILL MECHANICAL SERVICES AND OVERVIEW





## HILL MECHANICAL SERVICES OVERVIEW



*Hill Mechanical Services is the firm that other Chicago businesses have relied upon for decades to minimize system problems, to reduce overall heating and cooling costs, and to ensure optimal comfort.*

### OUR SERVICE GUARANTEE

For more than 75 years, Hill Mechanical Services has fulfilled the maintenance needs of Chicago's HVAC and industrial refrigeration industries... earning us a reputation for reliability and efficiency. Today, Hill Mechanical Services consistently utilizes state-of-the-art testing equipment, taking the guesswork out of our service and avoiding costly system failures.

#### *integrity*

Compared to standard 30- and 60-day labor warranties, we provide our contract customers a one-year parts and labor warranty on all HVAC and plumbing repairs.

#### *continuous technical training*

Our service technicians are carefully selected for their mechanical expertise and positive client attitude, but — even more importantly — being a Hill Mechanical service technician means continuous training. Technicians' loyalty and job satisfaction enable us to provide a highly motivated service team. We customarily dispatch the same technician to each respective client facility. This, combined with close supervision, helps ensure quality maintenance and workmanship.

#### *quick response*

We understand that quick response, technical competence, and follow-up are essential to maintaining mechanical systems or providing emergency repair service. Our experienced service and plumbing technicians and a fleet of over 70 service vehicles are on call 24 hours a day/365 days a year. We guarantee quick response to keep the client's downtime and inconvenience to a minimum. In addition to efficient emergency repair service, we offer temporary fans to all our clients.

*computerized  
management*

Hill Mechanical Services utilizes a state-of-the-art computerized maintenance management program that schedules periodic maintenance for each system we service. This process ensures that service for each component is timely and to our standards — which exceed the industry's norm. We also record a maintenance history for each system component within our service responsibility.

*accessibility*

Accessibility is as important as the service we perform, thus our clients have 24-hour accessibility to all levels of management — from Service Coordinator to Vice President. We provide our clients with all necessary contact information (i.e., e-mail, office and mobile phone numbers).

*thorough  
follow up*

We use extensive maintenance checklists. Service technicians are required to complete daily work orders detailing all work performed. These work orders are reviewed at all levels of management (Service Coordinator, Service Foreman, Superintendent, Account Manager, Operations Manager, and Service Manager) to guarantee the proper servicing of every system.



**SECTION 2**  
AGREEMENT PAGE





**AGREEMENT PAGE**



This agreement shall be administered by Hill Mechanical Services, 11045 Gage Avenue, Franklin Park, IL 60131, hereby known as the SELLER. Services to be provided at the CUSTOMER location(s) as indicated on the attached Schedule Sheet.

Hill Mechanical Services shall provide maintenance service in accordance with the "Terms & Conditions," "Service Level Description," "Equipment List & Schedule," and Amendment(s) (if any) which constitute the entire AGREEMENT and shall become valid after acceptance by CUSTOMER and approved by Hill Mechanical Services.

The agreement price is \$27,054.00 per year, payable \$2,254.00 monthly. This price may be adjusted on any anniversary date in accordance with the attached TERMS AND CONDITIONS.

**Maintenance Options**

- Annual Backflow Testing
- Fire Extinguisher Testing
- Fire Pump Testing
- Infrared Testing
- Vibration Testing
- Energy Dashboard

AGREEMENT shall start on the effective date June 1, 2021 through May 31, 2022 and shall remain in effect from year to year. Either party may terminate this agreement either at the end of the first year or at the end of any subsequent one-year period by giving the other party at least (30) days written notice.

The undersigned CUSTOMER affirms that the entire AGREEMENT has been read, including the Terms and Conditions attached.

*Submitted by*

Kevin Denzel

Date: April 22, 2021

**EXECUTION BY  
AUTHORIZED  
REPRESENTATIVES**

**WILMETTE PUBLIC LIBRARY**

1242 Wilmette Avenue  
Wilmette, IL 60091

By: \_\_\_\_\_

Title: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_

*Approval*

**HILL MECHANICAL SERVICES**

11045 Gage Avenue  
Franklin Park, IL 60131

By: \_\_\_\_\_

Title: \_\_\_\_\_

Approval Date: \_\_\_\_\_



**SECTION 3**  
SERVICE LEVEL DESCRIPTION







**SERVICE LEVEL DESCRIPTION**



*Maintenance Only (C)  
Coverage*

Service consists of all the preventive maintenance for the attached equipment list and maintenance schedule. Customer will be invoiced for all necessary maintenance parts and replacement parts, including refrigerant. Customer will be invoiced at the preferred customer rate for all labor required to perform repairs.

*Inspection (D)  
Coverage Selected*

Service consists of all the preventive maintenance for the attached equipment list and maintenance schedule. Material for quarterly filter changes and annual belts will also be included and be changed as needed. Customer will be invoiced for all labor and parts not associated with maintenance, including refrigerant. Customer will be invoiced at the preferred customer rate for all labor required to perform repairs.

*Inspection Plus (B)  
Coverage*

Service consists of the previous (C) level of service per the attached maintenance schedule, including all the labor to perform emergency repairs and the labor to install replacement parts and refrigerant. Customer will be billed for all necessary maintenance and replacement parts or materials, including refrigerant. Labor to perform emergency repairs and to install replacement parts and refrigerant will be furnished during normal working hours; request for service during overtime hours will be invoiced at the difference between preferred straight time and overtime.

*Full Maintenance (A)  
Coverage*

Service consists of the previous two levels of service per the attached maintenance schedule, including all the labor to perform emergency repairs and the labor to install replacement parts and refrigerant. Seller will also provide all necessary maintenance and replacement parts and materials. Labor to perform emergency repairs and to install replacement parts will be furnished during normal working hours; request for service during overtime hours will be invoiced at the difference between preferred straight time and overtime rates.

COVERAGE SELECTED	COVERAGE SELECTED	PM LABOR	PM PARTS	REPAIR LABOR	REPAIR PARTS
	C	X			
<b>X</b>	C w/PM Parts (D)	X	X		
	B	X		X	
	B w/PM Parts	X	X	X	
	A	X	X	X	X



**SECTION 4**  
EQUIPMENT LIST AND SCHEDULE





**PREVENTIVE  
MAINTENANCE  
EQUIPMENT LIST**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

Tag	Mfg	Description	Model #	Serial #	Location
<b>Base Building Mechanical Systems</b>					
RTU-1	Daikin	Maverick II 62-Ton Commercial Packaged Rooftop System	MPS062ELAS50	FBOU140401570	High Roof
RTU-2	Daikin	Maverick II 30-Ton Commercial Packaged Rooftop System	MPS030FG2DV1DYBV	FBOU140401553	High Roof
RTU-3	Reznor	10-Ton Commercial Packaged Rooftop Unit	YDSA-120	TBD	High Roof
RTU-4	Reznor	7.5-Ton Roof Mounted Dedicated Outside Air Unit	YDHA-090	TBD	Main Roof
RTU-5	Carrier	11.5-Ton Commercial Packaged Rooftop Unit	48HJE014---541	4498G30714	Lower Roof
HWB-1	Hydrotherm	Hot Water Boiler	KN-4	0 31540363	Boiler Room
HWB-2	Hydrotherm	Hot Water Boiler	KN-4	0 31540364	Boiler Room
HWB-3	Hydrotherm	Hot Water Boiler	KN-4	0 31540365	Boiler Room
HWP-1	Bell & Gossett	Hot Water In-Line Circulating Pump	SERIES 80	TBD	Mechanical B37
HWP-2	Bell & Gossett	Hot Water In-Line Circulating Pump	SERIES 80	TBD	Mechanical B37
HP-A01	Climate Master	Heat Pump	TTV026BHBC0ERKS	T12537737	Mechanical A02
HP-B01	Climate Master	Heat Pump	TTV026BHBC0ELKS	T12944089	Mechanical B-02
HP-B04	Climate Master	Heat Pump	TSV012AGBA5CLTS	T12842268	Mechanical B-02
HP-111	Climate Master	Heat Pump	TTV064BHBC0ELKS	T12944090	Mechanical B-02
EF-332	Greenheck	Exhaust Fan	SP-A290	TBD	Toliet 332
EF-323	Greenheck	Exhaust Fan	SP-A290	TBD	Toliet 323
EF-333	Greenheck	Exhaust Fan	SP-A290	TBD	Toliet 333
<b>VRF Mechanical Systems</b>					
VRF-CU1	Panasonic	Variable Refrigerant System Heat Pump Unit	WU-288MF1U9	TBD	Roof
VRF-CU2	Panasonic	Variable Refrigerant System Heat Pump Unit	WU-288MF1U9	TBD	Roof
VRF-CU3	Panasonic	Variable Refrigerant System Heat Pump Unit	WU-288MF1U9	TBD	Roof
VRF-B41	Panasonic	Variable Refrigerant System Fan Coil Unit	S-24MU1U6	TBD	IT B41
VRF-B42	Panasonic	Variable Refrigerant System Fan Coil Unit	S-18MY1U6	TBD	Stacks B42
VRF-B43	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MK1U6	TBD	Study B43
VRF-B44	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MK1U6	TBD	Study B44
VRF-B45	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MK1U6	TBD	Study B46
VRF-100	Panasonic	Variable Refrigerant System Fan Coil Unit	S-24MF1U6	TBD	Vestibule 100
VRF-101	Panasonic	Variable Refrigerant System Fan Coil Unit	S-36MU1U6	TBD	Circulation 101



**PREVENTIVE  
MAINTENANCE  
EQUIPMENT LIST**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

Tag	Mfg	Description	Model #	Serial #	Location
VRF-104.1	Panasonic	Variable Refrigerant System Fan Coil Unit	S-48ME1U6	TBD	Browsing 104
VRF-104.2	Panasonic	Variable Refrigerant System Fan Coil Unit	S-18MY1U6	TBD	Browsing 104
VRF-102	Panasonic	Variable Refrigerant System Fan Coil Unit	S-12MK1U6	TBD	Work 102
VRF-106	Panasonic	Variable Refrigerant System Fan Coil Unit	S-18MY1U6	TBD	Office 106
VRF-109	Panasonic	Variable Refrigerant System Fan Coil Unit	S-12MY1U6	TBD	Office 109
VRF-110	Panasonic	Variable Refrigerant System Fan Coil Unit	S-12MY1U6	TBD	Office 110
VRF-203	Panasonic	Variable Refrigerant System Fan Coil Unit	S-48ME1U6	TBD	Periodicals 203
VRF-205	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MD1U6	TBD	Office 205
VRF-206	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MD1U6	TBD	Office 206
VRF-207	Panasonic	Variable Refrigerant System Fan Coil Unit	S-07MK1U6	TBD	Office 207
VRF-210	Panasonic	Variable Refrigerant System Fan Coil Unit	S-09MF1U6	TBD	Group 210
VRF-212	Panasonic	Variable Refrigerant System Fan Coil Unit	S-09MF1U6	TBD	Group 212
<b>Remaining Mechanical Systems</b>					
FPB-ST1	Titus	Fan Powered Box	DTFS	TBD	Hall ST1
FPB-115	Titus	Fan Powered Box	DTFS	TBD	Office 115
FPB-120	Titus	Fan Powered Box	DTFS	TBD	Fiction 120
FPB-121.1	Titus	Fan Powered Box	DTFS	TBD	Computer 121
FPB-121.2	Titus	Fan Powered Box	DTFS	TBD	Fiction 121
FPB-123	Titus	Fan Powered Box	DTFS	TBD	Fiction 123
FPB-124	Titus	Fan Powered Box	DTFS	TBD	Computer 122
FPB-128	Titus	Fan Powered Box	DTFS	TBD	Fiction 121
FPB-134	Titus	Fan Powered Box	DTFS	TBD	Fiction 120
FPB-208.1	Titus	Fan Powered Box	DTFS	TBD	Jr. High 208
FPB-208.2	Titus	Fan Powered Box	DTFS	TBD	Jr. High 208
FPB-218.1	Titus	Fan Powered Box	DTFS	TBD	Youth 218
FPB-218.2	Titus	Fan Powered Box	DTFS	TBD	Youth 218
FPB-218.3	Titus	Fan Powered Box	DTFS	TBD	Youth 218
FPB-220	Titus	Fan Powered Box	DTFS	TBD	Youth 218
FPB-235	Titus	Fan Powered Box	DTFS	TBD	Youth 235



**PREVENTIVE  
MAINTENANCE  
EQUIPMENT LIST**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

Tag	Mfg	Description	Model #	Serial #	Location
FPB-238	Titus	Fan Powered Box	DTFS	TBD	Corr. 236
FPB-310	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-312	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-313	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-314	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-315	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-316	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-317	Titus	Fan Powered Box	DTFS	TBD	Admin 310
FPB-318	Titus	Fan Powered Box	DTFS	TBD	Work Room 318
FPB-324	Titus	Fan Powered Box	DTFS	TBD	Lounge 324
FPB-326.1	Titus	Fan Powered Box	DTFS	TBD	Tech. Services 326
FPB-326.2	Titus	Fan Powered Box	DTFS	TBD	Tech. Services 326
FPB-327	Titus	Fan Powered Box	DTFS	TBD	Tech Services 326
FPB-328	Titus	Fan Powered Box	DTFS	TBD	Tech Services 326
VAV-A01	Titus	VAV Box	DESV	TBD	Mechanical B07
VAV-B21	Titus	VAV Box	DESV	TBD	Auditorium B29B
VAV-B26	Titus	VAV Box	DESV	TBD	Auditorium B29B
VAV-B29	Titus	VAV Box	DESV	TBD	Auditorium B29B
VAV-B34	Titus	VAV Box	DESV	TBD	Auditorium B29B
VAV-114	Titus	VAV Box	DESV	TBD	Vest 16A
VAV-122	Titus	VAV Box	DESV	TBD	Computer 122
VAV-125	Titus	VAV Box	DESV	TBD	Office 125
VAV-218	Titus	VAV Box	DESV	TBD	Youth 218
VAV-223	Titus	VAV Box	DESV	TBD	Corr. 236
VAV-320	Titus	VAV Box	DESV	TBD	Lounge 324
EW-112	Markel	Electric Water Heater	AFA SERIES	TBD	Entry 112
ECH-100	Redd	Electric Ceiling Heater	RCH SERIES	TBD	Vestibule 100
CUH-320	Rittling	Cabinet Unit Heater	RW-280	TBD	Hall 320
CUH-330	Rittling	Cabinet Unit Heater	RW-340	TBD	Stair 330
CUH-9	Rittling	Cabinet Unit Heater	RC-390	TBD	Stair #9



