

DISTRIBUTION OF MEETING INFORMATION

Board Meeting Agenda – Wilmette Village Hall, Metra Station, WPLD legal bulletin board, WPLD website.
Agenda Hard Copy – WPLD legal bulletin board. *Agenda Email* – all WPLD staff & President of the Friends.
Agenda & Attachments Hard Copy – WPLD reference desk. *Agenda & Attachments Electronic Copy* – WPLD website.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA Tuesday, November 19, 2019 at 7:30 pm in the third floor Staff Room

- I. Call to Order and Roll Call.
- II. Public Comment.
Meeting attendees who have signed the Visitor / Public Comment Registration Form and who wish to address the WPLD Board of Trustees may do so here.
- III. Review and Approval of October 15, 2019 Regular Board Meeting Minutes. Please contact WPLD Administration by 12:00 noon on Tuesday November 19 with suggestion revisions. (President McDonald)
Attachment 1
- IV. Presentations.
 - A. Capital Reserve Study Proposal (Joe Huberty, Engberg Anderson Architects)
 - B. FY18-19 Annual Audit Presentation (Dan Berg, Sikich)
- V. Treasurer's Report. (Trustee Rodgers)
 - A. Financial Report for October. **Attachment 2**
 - B. Bills and Salaries for October. **Attachment 3**
- VI. Action Items.
 - A. Ordinance No. 2019/20-195. An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019/20, for a total of \$5,428,251. The proposed draft levy for 2019/20 was approved at the October 15, 2019 Board meeting, and reflects the same total as the 2018/19 levy for a \$0 increase. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. (Treasurer Rodgers, Director Auston)
Attachment 4
 - B. Resolution No. 2019/20-202. Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2019 Levy. (Treasurer Rodgers, Director Auston) **Attachment 5**
 - C. Capital Reserve Study Proposal. Engberg Anderson Architects has proposed a comprehensive assessment of the library facility complete with a deliverable workbook including an itemized inventory of assets, their life expectancy, and cost schedule for maintenance, repair, and replacement, for a contract total of \$22,000. (Finance Committee Chair Rodgers, Director Auston) **Attachment 6**
 - D. Complete Cleaning Company, Inc. Service Agreement for February 1, 2020 - February 1, 2021 (at \$4,629 per month for 12 months, for a contract total of \$55,548). The company provides daily cleaning services. History of monthly charges: 2014 - 2016: \$4,070; 2017 - 2019: \$4,495.00. (Director Auston) **Attachment 7**
 - E. Image Systems & Business Solutions (ISBS) Copier Fleet Upgrade and Renewal Agreement for December 1, 2019 - December 1, 2023 (at \$2,148 per month for 48 months, for a contract total of \$103,104). ISBS has been the Library's copier vendor for over 20 years. The expiring agreement included a monthly fee of \$2,330 for 60 months. (Director Auston) **Attachment 8**
 - F. Libraries of Illinois Risk Agency (LIRA) renewal of Property/Casualty and Workers Compensation Insurance for December 31, 2019 - December 31, 2020, for a contract total of \$39,686. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$33,199. (Director Auston)
Attachment 9

G. Per Capita Grant Application for Fiscal Year 2020. The completed application is attached. The deadline for submission is January 15, 2020. (Director Auston) **Attachment 10**

H. Close the Library on March 20, 2020 for Staff Development Day. This date had not been finalized when the *Closings for Calendar Year 2020* was approved by the Board at the October 15, 2019 meeting.

I. Cancellation of December 2019 Regular Board Meeting. The meeting is scheduled for Tuesday, December 17, 2019. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 21, 2020.

VII. Discussion Items.

A. President's Report on Potential Board Development Retreat. (President McDonald)

VIII. Director's Report.

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 11

IX. Committee Reports.

A. Advocacy & Partners Committee (Trustee Johnson)

B. Finance Committee (Treasurer Rodgers)

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

X. Information Items.

A. Director Auston is hosting 4 *Tea with the Director* events for staff in November. These open conversations offer staff an opportunity to share ideas, observations, ask questions, and engage with the Director. The meetings are held in the 3rd floor Board Room on Monday, 11/11 at 11am; Wednesday, 11/13 at 5pm; Wednesday, 11/20 at 5pm; and Monday, 11/25 at 11am.

B. The Circulation Department will host the 2019 Holiday Party, scheduled for Wednesday, December 11. The event will be a luncheon. WPLD trustees, WPLD retirees, The Board of Friends of WPLD, and all WPLD staff members will be invited.

C. For Thanksgiving, WPLD will close at 5:00 pm on Wednesday, November 27 and remain closed on Thursday, November 28. For Christmas, WPLD will be closed Tuesday, December 24 and Wednesday, December 25. For the New Year, WPLD will be closed Tuesday, December 31 and Wednesday, January 1, 2020.

D. The League of Women Voters of Wilmette invites the Director and Board to participate in the annual Student Government Leaders Kick-off Program at the Wilmette Junior High School Auditorium on Wednesday, January 8, 2020 at 7pm.

E. Communication. Articles of interest are included here. Comments from suggestion boxes will be distributed at the meeting. **Attachment 12**

XI. New Business / Old Business

XII. Adjournment

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday October 15, 2019 7:30 pm in the staff lounge

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

ABSENT: None

VISITORS: Mary Lawlor & Georgia Gebhardt (League of Women Voters-Wilmette)

I. Call to Order and Roll Call.

President McDonald called the meeting to order at 7:31 pm. Secretary pro-tem Wolf called the roll.

II. Public Comment.

There was no public comment. Trustee Barshis arrived at this time and assumed the duties of Secretary.

III. Presentation of the FY 2018-2019 Year in Review by Sarah Beth Brown, Head of Community Services.

Ms. Brown stated that this is the sixth year for the report. One of the objectives was to tell the Library's story in a more dynamic way. This has been accomplished by using a new format - Adobe Spark. Ms. Brown distributed a concise print handout that will be shared with others as part of the Library's ongoing networking and communications activities. She explained how the data for the report was collected and how the report is associated with the Library's Strategic Plan. Ms. Brown reviewed items that were new to the report this year (such as Most Popular Books) and answered trustee questions. Ms. Brown thanked the Library's Graphic Designer, Sarah Rose, for her work on this project. The report will be distributed to patrons via email. The digital report may be viewed at <https://spark.adobe.com/page/A4IKbSPNjhISJ/>

IV. Monthly Board Meeting Minutes for September.

Trustee Wolf moved to approve the minutes of the September 17, 2019 WPLD Board meeting.

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

V. Treasurer's Report.

A. Financial Reports for September.

Treasurer Rodgers summarized the September financial reports. The two largest sources of General Fund revenue were Kenilworth Public Library District and Grant Income. Total General Fund expenditures at 23.73% were slightly below the expected three-month rate of 25.0%. There were no significant or unanticipated expenses for the month.

B. Bills and Salaries for September.

Trustee Wolf moved to approve the September bills and salaries. Trustee Rodgers seconded the motion. Director Auston answered a trustee's question.

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

Nay – None

Absent or Not Voting – None

MOTION CARRIED

VI. Action Items

A. Amount of Levy.

Attachment 4 of agenda binders included pages 1-3 of the PROPOSED Levy Ordinance No. 2019/2020-195, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019-2020. For reference, the attachment also included the annual budget and appropriation ordinance approved at the August 2019 WPLD Board meeting, Ordinance No. 2019/20-193, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020, and the 2019-2020 tax levy overview document. Trustee Rodgers, chair of the WPLD Finance Committee, and WPLD Director Auston summarized the documents and the levy procedure, and answered trustee questions. The aggregate total levied for all funds on the 2019-2020 proposed levy is unchanged from the aggregate total levied for all funds on the 2018-2019 final levy. This figure is \$5,428,251.00. The aggregate total levied is comprised of two funds: [1] a General Fund levy which includes expenses for patron material and services, personnel, and operations (\$4,995,351.00 on the 2018-2019 final levy and \$4,884,251.00 on the 2019-2020 proposed levy), and [2] a Special Fund levy which includes expenses for insurance, audit, retirement, and social security (\$432,900.00 on the 2018-2019 final levy and \$544,000.00 on the 2019-2020 proposed levy). Trustee Rodgers moved to approve proposed Levy Ordinance No. 2019/2020-195. Trustee Barshis seconded the motion.

Aye – Barshis, Fishman, McDonald, Rodgers, Wolf

Nay – Johnson

Abstain - Riddle

Absent or not voting – None

MOTION CARRIED

B. Holiday Closings for Calendar Year 2020.

Trustee McDonald summarized the holiday calendar as presented in Attachment 5 of agenda binders. Trustee Wolf moved to approve the holiday closings for calendar year 2020. Trustee Johnson seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

C. Finance Committee Recommendation: Dissolution of Endowment Fund

Trustee Rodgers, chair of the WPLD Finance Committee, and Director Auston summarized the fund. Because the conditions under which the fund was created are no longer relevant, the Finance Committee recommends that the fund be dissolved and the fund balance be transferred to the WPLD General Fund. Trustee Rodgers and Director Auston answered trustee questions. Trustee Rodgers moved to dissolve the Endowment Fund and to transfer the fund balance of \$37,245.00 to the WPLD General Fund. Trustee Wolf seconded the motion.

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

Nay – None

MOTION CARRIED

VII. Discussion Items.

A. President's Report on Potential Board Development Retreat.

Trustee McDonald, as WPLD Board President, stated that she and Director Auston had met with representatives of the Executive Service Corps regarding a Board retreat to discuss Board effectiveness, future projects, and meeting procedures. Executive Service Corps will develop a proposal.

B. FY 2020 Per Capita Grant Requirement.

Attachment 6 of agenda binders included chapters of the *Trustees Facts File Third Edition* that trustees are required to review for the fiscal year 2020 Per Capita Grant.

VIII. Director's Report.

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 were included in Attachment 7 of agenda binders. Director Auston highlighted Library activities:

- He updated the Board on the final outcomes and costs of the Outdoor Renovation Project which was completed under budget (the final expense of \$777,876 was below both the estimated cost and the not-to-exceed total of \$875,000). He thanked the trustees for their support of the project. There is a one-year warranty on all plantings associated with the project; all plants will be inventoried and necessary replacements made next spring.
- Director Auston reviewed the impact that the inclusion of Indian Trails Public Library will have on CCS.

IX. Committee Reports.

A. Advocacy & Partners Committee.

Committee members are trustees Johnson (chair), Barshis, Fishman, and McDonald (ex-officio).

All committee members and Director Auston attended the September 24, 2019 meeting. Trustee Johnson summarized the meeting and stated that Library trustees are in the process of meeting with Village trustees. The committee is interested in finding ways to affiliate with other village entities to explore efficiencies and cost savings.

B. Finance Committee.

Committee members are trustees Rodgers (chair), Johnson, Riddle, Wolf, and McDonald (ex-officio).

Trustees Rodgers, Riddle (by phone), Wolf, McDonald, and Director Auston attended the October 2, 2019 meeting. Trustee Rodgers summarized the meeting and stated that another meeting will be scheduled to continue discussions initiated at this meeting.

C. ILA / RAILS Updates.

Trustee Barshis provided ILA updates and Director Auston provided RAILS updates.

X. Information Items.

A. ILA Annual Conference is October 22 – 24 at the Tinley Park Convention Center. Visit www.ila.org.

XI. New Business / Old Business. None.

XII. Adjournment.

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

Aye – Barshis, Fishman, Johnson, McDonald, Rodgers, Wolf (trustee Riddle left at 8:30 pm).

Nay – None

Absent or not voting – None

MOTION CARRIED. The meeting adjourned at 8:45 pm.

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

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

Wilmette Public Library
Notes on Financial Reports for October 2019

Revenue Report

During October, WPL received \$57,442.10 in Real Estate Taxes, \$23,126.12 in General Fund Interest, and \$14,185.80 in Replacement Taxes.

Expenditure Report

Total General Fund expenses at 32.85% are slightly below the expected four-month rate of 33.33%.

Four accounts, (50200, Books, 50810, ILL Expense, 66000, Insurance-Employee, and 70400, Copiers) show expenses slightly higher than the four-month rate. In each case, this due to the normal timing of the payments and does not indicate a general trend. Account 50400, Periodicals, and Account 50500, Electronic Resources, reflect a normal timing of subscription payments which fall early in the fiscal year.

Payments in Account 67000, Employee Paid Expenses, cannot be predicted in terms of timing and often appears to be trending ahead of budget; however, by the end of the year, the expenses align with the budget. Account 76800, Utilities, reflects a larger than usual water bill due to the temporary requirements of the Outdoor Renovation Project.