**PREVENTIVE  
MAINTENANCE  
SCHEDULE**



for:  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

Tag	Spring Preventive Maintenance	Summer Operating Inspection	Fall Preventive Maintenance	Winter Operating Inspection	Monthly Maintenance	Filter Change	Filter Cleaning	Belt Change	Annual Humidifier Cleaning	Annual Condensate Pan Cleaning	Annual Combustion Analysis	Annual Air Cooled Condenser Coil Cleaning
<b>Base Building Mechanical Systems</b>												
RTU-1	1	1	1	1	N/A	4	N/A	1	N/A	N/A	N/A	1
RTU-2	1	1	1	1	N/A	4	N/A	1	N/A	N/A	N/A	1
RTU-3	1	1	1	1	N/A	4	N/A	1	N/A	N/A	N/A	1
RTU-4	1	1	1	1	N/A	4	N/A	1	N/A	N/A	N/A	1
RTU-5	1	1	1	1	N/A	4	N/A	1	N/A	N/A	N/A	1
HWB-1	N/A	N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	1	N/A
HWB-2	N/A	N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	1	N/A
HWB-3	N/A	N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	1	N/A
HWP-1	N/A	N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HWP-2	N/A	N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
HP-A01	1	1	1	1	N/A	4	N/A	N/A	N/A	1	N/A	N/A
HP-B01	1	1	1	1	N/A	4	N/A	N/A	N/A	1	N/A	N/A
HP-B04	1	1	1	1	N/A	4	N/A	N/A	N/A	1	N/A	N/A
HP-111	1	1	1	1	N/A	4	N/A	N/A	N/A	1	N/A	N/A
EF-332	1	N/A	1	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A
EF-323	1	N/A	1	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A
EF-333	1	N/A	1	N/A	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A
<b>VRF Mechanical Systems</b>												
VRF-CU1	1	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
VRF-CU2	1	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
VRF-CU3	1	1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1
VRF-B41	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-B42	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-B43	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-B44	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-B45	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-100	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-101	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-104.1	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-104.2	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-102	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-106	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-109	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-110	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-203	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-205	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-206	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-207	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-210	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
VRF-212	1	N/A	1	N/A	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A
<b>Remaining Mechanical Systems</b>												
FPB-ST1	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-115	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-120	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-121.1	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A



**PREVENTIVE  
MAINTENANCE  
SCHEDULE**



for:  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

Tag	Spring Preventive Maintenance	Summer Operating Inspection	Fall Preventive Maintenance	Winter Operating Inspection	Monthly Maintenance	Filter Change	Filter Cleaning	Belt Change	Annual Humidifier Cleaning	Annual Condensate Pan Cleaning	Annual Combustion Analysis	Annual Air Cooled Condenser Coil Cleaning
FPB-121.2	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-123	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-124	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-128	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-134	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-208.1	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-208.2	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-218.1	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-218.2	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-218.3	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-220	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-235	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-238	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-310	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-312	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-313	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-314	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-315	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-316	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-317	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-318	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-324	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-326.1	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-326.2	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-327	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
FPB-328	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-A01	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-B21	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-B26	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-B29	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-B34	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-114	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-122	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-125	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-218	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-223	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
VAV-320	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
EWB-112	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ECH-100	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CUH-320	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
CUH-330	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A
CUH-9	N/A	N/A	1	N/A	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A

\*All PM Material (i.e. Filters and Belts) are Included. Full Coverage on BAS Excluded.



**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

RTU-1



Notes

**Maverick II 62-Ton Commerical Package Rooftop System**

RTU-2



Notes

**Maverick II 30-Ton Commerical Package Rooftop System**

RTU-3



Notes

**10-Ton Commerical Packaged Rooftop**

RTU-4



Notes

**7.5-Ton Roof Mounted Dedicated Outside Air Unit**





**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

RTU-5



Notes

**11.5-Ton Commerical Packaged Rooftop Unit**

HWB-1



Notes

**Hot Water Boiler**

HWB-2



Notes

**Hot Water Boiler**

HWB-3



Notes

**Hot Water Boiler**



**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

HWP-1



Notes

**Hot Water In-Line Circulating Pump**

HWP-2



Notes

**Hot Water In-Line Circulating Pump**

HP-A01



Notes

**Heat Pump**

HP-B01



Notes

**Heat Pump**



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

HP-B04



Notes

Heat Pump

HP-111



Notes

Heat Pump

EF-332

**N/A**

Notes

Exhaust Fan

EF-323

**N/A**

Notes

Exhaust Fan



EQUIPMENT PICTURES



for:

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

EF-333

**N/A**

Notes

Exhaust Fan

VRF-CU-1



Notes

Variable Refrigerant System Heat Pump Unit

VRF-CU-2



Notes

Variable Refrigerant System Heat Pump Unit

VRF-CU-3



Notes

Variable Refrigerant System Heat Pump Unit



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue  
Wilmette, IL 60091

**VRFB41**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRFB42**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRFB43**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRFB44**



Notes

**Variable Refrigerant System Fan Coil Unit**



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

**VRF-B45**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRF-100**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRF-101**



Notes

**Variable Refrigerant System Fan Coil Unit**

**VRF-104.1**



Notes

**Variable Refrigerant System Fan Coil Unit**





**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

VRF-104.2



Notes

Variable Refrigerant System Fan Coil Unit

VRF-102



Notes

Variable Refrigerant System Fan Coil Unit

VRF-106



Notes

Variable Refrigerant System Fan Coil Unit

VRF-109



Notes

Variable Refrigerant System Fan Coil Unit



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

VRF-110



Notes

Variable Refrigerant System Fan Coil Unit

VRF-203



Notes

Variable Refrigerant System Fan Coil Unit

VRF-205



Notes

Variable Refrigerant System Fan Coil Unit

VRF-206



Notes

Variable Refrigerant System Fan Coil Unit





**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

VRF-207



Notes

Variable Refrigerant System Fan Coil Unit

VRF-210



Notes

Variable Refrigerant System Fan Coil Unit

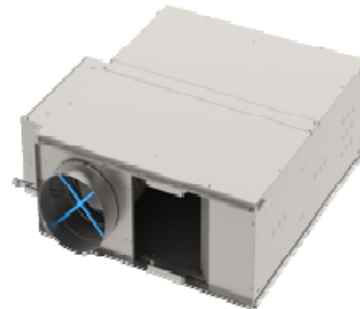
VRF-212



Notes

Variable Refrigerant System Fan Coil Unit

FPB-ST1



Notes

Fan Powered Box



**EQUIPMENT  
PICTURES**



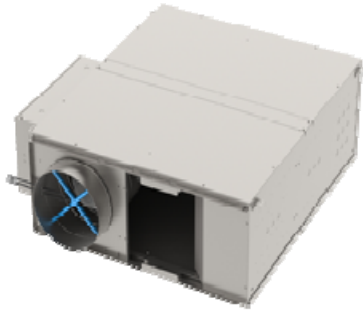
**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

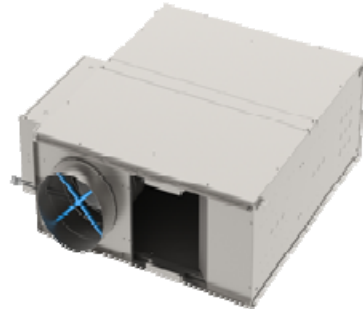
FBP-115



Notes

Fan Powered Box

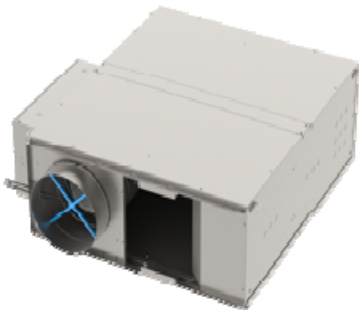
FBP-120



Notes

Fan Powered Box

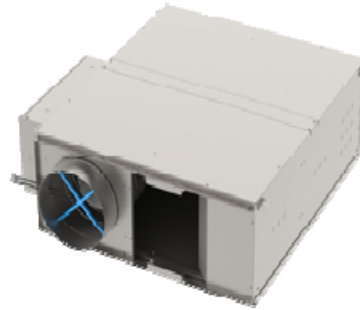
FBP-121.1



Notes

Fan Powered Box

FBP-121.2



Notes

Fan Powered Box

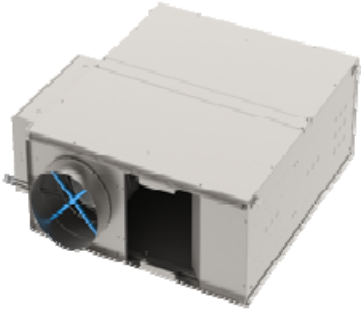


**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

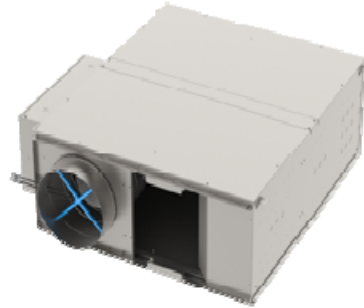
FPB-123



Notes

Fan Powered Box

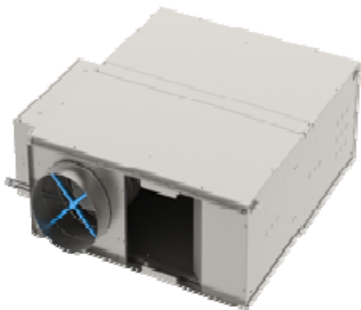
FPB-124



Notes

Fan Powered Box

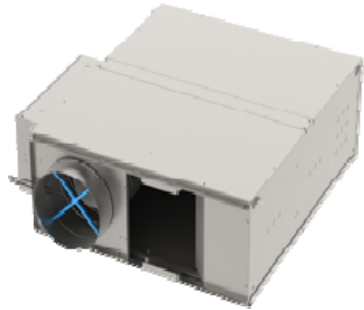
FPB-128



Notes

Fan Powered Box

FPB-134



Notes

Fan Powered Box

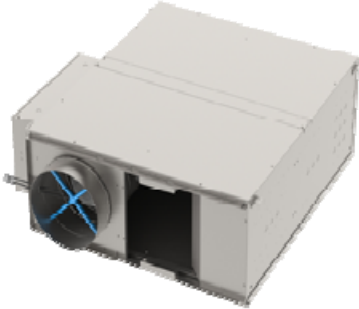


**EQUIPMENT  
PICTURES**

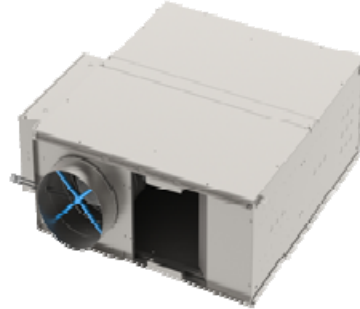


**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

FPB-208.1



FPB-208.2



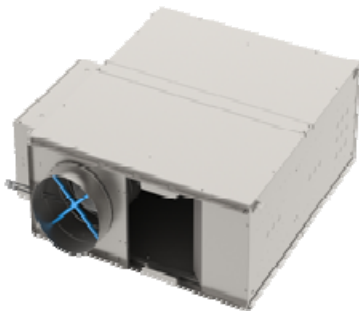
Notes

Fan Powered Box

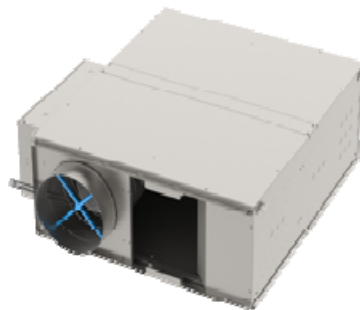
Notes

Fan Powered Box

FPB-218.1



FPB-218.2



Notes

Fan Powered Box

Notes

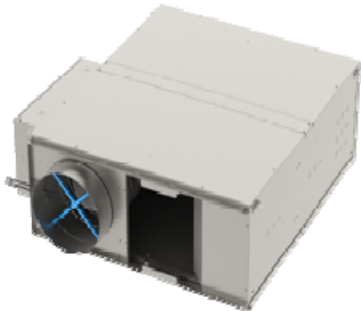
Fan Power Box

**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

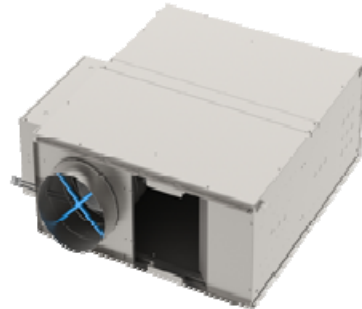
**FPB-218.3**



Notes

**Fan Power Box**

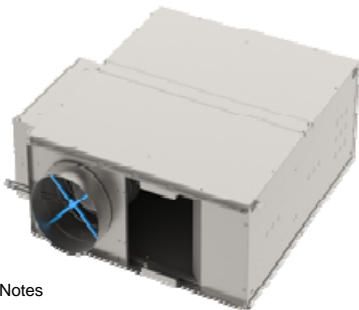
**FPB-220**



Notes

**Fan Power Box**

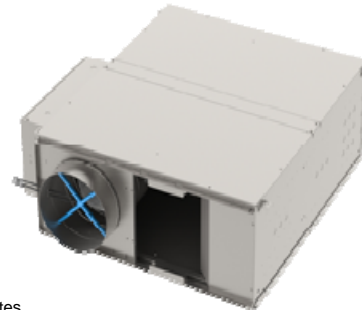
**FPB-235**



Notes

**Fan Power Box**

**FPB-238**



Notes

**Fan Power Box**

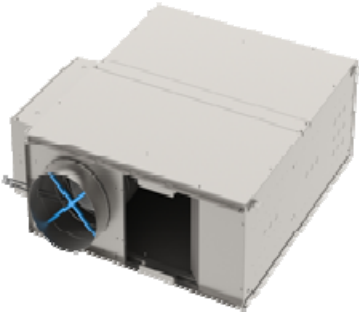


**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

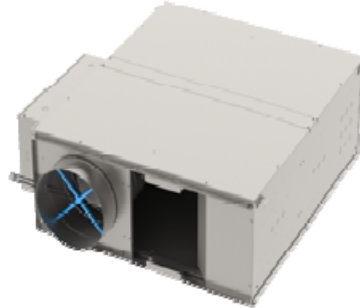
FPB-238



Notes

Fan Power Box

FPB-310



Notes

Fan Power Box

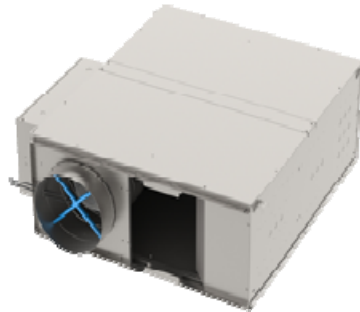
FPB-312



Notes

Fan Power Box

FPB-313



Notes

Fan Power Box



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

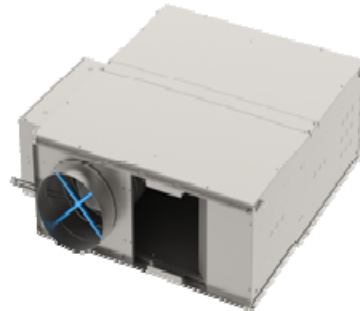
FPB-314



Notes

Fan Power Box

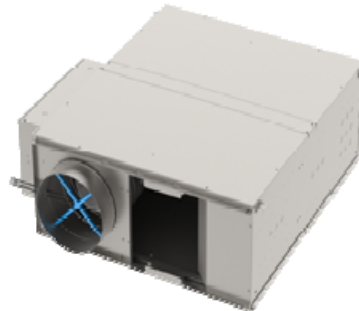
FPB-315



Notes

Fan Power Box

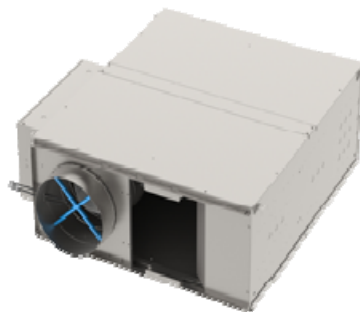
FPB-316



Notes

Fan Power Box

FPB-317



Notes

Fan Power Box



**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

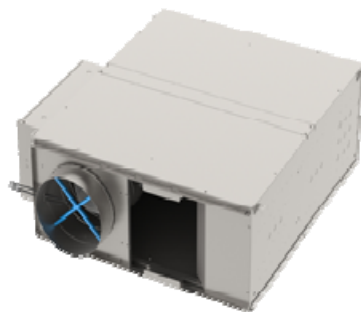
FPB-318



Notes

Fan Power Box

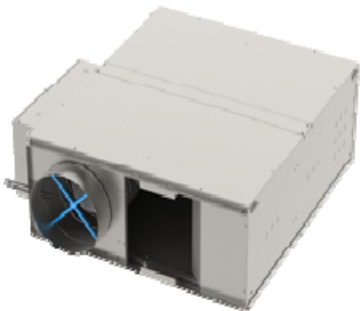
FPB-324



Notes

Fan Power Box

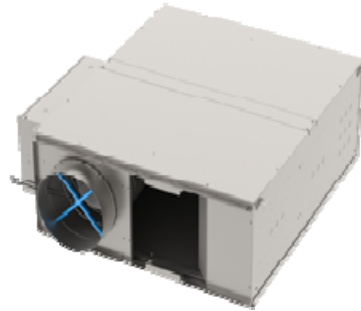
FPB-326.1



Notes

Fan Power Box

FPB-326.2



Notes

Fan Power Box





**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

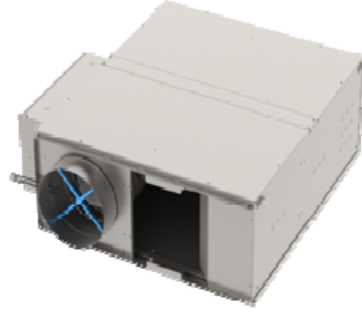
FPB-327



Notes

Fan Power Box

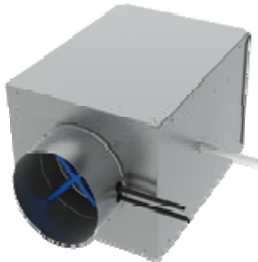
FPB-328



Notes

Fan Power Box

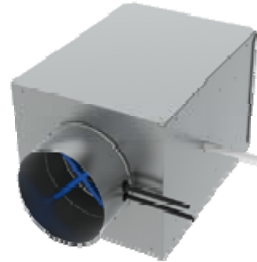
VAV-A01



Notes

VAV Box

VAV-B21



Notes

VAV Box

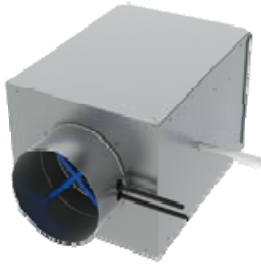


**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

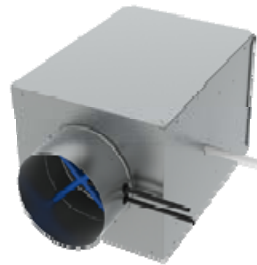
VAV-B21



Notes

VAV Box

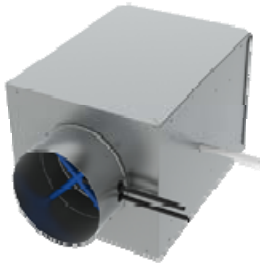
VAV-B26



Notes

VAV Box

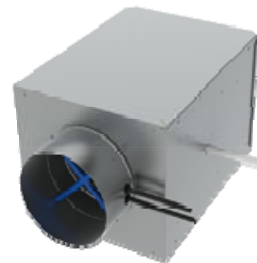
VAV-B29



Notes

VAV Box

VAV-B34



Notes

VAV Box

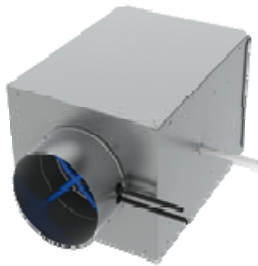


**EQUIPMENT  
PICTURES**



**for:**  
**Wilmette Public Library**  
1242 Wilmette Avenue  
Wilmette, IL 60091

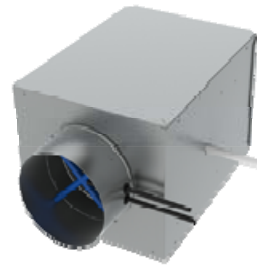
VAV-114



Notes

VAV Box

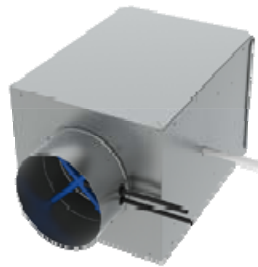
VAV-122



Notes

VAV Box

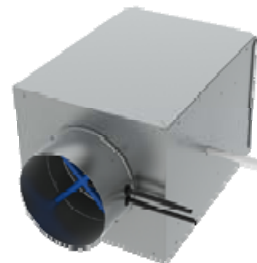
VAV-125



Notes

VAV Box

VAV-218



Notes

VAV Box



**EQUIPMENT  
PICTURES**



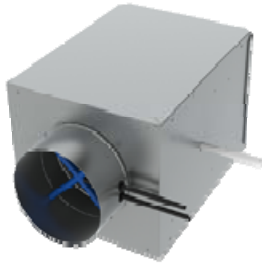
**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

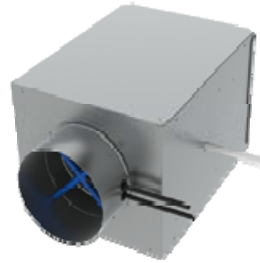
VAV-223



Notes

VAV Box

VAV-320



Notes

VAV Box

EWH-112

**N/A**

Notes

Electrical Water Heater

ECH-100

**N/A**

Notes

Electrical Ceiling Heater



**EQUIPMENT  
PICTURES**



**for:**

**Wilmette Public Library**

1242 Wilmette Avenue

Wilmette, IL 60091

CUH-320

CUH-330

**N/A**

**N/A**

Notes

Cabinet Unit Heater

Notes

Cabinet Unit Heater

CUH-9

**N/A**

Notes

Cabinet Unit Heater



**SECTION 5**  
TERMS AND CONDITIONS





## TERMS AND CONDITIONS



That any alterations, additions, adjustments, or repairs relating to equipment or system design made by parties other than the Seller, unless authorized by the Seller, may release the Seller and terminate all obligations of the Seller at the discretion of the Seller upon advanced written notice. The Seller has the right to modify this agreement to incorporate material changes made to the equipment by parties other than the Seller during the term of this agreement, and the agreement price shall be adjusted accordingly.

That as part of this agreement, the Seller shall not be required to make safety tests, install new attachments or appurtenances, add controls, revamp, or make renovations to existing systems with devices of different design or function to satisfy conditions which may be recommended or required by insurance companies, governments, or other authorities, unless paid for by the Customer.

That the Seller shall not be required to move, remove, replace, or alter any part of the building structure in the performance of this agreement.

That the product or equipment listed in this agreement is being accepted with the understanding that said equipment is in good operating condition. Should any repairs be found necessary upon startup or initial inspections, Seller shall inform the Customer of its condition and remedy, and a charge will be made for these repairs, governed by the prevailing labor and material rates. Seller shall not be obligated under this agreement until such time as it is brought up to conditions acceptable to Seller. The Seller shall make a good faith effort to perform an evaluation of subject equipment listed herein within a reasonable period of time after conditions permit operational testing of said equipment, excluding all new equipment installed under construction contract with The Hill Group.

That Seller shall not be required to identify, detect, encapsulate, or remove asbestos or products or materials containing asbestos or similar hazardous substances.

The Seller's obligation under this agreement (unless otherwise specifically written herein) will not include: latches, hardware or glass, ductwork, hinges, lights, fixtures, door heaters, plumbing, pneumatic piping, sheet metal, damper blades, insulation (not damaged or removed by the Seller during the course of maintenance or repair activities), VAV and FPB, T-stats for VAV's and FPB, recording instruments, gauges and thermometers which are additional to existing equipment, electrical wiring up to and including the disconnect switch, control wiring external to equipment, drain, steam, and water piping beyond the apparatus valves, electrical lines beyond the apparatus main switch, moving or relocating equipment, refrigerant, replacement of parts that are obsolete, repairs due to freezing, contaminated or corrosive water, cleaning of evaporator coils, pump seals, repair of tube bundles, all non-maintainable items such as pressure vessels, tubes, condenser coils, cabinets, tower fill, disconnect switches, circuit breaker, boiler tubes, boiler sections, refractory breaching, heat exchangers, combustion chambers, smoke stacks, fan housings, condensate pans, structural supports, non-moving parts, tanks, painting ducts, chimneys, flues and air/water balancing.

The Customer will assume responsibility, hold the Seller harmless, and pay extra for all service and material required to make repairs due to, but not limited to any one of the following: electrical surge or loss, high, low or inadequate power, blown or burned out main or branch fuses, open circuit breaker, lack of adequate gas or oil supply or pressure, inadequate city water pressure, contamination of fuel oil, water supply, atmosphere, faulty system engineering, design, accident, freezing, flooding, willful damage, misuse, abuse, negligence, fire, theft, lightning, storms, operation of equipment beyond design conditions. In no event shall the Seller be obligated to repair any equipment damaged by reason of Customer's negligence, Customer's misuse, or abuse, or by reason of any other cause beyond the Seller's control other than wear and tear.

Seller shall not be liable for any losses, delays, or damages due to, any of the following: interruption in use of equipment, failure to maintain desired temperature or humidity levels, failure to provide timely service, inability to obtain required parts and/or materials through normal trade suppliers, strikes, lockouts, explosion, theft, riot, civil commotion, malicious mischief, asbestos, labor disturbances, freeze-up, fire, rust, corrosion, commercial delays, spoilage, flooding, loss of business, war conditions, Acts of God, Acts of government, or any other conditions beyond Seller's control. It is expressly agreed that the Seller assumes no liability for negligence or failure beyond the Seller's control.

In no event, shall either party be liable to the other and /or to any other party whatsoever for, incidental, or consequential damages or losses. Liability of Seller shall not exceed for any reason whatsoever, the amount of the fees as stated in this agreement. The Customer shall provide Seller with a copy of warranties covering the equipment included in the agreement or in future amendments. Seller shall advise Customer if such equipment becomes defective within the warranty period, during which time the Seller shall not be responsible for replacing or repairing such equipment, but shall be responsible for the labor necessary to provide scheduled maintenance on such equipment to the extent provided herein. There are no express warranties other than set forth specifically above. There are no implied warranties on the goods and/or services provided, including the implied warranty of merchantability and fitness for a particular purpose.

Emergency service required to protect life or property shall be limited to the scope of service described and type of coverage chosen in the service level description. If emergency service discloses no defect for which Seller is responsible under this agreement, or if the emergency service is outside the coverage selected the service level description, Customer agrees to pay Seller the prevailing labor and material charges for such service.