Check Detail, October 1 - 31, 2019

The largest General Fund checks were written to Wellness Insurance Network (\$46,127.92), Cooperative Computer Services (\$23,610.46), OverDrive, Inc. (\$13,575.73), Baker & Taylor (\$12,932.08, \$5,468.62, \$6,979.76, \$8,788.21), S&P Global Market Intelligence (\$11,000.00), Village of Wilmette (\$7,586.83), Brainfuse, Inc. (\$7,000.00), LinkedIn, Corp. (\$7,000.00), and Kanopy LLC (\$5,000.00.)

The largest checks paid from the Special Reserve Fund were written to Shales McNutt Construction (\$57,498.63, \$16,969.50 - a September check which was voided and reissued), and Teska Associates (\$2,375.00.)

The total amount in this report represents the expenses paid by check and does not include expenses paid by electronic transfer of funds, such as the bi-weekly payroll (10/11/19 for \$128,478.53, and 10/25/19 for \$128,371.79).

Certificate of Deposit Activity

Of the \$22,874.46 in General Fund interest received during October, \$15,290.55 was earned by the funds invested in the GF Certificates of Deposit.

Statement of Assets, Liabilities Fund Balances

On the October 30, 2019 Statement, the Fund balances have been adjusted to reflect the results of the Annual Financial Report (for the year ended June 30, 2019), and the Net Income represents the difference between total income and total expenses for the year to date.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of October 31, 2019

		October 31, 2019
ASSETS		
Current Assets		
	10001 · Deposit Account	536,881.60
	10005 · Rutherford Trust Funds	164,310.86
	10010 · Pvt Bk MM Account - GF	1,747.38
	10100 · Operating Checking	2,412,336.81
	10200 · Payroll Checking	20,004.82
	10300 · HRA & FSA Checking	9,138.52
	10610 · Special Reserve MMF	269,088.64
	10710 · Endowment MMF	37,968.31
	10810 · Illinois Funds	595,963.35
	10900 · Fifth Third Securities	247,395.74
	11000 · CDs General Fund Total	6,768,404.31
	16000 · CDs Special Reserve Fund Total	4,646,189.01
TOTAL ASSETS		15,709,429.35
LIABILITIES & EQUITY		
Equity		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,626,327.00
	30020 · IMRF/SS Fund Balance	368,596.00
	30030 · Audit Fund Balance	6,259.00
	30040 · Liability Fund Balance	43,459.00
	30060 · Special Reserve Fund Balance	6,154,905.00
	30070 · Endowment Fund Balance	37,578.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,420,271.00
	Net Income	289,158.35
Total Equity		15,709,429.35
TOTAL LIABILITIES & EQUITY		15,709,429.35

Wilmette Public Library
Revenue Actual vs Budget October 2019
(33.33% of Budget Year Completed)

		Current	July 2019-	FY 2019-20	\$ Over(Under)	% of
		Month	June 2020	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	23,125.12	82,321.21	95,000.00	(12,678.79)	86.65%
	44100 · Replacement Taxes	14,185.80	23,314.38	35,000.00	(11,685.62)	66.61%
	44200 · Kenilworth	1,853.00	51,912.63	163,000.00	(111,087.37)	31.85%
	45000 · Grants	0.00	35,457.87	33,859.00	1,598.87	104.72%
	46100 · Fines	1,815.16	7,202.15	24,000.00	(16,797.85)	30.01%
	46200 · Lost Materials	1,273.06	4,384.88	9,000.00	(4,615.12)	48.72%
	46400 · Service Fees	169.34	409.35	500.00	(90.65)	81.87%
	47000 · Miscellaneous Income	3,109.15	16,228.05	35,000.00	(18,771.95)	46.37%
	47100 · Copier Receipts	1,220.22	4,468.13	12,500.00	(8,031.87)	35.75%
	47200 · Room Rental	620.00	1,624.50	5,000.00	(3,375.50)	32.49%
	48000 · Gifts/Donations	0.00	18,643.54	39,000.00	(20,356.46)	47.8%
	INCOME SUB-TOTAL	47,370.85	245,966.69	451,859.00	(205,892.31)	54.43%
	41010 · GF Taxes	57,442.10	2,153,937.03	5,308,603.00	(3,154,665.97)	40.57%
	TOTAL INCOME	104,812.95	2,399,903.72	5,760,462.00	(3,360,558.28)	41.66%
* 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
October, 2019
(33.3% of Budget Year Completed)

	Current Month	July 2019 - June 2020	FY 2019-20 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	36,565.55	90,110.85	257,000.00	(166,889.15)	35.08%
50200 · Continuations	6,401.48	11,575.11	48,500.00	(36,924.89)	23.87%
50250 · Library of Things	0.00	748.27	5,000.00	(4,251.73)	14.97%
50300 · Audio Visual Materials	12,801.99	31,005.82	113,000.00	(81,994.18)	27.44%
50400 · Periodicals	1,464.40	35,767.10	58,500.00	(22,732.90)	61.14%
50500 · Electronic Resources	81,309.31	246,632.71	536,000.00	(289,367.29)	46.01%
50700 · Programming	6,002.65	18,163.13	60,000.00	(41,836.87)	30.27%
50810 · ILL Expense	292.82	492.82	1,200.00	(707.18)	41.07%
52000 · Newsletter	3,363.06	6,691.06	40,000.00	(33,308.94)	16.73%
53000 · Promotion	0.00	1,769.44	10,000.00	(8,230.56)	17.69%
54000 · Grant Expense	0.00	0.00	1,000.00	(1,000.00)	0.00%
56000 · Rutherford Trust Expenditures	1,166.32	2,799.16	9,000.00	(6,200.84)	31.10%
58500 · Friends Purchases	1,000.00	7,779.18	28,800.00	(21,020.82)	27.01%
61000 · Personnel	272,782.29	1,096,440.23	3,274,468.00	(2,178,027.77)	33.48%
62000 · Professional Memberships	500.00	1,542.00	6,500.00	(4,958.00)	23.72%
63000 · Registrations	1,009.00	2,457.00	10,000.00	(7,543.00)	24.57%
64000 · Travel/Mileage/Meals	524.32	4,245.84	35,000.00	(30,754.16)	12.13%
65000 · Staff Development	171.25	479.56	30,000.00	(29,520.44)	1.60%
66000 · Insurance - Employee	51,187.86	197,003.78	523,300.00	(326,296.22)	37.65%
67000 · Employee Paid Expenses	7,280.67	15,550.59	25,000.00	(9,449.41)	62.20%
70100 · Accounting - PR & CrCd fees	904.46	3,547.23	16,000.00	(12,452.77)	22.17%
70200 · Professional Fees	320.87	1,115.48	20,000.00	(18,884.52)	5.58%
70310 · Library Supplies	1,489.07	6,222.77	35,000.00	(28,777.23)	17.78%
70320 · Office Supplies	3,836.34	12,419.37	45,000.00	(32,580.63)	27.60%
70400 · Copiers	3,833.53	10,402.39	28,000.00	(17,597.61)	37.15%
70500 · Printing	395.00	463.44	11,000.00	(10,536.56)	4.21%
70600 · Postage/Shipping	347.61	722.48	6,000.00	(5,277.52)	12.04%
70700 · Telephone	870.51	2,555.75	13,000.00	(10,444.25)	19.66%
74100 · Equipment/Furnishings/Computers	7,714.26	11,564.04	125,000.00	(113,435.96)	9.25%
74150 · Equipment/Computer Maintenance	2,785.21	22,542.10	86,000.00	(63,457.90)	26.21%
75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
76100 · Building Improvement	1,155.00	1,923.91	20,000.00	(18,076.09)	9.62%
76200 · Building Supplies	2,066.26	7,834.23	24,000.00	(16,165.77)	32.64%
76300 · Building Maintenance	753.88	7,798.08	85,000.00	(77,201.92)	9.17%
76350 · Building Maint Contracts	9,273.33	27,957.96	100,000.00	(72,042.04)	27.96%
76400 · Grounds Maintenance	131.18	308.68	45,000.00	(44,691.32)	0.69%
76450 · Parking Lot Rent	300.00	3,150.00	12,000.00	(8,850.00)	26.25%
76800 · Utilities	8,290.33	10,770.22	21,000.00	(10,229.78)	51.29%
77000 · Sales & Use Tax Expense	0.00	0.00	100.00	(100.00)	0.00%
78000 · Kenilworth Expenses	0.00	0.00	0.00	0.00	0.00%
TOTAL GENERAL FUND EXPENSE	528,289.81	1,902,551.78	5,791,868.00	(3,889,316.22)	32.85%
92000 · SS/MRF Fund	34,534.84	155,567.21	468,000.00	(312,432.79)	33.24%
93000 · Audit Expense	0.00	2,250.00	10,000.00	(7,750.00)	22.50%
94000 · Liability Fund	136.21	883.19	40,000.00	(39,116.81)	2.21%
96000 · Special Reserve Fund	77,143.13	290,469.79	6,000,000.00	(5,709,530.21)	4.84%
97000 · Endowment Fund	0.00	0.00	0.00	0.00	0.00%
TOTAL OTHER FUNDS	111,814.18	449,170.19	6,518,000.00	(6,068,829.81)	6.89%
TOTAL GENERAL & OTHER FUNDS	640,103.99	2,351,721.97	12,309,868.00	(9,958,146.03)	19.10%

All CDs Sorted by Maturity
Date October 31, 2019

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
General Fund						
November 24, 2017	November 24, 2019	<i>NSCB/Wintrust</i>	GF 2	3804744799	1.69%	516,435.30
February 2, 2018	February 2, 2020	<i>NSCB/Wintrust</i>	GF 3	3804991322	2.40%	531,336.82
March 19, 2018	March 19, 2020	<i>NSCB/Wintrust</i>	GF 9	3804889432	2.40%	541,688.56
May 9, 2018	November 9, 2020	<i>5th/3rd Connectone BK</i>	GF 6	18123-0D7C0G	2.75%	250,000.00
May 11, 2018	November 10, 2020	<i>5th/3rd Horizon Bk</i>	GF 7	18123-0D7B1D	2.60%	250,000.00
August 28, 2018	August 28, 2020	<i>5/3 UBS Bk USA</i>	GF 15	90348JDK3	2.80%	250,000.00
August 29, 2018	August 31, 2020	<i>5/3 Bank of Hope</i>	GF 19	062683BM8	2.75%	250,000.00
September 28, 2018	September 28, 2020	<i>5/3 Wells Fargo Bk</i>	GF 21	949763UB0	2.90%	250,000.00
September 28, 2020	September 28, 2020	<i>5/3 Berkshire Bk MA</i>	GF 23	084601QQ9	2.80%	250,000.00
October 5, 2018	October 5, 2020	<i>5/3 Farmers & Merchants BK</i>	GF 20	30856PAY2	2.80%	250,000.00
November 28, 2018	November 30, 2020	<i>5th/3rd Compass Bk</i>	GF 13	20451PVY9	3.10%	250,000.00
December 7, 2018	December 20, 2020	<i>5th/3rd St Bk of India</i>	GF 14	856285MT5	3.15%	250,000.00
February 1, 2019	February 1, 2021	<i>CIBC/Private Bank</i>	GF 12	6920313/1	2.72%	529,309.23
April 15, 2019	April 15, 2021	<i>NSCB/Wintrust</i>	GF 1	340182997	2.60%	536,962.94
March 19, 2019	March 19, 2021	<i>NSCB/Wintrust</i>	GF5	64886	2.60%	542,621.66
May 13, 2019	May 13, 2021	<i>CIBC/Private Bank</i>	GF 11	6832170	2.50%	533,127.05
July 29, 2019	July 29, 2021	<i>NSCB/Wintrust</i>	GF 17	2733	2.17%	536,922.75
October 23, 2019	October 25, 2021	<i>5/3 Sallie Mae Bk Salt Lake</i>	GF 8	7954504U6	1.80%	245,000.00
October 23, 2019	October 25, 2021	<i>5/3 Sallie Mae Bk Salt Lake</i>	GF 8	7954504U6	1.80%	5,000.00
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	2.52%	6,768,404.31
Special Reserve Fund						
November 22, 2017	November 22, 2019	<i>5th/3rd Citizens St Bk</i>	SRF 1	254672WR5	1.75%	250,000.00
November 29, 2017	November 29, 2019	<i>5th/3rd Kennebec Svg Bk</i>	SRF 4	33767ARJ2	1.70%	250,000.00
February 22, 2018	February 24, 2020	<i>5/3 Discover Bank</i>	SRF 13	254673ML7	2.35%	250,000.00
February 21, 2018	February 21, 2020	<i>5/3 First Nat'l Bk Omaha</i>	SRF 12	332135HH82	2.30%	75,000.00
March 7, 2018	May 7, 2020	<i>5th 3rd Rockford B&T IL</i>	SRF 7	77315PBN1	2.30%	250,000.00
May 12, 2018	May 12, 2020	<i>CIBC/Private Bank</i>	SRF 10	134430	2.25%	565,111.00
June 30, 2018	June 30, 2020	<i>NSCB/Wintrust</i>	SRF 15	3804025908	2.75%	544,023.93
August 17, 2018	August 17, 2020	<i>5/3 JP Iberia Bank/ LA</i>	SRF 5	45083AJX1	2.75%	250,000.00
September 28, 2018	September 28, 2020	<i>5/3 Stearns Bk MN</i>	SRF 11	857894XP9	2.80%	250,000.00
November 5, 2018	November 5, 2020	<i>5th 3rd 1st Bk of Greenwich</i>	SRF 20	31926GAL4	3.00%	250,000.00

All CDs Sorted by Maturity
Date October 31, 2019

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
January 8, 2019	January 8, 2021	<i>CIBC/Private Bank</i>	SRF 8	6956404	2.72%	540,850.78
January 8, 2019	January 8, 2021	<i>CIBC/Private Bank</i>	SRF 16	6939573	2.72%	380,202.02
February 28, 2019	February 26, 2021	<i>5th 3rd Ally Bank</i>	SRF 9	02007GHT3	2.60%	250,000.00
October 15, 2019	October 15, 2021	<i>CIBC/Private Bank</i>	SRF 6	96545	1.65%	541,001.28
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	2.40%	4,646,189.01
TOTAL CD's				Weighted Avg Yield	2.47%	11,414,593.32

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	52044	Aflac	10101 - General Fund Checking	
Bill	601481		67020 - Aflac premiums	<u>(53.04)</u> (53.04)
Bill Pmt -Check	52045	Bielinski, Dobra	10101 - General Fund Checking	
Bill	event 10/3/19		56000 - Rutherford Trust Expenditures	<u>(137.50)</u> (137.50)
Bill Pmt -Check	52046	Book Page	10101 - General Fund Checking	
Bill	S43110		50410 - AS Periodicals	<u>(576.00)</u> (576.00)
Bill Pmt -Check	52047	Brainfuse, Inc.	10101 - General Fund Checking	
Bill	2008342		50512 - AS & YS Esubscriptions	<u>(7,000.00)</u> (7,000.00)
Bill Pmt -Check	52048	BT A/V	10101 - General Fund Checking	
Bill	T05876530		50314 - AS Music	(19.51)
Bill	T05876540		50314 - AS Music	(170.37)
Bill	H39119670		50312 - AS Non-feature	(34.50)
Bill	H39119671		50312 - AS Non-feature	(24.98)
Bill	H39206010		50312 - AS Non-feature	(250.84)
Bill	H39216170		50312 - AS Non-feature	(14.66)
Bill	H39304330		50314 - AS Music	(13.48)
Bill	H39258480		50311 - AS Feature	(14.69)
Bill	H39258481		50311 - AS Feature	(161.62)
Bill	H39258482		50311 - AS Feature	(22.01)
Bill	H39360270		50314 - AS Music	(41.19)
Bill	H39401620		50312 - AS Non-feature	(150.86)
Bill	T05885500		50312 - AS Non-feature	(33.36)
Bill	H39419500		50312 - AS Non-feature	(18.34)
Bill	H39507200		50312 - AS Non-feature	(22.01)
Bill	H39507201		50312 - AS Non-feature	(33.07)
Bill	T05897060		50311 - AS Feature	(20.57)
Bill	H39304340		50312 - AS Non-feature	(71.24)
Bill	H39304341		50312 - AS Non-feature	(20.99)
Bill	H39304342		50312 - AS Non-feature	(22.01)
Bill	H39304343		50312 - AS Non-feature	(29.39)
Bill	H39370310		50314 - AS Music	(23.76)
Bill	H39370311		50314 - AS Music	(11.03)
Bill	H39419490		50314 - AS Music	(11.88)
Bill	H39419491		50314 - AS Music	(11.03)
Bill	H39419492		50314 - AS Music	(14.23)
Bill	H39522340		50311 - AS Feature	(321.89)
Bill	H39507190		50311 - AS Feature	(11.01)
Bill	H39507191		50311 - AS Feature	(29.36)
Bill	H39507192		50311 - AS Feature	(11.02)
Bill	H39507193		50311 - AS Feature	(91.12)
Bill	H39599480		50311 - AS Feature	(69.79)
Bill	H39689470		50314 - AS Music	(36.50)
Bill	H39689480		50314 - AS Music	<u>(86.28)</u>

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
				(1,918.59)
Bill Pmt -Check	52049	BT Books	10101 - General Fund Checking	
Bill	2034783857		50120 - YS Books	(163.17)
Bill	2034785293		50120 - YS Books	(13.05)
Bill	2034788034		50111 - Fiction	(54.85)
Bill	3022891563		50111 - Fiction	(31.07)
Bill	2034784296		50120 - YS Books	(704.87)
Bill	2034796510		50120 - YS Books	(133.88)
Bill	2034788733		50120 - YS Books	(378.45)
Bill	2034801294		50120 - YS Books	(85.63)
Bill	2034804126		50110.0 - 000's	(14.69)
			50110.1 - 100's	(21.89)
			50110.2 - 200's	(14.68)
			50110.3 - 300's	(462.72)
			50110.5 - 500's	(49.67)
			50110.6 - 600's	(239.06)
			50110.7 - 700's	(25.43)
			50110.8 - 800's	(82.51)
			50110.9 - 900's	(259.15)
			50111 - Fiction	(489.64)
			50112 - H.S. Collection	(60.81)
			50111 - Fiction	(8.60)
Bill	2034774172		50111 - Fiction	(276.29)
Bill	3022891774		50111 - Fiction	(13.66)
			50110.9 - 900's	(48.90)
Bill	2034807324		50110.0 - 000's	(15.82)
			50110.1 - 100's	(142.70)
			50110.2 - 200's	(40.48)
			50110.3 - 300's	(227.11)
			50110.6 - 600's	(112.91)
			50110.7 - 700's	(107.07)
			50110.8 - 800's	(30.92)
			50110.9 - 900's	(80.23)
			50111 - Fiction	(283.84)
			50111 - Fiction	(5.21)
Bill	5015721565		50210 - AS Continuations	(1,313.19)
Bill	2034807209		50120 - YS Books	(404.20)
Bill	2034811027		50120 - YS Books	(85.35)
Bill	2034799348		50120 - YS Books	(1,288.19)
Bill	2034801612		50120 - YS Books	(486.31)
Bill	4012604466		50110.9 - 900's	(68.14)
Bill	2034815959		50110.0 - 000's	(156.80)
			50110.1 - 100's	(252.03)
			50110.2 - 200's	(24.64)
			50110.3 - 300's	(172.89)
			50110.5 - 500's	(10.12)
			50110.6 - 600's	(54.21)
			50110.7 - 700's	(31.04)
			50110.8 - 800's	(23.31)
			50110.9 - 900's	(143.00)
			50111 - Fiction	(316.00)
			50112 - H.S. Collection	(90.72)
			50113 - Reference	(121.48)
			50111 - Fiction	(6.98)

**Wilmette Public Library
Check Detail
October 2019**

Type	Num	Name	Account	Paid Amount
Bill	2034786958		50111 - Fiction	(324.28)
Bill	2034818998		50120 - YS Books	(116.41)
Bill	2034821691		50110.1 - 100's	(30.53)
			50110.2 - 200's	(15.82)
			50110.3 - 300's	(147.45)
			50110.4 - 400's	(23.79)
			50110.5 - 500's	(72.01)
			50110.6 - 600's	(227.36)
			50110.7 - 700's	(119.65)
			50110.8 - 800's	(10.11)
			50110.9 - 900's	(112.47)
			50111 - Fiction	(513.51)
			50112 - H.S. Collection	(20.32)
			50111 - Fiction	(6.47)
Bill	2034828501		50110.0 - 000's	(14.10)
			50110.1 - 100's	(70.26)
			50110.9 - 900's	(52.54)
			50111 - Fiction	(288.48)
			50112 - H.S. Collection	(20.89)
			50110.3 - 300's	(126.52)
			50111 - Fiction	(2.86)
Bill	2034828450		50110.0 - 000's	(22.60)
			50110.1 - 100's	(44.59)
			50110.2 - 200's	(44.62)
			50110.3 - 300's	(87.34)
			50110.6 - 600's	(19.78)
			50110.7 - 700's	(63.63)
			50110.8 - 800's	(32.68)
			50110.9 - 900's	(85.15)
			50111 - Fiction	(413.86)
			50111 - Fiction	(4.07)
Bill	5015737362		50110.5 - 500's	(11.87)
			50110.6 - 600's	(14.68)
			50110.9 - 900's	(32.74)
			50112 - H.S. Collection	(10.73)
			50110.9 - 900's	(0.35)
				<u>(12,932.08)</u>
Bill Pmt -Check	52050	Carter, Kathleen	10101 - General Fund Checking	
Bill	event 10/06/19		50730 - Community Serv Prog	<u>(500.00)</u>
				(500.00)
Bill Pmt -Check	52051	Cengage/ Gale	10101 - General Fund Checking	
Bill	68454103		50110.7 - 700's	(21.74)
			50110.9 - 900's	(22.49)
			50110.3 - 300's	(24.00)
			50111 - Fiction	(64.47)
Bill	68454279		50111 - Fiction	(22.50)
Bill	68498899		50111 - Fiction	(23.99)
Bill	68518279		50110.3 - 300's	(23.99)
Bill	68613120		50111 - Fiction	(20.24)
Bill	68613026		50111 - Fiction	<u>(35.99)</u>
				(259.41)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	52052	Crain's Chicago Business	10101 - General Fund Checking	
Bill			50410 - AS Periodicals	(39.00)
				<u>(39.00)</u>
Bill Pmt -Check	52053	Crystal Lake Public Library,	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	(34.99)
				<u>(34.99)</u>
Bill Pmt -Check	52054	DEMCO	10101 - General Fund Checking	
Bill	6686500		70320 - Office Supplies	(332.66)
				<u>(332.66)</u>
Bill Pmt -Check	52055	Des Plaines Public Library	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	(10.94)
				<u>(10.94)</u>
Bill Pmt -Check	52056	Evanston PL	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	(113.80)
				<u>(113.80)</u>
Bill Pmt -Check	52057	FedEx Freight	10101 - General Fund Checking	
Bill	6-742-49029		70600 - Postage/Shipping	(27.62)
				<u>(27.62)</u>
Bill Pmt -Check	52058	Findaway World	10101 - General Fund Checking	
Bill	297167		50313 - AS Audiobooks	(183.72)
				<u>(183.72)</u>
Bill Pmt -Check	52059	Fox River Valley Public Library	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	(17.99)
				<u>(17.99)</u>
Bill Pmt -Check	52060	Fremont Public Library	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	(10.95)
				<u>(10.95)</u>
Bill Pmt -Check	52061	Friends of WPL	10101 - General Fund Checking	
Bill	9/16-9/22/19		47071 - FOL Annex income	(359.25)
Bill	9/23-9/29/19		47071 - FOL Annex income	(269.60)
				<u>(628.85)</u>
Bill Pmt -Check	52062	Ghazarian, Vahe	10101 - General Fund Checking	
Bill	9/13/19		74151 - Equipment Maintenance	(120.00)
				<u>(120.00)</u>