The prices quoted herein do not include any applicable use taxes. Customer agrees to pay Seller any present or future taxes or any other governmental charges now or hereafter imposed with respect to the transfer, use, ownership, or possession of the equipment to which this agreement relates.

This Agreement shall remain in effect until terminated by either party giving a minimum of 30 days written notice. If the Customer terminates the agreement before the anniversary date, the Customer agrees to pay the Seller for all labor and materials rendered up to the date of termination. The contract price is subject to adjustment on the first day of each contract year for changes in labor costs, and material costs, and changes in applicable taxes.

Any agreement termination notice required shall be in writing and shall be sent certified mail to the Seller at the address indicated on the agreement page. Any address termination notice required by the Customer shall be in writing and sent by certified mail to the Customer at the address listed on the agreement page. This document embodies the entire agreement between the parties, and no oral agreement or correspondence shall be held to alter the provisions hereof. To be valid, all subsequent changes and modifications shall be embraced within a written document duly executed by both parties.





**SECTION 6**  
CONTACTS AND PROCEDURES





## CONTACTS AND PROCEDURES



During office hours you may call 847.451.4200 and speak with our Service Coordinator to obtain any service you require. After hours and on weekends, you may contact our answering service at 847.451.4200, and a service technician will be dispatched to take care of your needs.

If for any reason our answering service or the on-call person does not take care of you to your satisfaction, please feel free to contact any one of the following individuals:

*Your account manager will handle repair proposals, unit replacement proposals, billing questions, and general questions about the maintenance of your facility.*

*Account Manager*

**Kevin Denzel**

Mobile: 773.491.4930  
Office: 847.451.4212  
E-mail: [kevin.denzel@hillgrp.com](mailto:kevin.denzel@hillgrp.com)

*If you are unable to reach your account manager, this will be your second point of contact for urgent questions:*

*General Superintendent*

**Jack Paciolla**

Mobile: 773.617.1979  
Office: 847.451.5038  
E-mail: [jack.paciolla@hillgrp.com](mailto:jack.paciolla@hillgrp.com)

*If you are unable to reach your account manager, this will be your third point of contact for urgent questions:*

*Service Manager*

**Kevin Flight**

Mobile: 773.617.1971  
Office: 847.451.4203  
E-mail: [kevin.flight@hillgrp.com](mailto:kevin.flight@hillgrp.com)

*If you are unable to reach your account manager, this will be your fourth point of contact for urgent questions:*

*Vice President*

**Marc Pittas**

Mobile: 312.504.0054  
Office: 847.451.4201  
E-mail: [marc.pittas@hillgrp.com](mailto:marc.pittas@hillgrp.com)



**SECTION 7**  
REMOTE FIELD SERVICES



## THE HILL GROUP / SERVICES

### Field Service Solution

#### Overview

Each of our Service Technicians are equipped with a tablet computer that is wirelessly linked back to our servers. While in field, this gives our Technicians the unique ability to access your equipment's history, access OEM manuals, complete and email work orders, and upload pictures and notes. By instantly being able to share this information, the time it takes our Account Representatives to gather information and provide you with the solutions you need is drastically reduced.

#### How It Works

- The service call is received by the customer services representative.
- The Technician begins his/her assignment by receiving the work orders on the tablet.
- The dispatch board is electronically updated with the Tech's status via his/her tablet.
- Using the tablet the technician is able to view the work order details, comments, and service history.
- An electronic PDF version of the Technician's work order is automatically emailed to the customer.
- At completion, the technician can enter work notes, parts used during the repair, images from the site, payment methods and signature capture all on the tablet.

There is zero wasted time or energy on your end or ours

#### Customer Benefits

- Provide customer with real time information.
- Electronic paper work simplifies documentation requirements for ISO 9000 and Joint Commission inspections.
- Decrease cost to customer by increasing information accessibility thus decreasing work time
- Less time waiting for repair/installation quotes
- Better prepared better equipped

#### Dispatch Benefits

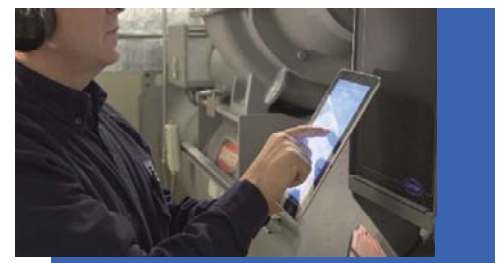
- Color coded screens present technicians schedules, need for specific parts and call priorities.
- Multiple tech levels to insure that only qualified technicians are sent on calls
- Complete integration with Service Agreements
- The technician updates the status of the work order, which is instantly displayed on the dispatchers electronic dispatch board.

You are assured to receive a prompt and qualified Technician to handle your needs

#### Technician Benefits

Technicians now have immediate access to the following information while working on site.

- Customer history
- Agreement/Contract Information
- Equipment List
- Site Safety Notes
- Inspection Reports
- Equipment Manuals





**SECTION 8**  
SAFETY



# THE HILL GROUP Safety

It is our mission to provide, to the best of our ability, a healthy and safe working environment for all of our personnel as well as that of our tiered subcontractors.

## Hill Group Management Commitment

### 2019 Ratings

EMR: 0.72  
DART: 1.71  
RIR: 2.50

### 2018 Ratings

EMR: 0.70  
DART: 2.33  
RIR: 2.33

### 2017 Ratings

EMR: 0.68  
DART: 0.00  
RIR: 0.00

### 2016 Ratings

EMR: 0.66  
DART: 0.00  
RIR: 0.00

## Policies and Procedures

The Hill Team goes beyond compliance to provide the tools, equipment, materials, and manpower to perform work safely and take ownership in the project.

### Visible commitment in the field via an on-site full time safety presence.

- Empower all personnel, regardless of rank to be engaged in the safety process.

### Keeping teams informed

- Project updates - Communication of noted conditions and constant assesment of the environment is promoted.
- Company outlook and performance.
- Current events.

### Staffing for Safety

- All Hill personnel are empowered to participate in the safety process and contribute accordingly.

### Planning: Pre-Project and Pre-Task

- Comprehensive pre-planning and pre-task planning is critical to safety success.

### Quality

- The Hill Group has a dedicated Quality Professional on staff responsible for implementation and oversight of our process-based Quality and Continuous Program.

## Safety Education

### Orientation and Specialized Training

- 145 Hour Construction Safety Training - Super Intendents/CMs
- 10/30 Hour Construction Safety training for all foremen and supervisory personnel/OSHA Competent Person
- First Aid CPR
- Job Hazard Assessment
- Rigging/Signaling/Confined Space/Excavation/Personnel
- Hoists/Fork Trucks
- Encourage participation beyond work activities.

### Keeping teams informed

- Evaluation/Recognition and Reward for proactive safety involvement
- Subcontractor Management - All subcontractors are vetted for their safety, quality and financial performance.
- Accident/Indecent Investigations based on root cause analysis.
- Drug and Alcohol Testing
- Leadership allows investing in safety and quality without hesitation.
- The Hill Group adds value to clients through execution of effective safety and quality initiatives.
- Technology is leveraged to identify and mitigate potential safety hazards and maximize quality management and minimize overall construction risk.



**SECTION 9**  
INSPECTION FORMS







## Boiler Operating Inspection

CUSTOMER \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

MODEL # \_\_\_\_\_ SERIAL # \_\_\_\_\_

### VESSEL INSPECTION AND MAINTENANCE

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> INSPECT FOR WATER LEAKS | <input type="checkbox"/> ISOLATE AND DRAIN WATER SIDE   | <input type="checkbox"/> REMOVE HAND HOLE COVERS            |
| <input type="checkbox"/> FLUSH WATER SIDE        | <input type="checkbox"/> INSPECT WATER SIDE             | <input type="checkbox"/> CLEAN HAND HOLE SURFACES           |
| <input type="checkbox"/> CLEAN MANWAY SURFACE    | <input type="checkbox"/> INSTALL NEW GASKETS            | <input type="checkbox"/> OPEN AND CLEAN WATER MAKE UP VALVE |
| <input type="checkbox"/> FLUSH LEVEL COLUMN      | <input type="checkbox"/> OPEN AND CLEAN LOW WATER FLOAT | <input type="checkbox"/> TEST RELIEF VALVE                  |
| <input type="checkbox"/> PLUG RELIEF             | <input type="checkbox"/> HYDRO TEST VESSEL              |   |

### FIRE SIDE INSPECTION AND MAINTENANCE

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> BRUSH AND VACUUM FIRE TUBES | <input type="checkbox"/> INSPECT TUBE SHEETS           | <input type="checkbox"/> REPLACE DOOR GASKETS AS REQUIRED |
| <input type="checkbox"/> INSPECT REFRACTORY          | <input type="checkbox"/> REPAIR REFRACTORY AS REQUIRED |   |

### BURNER INSPECTION AND MAINTENANCE

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> CLEAN PILOT ASSEMBLY          | <input type="checkbox"/> CLEAN BURNER ASSEMBLY   | <input type="checkbox"/> CLEAN COMBUSTION AIR INTAKE |
| <input type="checkbox"/> INSPECT AND LUBRICATE LINKAGE | <input type="checkbox"/> GENERAL BURNER CLEAN UP | <input type="checkbox"/> ANNUAL COMBUSTION TEST      |

### ELECTRICAL SECTION

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> CHECK ALL TERMINALS | <input type="checkbox"/> CHECK ALL CONTACTS | <input type="checkbox"/> RECORD SUPPLY VOLTAGE |
| <input type="checkbox"/> RECORD MOTOR AMPS   |   |  |

### OPERATING INSPECTION

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> CYCLE THRU SEQUENCE OF OPERATION | <input type="checkbox"/> RECORD PILOT SIGNAL           | <input type="checkbox"/> RECORD MANIFOLD GAS PRESSURE  |
| <input type="checkbox"/> TEST LOW WATER CUT OFF           | <input type="checkbox"/> TEST HIGH GAS PRESSURE SAFETY | <input type="checkbox"/> TEST LOW GAS PRESSURE SAFETY  |
| <input type="checkbox"/> TEST OPERATING CONTROL           | <input type="checkbox"/> TEST LIMIT CONTROL            | <input type="checkbox"/> INSPECT COMBUSTION AIR INTAKE |
| <input type="checkbox"/> LUBRICATE BURNER MOTOR           | <input type="checkbox"/> INSPECT WATER MAKE UP         | <input type="checkbox"/> INSPECT CONDENSATE PUMP       |
| <input type="checkbox"/> INSPECT VACUUM PUMP              | <input type="checkbox"/> VERIFY GUAGE READINGS         | <input type="checkbox"/> VERIFY THERMOMETER READINGS   |

### ELECTRICAL SECTION

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> CHECK ELECTRICAL CONNECTIONS | <input type="checkbox"/> TIGHTEN TERMINALS     | <input type="checkbox"/> CHECK & CLEAN CONTACTS    |
| <input type="checkbox"/> RECORD SUPPLY VOLTAGE        | <input type="checkbox"/> RECORD MOTOR AMPS L1  | <input type="checkbox"/> RECORD MOTOR AMPS L2      |
| <input type="checkbox"/> RECORD MOTOR AMPS L3         | <input type="checkbox"/> CHECK SAFETY CONTROLS | <input type="checkbox"/> CALIBRATE SAFETY CONTROLS |
| <input type="checkbox"/> CHECK SEQUENCE OF OPERATION  | <input type="checkbox"/>                       |  |

### ADDITIONAL TASKS REQUESTED

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



**HILL MECHANICAL SERVICES**

11045 GAGE ST  
FRANKLIN PARK, IL 60131  
(847) 451-4200  
(847) 451-4211 FAX

**Boiler Combustion Analysis**

SITE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOILER ID: \_\_\_\_\_

MODEL # \_\_\_\_\_ YEAR BUILT: \_\_\_\_\_

TEST BY: \_\_\_\_\_ TEST DATE \_\_\_\_\_

**COMBUSTION TEST RESULTS - GAS**

GAS TYPE: \_\_\_\_\_

	EXCESS AIR (%)	EFFICIENCY (%)	O2 (%)	CO2 (%)	CO (PPM)	DRAFT	TEMPERATURE		FLAME SIGNAL		E77	LOSS
						FIREBOX PRESSURE ("WC)	STACK (NET) (°F)	PRIMARY (°F)	PILOT	MAIN		
HIGH FIRE												
MID FIRE												
LOW FIRE												

**COMBUSTION TEST RESULTS - OIL**

OIL TYPE: \_\_\_\_\_

	OIL PRESSURE			CO2 (%)	SMOKE #	FIREBOX PRESSURE ("WC)	TEMPERATURE		FLAME SIGNAL		AIR SETTING	
	INPUT (GFH)	SUPPLY (PSI)	BYPASS (PSI)				STACK (GROSS) (°F)	ROOM (°F)	PILOT	MAIN	TOTAL ("WC)	PRIMARY (%)
HIGH FIRE												
MID FIRE												
LOW FIRE												

**CHECK OF SAFETY CONTROLS**

- LOW WATER CUTOFF
  - PILOT FAILURE
  - MAIN FLAME FAILURE
- HIGH GAS PRESSURE SETTING \_\_\_\_\_
- LOW GAS PRESSURE SETTING \_\_\_\_\_