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	52063	Glencoe Public Library	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	<u>(12.00)</u>
				(12.00)
Bill Pmt -Check	52064	Glenview Public Library	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	<u>(24.05)</u>
				(24.05)
Bill Pmt -Check	52065	Graphic Sciences, Inc.	10101 - General Fund Checking	
Bill	0150276-IN		50512 - AS & YS Esubscriptions	<u>(823.90)</u>
				(823.90)
Bill Pmt -Check	52066	Hill Mechanical Services	10101 - General Fund Checking	
Bill	529410		76350 - Building Maint Contracts	<u>(2,186.00)</u>
				(2,186.00)
Bill Pmt -Check	52067	Johnson, Julie	10101 - General Fund Checking	
Bill	September 2019		50710 - AS Programming	<u>(200.00)</u>
				(200.00)
Bill Pmt -Check	52068	Krueger International, Inc.	10101 - General Fund Checking	
Bill	14102802		74110 - Equipment/Furnishings	<u>(4,665.00)</u>
				(4,665.00)
Bill Pmt -Check	52069	LinkedIn Corp void check, replaced by #52183	10101 - General Fund Checking	0.00
Bill Pmt -Check	52070	McHenry PL	10101 - General Fund Checking	
Bill	2nd qtr pmt		50810 - ILL Expense	<u>(20.23)</u>
				(20.23)
Bill Pmt -Check	52071	Mid-Central Printing & Mailing	10101 - General Fund Checking	
Bill	54132		70500 - Printing	<u>(210.00)</u>
				(210.00)
Bill Pmt -Check	52072	Midwest Tape	10101 - General Fund Checking	
Bill	97938703		50313 - AS Audiobooks	(141.96)
Bill	97938704		50324 - YS Music	(71.94)
Bill	97938707		50313 - AS Audiobooks	(37.99)
Bill	97969495		50311 - AS Feature	(84.72)
Bill	97969499		50322 - YS Non-feature	(14.99)
Bill	97969491		50324 - YS Music	(74.93)
Bill	97969496		50324 - YS Music	(56.21)
Bill	97953968		50313 - AS Audiobooks	(204.94)
Bill	97953969		50313 - AS Audiobooks	(184.95)
Bill	97969490		50313 - AS Audiobooks	(74.98)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill	97969492		50313 · AS Audiobooks	(74.98)
Bill	97969493		50313 · AS Audiobooks	(108.97)
Bill	97969494		50313 · AS Audiobooks	(109.97)
Bill	97969498		50313 · AS Audiobooks	<u>(79.98)</u>
				(1,321.51)
Bill Pmt -Check	52073	Morton Grove PL	10101 · General Fund Checking	
Bill	2nd qtr pmt		50810 · ILL Expense	<u>(8.90)</u>
				(8.90)
Bill Pmt -Check	52074	Northbrook Public Library	10101 · General Fund Checking	
Bill	2nd qtr pmt		50810 · ILL Expense	<u>(1.99)</u>
				(1.99)
Bill Pmt -Check	52075	Quill Corp	10101 · General Fund Checking	
Bill	1138382		70320 · Office Supplies	(20.65)
Bill	1153390		70320 · Office Supplies	(325.42)
Bill	1174967		74100 · Equipment/Furnishings/Computers	(271.91)
Bill	1356791		70320 · Office Supplies	<u>(364.00)</u>
				(981.98)
Bill Pmt -Check	52076	Recorded Books	10101 · General Fund Checking	
Bill	76522736		50313 · AS Audiobooks	(71.77)
Bill	76522269		50313 · AS Audiobooks	<u>(141.75)</u>
				(213.52)
Bill Pmt -Check	52077	Round Lake Public Library	10101 · General Fund Checking	
Bill	2nd qtr pmt		50810 · ILL Expense	<u>(21.99)</u>
				(21.99)
Bill Pmt -Check	52078	Rowman & Littlefield Publishing Group	10101 · General Fund Checking	
Bill	11245478		50210 · AS Continuations	<u>(32.87)</u>
				(32.87)
Bill Pmt -Check	52079	Simon & Schuster	10101 · General Fund Checking	
Bill	Meet the author		50710 · AS Programming	<u>(1,207.87)</u>
				(1,207.87)
Bill Pmt -Check	52080	StackMap, LLC	10101 · General Fund Checking	
Bill	1160003		50512 · AS & YS Esubscriptions	<u>(2,845.00)</u>
				(2,845.00)
Bill Pmt -Check	52081	Sun Life Employee Benefits/Assurant	10101 · General Fund Checking	
Bill	10/1-10/31/19		66020 · Emp Life/LTD Insurance	<u>(2,199.26)</u>
				(2,199.26)
Bill Pmt -Check	52082	Terryburg Web Development, Inc.	10101 · General Fund Checking	

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill	629		50655 · Web Design	<u>(115.50)</u> (115.50)
Bill Pmt -Check	52083	The Teaching Company Sales, LLC	10101 · General Fund Checking	
Bill	SINV08686779		50312 · AS Non-feature	(80.00)
Bill	SINV08687470		50312 · AS Non-feature	<u>(159.90)</u> (239.90)
Bill Pmt -Check	52084	Thomson Reuters	10101 · General Fund Checking	
Bill	840993738		50210 · AS Continuations	<u>(108.05)</u> (108.05)
Bill Pmt -Check	52085	Tsai Fong Books	10101 · General Fund Checking	
Bill	5400		50120 · YS Books	(40.71)
Bill	5441		50120 · YS Books	<u>(30.04)</u> (70.75)
Bill Pmt -Check	52086	Zion-Benton Public Library	10101 · General Fund Checking	
Bill	2nd qtr pmt		50810 · ILL Expense	<u>(14.99)</u> (14.99)
Bill Pmt -Check	52087	Shales McNutt Construction	10106 · SRF Operating Checking	
Bill	Application 7		96400 · Outdoor Renovation Project	<u>(57,498.63)</u> (57,498.63)
Bill Pmt -Check	52088	St. John's Evangelical Church	10106 · SRF Operating Checking	
Bill	October 2019		96400 · Outdoor Renovation Project	<u>(300.00)</u> (300.00)
Bill Pmt -Check	52089	Teska Associates, Inc.	10106 · SRF Operating Checking	
Bill	9770		96400 · Outdoor Renovation Project	<u>(2,375.00)</u> (2,375.00)
Bill Pmt -Check	52090	Wisconsin Dept of Revenue	10101 · General Fund Checking	
Bill	WT-6 7/31/19		61200 · Non-Librarian Salaries	<u>(232.46)</u> (232.46)
Bill Pmt -Check	52091	22nd Century Media, LLC	10101 · General Fund Checking	
Bill	inv2019-91007		70210 · Legal Fees	<u>(268.41)</u> (268.41)
Bill Pmt -Check	52092	Advanced Disposal/Veolia	10101 · General Fund Checking	
Bill	t40002293620		76400 · Grounds Maintenance	<u>(54.00)</u> (54.00)

**Wilmette Public Library
Check Detail
October 2019**

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	52093	BT A/V	10101 - General Fund Checking	
Bill	H39549100		50312 - AS Non-feature	(18.34)
Bill	H39549101		50312 - AS Non-feature	(19.10)
Bill	H39549102		50312 - AS Non-feature	(74.93)
Bill	H39609770		50314 - AS Music	(12.73)
Bill	H39876860		50311 - AS Feature	(40.40)
Bill	H39876861		50311 - AS Feature	(47.75)
Bill	H39876862		50311 - AS Feature	(22.01)
Bill	H39945780		50311 - AS Feature	(22.01)
Bill	H39981090		50314 - AS Music	(26.21)
Bill	H39989520		50311 - AS Feature	(29.39)
Bill	H39989521		50311 - AS Feature	(27.90)
Bill	H39797540		50314 - AS Music	(14.23)
				<u>(355.00)</u>
Bill Pmt -Check	52094	BT Books	10101 - General Fund Checking	
Bill	2034815500		50120 - YS Books	(7.12)
Bill	2034811109		50111 - Fiction	(28.42)
			50110.9 - 900's	(15.03)
Bill	2034813787		50120 - YS Books	(334.17)
Bill	2034816558		50120 - YS Books	(455.86)
Bill	2034819008		50112 - H.S. Collection	(7.09)
			50111 - Fiction	(21.92)
			50111 - Fiction	(0.13)
Bill	2034800586		50111 - Fiction	(319.47)
Bill	2034831746		50120 - YS Books	(249.13)
Bill	2034834125		50110.1 - 100's	(24.23)
			50110.3 - 300's	(97.13)
			50110.6 - 600's	(48.30)
			50110.7 - 700's	(64.57)
			50110.8 - 800's	(30.49)
			50110.9 - 900's	(313.15)
			50111 - Fiction	(53.86)
			50112 - H.S. Collection	(72.73)
			50110.9 - 900's	(3.52)
Bill	2034826090		50111 - Fiction	(217.32)
Bill	2034833726		50120 - YS Books	(25.04)
Bill	2034836521		50120 - YS Books	(205.70)
Bill	2034839306		50110.1 - 100's	(37.66)
			50110.3 - 300's	(157.32)
			50110.4 - 400's	(13.66)
			50110.6 - 600's	(90.62)
			50110.7 - 700's	(123.72)
			50110.8 - 800's	(9.52)
			50110.9 - 900's	(39.58)
			50111 - Fiction	(81.59)
			50112 - H.S. Collection	(20.89)
			50110.3 - 300's	(2.87)
Bill	2034842723		50110.1 - 100's	(12.97)
			50110.2 - 200's	(34.79)
			50110.5 - 500's	(30.00)
			50110.6 - 600's	(15.79)
			50110.8 - 800's	(18.08)
			50110.9 - 900's	(53.03)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
			50111 - Fiction	(486.87)
			50111 - Fiction	(3.26)
Bill	2034846261		50110.0 - 000's	(15.82)
			50110.1 - 100's	(48.58)
			50110.2 - 200's	(71.82)
			50110.3 - 300's	(275.31)
			50110.4 - 400's	(15.25)
			50110.6 - 600's	(262.42)
			50110.7 - 700's	(15.82)
			50110.8 - 800's	(62.05)
			50110.9 - 900's	(51.33)
			50111 - Fiction	(318.42)
			50112 - H.S. Collection	(8.92)
Bill	2034849643		50111 - Fiction	(5.73)
			50110.1 - 100's	(12.42)
			50110.3 - 300's	(33.37)
			50110.6 - 600's	(115.90)
			50110.7 - 700's	(22.79)
			50110.9 - 900's	(87.59)
			50111 - Fiction	(154.07)
			50112 - H.S. Collection	(61.97)
			50111 - Fiction	(2.44)
				<u>(5,468.62)</u>
Bill Pmt -Check	52095	Casey, Christine	10101 - General Fund Checking	
Bill	10/15/19		50730 - Community Serv Prog	(50.00)
				<u>(50.00)</u>
Bill Pmt -Check	52096	Cengage/ Gale	10101 - General Fund Checking	
Bill	68638931		50512 - AS & YS Esubscriptions	(4,371.18)
Bill	68672344		50110.3 - 300's	(28.49)
			50110.9 - 900's	(26.99)
			50111 - Fiction	(369.61)
				<u>(4,796.27)</u>
Bill Pmt -Check	52097	Center Point Large Print	10101 - General Fund Checking	
Bill	1727004		50111 - Fiction	(183.36)
Bill	1729997		50110.9 - 900's	(28.46)
				<u>(211.82)</u>
Bill Pmt -Check	52098	Colley Elevator - A	10101 - General Fund Checking	
Bill	189433		76350 - Building Maint Contracts	(203.00)
				<u>(203.00)</u>
Bill Pmt -Check	52099	Colley Elevator - B	10101 - General Fund Checking	
Bill	189429		76350 - Building Maint Contracts	(203.00)
				<u>(203.00)</u>
Bill Pmt -Check	52100	Comcast	10101 - General Fund Checking	
Bill	89324561		50650 - Internet	(1,580.00)
				<u>(1,580.00)</u>

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
				(1,580.00)
Bill Pmt -Check	52101	De Lage Landen	10101 - General Fund Checking	
Bill	65154865		70400 - Copiers	(1,424.91)
				(1,424.91)
Bill Pmt -Check	52102	DEMCO	10101 - General Fund Checking	
Bill	6688981		74110 - Equipment/Furnishings	(127.18)
Bill	6692631		70310 - Library Supplies	(264.25)
				(391.43)
Bill Pmt -Check	52103	Ellison Educational Equipment	10101 - General Fund Checking	
Bill	3260238		70312 - YS supplies	(21.00)
				(21.00)
Bill Pmt -Check	52104	Encyclopaedia Britannica	10101 - General Fund Checking	
Bill	44356		50512 - AS & YS Esubscriptions	(495.00)
				(495.00)
Bill Pmt -Check	52105	Findaway World	10101 - General Fund Checking	
Bill	298090		50323 - YS Audiobooks	(869.09)
Bill	298662		50313 - AS Audiobooks	(1,451.01)
				(2,320.10)
Bill Pmt -Check	52106	Friends of WPL	10101 - General Fund Checking	
Bill	9/30-10/6/19		47071 - FOL Annex income	(321.55)
				(321.55)
Bill Pmt -Check	52107	Haines & Company	10101 - General Fund Checking	
Bill	456754		50210 - AS Continuations	(463.50)
				(463.50)
Bill Pmt -Check	52108	Hill Mechanical Services	10101 - General Fund Checking	
Bill	532445		76350 - Building Maint Contracts	(2,186.33)
				(2,186.33)
Bill Pmt -Check	52109	ILA - Dues	10101 - General Fund Checking	
Bill	Nancy Wagner		62010 - Staff Memberships	(100.00)
				(100.00)
Bill Pmt -Check	52110	Midwest Tape	10101 - General Fund Checking	
Bill	98001414		50313 - AS Audiobooks	(109.97)
Bill	98001415		50313 - AS Audiobooks	(290.93)
Bill	98001416		50311 - AS Feature	(22.49)
Bill	98001417		50312 - AS Non-feature	(22.49)
Bill	98001418		50313 - AS Audiobooks	(114.97)

Wilmette Public Library
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Type	Num	Name	Account	Paid Amount
Bill	98001419		50321 · YS Feature	(224.91)
Bill	98001440		50311 · AS Feature	(151.43)
Bill	98001441		50312 · AS Non-feature	(82.46)
Bill	98001442		50313 · AS Audiobooks	(34.99)
Bill	98001443		50322 · YS Non-feature	(29.23)
Bill	98001444		50313 · AS Audiobooks	(34.99)
Bill	98001445		50324 · YS Music	(26.23)
Bill	98001447		50313 · AS Audiobooks	(44.99)
				<u>(1,190.08)</u>
Bill Pmt -Check	52111	Millen Hardware	10101 · General Fund Checking	
Bill	September		70320 · Office Supplies	(102.96)
			76200 · Building Supplies	(471.41)
			76400 · Grounds Maintenance	(77.18)
				<u>(651.55)</u>
Bill Pmt -Check	52112	NiCor Gas	10101 · General Fund Checking	
Bill	8/26-9/26/19		76810 · Heating/Cooling	(503.50)
				<u>(503.50)</u>
Bill Pmt -Check	52113	OCLC	10101 · General Fund Checking	
Bill	0000687769		50530 · Computer Software	(336.60)
				<u>(336.60)</u>
Bill Pmt -Check	52114	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA19185339		50511 · AS E-Books & YS E-Books	(12,637.76)
Bill	01018MA19185830		50511 · AS E-Books & YS E-Books	(937.97)
				<u>(13,575.73)</u>
Bill Pmt -Check	52115	Quill Corp	10101 · General Fund Checking	
Bill	1214442		74110 · Equipment/Furnishings	(149.58)
Bill	1222219		70325 · Supplies for Coffee Station	(237.48)
Bill	1442276		70320 · Office Supplies	(59.59)
Bill	1527489		70320 · Office Supplies	(183.95)
				<u>(630.60)</u>
Bill Pmt -Check	52116	Recorded Books	10101 · General Fund Checking	
Bill	76518458		50511 · AS E-Books & YS E-Books	(204.74)
Bill	76522103		50313 · AS Audiobooks	(71.77)
Bill	76523640		50511 · AS E-Books & YS E-Books	(63.22)
Bill	76524161		50313 · AS Audiobooks	(71.77)
Bill	76526134		50313 · AS Audiobooks	(53.79)
				<u>(465.29)</u>
Bill Pmt -Check	52117	Sherwin Williams Co.	10101 · General Fund Checking	
Bill	2414-3		76200 · Building Supplies	(81.12)
				<u>(81.12)</u>
Bill Pmt -Check	52118	Smutko, Michael	10101 · General Fund Checking	

Wilmette Public Library
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Type	Num	Name	Account	Paid Amount
Bill	event 10/16/19		50710 · AS Programming	<u>(400.00)</u> (400.00)
Bill Pmt -Check	52119	Staples Advantage	10101 · General Fund Checking	
Bill	1625881840		76200 · Building Supplies	<u>(890.83)</u> (890.83)
Bill Pmt -Check	52120	State of Illinois-Fire Marshall	10101 · General Fund Checking	
Bill	9620465		76810 · Heating/Cooling	<u>(200.00)</u> (200.00)
Bill Pmt -Check	52121	Taylor & Francis	10101 · General Fund Checking	
Bill	TJ-189118-S		50210 · AS Continuations	<u>(1,540.99)</u> (1,540.99)
Bill Pmt -Check	52122	Tennison, Patricia	10101 · General Fund Checking	
Bill	event 10/10/19		56000 · Rutherford Trust Expenditures	<u>(200.00)</u> (200.00)
Bill Pmt -Check	52123	Wellness Insurance Network	10101 · General Fund Checking	
Bill	October 2019		66015 · retiree health premium	(47.00)
			66010 · Emp Health Insurance	<u>(46,080.92)</u> (46,127.92)
Bill Pmt -Check	52124	Wilmette Public Schools District 39	10101 · General Fund Checking	
Bill	10/19/19		50710 · AS Programming	<u>(272.50)</u> (272.50)
Bill Pmt -Check	52125	Shales McNutt Construction	10106 · SRF Operating Checking	
Bill	reissue-App. 6 pmt		96400 · Outdoor Renovation Project	<u>(16,969.50)</u> (16,969.50)
Bill Pmt -Check	52126	Blueprint for Bronzeville	10101 · General Fund Checking	
Bill	373		50312 · AS Non-feature	(19.99)
			50710 · AS Programming	(250.00)
			50710 · AS Programming	<u>(2.00)</u> (271.99)
Bill Pmt -Check	52127	BT A/V	10101 · General Fund Checking	
Bill	H39700890		50312 · AS Non-feature	(29.39)
Bill	H39700891		50312 · AS Non-feature	(11.00)
Bill	H40341200		50311 · AS Feature	(13.95)
Bill	H40341201		50311 · AS Feature	(20.97)
Bill	H40341202		50311 · AS Feature	(83.74)
Bill	H40469080		50312 · AS Non-feature	(84.45)
Bill	H40469081		50312 · AS Non-feature	(22.01)

Wilmette Public Library
Check Detail
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Type	Num	Name	Account	Paid Amount
Bill	H40469070		50314 - AS Music	(185.85)
				<u>(451.36)</u>
Bill Pmt -Check	52128	BT Books	10101 - General Fund Checking	
Bill	5015742710		50110.9 - 900's	(9.56)
Bill	2034825071		50120 - YS Books	(580.75)
Bill	2034831424		50120 - YS Books	(383.95)
Bill	2034831683		50120 - YS Books	(52.57)
Bill	2034834172		50120 - YS Books	(619.50)
Bill	5015751908		50210 - AS Continuations	(931.63)
Bill	2034835172		50110.3 - 300's	(34.58)
			50110.6 - 600's	(22.95)
			50110.9 - 900's	(26.79)
			50111 - Fiction	(8.88)
			50112 - H.S. Collection	(7.69)
			50110.3 - 300's	(0.47)
Bill	5015754979		50110.1 - 100's	(50.67)
			50110.3 - 300's	(45.56)
			50111 - Fiction	(42.38)
			50110.1 - 100's	(0.69)
Bill	2034853010		50110.1 - 100's	(16.94)
			50110.3 - 300's	(87.25)
			50110.5 - 500's	(59.17)
			50110.6 - 600's	(120.04)
			50110.7 - 700's	(42.22)
			50110.8 - 800's	(54.50)
			50110.9 - 900's	(144.12)
			50111 - Fiction	(243.75)
			50112 - H.S. Collection	(10.73)
			50111 - Fiction	(3.89)
Bill	5015759402		50111 - Fiction	(17.84)
			50110.6 - 600's	(16.94)
			50111 - Fiction	(0.17)
Bill	2034857987		50110.1 - 100's	(9.51)
			50110.2 - 200's	(25.35)
			50110.3 - 300's	(197.05)
			50110.4 - 400's	(19.90)
			50110.5 - 500's	(12.35)
			50110.6 - 600's	(128.25)
			50110.7 - 700's	(163.15)
			50110.8 - 800's	(76.69)
			50110.9 - 900's	(110.18)
			50111 - Fiction	(225.41)
			50112 - H.S. Collection	(29.12)
			50111 - Fiction	(4.98)
Bill	2034860874		50110.0 - 000's	(56.52)
			50110.1 - 100's	(45.00)
			50110.2 - 200's	(15.26)
			50110.3 - 300's	(28.32)
			50110.6 - 600's	(39.52)
			50110.7 - 700's	(47.43)
			50110.8 - 800's	(15.23)
			50110.9 - 900's	(24.83)
			50111 - Fiction	(266.40)
			50112 - H.S. Collection	(6.54)

Wilmette Public Library
Check Detail
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Type	Num	Name	Account	Paid Amount
			50111 - Fiction	(2.73)
Bill	2034863790		50110.3 - 300's	(130.12)
			50110.6 - 600's	(53.64)
			50110.7 - 700's	(18.05)
			50110.8 - 800's	(15.82)
			50111 - Fiction	(256.07)
			50111 - Fiction	(2.37)
Bill	5015768046		50110.3 - 300's	(15.80)
			50110.9 - 900's	(105.41)
			50111 - Fiction	(14.69)
			50112 - H.S. Collection	(10.68)
			50110.9 - 900's	(0.73)
Bill	2034864068		50110.1 - 100's	(10.52)
			50110.3 - 300's	(407.98)
			50110.6 - 600's	(33.66)
			50110.7 - 700's	(13.68)
			50110.9 - 900's	(94.95)
			50111 - Fiction	(186.94)
			50110.3 - 300's	(3.74)
Bill	2034866585		50110.6 - 600's	(87.80)
			50110.7 - 700's	(22.60)
			50110.9 - 900's	(128.79)
			50111 - Fiction	(177.74)
			50111 - Fiction	(2.08)
				<u>(6,979.76)</u>
Bill Pmt -Check	52129	Call One	10101 - General Fund Checking	
Bill	138126		70700 - Telephone	(851.83)
				<u>(851.83)</u>
Bill Pmt -Check	52130	CDW Government	10101 - General Fund Checking	
Bill	VDK4229		74120 - Computers	(329.00)
				<u>(329.00)</u>
Bill Pmt -Check	52131	Cengage/ Gale	10101 - General Fund Checking	
Bill	68696312		50110.6 - 600's	(24.74)
			50111 - Fiction	(23.24)
Bill	68711723		50111 - Fiction	(22.50)
			50110.9 - 900's	(22.50)
				<u>(92.98)</u>
Bill Pmt -Check	52132	Cooperative Computer Services	10101 - General Fund Checking	
Bill	1648		50610 - CCS	(18,301.19)
			50620 - OCLC	(5,309.27)
				<u>(23,610.46)</u>
Bill Pmt -Check	52133	Delin, Diane	10101 - General Fund Checking	
Bill	10.18.19		50730 - Community Serv Prog	(500.00)
				<u>(500.00)</u>
Bill Pmt -Check	52134	Employee Benefits Corporation	10101 - General Fund Checking	

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Type	Num	Name	Account	Paid Amount
Bill	2688510		660321 · FSA program fees	(72.25)
			660402 · HRA Fees	(157.25)
				<u>(229.50)</u>
Bill Pmt -Check	52135	Frere, Ginger	10101 · General Fund Checking	
Bill	10.26.19		50710 · AS Programming	(200.00)
				<u>(200.00)</u>
Bill Pmt -Check	52136	Friends of WPL	10101 · General Fund Checking	
Bill	10/7-10/13/19		47071 · FOL Annex income	(355.35)
				<u>(355.35)</u>
Bill Pmt -Check	52137	ILA - Dues	10101 · General Fund Checking	
Bill	dues, A. Joseph		62010 · Staff Memberships	(100.00)
Bill	170486		62020 · Library/Trustee Memberships	(300.00)
				<u>(400.00)</u>
Bill Pmt -Check	52138	Image Systems & Bus. Solutions	10101 · General Fund Checking	
Bill	297579		70400 · Copiers	(627.28)
				<u>(627.28)</u>
Bill Pmt -Check	52139	Kerrigan Plumbing Co	10101 · General Fund Checking	
Bill	06502		76300 · Building Maintenance	(236.35)
				<u>(236.35)</u>
Bill Pmt -Check	52140	Midwest Tape	10101 · General Fund Checking	
Bill	98036017		50313 · AS Audiobooks	(59.98)
Bill	98036018		50313 · AS Audiobooks	(64.98)
Bill	98036019		50311 · AS Feature	(12.74)
Bill	98036050		50313 · AS Audiobooks	(117.97)
Bill	98036051		50324 · YS Music	(23.98)
Bill	98036053		50313 · AS Audiobooks	(324.92)
Bill	98036054		50313 · AS Audiobooks	(39.99)
Bill	98036055		50313 · AS Audiobooks	(34.99)
Bill	98036056		50313 · AS Audiobooks	(89.98)
Bill	98036057		50311 · AS Feature	(44.98)
Bill	98036058		50313 · AS Audiobooks	(39.99)
				<u>(854.50)</u>
Bill Pmt -Check	52141	Nichols-Yehling, Michelle	10101 · General Fund Checking	
Bill	event 10/28/19		50710 · AS Programming	(165.00)
				<u>(165.00)</u>
Bill Pmt -Check	52142	Quill Corp	10101 · General Fund Checking	
Bill	1698808		70320 · Office Supplies	(692.31)
Bill	1699187		70320 · Office Supplies	(263.99)
Bill	1699523		70312 · YS supplies	(65.72)
				<u>(1022.02)</u>