**LIMIT CONTROL SETTINGS**

HIGH LIMIT \_\_\_\_\_ MODULATING CONTROL \_\_\_\_\_

OPERATING CONTROL \_\_\_\_\_ HIGH-LOW CONTROL \_\_\_\_\_

**REMARKS AND OBSERVATIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



11045 GAGE AVENUE  
FRANKLIN PARK, IL 60131  
847-451-4200  
847-451-4211 FAX

## Pump Operating Inspection

MANUFACTURER \_\_\_\_\_

MODEL # \_\_\_\_\_

SERIAL # \_\_\_\_\_

TAG: \_\_\_\_\_

### OPERATING INSPECTION

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> INSPECT FOR WATER LEAKS      | <input type="checkbox"/> INSPECT FOR LOOSE OR DAMAGED COMPONENTS |   |
| <input type="checkbox"/> CHECK FOR ALIGNMENT          | <input type="checkbox"/> LUBRICATE PUMP                          | <input type="checkbox"/> LUBRICATE MOTOR      |
| <input type="checkbox"/> RECORD MOTOR AMPS L1         | <input type="checkbox"/> RECORD MOTOR AMPS L2                    | <input type="checkbox"/> RECORD MOTOR AMPS L3 |
| <input type="checkbox"/> CHECK ELECTRICAL CONNECTIONS | <input type="checkbox"/> TIGHTEN TERMINALS                       |   |

### FREQUENCY DRIVE

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> RECORD SETPOINT   | <input type="checkbox"/> RECORD SYSTEM PRESSURE  | <input type="checkbox"/> TEST LIMIT CONTROL |
| <input type="checkbox"/> TIGHTEN TERMINALS | <input type="checkbox"/> CLEAN PANEL AS REQUIRED |   |

### COMMENTS

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11045 GAGE AVENUE  
FRANKLIN PARK, IL 60131  
847-451-4200  
847-451-4211 FAX

### Exhaust Fan Operating Inspection

CUSTOMER \_\_\_\_\_

MODEL # \_\_\_\_\_ MODEL # \_\_\_\_\_ SERIAL # \_\_\_\_\_

UNIT TAG \_\_\_\_\_ LOCATION \_\_\_\_\_

**BLOWER SECTION**

CHECK SHEAVES  CHECK BELTS  CHANGED BELT

LUBRICATE EXHAUST FAN BEARINGS  LUBRICATE MOTOR BEARINGS  ADJUST BELT AS REQUIRED

WHEELS FREE OF DEBRIS

**FREQUENCY DRIVE (WHERE APPLICABLE)**

RECORD STATIC SETPOINT  RECORD SYSTEM STATIC  TEST LIMIT CONTROL

TIGHTEN TERMINALS  CLEAN PANEL AS REQUIRED

**ELECTRICAL SECTION**

CHECK ELECTRICAL CONNECTIONS  TIGHTEN TERMINALS  CHECK & CLEAN CONTACTS

RECORD SUPPLY VOLTAGE  RECORD MOTOR AMPS L1  RECORD MOTOR AMPS L2

RECORD MOTOR AMPS L3  CHECK SAFETY CONTROLS  CALIBRATE SAFETY CONTROLS

**DAMPER SECTION**

LUBRICATE LINKAGE  ADJUST LINKAGE AS REQUIRED  VERIFY FULL CLOSED O/A DAMPER POSITION

LUBRICATE BLADE PIVOT POINTS  INSPECT BLADE SEALS

**NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wilmette Public Library District**

Finance Committee Meeting, May 5, 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.

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**

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.

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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.

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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.

### **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.

DRAFT

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
<b>Income</b>									
<b>41000 · Taxes Collected</b>									
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%
<b>Total 41000 · Taxes Collected</b>	<b>5,709,567</b>	<b>5,815,103</b>	<b>5,355,151</b>	<b>5,815,103</b>	<b>5,036,305</b>	<b>5,815,103</b>	<b>86.61%</b>	<b>5,591,099</b>	<b>-3.85%</b>
<b>Other Income</b>									
43010 · GF Interest	163,474	90,000	225,920	95,000	100,728	100,000	100.73%	100,000	5.26%
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%	35,000	0.00%
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%
<b>48000 · Gifts/Donations</b>									
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%
<b>Total 48000 · Gifts/Donations</b>	<b>32,737</b>	<b>50,800</b>	<b>40,691</b>	<b>39,000</b>	<b>29,708</b>	<b>36,000</b>	<b>82.52%</b>	<b>42,000</b>	<b>16.67%</b>
<b>Total Other GF Income</b>	<b>574,900</b>	<b>506,832</b>	<b>635,567</b>	<b>472,124</b>	<b>337,119</b>	<b>439,151</b>	<b>76.77%</b>	<b>444,809</b>	<b>1.29%</b>
<b>Total General Fund Income</b>	<b>5,840,428</b>	<b>5,815,435</b>	<b>5,502,696</b>	<b>5,780,727</b>	<b>4,868,703</b>	<b>5,747,754</b>	<b>84.71%</b>	<b>5,475,588</b>	<b>-4.74%</b>
<b>Total Taxes Collected &amp; Other GF</b>	<b>6,284,467</b>	<b>6,321,935</b>	<b>5,990,718</b>	<b>6,287,227</b>	<b>5,373,424</b>	<b>6,254,254</b>	<b>85.92%</b>	<b>6,035,908</b>	<b>-3.49%</b>

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
<b>I. PATRON MATERIALS/SERVICES</b>											
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%
<b>II. PERSONNEL</b>											
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%
<b>III. OPERATION</b>											
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%
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>5,256,050</b>	<b>5,607,441</b>	<b>93.7%</b>	<b>5,243,524</b>	<b>5,791,868</b>	<b>90.5%</b>	<b>4,508,085</b>	<b>6,028,889</b>	<b>74.8%</b>	<b>5,715,887</b>	<b>-1.3%</b>

**WILMETTE PUBLIC LIBRARY BUDGET AND BUDGET & APPROPRIATION ORDINANCE (B&AO) SCHEDULE**

<b>ACTION</b>	<b>FISCAL YEAR 2019-20 (July 1, 2019 – June 30, 2020)</b>	<b>FISCAL YEAR 2020-21 (July 1, 2020 – June 30, 2021)</b>	<b>FISCAL YEAR 2021-22 (July 1, 2021 – June 30, 2022)</b>
Schedule Finance Committee meeting to review budget	March 19, 2019 Board meeting action item; meeting date established via email	April 21, 2020 Board meeting action item; meeting date established via email	April 20, 2021 Board meeting action item; meeting date established via email
Post meeting notice at least 2 days prior to meeting	April 11, 2019	May 6, 2020	April 28, 2021
Conduct Finance Committee meeting to review draft working budget	April 15, 2019 before Board meeting	May 11, 2020 before Board meeting	May 5, 2021 before Board meeting
Approve working budget; prepare tentative B&AO, including public hearing date	Budget approved at June 18, 2019 Board meeting	Budget to be approved at June 23, 2020 Board meeting	Budget to be approved at June 15, 2021 Board meeting
Send tentative B&AO to attorney for review	After July 2019 meeting	After July 2020 meeting	After July 2021 meeting
Post tentative B&AO on legal bb & web page	After attorney review	After attorney review	After attorney review
Publish public hearing notice in legal section of newspaper at least 30 days before public hearing	Wilmette Beacon, July 18, 2019	Sun Times, July 17, 2020	Sun Times or Tribune, July __, 2021
Post public hearing notices at least 30 days before hearing	July 18, 2019	July 17, 2020	July __, 2021
Conduct public hearing 15 minutes before meeting	August 20, 2019 Board meeting	August 18, 2020 Board meeting	August 17, 2021 Board meeting
Approve final B&AO as action item	August 20, 2019 Board meeting	August 18, 2020 Board meeting	August 17, 2021 Board meeting
Send final B&AO to attorney	After August 2019 meeting	After August 2020 meeting	After August 2021 meeting
Publish final B&AO in legal section of newspaper	Wilmette Beacon, August 2019	Sun Times, August 2020	Sun Times or Tribune, August 2021
Post final B&AO on legal bb & web page	After August 2019 meeting	After August 2020 meeting	After August 2021 meeting
File final B&AO with County Clerk within 30 days of approval	After August 2019 meeting	After August 2020 meeting	After August 2021 meeting

## Wilmette Public Library Director's Report – May 18, 2021

### Library Activities for April-May 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 ten contactless deliveries of books and STEM Kits to our partner preschools.

In April, families strolled through a new book in Vattmann Park, *My Day with Gong Gong* by Sennah Yee. In this story, a day out in Chinatown takes an unexpected turn when a bored little girl makes a connection with her grandpa.



##### **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>

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

Digital Services Manager Stephen Koebel is serving on the RAILS Equity, Diversity, and Inclusion (EDI) Subcommittee for Leadership, Advocacy, and Training. The committee has identified focus areas for their work, including Applying an Equity Lens, Board and Admin Training, and EDI Focus in Marketing and Communications. Along with Stephen, Victoria Blackmer, Assistant Director at Robert Jones Public Library, is in charge of identifying a web platform and



populating it with free EDI tools for libraries to utilize for training at a local level. This is a great assignment for Stephen, combining his technology expertise with his passion for EDI work.

On Saturday, April 24 local teacher Ling Liu presented Mandarin Bilingual Storytime and a special Mandarin Conversation Café on Zoom.

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

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

The Website Redesign project began in April with a productive introduction to our project manager Lindsay Sarin from Library Market. Lindsay explained what we can expect for our Discovery, Design, Development, and Launch phases of the project. Our staff Website Redesign Committee has already completed and discussed multiple elements of the Discovery phase, so we were well situated when the process officially began in May.

On May 10, the Website Redesign Committee joined with our project manager to officially kick-off our project. The committee was prepared having already completed an evaluation of our library sites, neighboring library sites, and sites developed by Library Market. Additionally, we analyzed and have begun developing both the Staff and Patron surveys provided by Library Market to fit our community profile. We're excited for our next steps.

## **Collections**

### **Digital**

Overall our digital resource usage statistics have remained relatively stable month over month this fiscal year. With the virtual school year in Wilmette coming to an end, there was a drop in our Homework Help resources. Additionally, there was a noticeable spike in personal finance-related resources, likely coinciding with tax season.

E-books and digital media remain strong. Kanopy had a noticeable spike, and this can be attributed to the film discussion programs hosted by Creative Experiences Coordinator Jennifer Bartel; they're wonderful programs and encourage use of our media products.

The digital magazine statistics are notably lower than usual since the migration to OverDrive. As noted previously, this is because OverDrive does not have an automatic checkout feature like RBDigital did (which may have inflated usage previously). OverDrive does provide push notifications to patrons when the next issue is ready for check out, though patrons still need to initiate the checkout on their own. Stephen Koebel has discussed this concern with our rep

from OverDrive, asking about the possibility of automatic checkouts, though OverDrive is not currently planning to implement that feature.

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

## **Physical**

Shelving staff completed shifting of the Mystery/Suspense Room. There is now space on each shelf for the entire collection and a number of shelves can now be used for displays too.

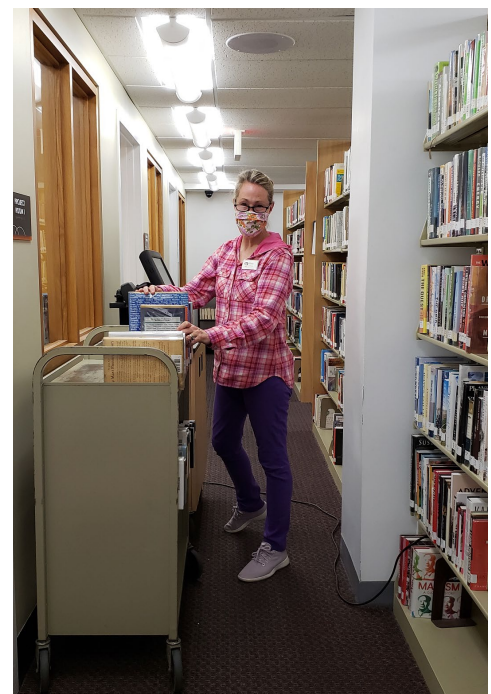
After an extensive study, we have found a good spot to move the Oversized Book Collection. This collection has moved around a bit over the years; after several years on the Mezzanine it's time for its return to the Lower Level with the rest of the non-fiction collections. To accomplish this goal, we will need to acquire a few new shelves and staff will need to do a bit more shifting to make room for the collection in its future location near the Friends bookstore, Books Down Under. We also have plans to shift in the 900s room, and we are still planning shifting of the 600s for the construction project this summer. Facilities staff installed temporary shelving near the southwest stairs on the Lower Level to help keep a good portion of the affected collections from the 600s still accessible during the renovation.

Our regular task of shelving materials has been quite busy as patrons are resoundingly thrilled that we are open and are taking advantage of the physical collections at rates comparable to our pre-pandemic circulation. Switchboard staff reports that the calls they receive from patrons are mostly positive, thanking staff for what we are doing to adapt and meet demand. People still want more of course! They mostly ask about study spaces and book donations, but are happy to hear that they will be coming back relatively soon.

## **RFID Project**

After finishing the tagging of the Children's collections on the second floor in late April, the tagging team moved back to the Mystery/Suspense Room on the first floor when that collection was finished with weeding. The team then moved down to the Lower Level.

The Lower Level is comprised of all our expansive adult non-fiction collections and there are many large, heavy books in these areas. The repetitive tagging of these collections can be very physically demanding; we're grateful for the dedication and perseverance of our team with this project. Staff has already completed the 300, 400, 600, and 700 sections. The team will return to the 500s when Adult Services staff complete their review of this collection this month.



Up next for tagging are the 800s, and then the 000 – 200 books. Before tagging the 900s, staff also will be tagging the extra copies of Mystery/Suspense books that are in our Compact Shelving storage. Staff is also concurrently helping to pull books in the 900s room for selectors to evaluate for condition before tagging.

When the RFID tagging teams were working on the youth video games, Jessica Thomson took the opportunity to remove the overdue fine labels from the inside of the then unlocked cases. She enlisted Shelving and Circulation to remove any remaining labels they might see, and also asked Laura Krimsin-Morales to remove the labels from a few rows of locked cases.

### **Technical Services Statistics**

The Technical Services team continued to be very productive in April. We added 2,906 physical items to the collection this month, an increase of 410 items over last month's total. Total April withdrawals were down by 767 items, reflecting the fact that the weeding of specific collections has slowed down once RFID tagging of those collections has been completed.