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Type	Num	Name	Account	Paid Amount
				(1,022.02)
Bill Pmt -Check	52143	R.A.I.L.S.	10101 - General Fund Checking	
Bill	6333		50512 - AS & YS Esubscriptions	<u>(1,994.00)</u>
				(1,994.00)
Bill Pmt -Check	52144	Reading Group Choices	10101 - General Fund Checking	
Bill	INV-1164		50111 - Fiction	<u>(26.25)</u>
				(26.25)
Bill Pmt -Check	52145	Robbins Schwartz	10101 - General Fund Checking	
Bill	855465		70210 - Legal Fees	<u>(9.39)</u>
				(9.39)
Bill Pmt -Check	52146	S & P Global Market Intelligence	10101 - General Fund Checking	
Bill	2000089687		50512 - AS & YS Esubscriptions	<u>(11,000.00)</u>
				(11,000.00)
Bill Pmt -Check	52147	The Shakespeare Project	10101 - General Fund Checking	
Bill	10.19.19		58500 - Friends Purchases	<u>(1,000.00)</u>
				(1,000.00)
Bill Pmt -Check	52148	Thomson Reuters	10101 - General Fund Checking	
Bill	841132917		50210 - AS Continuations	<u>(108.05)</u>
				(108.05)
Bill Pmt -Check	52149	Uline	10101 - General Fund Checking	
Bill	112914931		74110 - Equipment/Furnishings	<u>(345.15)</u>
				(345.15)
Bill Pmt -Check	52150	Van Nuis, Petra	10101 - General Fund Checking	
Bill	10.17.19		56000 - Rutherford Trust Expenditures	<u>(300.00)</u>
				(300.00)
Bill Pmt -Check	52151	Warfield, Andrew	10101 - General Fund Checking	
Bill	201903181		50730 - Community Serv Prog	<u>(100.00)</u>
				(100.00)
Bill Pmt -Check	52152	Amazon /Synchrony Bank	10101 - General Fund Checking	
Bill	9/15-10/14/19		50110.6 - 600's	(19.84)
			50111 - Fiction	(16.69)
			50325 - YS Video Games	(41.62)
			50325 - YS Video Games	(119.24)
			70312 - YS supplies	(16.36)
			50110.9 - 900's	(34.92)
			50120 - YS Books	(18.86)

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Type	Num	Name	Account	Paid Amount
		50130 · Memorial Book Purchases		(16.86)
		50324 · YS Music		(18.02)
		50324 · YS Music		(16.95)
		50120 · YS Books		(14.58)
		70312 · YS supplies		(55.19)
		70325 · Supplies for Coffee Station		(152.49)
		50722 · YS Program Materials		(72.41)
		70312 · YS supplies		(39.71)
		50324 · YS Music		(15.43)
		50120 · YS Books		(19.82)
		50110.7 · 700's		(24.83)
		50110.7 · 700's		(58.14)
		50311 · AS Feature		(7.44)
		50110.9 · 900's		(19.86)
		74110 · Equipment/Furnishings		(105.42)
		50325 · YS Video Games		(151.88)
		50110.7 · 700's		(32.61)
		50110.3 · 300's		(25.06)
		50312 · AS Non-feature		(10.51)
		50110.3 · 300's		(14.65)
		50110.9 · 900's		(38.63)
		70312 · YS supplies		(34.34)
		50722 · YS Program Materials		(74.35)
		50110.9 · 900's		(21.96)
		50120 · YS Books		(47.61)
		50722 · YS Program Materials		(37.67)
		50722 · YS Program Materials		(37.67)
		50110.3 · 300's		(31.75)
		50312 · AS Non-feature		(26.32)
		50110.6 · 600's		(26.69)
		50110.9 · 900's		(26.82)
		50110.3 · 300's		(29.81)
		50110.8 · 800's		(25.34)
		50110.0 · 000's		(38.49)
		50111 · Fiction		(26.83)
		50110.6 · 600's		(14.81)
		50315 · AS Video Games		(49.67)
		70325 · Supplies for Coffee Station		(42.24)
		50315 · AS Video Games		(49.67)
		76200 · Building Supplies		(127.12)
		74110 · Equipment/Furnishings		(39.46)
		70320 · Office Supplies		(9.90)
		70320 · Office Supplies		(94.82)
		76200 · Building Supplies		(258.39)
		50120 · YS Books		(26.65)
		50110.8 · 800's		(15.88)
		50120 · YS Books		(33.40)
		50314 · AS Music		(12.90)
		50110.7 · 700's		(22.79)
		50110.4 · 400's		(19.43)
		50110.6 · 600's		(30.81)
		50110.1 · 100's		(23.32)
		50311 · AS Feature		(3.97)
		50110.4 · 400's		(31.21)
		50311 · AS Feature		(7.54)
		50722 · YS Program Materials		(67.18)

Wilmette Public Library
Check Detail
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Type	Num	Name	Account	Paid Amount
			70320 · Office Supplies	(61.60)
			70320 · Office Supplies	(8.46)
			50120 · YS Books	(4.92)
			50111 · Fiction	(7.36)
			74110 · Equipment/Furnishings	(36.96)
			50315 · AS Video Games	(49.62)
			50120 · YS Books	(11.75)
				<u>(2,825.50)</u>
Bill Pmt -Check	52153	BT A/V	10101 · General Fund Checking	
Bill	H40406190		50314 · AS Music	(11.03)
Bill	H40406200		50324 · YS Music	(11.98)
Bill	H40406210		50312 · AS Non-feature	(25.72)
Bill	H40406211		50312 · AS Non-feature	(14.68)
Bill	H40449320		50311 · AS Feature	(11.02)
Bill	H40595360		50311 · AS Feature	(22.01)
Bill	H40610720		50311 · AS Feature	(11.02)
Bill	H40617630		50314 · AS Music	(57.80)
Bill	H40695630		50311 · AS Feature	(101.34)
				<u>(266.60)</u>
Bill Pmt -Check	52154	BT Books	10101 · General Fund Checking	
Bill	2034853733		50120 · YS Books	(99.01)
Bill	2034863131		50120 · YS Books	(356.95)
Bill	2034853725		50120 · YS Books	(59.42)
Bill	2034869792		50110.1 · 100's	(15.81)
			50110.3 · 300's	(125.69)
			50110.6 · 600's	(12.43)
			50110.7 · 700's	(63.28)
			50110.8 · 800's	(60.09)
			50110.9 · 900's	(113.43)
			50111 · Fiction	(33.01)
			50112 · H.S. Collection	(10.73)
			50110.3 · 300's	(2.17)
Bill	2034873290		50110.0 · 000's	(24.96)
			50110.1 · 100's	(15.26)
			50110.2 · 200's	(62.68)
			50110.3 · 300's	(96.78)
			50110.5 · 500's	(49.17)
			50110.6 · 600's	(134.38)
			50110.7 · 700's	(81.38)
			50110.8 · 800's	(70.55)
			50110.9 · 900's	(109.52)
			50111 · Fiction	(186.37)
			50112 · H.S. Collection	(54.77)
			50111 · Fiction	(4.43)
Bill	2034876247		50110.3 · 300's	(56.48)
			50110.5 · 500's	(14.12)
			50110.6 · 600's	(28.89)
			50110.7 · 700's	(15.82)
			50110.8 · 800's	(38.00)
			50110.9 · 900's	(36.73)
			50111 · Fiction	(259.86)
			50112 · H.S. Collection	(10.16)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
			50111 - Fiction	(2.30)
Bill	2034881397		50110.1 - 100's	(135.81)
			50110.3 - 300's	(63.27)
			50110.6 - 600's	(79.09)
			50110.7 - 700's	(95.38)
			50110.8 - 800's	(33.20)
			50110.9 - 900's	(40.65)
			50111 - Fiction	(474.05)
			50112 - H.S. Collection	(10.16)
Bill	5015782438		50111 - Fiction	(4.66)
			50110.3 - 300's	(30.80)
			50110.6 - 600's	(19.78)
			50111 - Fiction	(19.36)
			50110.3 - 300's	(0.35)
				<u>(3,311.19)</u>
Bill Pmt -Check	52155	Cengage/ Gale	10101 - General Fund Checking	
Bill	68749991		50110.5 - 500's	(23.99)
			50110.7 - 700's	(23.99)
			50110.6 - 600's	(50.98)
Bill	68758743		50110.8 - 800's	(23.99)
Bill	68759825		50110.1 - 100's	(23.24)
				<u>(146.19)</u>
Bill Pmt -Check	52156	Chase Card Services	10101 - General Fund Checking	
Bill	9/10-10/9/19		63010 - Conference Registration	(175.00)
			74151 - Equipment Maintenance	(728.34)
			63020 - Cont Ed/Mtg Registration	(160.00)
			63020 - Cont Ed/Mtg Registration	(59.00)
			70100 - Accounting - PR & CrCd fees	(195.00)
			63010 - Conference Registration	(225.00)
			63010 - Conference Registration	(165.00)
			50710 - AS Programming	(35.98)
			63010 - Conference Registration	(225.00)
			70312 - YS supplies	(51.20)
			65040 - Staff Recognition	(42.88)
			65040 - Staff Recognition	(65.76)
			65040 - Staff Recognition	(16.44)
			50530 - Computer Software	(149.00)
			50712 - Teen Programming	(30.68)
			70320 - Office Supplies	(83.05)
			50712 - Teen Programming	(120.00)
			76300 - Building Maintenance	(428.12)
			56000 - Rutherford Trust Expenditures	(53.82)
			76300 - Building Maintenance	(89.41)
			70600 - Postage/Shipping	(84.99)
			64020 - Cont Ed/Mtg Trvl/Mile/Meals	(30.00)
			70325 - Supplies for Coffee Station	(164.00)
			70100 - Accounting - PR & CrCd fees	(8.99)
				<u>(3,386.66)</u>
Bill Pmt -Check	52157	Complete Cleaning Company	10101 - General Fund Checking	
Bill	C11506		76350 - Building Maint Contracts	(4,495.00)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
				(4,495.00)
Bill Pmt -Check	52158	Danielsen, Ralph	10101 - General Fund Checking	
Bill	10/24/19		56000 - Rutherford Trust Expenditures	(125.00)
				(125.00)
Bill Pmt -Check	52159	De Lage Landen	10101 - General Fund Checking	
Bill	65341883		70400 - Copiers	(281.04)
				(281.04)
Bill Pmt -Check	52160	DEMCO	10101 - General Fund Checking	
Bill	6697840		70310 - Library Supplies	(142.50)
				(142.50)
Bill Pmt -Check	52161	EBSCO Subscription Services	10101 - General Fund Checking	
Bill	2002304		50410 - AS Periodicals	(816.90)
				(816.90)
Bill Pmt -Check	52162	Emily Fogarty	10101 - General Fund Checking	
Bill	room rent refund		47200 - Room Rental	(10.00)
				(10.00)
Bill Pmt -Check	52163	EnvisionWare, Inc.	10101 - General Fund Checking	
Bill	INV-US-44781		74152 - Computer Maintenance	(725.00)
				(725.00)
Bill Pmt -Check	52164	Findaway World	10101 - General Fund Checking	
Bill	300337		50313 - AS Audiobooks	(419.93)
				(419.93)
Bill Pmt -Check	52165	Friends of WPL	10101 - General Fund Checking	
Bill	10/14-10/20/19		47071 - FOL Annex income	(238.05)
				(238.05)
Bill Pmt -Check	52166	Kanopy LLC	10101 - General Fund Checking	
Bill	KDEP- 5189		50512 - AS & YS Esubscriptions	(5,000.00)
				(5,000.00)
Bill Pmt -Check	52167	Lexis Nexis Matthew Bender	10101 - General Fund Checking	
Bill	14142988		50210 - AS Continuations	(210.18)
				(210.18)
Bill Pmt -Check	52168	Midwest Tape	10101 - General Fund Checking	
Bill	98068483		50313 - AS Audiobooks	(39.99)
Bill	98068484		50313 - AS Audiobooks	(74.98)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill	98068485		50313 · AS Audiobooks	(29.99)
Bill	98068486		50311 · AS Feature	(26.24)
Bill	98068489		50313 · AS Audiobooks	(74.98)
Bill	980687830		50312 · AS Non-feature	(20.24)
Bill	98068731		50313 · AS Audiobooks	(104.98)
Bill	98068733		50313 · AS Audiobooks	(34.99)
Bill	98068734		50312 · AS Non-feature	(89.97)
Bill	98068487		50324 · YS Music	(50.80)
Bill	98068732		50322 · YS Non-feature	(5.24)
				<u>(552.40)</u>
Bill Pmt -Check	52169	MTM Vending & Water Cooler Svcs	10101 · General Fund Checking	
Bill	2061		74151 · Equipment Maintenance	(120.00)
				<u>(120.00)</u>
Bill Pmt -Check	52170	Postmaster	10101 · General Fund Checking	
Bill	Permit 51		70600 · Postage/Shipping	(235.00)
				<u>(235.00)</u>
Bill Pmt -Check	52171	Quill Corp	10101 · General Fund Checking	
Bill	1767915		70320 · Office Supplies	(209.94)
Bill	1837322		70325 · Supplies for Coffee Station	(166.58)
Bill	1863204		70320 · Office Supplies	(23.19)
Bill	1869672		70320 · Office Supplies	(61.41)
Bill	1870036		70320 · Office Supplies	(89.45)
Bill	1885115		50722 · YS Program Materials	(5.76)
Bill	1899428		70325 · Supplies for Coffee Station	(83.96)
				<u>(640.29)</u>
Bill Pmt -Check	52172	R.A.I.L.S.	10101 · General Fund Checking	
Bill	6407		50512 · AS & YS Esubscriptions	(82.50)
				<u>(82.50)</u>
Bill Pmt -Check	52173	Recorded Books	10101 · General Fund Checking	
Bill	76528968		50511 · AS E-Books & YS E-Books	(53.36)
Bill	76532047		50511 · AS E-Books & YS E-Books	(85.84)
				<u>(139.20)</u>
Bill Pmt -Check	52174	Schwartz, Jo	10101 · General Fund Checking	
Bill	20191021		50730 · Community Serv Prog	(100.00)
				<u>(100.00)</u>
Bill Pmt -Check	52175	SenSource	10101 · General Fund Checking	
Bill	42857		74153 · Security System Maintenance	(1,091.87)
				<u>(1,091.87)</u>
Bill Pmt -Check	52176	State Chemical Solutions	10101 · General Fund Checking	
Bill	901213809		76200 · Building Supplies	(235.00)
				<u>(235.00)</u>

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
				(235.00)
Bill Pmt -Check	52177	Sun Life Employee Benefits/Assurant	10101 - General Fund Checking	
Bill	11/1-11/30/19		66020 · Emp Life/LTD Insurance	(2,199.26)
				(2,199.26)
Bill Pmt -Check	52178	The Teaching Company Sales, LLC	10101 - General Fund Checking	
Bill	SINV08721999		50312 · AS Non-feature	(124.90)
				(124.90)
Bill Pmt -Check	52179	Today's Business Solutions	10101 - General Fund Checking	
Bill	100719-150		70400 · Copiers	(77.60)
				(77.60)
Bill Pmt -Check	52180	Uline	10101 - General Fund Checking	
Bill	113144275		70310 · Library Supplies	(176.14)
				(176.14)
Bill Pmt -Check	52181	Verizon Wireless	10101 - General Fund Checking	
Bill	9840010227		70700 · Telephone	(18.68)
				(18.68)
Bill Pmt -Check	52182	Windy City Self Defense	10101 - General Fund Checking	
Bill	event 10/30/19		50730 · Community Serv Prog	(375.00)
				(375.00)
Bill Pmt -Check	52183	LinkedIn Corp	10101 - General Fund Checking	
Bill	17245800		50512 · AS & YS Esubscriptions	(7,000.00)
				(7,000.00)
Bill Pmt -Check	52184	Aflac	10101 - General Fund Checking	
Bill	026155		67020 · Aflac premiums	(53.04)
				(53.04)
Bill Pmt -Check	52185	Art Excursions, Inc.	10101 - General Fund Checking	
Bill	10/31/19		56000 · Rutherford Trust Expenditures	(350.00)
				(350.00)
Bill Pmt -Check	52186	Boomgaarden, Nicole	10101 - General Fund Checking	
Bill	Event 10/20/19		50710 · AS Programming	(100.00)
				(100.00)
Bill Pmt -Check	52187	BT A/V	10101 - General Fund Checking	
Bill	H40531180		50314 · AS Music	(81.46)
Bill	H40545000		50312 · AS Non-feature	(36.74)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill	H40545001		50312 · AS Non-feature	(58.78)
Bill	H40595370		50314 · AS Music	(14.23)
Bill	H40626500		50314 · AS Music	(14.23)
Bill	H40626501		50314 · AS Music	(11.88)
Bill	H40751190		50311 · AS Feature	(123.30)
Bill	H40758660		50311 · AS Feature	(22.01)
Bill	H40758670		50314 · AS Music	(12.73)
Bill	H40758671		50314 · AS Music	(12.73)
Bill	H40758672		50314 · AS Music	(11.03)
Bill	H40793080		50314 · AS Music	(76.99)
Bill	H40811790		50312 · AS Non-feature	(86.63)
Bill	H40811800		50314 · AS Music	(102.67)
Bill	H40827830		50311 · AS Feature	(33.03)
Bill	H40827831		50311 · AS Feature	(20.57)
Bill	H40827840		50314 · AS Music	(11.88)
Bill	H40827841		50314 · AS Music	(13.48)
Bill	H40758680		50312 · AS Non-feature	(29.39)
				<hr/>
				(773.76)
Bill Pmt -Check	52188	BT Books	10101 · General Fund Checking	
Bill	2034843841		50111 · Fiction	(328.33)
Bill	2034855640		50120 · YS Books	(849.45)
Bill	2034866754		50120 · YS Books	(258.44)
Bill	2034869534		50111 · Fiction	(153.17)
			50110.9 · 900's	(27.41)
			50111 · Fiction	(0.82)
Bill	2034838525		50120 · YS Books	(441.76)
Bill	2034879687		50120 · YS Books	(180.27)
Bill	2034863132		50120 · YS Books	(1,095.69)
Bill	2034879288		50120 · YS Books	(741.91)
Bill	5015785143		50210 · AS Continuations	(1,019.99)
Bill	2034879603		50120 · YS Books	(36.79)
Bill	2034887319		50120 · YS Books	(92.49)
Bill	2034884942		50110.0 · 000's	(14.87)
			50110.1 · 100's	(31.05)
			50110.3 · 300's	(134.79)
			50110.6 · 600's	(93.23)
			50110.7 · 700's	(44.09)
			50110.8 · 800's	(32.77)
			50110.9 · 900's	(93.77)
			50111 · Fiction	(306.07)
			50112 · H.S. Collection	(66.62)
			50111 · Fiction	(4.09)
Bill	2034890111		50110.0 · 000's	(44.62)
			50110.1 · 100's	(55.57)
			50110.3 · 300's	(111.04)
			50110.5 · 500's	(32.17)
			50110.6 · 600's	(9.58)
			50110.7 · 700's	(36.17)
			50110.9 · 900's	(56.86)
			50111 · Fiction	(290.85)
			50111 · Fiction	(3.18)
Bill	2034890012		50110.2 · 200's	(18.08)
			50110.3 · 300's	(32.69)
			50110.6 · 600's	(52.54)

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
			50110.7 - 700's	(39.55)
			50110.8 - 800's	(44.65)
			50110.9 - 900's	(19.78)
			50111 - Fiction	(25.30)
			50112 - H.S. Collection	(10.73)
			50110.6 - 600's	(1.22)
Bill	2034893873		50110.1 - 100's	(108.73)
			50110.3 - 300's	(16.95)
			50110.4 - 400's	(16.14)
			50110.5 - 500's	(36.81)
			50110.6 - 600's	(15.82)
			50110.7 - 700's	(21.96)
			50110.8 - 800's	(57.33)
			50110.9 - 900's	(33.90)
			50111 - Fiction	(113.00)
			50112 - H.S. Collection	(21.45)
			50111 - Fiction	(2.21)
Bill	5015800501		50110.1 - 100's	(22.39)
			50110.3 - 300's	(151.50)
			50110.5 - 500's	(20.89)
			50110.7 - 700's	(13.66)
			50110.8 - 800's	(13.30)
			50111 - Fiction	(15.81)
			50110.3 - 300's	(1.19)
Bill	2034896888		50110.1 - 100's	(82.11)
			50110.2 - 200's	(105.12)
			50110.3 - 300's	(144.63)
			50110.5 - 500's	(30.00)
			50110.6 - 600's	(246.01)
			50110.7 - 700's	(209.42)
			50110.8 - 800's	(29.95)
			50110.9 - 900's	(69.22)
			50111 - Fiction	(228.41)
			50112 - H.S. Collection	(22.02)
			50110.6 - 600's	(5.83)
				<u>(8,788.21)</u>
Bill Pmt -Check	52189	CDW Government	10101 - General Fund Checking	
Bill	VMP3264		74120 - Computers	(1,462.96)
Bill	VMP6337		74120 - Computers	(180.52)
				<u>(1,643.48)</u>
Bill Pmt -Check	52190	Cengage/ Gale	10101 - General Fund Checking	
Bill	68788825		50111 - Fiction	(20.24)
Bill	68788931		50110.3 - 300's	(48.00)
			50110.7 - 700's	(24.00)
			50110.9 - 900's	(23.99)
			50111 - Fiction	(47.25)
Bill	68789209		50110.7 - 700's	(22.50)
			50110.9 - 900's	(22.50)
			50111 - Fiction	(45.74)
				<u>(254.22)</u>
Bill Pmt -Check	52191	Computer View	10101 - General Fund Checking	

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
Bill	28448		50630 · Hosted Services	(450.00) <u>(450.00)</u>
Bill Pmt -Check	52192	Creekside Printing	10101 · General Fund Checking	
Bill	1383		52000 · Newsletter	(3,363.06) <u>(3,363.06)</u>
Bill Pmt -Check	52193	De Lage Landen	10101 · General Fund Checking	
Bill	65566518		70400 · Copiers	(1,422.70) <u>(1,422.70)</u>
Bill Pmt -Check	52194	Friends of WPL	10101 · General Fund Checking	
Bill	10/21-10/27/19		47071 · FOL Annex income	(225.10) <u>(225.10)</u>
Bill Pmt -Check	52195	Information Today Inc	10101 · General Fund Checking	
Bill	1702218-B1		50210 · AS Continuations	(455.03) <u>(455.03)</u>
Bill Pmt -Check	52196	Johnson, Julie	10101 · General Fund Checking	
Bill	October 2019		50710 · AS Programming	(150.00) <u>(150.00)</u>
Bill Pmt -Check	52197	Lakeshore Learning Materials	10101 · General Fund Checking	
Bill	2463981019		70312 · YS supplies	(312.78) <u>(312.78)</u>
Bill Pmt -Check	52198	Mid-Central Printing & Mailing	10101 · General Fund Checking	
Bill	54200		70500 · Printing	(185.00) <u>(185.00)</u>
Bill Pmt -Check	52199	Midwest Media	10101 · General Fund Checking	
Bill	Susan Orlean		50710 · AS Programming	(195.00) <u>(195.00)</u>
Bill Pmt -Check	52200	Midwest Tape	10101 · General Fund Checking	
Bill	98078263		70310 · Library Supplies	(308.97)
Bill	98101821		50313 · AS Audiobooks	(29.99)
Bill	98101822		50313 · AS Audiobooks	(29.99)
Bill	98101823		50313 · AS Audiobooks	(29.99)
Bill	98101824		50313 · AS Audiobooks	(27.99)
Bill	98101625		50313 · AS Audiobooks	(39.99)
Bill	98101626		50313 · AS Audiobooks	(199.95)
Bill	98101627		50313 · AS Audiobooks	(99.98)
Bill	98101628		50311 · AS Feature	(22.49)
Bill	98101629		50324 · YS Music	(14.99) <u>(14.99)</u>