We added 1,485 adult books, 37 teen books, and 833 youth books for a total of 2,355 books (an increase of 506 books over last month's total; we added 289 more adult books, 17 less teen books, and 234 more youth books). We added 149 adult AV items, 0 teen AV items, and 16 youth AV items for a total of 165 AV items (a decrease of 55 from last month's total; we added 50 less adult AV items, no teen AV items again, and 5 less youth AV items). 344 issues were added to the adult magazine collection and 42 issues were added to the youth magazine collection for a total of 386 periodicals (a decrease of 41 from last month's total).

We withdrew 3,270 adult books, 20 teen books, and 256 youth books for a total of 3,546 books (a decrease of 445 books from last month's total). 204 AV items (166 adult AV items and 38 youth AV items) were also withdrawn (a decrease of 212 items from last month's total). 292 adult magazines and 2 youth magazines were withdrawn for a total of 294 magazines (a decrease of 110 from last month's total).

As the weeding of the collection is slowing down, the number of boxes sent to Better World Books is trending down as well. In April, we shipped 65 boxes to Better World Books. In March, we shipped 89 boxes and in February, we shipped 105 boxes.

In terms of digital resources, 1,164 e-books, 873 e-audiobooks, and 25 e-magazines were added to our Overdrive collection in April. Last month, 1,500 e-books, 709 e-audiobooks, and 10 e-magazines were added to our OverDrive collection. Also, 942 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 428 items were removed. Last month, 731 music, video, e-book, and e-audiobook items were added to our Hoopla holdings and 571 items were removed.

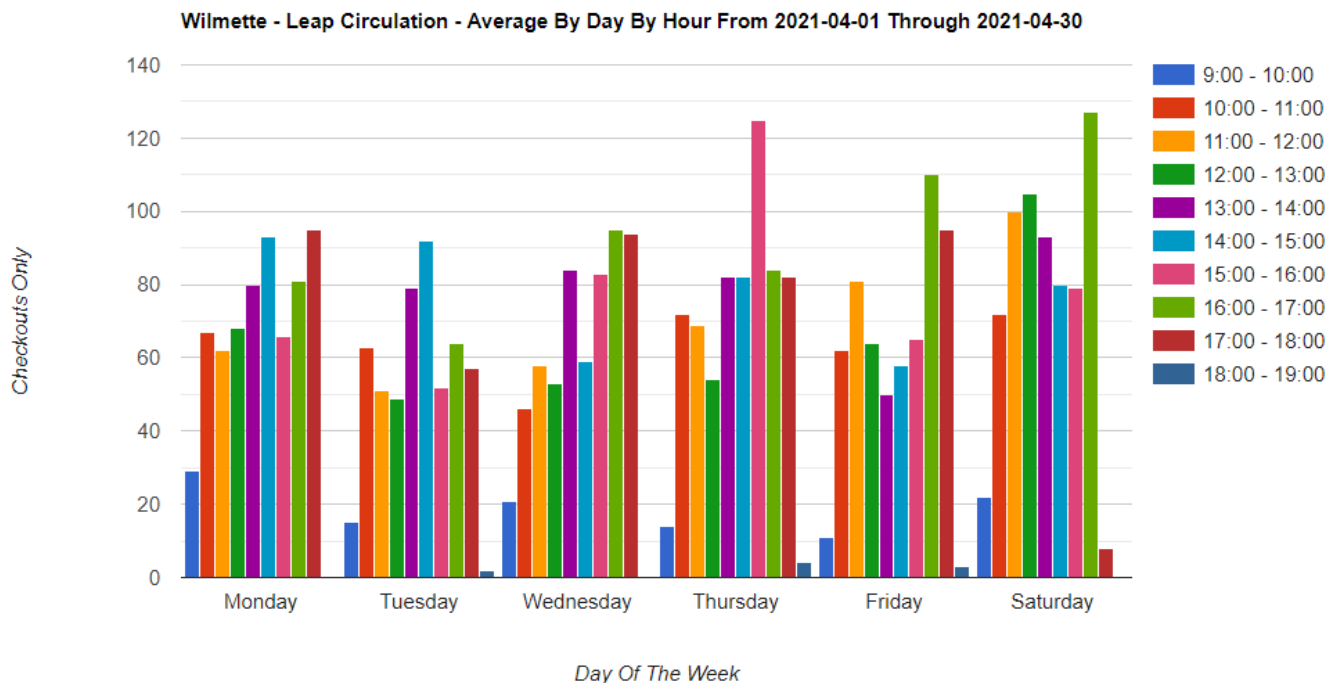
Year-to-date collection statistics are appended to this report.

## Circulation

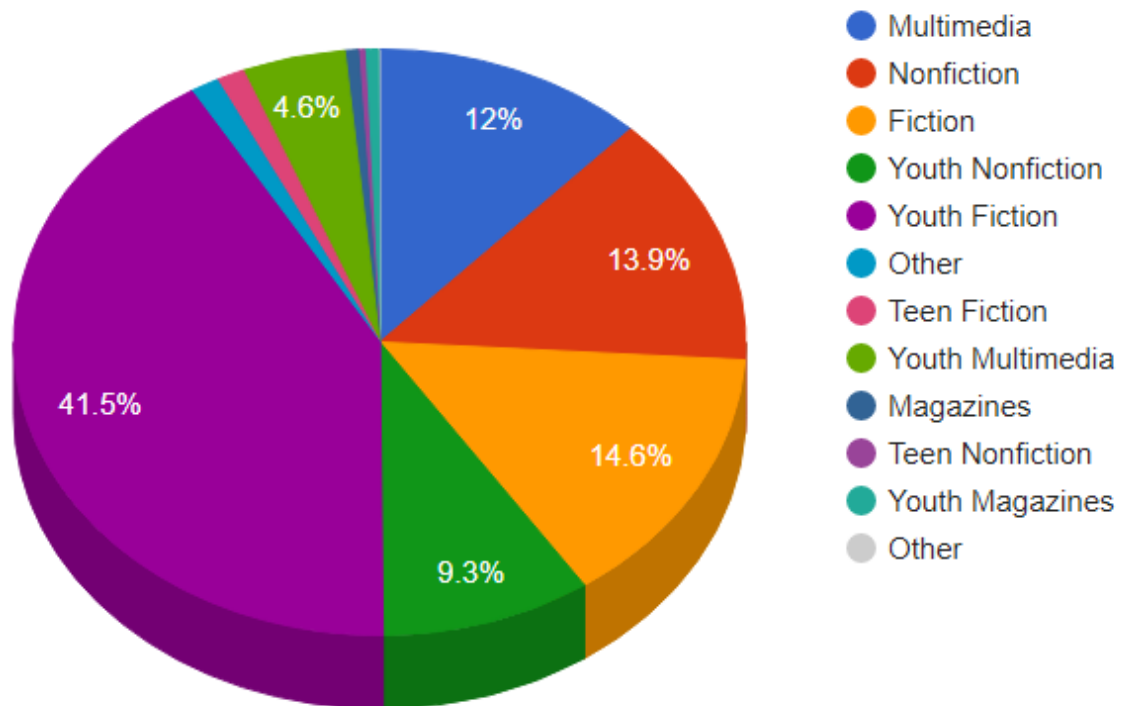
The final touches on the installation of our 5 new self-checkout stations were completed this month, bringing our total to 7 stations across the library. There are now 4 self-checkout stations on the first floor, 2 on the second floor, and 1 on the lower level. The units continue to see heavy usage in the Youth Services department, where children especially enjoy being able to check out their own materials.

Library card signup through D39 schools has been very successful. This month we registered 334 students from grades K-8. The Library also welcomed 30 online cards that resulted in 14 patrons coming to visit the Library and finishing the registration process.

Parking lot pickup continued in April as we had 371 appointments with 172 being repeat users. The month of April staff processed 8,376 holds for patrons. Over the course of the month patrons checked out 27,541 pieces of materials and returned 27,747.



**Wilmette - Monthly Average of Circulation by Collection During During 04/2021**



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

**Adult Services**

For this year's One Book Everyone Reads program, the OBER committee offered three book club discussions via Zoom for our patrons in April to discuss the book and further their understanding of the themes. These were facilitated by Rachel Garcia and Jillian McKeown along with our program partners Barbara Goodman and Amy Barrow. This year, the committee wanted to focus on community conversations and the choice of the book has enabled staff and patrons to interact in meaningful exchanges on the topics of race, stereotypes, aging and aging parents, and the Wilmette community and politics in the United States.

On April 8, as part of our OBER programming, local filmmaker, author, and film studies instructor Michael Glover Smith presented a Zoom program titled, "Images of Chinese-American Life in the Movies." The presentation examined how images of Chinese-American life have been created and received from the silent era through the present day in films produced both in America and abroad. Some films discussed included *The Joy Luck Club*, *Big Trouble in Little China*, *Minari*, and *An Autumn's Tale*.

On April 18, the Library hosted its yearly One Book, Everyone Reads (OBER) program featuring author Charles Yu in a discussion about his book *Interior Chinatown*. There were 358 Zoom participants in attendance.

The Library and the League of Women Voters Wilmette continues its partnership to present a co-hosted book club, this month discussing *Mediocre: The Dangerous Legacy of White Male America* by Ijeoma Oluo. Two questions the author poses are: What happens to a country that tells generation after generation of white men that they deserve power? What happens when success is defined by status over women and people of color, instead of by actual accomplishments? The discussion addressed these and more, while considering the current state of women and people of color currently in the United States. The Library selects extra copies of the book club's titles in print and digitally, and the Library and the League co-host the discussion on Zoom.

On April 21, Librarian John Amundsen hosted, Wills, Trusts & Estate Planning Basics with Attorney Jacob K. Ehrensaft. Ehrensaft discussed wills, trusts, powers of attorney probate and guardianship with our patrons. 40 people attended the program which went 30 minutes longer than expected due to the lively Q&A session at the end.

On April 23, Librarian EvaAnne Johnson hosted a Zoom webinar class called *Genealogy 101* where she walked patrons through the first steps to learning more about their family history. She explained how to start putting together a family tree, where to start looking for their roots at home, and some basic online tools that they could use when ready to start researching. The Wilmette and Kenilworth community has a great passion for their family's history and we are thrilled that EvaAnne is able to instruct them on how to carry out those searches using the Library's resources.

EvaAnne produces a quarterly Local History and Genealogy newsletter to email list subscribers. This newsletter promotes both local WPL and free regional programs, resources, research methods, and other pertinent information about the subject. Eva does a wonderful job of featuring unique and interesting resources. The April newsletter is included as an attachment to this month's report.

## Youth Services

This spring, Librarian Ruth Bell devised a new and efficient way for Youth Services librarians to share book recommendations for readers' advisory with each other. Youth Services librarians take turns choosing five books on a popular topic and keep them at our Youth Desk for the librarian on duty to review. Youth Services is calling this professional development project "RA5." So far, Lisa Bigelow has shared five Chinese American books as a tie-in to the One Book event, Sheri Reda chose five non-narrative books, and





Diane dos Santos recommended five survival fiction stories, a common request from young readers.

### **Take-Home Kits**

Youth Service's April STEAM kit contained materials for kids to make paper flowers and observe what happens when they are put in water. All 300 kits were claimed in two weeks!



In honor of Earth Day, kids in grades 5-8 explored solar power and learned about bugs with the take-home Maker Kit "Solar Bugs."

### **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**

Youth Services librarians created the following program videos which were shared on our website, YouTube channel, e-newsletters, and social media:

Our monthly We're Gonna Make It! video series Janet Piehl showed us how to make an hourglass.

Jennifer Lee's April STEAM Lab at Home video activity drew on Science, Technology, Engineering, Art, and Math as viewers experimented with different materials to determine the best way to protect an egg from breaking.

In Sheri Reda's Read It Now book talk video she describes books for kids in grades 5-8 that challenge what "normal" mean for people, communities, and reality itself.

We celebrated National Poetry Month with a PoetryWalk on the lawn and by decorating the trees and windows with poems. Patrons and staff shared favorite poems on colorful paper tags which we attached to the small trees in front of the library. This display was the brainchild of Youth Services librarian Sheri Reda. Community Services designed and printed attractive posters and Facilities staff helped us install the display.





## Community Services Programs

April marked a full year of virtual programming in response to the pandemic. We began programming in mid-April 2020, hosting Dungeons and Dragons online for teens, and beginning our now long-running At Home Film Series. The first month, we hosted 14 programs with approximately 230 patrons in attendance, plus a number of passive programs that our librarians filmed and we later screened on our Facebook page. Over the past year, our programming has become extremely robust, offering a slate of programs for all interests, ages, and technology abilities. In April 2021, we held 46 programs and had more than 1500 screens tuned into our programs. Our programmers in the Youth, Adult, and Community Services departments have done extraordinary work pivoting to this new format, which involved traditional programming while also learning and teaching new technologies, finding new presenters who were amenable to virtual events, and setting up recording areas in their homes.

We are continuing to host our virtual programs through the summer, but have also started to begin planning and brainstorming for a fall that features both in-person and virtual programs. We have learned that providing virtual programs is an issue of equity and access. Feedback from patrons has let us know that while our virtual programs have been popular to all patrons due to the pandemic, to a certain segment, they would be popular at all times, due to issues of mobility, health, transportation, or other. We have identified and filled a need in our community that exists outside of the pandemic, and will include this perspective in our programming considerations going forward.

This month, Creative Experiences Coordinator Jennifer Bartel hosted a number of programs associated both with the Library's One Book Everyone Reads (OBER) series and in support of National Poetry month. We have also continued to host a modified series from The Shakespeare Project of Chicago, one of our longest-running programming partnerships (sponsored by the Friends of the Wilmette Public Library).

- 4/8, 7pm: Images of Chinese-American Life in the Movies Cinema with Mike Smith (OBER); 28 patrons
- 4/13, 7pm: At Home Film Discussion: *Forever Chinatown* (OBER); 17 patrons
- 4/17, 2pm: Shakespeare Project of Chicago: *By Help of Devils*; 60 patrons
- 4/20, 2pm: An Intimate Afternoon with Emily Dickinson presented by Betsey Means of Womenlore; 59 patrons

## Technology

Fred Wallace and Debi Thompson completed a range of troubleshooting and system improvements for both the staff and public in April. 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.

Fred and Jimmy Lee of CVI worked with Bibliotheca and our credit card processing agency to complete implementation of this feature. We finally resolved and activated the credit card terminals on all 7 of our self-checkout stations, enabling patrons to resolve their accounts and other service fees from the convenience of this new equipment.

Fred worked with Facilities and Bibliotheca staff to complete installation of our new security gates as part of the RFID project. The new gates create a wide single aisle, improving the flow of patrons in and out of the library from our previous narrower two aisle system. The new gates required a bit of engineering, coring, and electric work before we could accommodate the installation; our contracted electrician for the Capital Repair Project this summer was able to assist and did a great job for us.

## Communications

April was a time of transition in the Community Services department, as staff began to think about our communications plan for the “new normal.” During the pandemic, our primary communication methods with our patrons have been emails sent via Constant Contact, updates on our website and social media, and mailed postcards. As we look to the future, we are planning for a more holistic communications suite, involving our signature library newsletter mailer, internal posters and signs, and the tools we’ve developed and refined during this library closure. Our future communications plan will offer a combination of print and electronic communications, as some of our community miss the print newsletter, while others have preferred the frequent e-newsletters we began sending in March 2020. We will also continue to use postcards from time to time throughout the year, as they allow us to promote programs or services that may not fall ideally in the newsletter production schedule.

One other major piece of our communications suite will be our new website. The redesign committee has been meeting frequently to discuss goals and aesthetics for our new website. Sarah Beth Brown is on the committee, primarily focused on the homepage and how it can be used to promote news and updates, while also making evergreen content easily accessible. This team has been doing exciting, creative work, and the new website will be an excellent addition to our robust communications tools.

Graphic Artist Sarah Rose has been focused on a number of high-impact projects, including the branding for our Summer Reading Club. Sarah

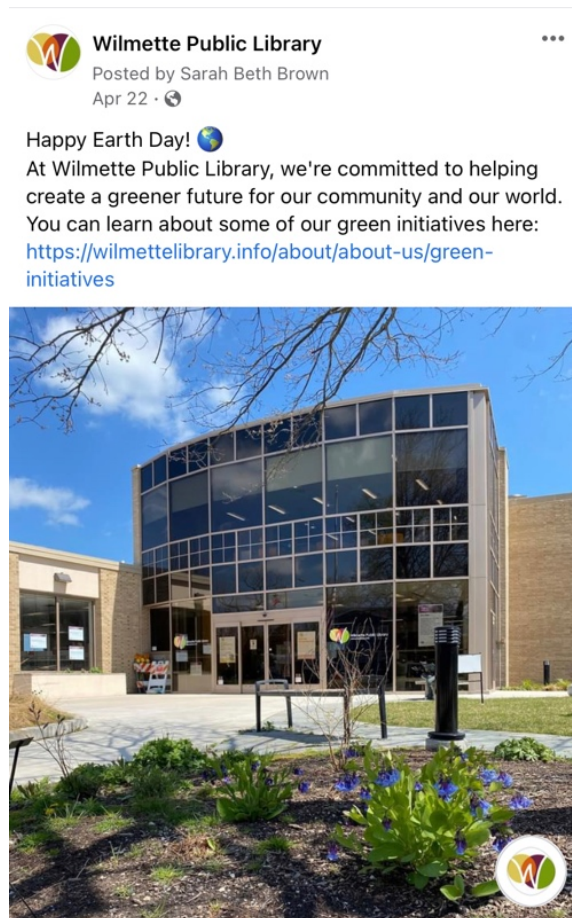


works with Youth Services to create graphics that are dynamic and exciting for the year's given theme, and tie-in with our own library branding. Sarah designed a t-shirt to be given to all staff members, as well as graphics to be used online and in print. She also worked with Youth Services on the display on the library lawn for National Poetry Month. Sarah worked on a number of other projects, including new brochures, signage for collections, and promotional materials for the upcoming Bike to the Library Week (5/17-22).

## Email Communications & Social Media Highlights


Email newsletter statistics from April:

- 73,698 Sends
- 23,189 Opens
- +12% Better than Industry Average



**Wilmette Public Library**  
Posted by Sarah Beth Brown  
Apr 22 · 🌐

Happy Earth Day! 🌍  
At Wilmette Public Library, we're committed to helping create a greener future for our community and our world. You can learn about some of our green initiatives here: <https://wilmettelibrary.info/about/about-us/green-initiatives>

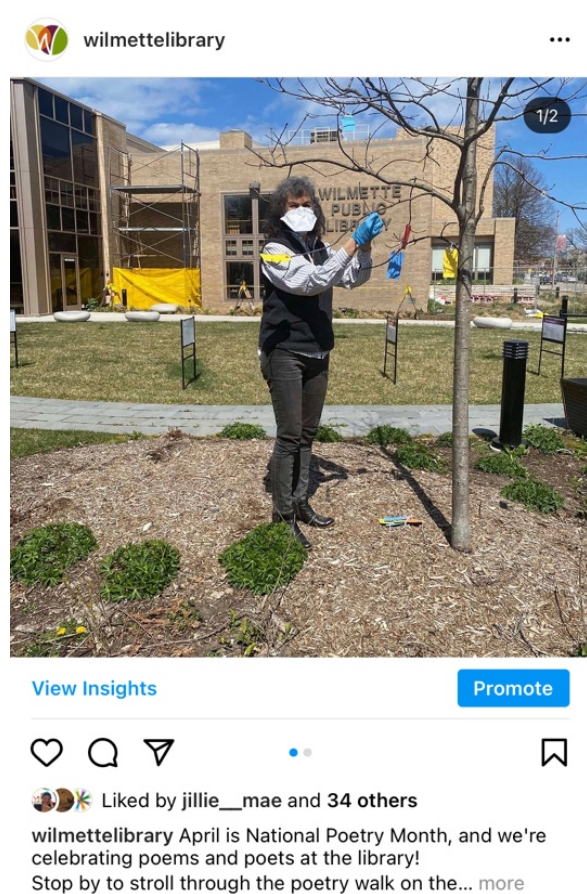


**Wilmette Public Library**  
Posted by Sarah Beth Brown  
Apr 26 · 🌐

"I think that I shall never see  
A poem lovely as a tree." -- Joyce Kilmer

Help us decorate our poet-trees in honor of National Poetry Month! Fill out a tag outside the Youth Services department with your favorite poem or poet, and our librarians will use them to festoon the trees on the library lawn.





## Facilities and Safety

### 2021 Capital Repair Project

Our masonry team (Berglund) has been communicating with staff and our construction manager during every step of the process with descriptive detail that more than satisfies our expectation for quality and safety for the Library. Measures are taken to ensure patron services are accommodated and that the building and grounds are protected.

The official project page was launched on our website in March, is currently featured as one of the top 4 stories on the front page, and will feature 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 expected to be complete by late May/early June
- Roof work will begin in 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 mid-August
- Parking lot repairs/shutdown scheduled to be completed concurrently with electrical “main” project

We’ll provide further updates and details about our communications plan for the August electrical work shutdown in June.

### **HVAC Maintenance Contract**

Facilities and Safety Manager Marcos Levy worked with our HVAC contractor to update our contract to a 1 year renewal term upon the expiration of the current term at the end of May. We have had the same Preventative Maintenance Agreement structure with Hill Mechanical Services since the 2015-16 renovation. The new proposed agreement covers the comprehensive management of listed HVAC equipment in the Equipment List and Services section (attached under a separate tab in the May 18, 2021 Board Packet), for one year (June 1, 2021 to May 31, 2022). The charge for the 12 month term is \$27,054.00. The current expiring agreement totaled \$26,232. During the course of the next year, we will explore other options for a service provider for fiscal year 2022-2023, and have this work coincide with our related project to research an all-inclusive complete building automation system (BAS) upgrade.

### **Building Update**

Over the course of the past weeks, Marcos has updated the recessed can lighting near elevator B on the lower level and first floor, and the public bulletin board areas. The new LED lighting is brighter, warmer, draws less energy, and is overall a safer solution.

## **Human Resources**

**Recruiting:** Here are some current developments in our recruiting efforts:

- **Technical Services:**
  - **Technical Services Manager** – We are pleased to report that Cataloging Librarian **Jessica Thomson** will take on the role of Interim Technical Services Manager effective May 5. Jessica has been with the team for a little over 2 years, and has already proven her technical savvy and project management skills. Jessica will work with former department manager Gayle Rosenberg Justman during this transition for operations training and support. This is a temporary arrangement that will be assessed in November for next steps. Since the last report, Rosemarie Hohol, Assistant Manager for TS, has resigned. We have not determined at this time when we will replace this position.
- **Digital Services:**
  - **Software Training Associate** – We have narrowed our candidates down to three finalists and have scheduled first round interviews for the week of May 10. The hiring team includes HR Manager Michael Boone, Digital Services Manager Stephen Koebel, and Digital Services Assistant Christine Hightower.

- **Youth Services**

- **Summer Reading Club Assistant** –Youth Services will need a couple of Summer Reading Club Assistants for their Summer Reading program this year. We unfortunately were not able to use our regular seasonal assistants last year due to the pandemic, and eventually lost them to other employment opportunities or COVID concerns. The SRCA will be responsible for helping out at the booth enrolling participants on the program, and monitoring and recording the reading progress of our participants. These are seasonal positions as the program typically runs from June to August.

### **Policy/Procedure**

- **COVID-19 Vaccinations** – We are excited to report that everyone who signed up for the vaccination clinics sponsored by the Village of Wilmette, have all received their final doses and are fully vaccinated according to CDC guidelines. Over 30 employees from the Library participated in the Village-coordinated vaccination clinics.

### **Special Projects**

**Salary Structure Update** – We had our kick-off meeting with our consultant from HR Source for the semi-annual Salary Structure Update project on May 4, and we are in the data collection phase. We are currently working to ensure that our job descriptions are accurate and up to date. The data from our job descriptions plays a key part in how a position is graded. We currently have a July 1, 2021 target date to launch the upgraded structure, though this date is subject to change.

### **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:

### **Reaching Forward**

On April 15-16, staff across the Library participated in annual Reaching Forward spring state library conference, including: Mark Cegielski, Patsy DeVuono, Mary Dormin, Kim Hegelund, EvaAnne Johnson, Jillian McKeown, and Carly Stauss. Some highlight events included:

- Access to Justice in the Library
- Forget Me Not Centers: Dementia Patients and Caregivers

- Support Your Local Writers Community with Inkie.org
- Actively Anti-Racist Library Service to Leisure Readers
- RA for All: Flip the Script and Think Like a Reader

Additional information about programming is online: <https://www.ila.org/events/reaching-forward-illinois>

- 4/1: Managing Up and Down webinar (Rachel Garcia , Jillian McKeown)
- 4/2: World Languages Networking Group (Jennifer Lee)
- 4/5: Bystander Intervention to Stop Anti-Asian/American and Xenophobic Harassment training (Susan Kaplan Toch)
- 4/6: ALA Webinar: How to Talk About Race (Jillian McKeown)
- 4/6: Books to Build Better Brains: Sharing Books as a Public Health Intervention presented by Dr. Dipesh Navsaria (Alice Joseph)
- 4/6: RAILS EDI Subcommittee Meeting (Stephen Koebel)
- 4/8: Adult Services Selector Meeting (John Amundsen, Suzanne Arist, Rachel Garcia, Krista Hutley, EvaAnne Johnson, Jennifer Klein, Jillian McKeown, Nancy Wagner)
- 4/8: Strong Women and Girls webinar (Jennifer Lee)
- 4/8: Young Adult Services Forum (Krista Hutley)
- 4/9: CCS Circulation Technical Meeting (Kim Hegelund)
- 4/10: North Suburban Genealogical Society Presentation: Cemetery Symbolism (EvaAnne Johnson)
- 4/12: Andy Griffiths Author Event (Susan Kaplan-Toch)
- 4/14: Understanding Anti-AAPI Sentiment and Violence from Anti-Asian Laws and the Vincent Chin Murder to the "China Virus" (Diane dos Santos, Alice Joseph, Susan Kaplan-Toch)
- 4/15: Readers Advisory Interest Group Meeting (Rachel Garcia)
- 4/15,27: Website Redesign Committee Meeting (John Amundsen, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)
- 4/20: CSS LACONI Circulation Meeting (Kim Hegelund)
- 4/21: Conflict De-Escalation Training (Kim Hegeulnd)
- 4/21: Genealogy and Local History Librarian Networking meeting (EvaAnne Johnson)
- 4/22: ALA Game Round Table: Pokemon Programming at the Library (Krista Hutley)
- 4/22: Middle Grade Author Panel with Sharon Draper, Barbara Dee (Jennifer Lee)
- 4/26: Collection HQ Training (John Amundsen, Suzanne Arist, Rachel Garcia)
- 4/26: LexisUNI Search Techniques Webinar (John Amundsen)
- 4/28: Illinois Lapsit Leaders meeting (Susan Kaplan-Toch)
- 4/28: RUSA History Section, Local History Committee: How Inclusive and Diverse is your Local History Collection? (EvaAnne Johnson)
- 4/29: Cultural Crossroads Programming Tools Workshop (Jennifer Lee)
- 4/30: Collection HQ Training (Jennifer Klein, Jillian McKeown, Nancy Wagner)
- 4/1-4/30: RootsTech Genealogy virtual conference highlights (EvaAnne Johnson)
- 4/9 - The Stones Speak series (cemeteries)
  - 4/30 - Closets, Attics & Basements: Finding Family History At Home
  - 4/30 - Ankle Beaters and Barkers: Exploring Our Ancestors' Occupations
  - 4/30 - Finding the Elusive Maiden Name

4/30 - Disaster Planning: Safeguarding Your Genealogical Records  
4/30 - How to Digitize Home Archives series  
5/10: Website Redesign Kickoff (John Amundsen, Anthony Auston, Lisa Bigelow, Sarah Beth Brown, Zoi Doehrer, Christine Hightower, Stephen Koebel)



## Quarterly Genealogy & Local History Newsletter for April

### WPL News Tidbits

**At-home access Ancestry Library Edition has been extended!** Remote access has been temporarily extended to Wilmette Library cardholders until June 30, 2021. Access Ancestry Library Edition through our Online Resources page:

<https://www.wilmettelibrary.info/resources/online-resources>. Newspapers.com, Heritage Quest, and Chicago Tribune Historical Newspapers are also available remotely with your Wilmette Library Card.

**Read Family Tree e-magazine!** Digital issues of Family Tree magazine, and many other magazines, are now available on Overdrive and the Libby app! Family Tree magazine will help you trace your family tree by sharing tips and tools for researching and preserving your family's history. Check it out here: <https://dlil.overdrive.com/nsls-wilmettepublic/magazines/media/5982318?cid=1161219>.

**Browse the WPL digital collections!** Check out our [Local History Collection online](#), including "[Things that aren't there anymore](#)," [Wilmette War Memorial](#), and "[Your Old Wilmette House](#)."

**Have a question about genealogy?** Schedule a virtual one-on-one appointment with our genealogy librarian for research help. Request a one-hour Zoom appointment here:

<https://wilmette.libnet.info/v/assets/347>.

### **New genealogy books in the collection:**

- *Practical Genealogy: 50 Simple Steps to Research Your Diverse Family History*, by Brian Sheffey: Each short chapter will help you explore your heritage and dive deeper into your family history.
- *Tracing your family history through the census : a guide for family historians*, by Emma Jolly: A good guide for exploring UK census records.
- *The Ancestor: a novel* by Danielle Trussoni: In this modern gothic novel, the main character finds that she is the sole heir of a wealthy noble family in the Italian Alps, but she soon discovers her family's dark legacy.

**Get some fresh air while exploring local history!** The Wilmette Historical Museum has a new self-guided walking tour brochure of Historic Downtown Wilmette. Pick up a brochure at the Museum entrance at 609 Ridge Road in Wilmette. Check out other Wilmette neighborhood history guides from the Wilmette Historical Museum: <https://www.wilmettehistory.org/online-publications>.

## Upcoming Programs

### **Programs at Wilmette Public Library**

**Ancestry.com 101**, presented by EvaAnne Johnson  
Friday, April 22, 2021, 3:00 p.m., a Virtual program via Zoom  
Register: <http://wilmette.libnet.info/event/4913060>

**The Journey of Mollie's War: WACS and WWII**, presented by Cyndee Schaffer  
Saturday, May 15, 2021, 2:00 p.m., a Virtual program via Zoom  
Learn more: <https://wilmette.libnet.info/event/5001980>

**Online Resources for Jewish Genealogy in Chicagoland**, presented by Mike Karsen  
Thursday, May 20, 2021, 7:00 p.m., a Virtual program via Zoom  
Learn more: <http://wilmette.libnet.info/event/4990080>

**LGBTQ Genealogy**, presented by Stewart Blandón Traiman  
Saturday, June 12, 2021, 3:00 p.m., a Virtual program via Zoom  
More information coming soon!

**Genealogical Records You Should Be Using**, presented by EvaAnne Johnson  
Monday, June 21, 2021, 3:00 p.m., a Virtual program via Zoom  
Learn more: <https://wilmette.libnet.info/event/5041725>

**What's New in British Isles Research**, presented by Paul Milner  
A joint program with the North Suburban Genealogical Society  
Saturday, July 10, 2021, 1:00 p.m., a Virtual program via Zoom  
Learn more: <http://wilmette.libnet.info/event/4990073>

### **Free Programs Elsewhere**

*These programs are not hosted by the Wilmette Public Library, but are organized by area organizations and may be of interest to you. Please contact the organization in charge of the event to verify details and to register for the event.*

#### **Cemetery Symbolism**

Saturday, April 10, 2021, 1:00 p.m., a Virtual program via Zoom  
North Suburban Genealogical Society: <https://nsgsil.wildapricot.org/page-968347>

**Genealogy Vacation: Myth or Reality?**

Saturday, April 17, 2021, 10:30 a.m., a Virtual program via Zoom

CAGGNI: <https://caggni.org/event-4043577>

**Three Guides, Four Countries: A Daughter of Holocaust Survivors Travels to their Ancestral Villages**

Sunday, April 25, 2021, 1:00 p.m., a Virtual program via Zoom

Jewish Genealogical Society of Illinois: <https://jgsi.org/event-3988685>

**Technology Our Way**

Saturday, May 15, 2021, 10:30 a.m., a Virtual program via Zoom

CAGGNI: <https://caggni.org/event-4043601>

**Can You Solve this Wilmette History Mystery? Episode 2**

June 19 - August 14, 2021, complete at your own pace

Wilmette Historical Museum: <https://www.wilmettehistory.org/event/can-you-solve-wilmette-history-mystery-episode-2>

05/01/2021

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 04/2021**

Material Type	Number Of Items	Local Charges	Local Renewals	Total	Total + Lender	CCS ILL Lender	CCS ILL Borrower	Ratio
Activity Kit	1	0	0	0	0	0	0	0.00
AV equipment	23	11	22	33	33	0	0	1.43
Bag	452	281	288	569	569	0	0	1.26
Blu-ray	1,379	215	181	396	451	55	47	0.29
Blu-ray Hot	5	4	2	6	6	0	0	1.20
Blu-ray New	29	50	61	111	113	2	4	3.83
Book	167,992	17,825	18,055	35,880	37,539	1,659	2,416	0.21
Book Hot	1,311	1,076	591	1,667	1,727	60	0	1.27
Book New	6,245	2,658	1,703	4,361	5,174	813	357	0.70
Boxset	0	35	18	53	53	0	35	0.00
Cassette	60	0	0	0	0	0	0	0.00
CD	17,153	978	482	1,460	1,753	293	227	0.09
CD Audiobook	7,490	296	341	637	723	86	76	0.09
CD Audiobook Hot	1	0	0	0	0	0	0	0.00
CD Audiobook New	332	149	105	254	295	41	11	0.77
CD New	205	98	50	148	192	44	12	0.72
DVD	18,731	2,298	1,775	4,073	4,395	322	371	0.22
DVD Hot	26	26	18	44	44	0	0	1.69
DVD New	300	302	270	572	631	59	27	1.91
eAudiobook	46,050	0	0	0	0	0	0	0.00
eBook	78,956	0	0	0	0	0	0	0.00
eMagazine	3,378	0	0	0	0	0	0	0.00
Equipment	13	1	0	1	1	0	0	0.08
eReader	4	0	1	1	1	0	0	0.25
Game	0	0	2	2	2	0	0	0.00
ILL AV	1	0	0	0	0	0	0	0.00
ILL Material	0	52	3	55	55	0	0	0.00
Kit	0	5	1	6	6	0	5	0.00
Laptop	6	0	0	0	0	0	0	0.00
Large Print	6,646	295	280	575	667	92	32	0.09
Large Print New	404	104	53	157	231	74	15	0.39
Magazine	4,134	234	389	623	623	0	9	0.15
Magazine New	2	1	1	2	2	0	0	1.00
Mobile Hotspot	12	9	1	10	10	0	0	0.83
MP3 Audiobook	0	1	0	1	1	0	1	0.00
Multimedia Kit	30	0	0	0	0	0	0	0.00
Newspaper	21	0	0	0	0	0	0	0.00
Online Resource	27	0	0	0	0	0	0	0.00
Other	0	1	1	2	2	0	1	0.00
Playaway	2,193	166	259	425	446	21	11	0.19
Playaway Audio New	76	49	22	71	86	15	1	0.93
Record	1,577	0	4	4	13	9	0	0.00
Scores / sheet music	0	4	3	7	7	0	4	0.00
Seasonal AV	382	11	0	11	11	0	0	0.03
Seasonal Book	2,004	91	5	96	96	0	1	0.05
Special Collection	0	1	4	5	5	0	1	0.00
STEAM equipment	21	1	1	2	2	0	0	0.10
STEAM Kit	16	5	4	9	9	0	0	0.56
Tablet	2	0	0	0	0	0	0	0.00
VHS	149	0	0	0	0	0	0	0.00
Videogame	1,036	206	333	539	541	2	32	0.52
Videogame New	0	2	5	7	7	0	2	0.00
Totals	368,875	27,541	25,334	52,875	56,522	3,647	3,698	0.14

Item Count is where the Item Owning Library = YOUR LIBRARY  
 Local Charge is where the Station\_Library = YOUR LIBRARY  
 Local Renewal is where the Station\_Library = YOUR LIBRARY  
 Lender is where the Item Owning Library = YOUR LIBRARY and the Station\_Library not = Item\_Library  
 Borrower is where the Station\_Library = YOUR LIBRARY and Item Owning Library not = Station\_Library

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

actions with these patron statistical Classes

Test User

05/01/2021

**Wilmette Public Library District  
Activity At Wilmette Library Stations  
Monthly Statistics For 04/2021**

<b>Collection</b>	<b>Number Of Items</b>	<b>Local Charges</b>	<b>Local Renewals</b>	<b>Total</b>	<b>Total + Lender</b>	<b>CCS ILL Lender</b>	<b>CCS ILL Borrower</b>	<b>Ratio</b>	<b>Auto Renewal</b>
Fiction	45,828	4,451	3,261	7,712	8,548	836	609	0.17	3,076
Magazines	3,558	129	180	309	309	0	9	0.09	177
Multimedia	41,950	3,787	2,577	6,364	7,236	872	784	0.15	2,438
Nonfiction	68,001	3,538	3,831	7,369	8,385	1,016	776	0.11	3,600
Online	119,820	0	0	0	0	0	0	0.00	0
Other	512	354	315	669	669	0	0	1.31	286
Teen Fiction	2,685	296	361	657	705	48	96	0.24	351
Teen Multimedia	97	12	14	26	26	0	5	0.27	14
Teen Nonfiction	370	56	92	148	152	4	15	0.40	83
Teen Online	3,282	0	0	0	0	0	0	0.00	0
Youth Fiction	42,813	11,418	10,546	21,964	22,589	625	1,004	0.51	10,088
Youth Magazines	599	105	210	315	315	0	0	0.53	210
Youth Multimedia	9,032	1,084	1,329	2,413	2,490	77	70	0.27	1,269
Youth Nonfiction	24,981	2,305	2,613	4,918	5,087	169	330	0.20	2,498
Youth Online	5,310	0	0	0	0	0	0	0.00	0
Youth Other	37	6	5	11	11	0	0	0.30	5
<b>Totals</b>	<b>368,875</b>	<b>27,541</b>	<b>25,334</b>	<b>52,875</b>	<b>56,522</b>	<b>3,647</b>	<b>3,698</b>	<b>0.14</b>	<b>24,095</b>

Item Count is where the Item Owing Library = YOUR LIBRARY

Local Charge is where the Station\_Library = YOUR LIBRARY

Local Renewal is where the Station\_Library = YOUR LIBRARY

Lender is where the Item Owing Library = YOUR LIBRARY and the Station\_Library not = Item\_Library

Borrower is where the Station\_Library = YOUR LIBRARY and Item Owing Library not = Station\_Library

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

This report excludes transactions with these patron codes:

In-House Use

actions with these patron statistical Classes

Test User

## Electronic Services to Patrons: July 2020 - June 2021

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
<b>GENERAL REFERENCE</b>													
Children's Literature	0	0	0	0	0	0	65	82	0	0			147
Culture Grams	0	0	2	4	0	1	1	0	0	0			8
Facts on File	1	1	4	25	9	1	6	2	1	1			51
First Search	65	72	39	90	59	28	22	39	37	39			490
Gale Databases (ex. InfoTrac)*	57	180	56	58	42	21	99	6	70	23			612
Legal Forms	0	1	19	0	7	10	3	1	8	7			56
Novelist	69	36	182	111	140	88	24	14	14	15			693
PebbleGo	0	0	0	6	1	1	5	2	10	0			25
Reference USA^	482	118	129	10	2	6	22	19	25	27			840
World Book Reference Center	0	10	51	121	18	10	6	2	3	6			227
<b>PERIODICALS</b>													
Chicago Tribune	96	137	152	92	89	106	213	156	105	91			1,237
Chicago Tribune-Historical	202	216	271	120	54	166	160	148	140	167			1,644
Consumer Reports	104	73	92	111	105	90	72	88	86	104			925
Consumers' Checkbook	6	3	15	8	2	3	3	7	8	1			56
InfoTrac	22	6	4	20	8	0	57	11	29	4			161
Lexis Nexis	8	6	23	6	269	586	357	316	404	239			2,214
Morningstar	176	0	92	152	87	687	444	481	282	0			2,401
New York Times	108	152	98	119	81	64	154	170	32	58			1,036
New York Times-Historical	69	31	53	27	17	29	66	95	11	39			437
Newspapers.com	56	237	230	227	87	134	91	153	171	87			1,473
Press Reader	151	39	17	222	177	122	194	76	362	327			1,687
Proquest-Research Library	123	68	113	87	88	135	194	170	152	79			1,209
S&P NetAdvantage	521	155	111	0	0	0	295	285	0	0			1,367
Weiss Ratings	2	1	1	1	2	2	1	1	8	3			22
Zinio	1,303	1,152	1,371	1,451	1,388	1,206	1,100	764	722	610			11,067
<b>GENEALOGY</b>													
Ancestry Plus	1,975	2,308	5,065	3,515	1,481	124	148	202	119	127			15,064
Heritage Quest	130	147	316	77	9	0	15	3	16	3			716
<b>HOMEWORK/STUDY</b>													
Brainfuse	104	115	277	702	702	63	11	11	65	28			2,078