Wilmette Public Library
Check Detail
 October 2019

Type	Num	Name	Account	Paid Amount
				(804.33)
Bill Pmt -Check	52201	Pioneer Press	10101 - General Fund Checking	
Bill	Wilmette Life 1 copy		50410 - AS Periodicals	<u>(32.50)</u>
				(32.50)
Bill Pmt -Check	52202	Plastic Letters & Signs, Inc.	10101 - General Fund Checking	
Bill	18616		76100 - Building Improvement	<u>(1,155.00)</u>
				(1,155.00)
Bill Pmt -Check	52203	Recorded Books	10101 - General Fund Checking	
Bill	76531022		50313 - AS Audiobooks	(106.76)
Bill	76543039		50313 - AS Audiobooks	(71.77)
Bill	76549808		50511 - AS E-Books & YS E-Books	(189.66)
Bill	76543373		50311 - AS Feature	(41.60)
Bill	76551525		50313 - AS Audiobooks	(71.77)
Bill	76551915		50511 - AS E-Books & YS E-Books	(103.82)
Bill	76561982		50511 - AS E-Books & YS E-Books	(179.80)
Bill	76562440		50313 - AS Audiobooks	<u>(29.99)</u>
				(795.17)
Bill Pmt -Check	52204	Rowman & Littlefield Publishing Group	10101 - General Fund Checking	
Bill	11269840		50210 - AS Continuations	<u>(218.00)</u>
				(218.00)
Bill Pmt -Check	52205	Sefton, Billy	10101 - General Fund Checking	
Bill	10/25/19 event		50712 - Teen Programming	<u>(50.00)</u>
				(50.00)
Bill Pmt -Check	52206	Smith, Enid	10101 - General Fund Checking	
Bill	event 10/20/2019		50710 - AS Programming	<u>(100.00)</u>
				(100.00)
Bill Pmt -Check	52207	St. John's Evangelical Church	10101 - General Fund Checking	
Bill	November 2019		76450 - Parking Lot Rent	<u>(300.00)</u>
				(300.00)
Bill Pmt -Check	52208	Village of Wilmette - utilities	10101 - General Fund Checking	
Bill	594998		76820 - Water	<u>(7,586.83)</u>
				(7,586.83)
			Operating Expenditures	(248,026.52)
			Special Reserve B/E Expenditures	(77,143.13)
			Total October Expenditures	(325,169.65)

Wilmette Public Library District

Background Material for Ordinance No. 2019/20-195:

An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019/20

Friday, November 15, 2019

At the October 15, 2019 Regular Meeting of the Board of Library Trustees, the Board reviewed and approved the proposed/draft Levy Ordinance for Fiscal Year 2019/20. The levy totals \$5,428,251 and reflects the same total as the 2018/19 levy, for a \$0 increase. The levy documentation behind the attached supplemental documents contains identical information shared at the October meeting.

Supplements:

1. 2013 - 2019 Financial and Tax Levy Data

To help illustrate the Library's proposal of a flat levy for Fiscal Year 2019/20, a table summarizing 2013 - 2019 Financial and Tax Levy Data is attached. The table compiles annual fund balance and trending data relative to the Library's financial position. It shows how the Library Board has reduced the levy twice in the last 3 years, and how the District is beginning to experience the effect of those reductions, principally realignment of total equity and overall fund balances.

In the notes at the bottom of this document, there's a link to the Library Finances page on the website (<https://www.wilmettelibrary.info/about/library-trustees/library-finances>). The Library Finances website is currently undergoing redevelopment to present more information and a clearer picture. We expect the updates to be presented next month, by the end of 2019.

2. Last Ten Levy Years

As referenced in the link and data table above, 10 years' worth of tax levy data from the 2019 Annual Financial Report (Independent Audit for the year ended June 30, 2018) is also included as an attached exhibit. This table shows property tax assessed valuations, tax rates, total tax extensions by fund, total taxes collected, and percentages collected.

3. 2018 Tax Rates

To further illustrate local tax rates and agency portions of tax bills, Library Board Treasurer Dr. Ron Rodgers has prepared a table outlining tax rates for residents of both School District 37 and School District 39. Wilmette Public Library District comprises less than 4% of the total tax bill.

The table also illustrates actual taxes paid to the Library with three sample tax bills. If a resident's tax bill totaled \$8,000, \$16,000, or \$24,000, this table shows the Library's share of that total bill.

For residents who wish to compare their tax contribution and estimate the value of the Library services they use, the Library provides a Library Services Value Calculator on our website:

<https://www.wilmettelibrary.info/about/about-us/library-use-value-calculator>

**WILMETTE PUBLIC LIBRARY DISTRICT
WILMETTE, ILLINOIS**

**PROPERTY TAX ASSESSED VALUATIONS, RATES,
EXTENSIONS AND COLLECTIONS**

Last Ten Levy Years

TAX LEVY YEAR	2018	2017	2016	2015	2014
ASSESSED VALUATION	\$ 1,900,968,654	\$ 1,961,313,130	\$ 1,922,332,036	\$ 1,540,264,790	\$ 1,583,111,678
TAX EXTENSIONS					
General	0.2707 \$ 5,145,212	0.2791 \$ 5,473,629	0.2920 \$ 5,613,979	0.3612 \$ 5,563,200	0.3487 \$ 5,519,541
IMRF	0.0130 247,200	0.0126 247,200	0.0129 247,200	0.0128 197,760	0.0172 271,920
FICA	0.0081 154,500	0.0079 154,500	0.0086 164,800	0.0166 255,440	0.0115 181,280
Liability insurance	0.0018 35,149	0.0018 35,149	0.0019 36,050	0.0030 46,350	0.0029 46,350
Audit	0.0005 9,038	0.0050 9,038	0.0005 9,270	0.0006 8,549	0.0005 8,549
TOTAL TAX EXTENSIONS	0.2941 \$ 5,591,099	0.3064 \$ 5,919,516	0.3159 \$ 6,071,299	0.3942 \$ 6,071,299	0.3808 \$ 6,027,640
TOTAL TAX COLLECTIONS	\$ 3,161,541	\$ 5,816,322	\$ 5,932,416	\$ 6,091,734	\$ 5,948,702
PERCENT COLLECTED	56.55%	98.26%	97.71%	100.34%	98.69%

(This schedule is continued on the following page.)

**WILMETTE PUBLIC LIBRARY DISTRICT
WILMETTE, ILLINOIS**

**PROPERTY TAX ASSESSED VALUATIONS, RATES,
EXTENSIONS AND COLLECTIONS (Continued)**

Last Ten Levy Years

TAX LEVY YEAR	2013	2012	2011	2010	2009
ASSESSED VALUATION	\$ 1,559,393,904	\$ 1,733,948,674	\$ 1,868,468,004	\$ 2,078,041,264	\$ 2,326,682,126
	Rate*	Rate*	Rate*	Rate*	Rate*
	Amount	Amount	Amount	Amount	Amount
TAX EXTENSIONS					
General	0.3474 \$ 5,417,334	0.3068 \$ 5,139,550	0.2768 \$ 5,171,990	0.2430 \$ 5,049,730	0.2129 \$ 4,952,493
IMRF	0.0169 263,537	0.0138 239,259	0.0006 10,300	0.0124 258,273	0.0071 166,304
FICA	0.0122 190,246	0.0100 173,256	0.0215 402,215	0.0086 179,478	0.0072 168,446
Liability insurance	0.0037 57,697	0.0030 51,500	0.0025 46,350	0.0015 30,900	0.0018 41,200
Audit	0.0006 9,356	0.0005 8,858	0.0005 8,858	0.0002 5,150	0.0002 5,150
TOTAL TAX EXTENSIONS	0.3808 \$ 5,938,170	0.3341 \$ 5,612,423	0.3019 \$ 5,639,713	0.2657 \$ 5,523,531	0.2292 \$ 5,333,593
TOTAL TAX COLLECTIONS	\$ 5,771,752	\$ 5,610,642	\$ 5,557,633	\$ 5,449,491	\$ 5,252,554
PERCENT COLLECTED	97.20%	99.97%	98.54%	98.66%	98.48%

* Property tax rates are per \$100 of assessed valuation.

Wilmette Tax Rates for 2018

Source: 2018 Tax Rate Report, Cook County Clerk

	District 39 Residents	Percent of Tax Bill	District 37 Residents	Percent of Tax Bill
Schools				
New Trier HS District 203	2.111	25.8%	2.111	26.7%
District 39	3.081	37.7%	NA	NA
District 37	NA	NA	2.820	35.6%
Oakton College District 535	0.246	3.0%	0.246	3.1%
Schools Subtotal		66.5%		65.4%
Local Services				
Village of Wilmette	0.979	12.0%	0.979	12.4%
Wilmette Park District	0.445	5.4%	0.445	5.6%
Wilmette Library District	0.295	3.6%	0.295	3.7%
Local Services Subtotal		21.0%		21.7%
Other Services				
Cook County Units	0.549	6.7%	0.549	6.9%
Metro Water Reclamation	0.396	4.8%	0.396	5.0%
New Trier Township	0.071	0.9%	0.071	0.9%
	8.173		7.912	

Wilmette Library's Share of Wilmette Residents' Real Estate Property Tax

	District 39 Residents	District 37 Residents
If your 2018 real estate property tax bill was \$ _____,		
here is what you paid in Wilmette Public Library taxes		
Example 1 \$8,000 total property tax bill	\$ 288	\$ 296
Example 2 \$16,000 total property tax bill	\$ 576	\$ 592
Example 3 \$24,000 total property tax bill	\$ 864	\$ 888

Data assembled by Dr. Ron Rodgers, Treasurer, Wilmette Public Library District Board of Trustees

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

ORDINANCE NO. 2019/2020-195

AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019-2020

WHEREAS, the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., as amended, requires all Illinois municipal corporations to adopt a Combined Annual Budget and Appropriation Ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, ILCS, Chap. 75, Paras. 16/35-5 and 16/30-85, provides procedures for the passage of a Budget and Appropriation Ordinance and a Tax Levy Ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said Budget and Appropriation Ordinance has been held prior to final action thereon, and notice of said hearing was published at least thirty (30) days prior to said hearing in a newspaper published within the District; and said Ordinance was passed more than seven (7) days prior to passage of this Levy Ordinance; and a certified copy of said Ordinance has been published not less than seven (7) days prior to the adoption of this Ordinance; and said Budget and Appropriation Ordinance was filed with the County Clerks of all Counties affected thereby; and a "Certified Estimate of Anticipated Revenues" was filed within thirty (30) days of their adoption;

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

Section 1. Ordinance No. 2019/2020-193 of this Board, "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020" is hereby incorporated by reference.

Section 2. A tax in the sum of FIVE MILLION FOUR HUNDRED TWENTY EIGHT THOUSAND TWO HUNDRED FIFTY ONE AND NO/100 DOLLARS (\$5,428,251) be and hereby is levied upon all taxable property within the corporate limits of this District, in accordance with the Appropriation Ordinance previously enacted; said tax to be levied to defray the expenses and liabilities of this District for the fiscal year beginning July 1, 2019 and ending June 30, 2020, for the specific objects and purposes indicated as follows:

2019-2020 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY

I. PATRON MATERIALS/SERVICES – GENERAL FUND

A. Books/Continuations	300,000
B. Library of Things	5,000
C. Audio Visual Materials	100,000
D. Periodicals	40,000
E. Electronic Resources	325,000
F. Computer Software	10,000
G. Electronic Service Providers	100,000
H. Programming	40,000
I. Interlibrary Loan	-0-
J. Newsletter	30,000
K. Promotion	5,000
L. Grant	-0-
M. Rutherford Trust	-0-
N. Friends Purchases	-0-
TOTAL PATRON MATERIALS/SERVICES	955,000

II. PERSONNEL – GENERAL FUND

A. Librarian Salaries	1,367,504
B. Non-Librarian Salaries	1,295,420
C. Custodial Salaries	173,484
D. Professional Memberships	6,500
E. Continuing Education/Meetings	9,400
F. Mileage/Travel	26,155
G. Staff Development	30,000
H. Insurance-Employee	<u>470,788</u>
TOTAL PERSONNEL	3,379,251

III. OPERATION – GENERAL FUND

A. Fees (p/r, bank, credit card)	10,000
B. Professional Fees	15,000
C. Library Supplies	25,000
D. Office Supplies	25,000
E. Copiers	26,000
F. Printing	5,000
G. Postage/Shipping	6,000
H. Telephone	10,000
I. Equipment/Furnishings/Computers	70,000
J. Equipment/Computer Maintenance	85,000
K. Insurance-Property/Casualty	24,000
L. Building Improvement	15,000
M. Building Supplies	20,000
N. Building Maintenance	70,000
O. Building Maintenance Contracts	95,000
P. Grounds Maintenance	20,000
Q. Parking Lot Rent	12,000
R. Utilities	17,000
S. Sales and Use Tax	<u>-0-</u>
TOTAL OPERATION	550,000

IV. CONTINGENCY – GENERAL FUND

-0-

V. TRANSFER TO B/E SPECIAL RESERVE FUND FROM GENERAL FUND

Specific Fund for library site, building & equipment accumulated according to ordinance pursuant to 75 ILCS16/40-50	-0-
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VI. B/E SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS

-0-

TOTAL GENERAL FUND LEVY

4,884,251

VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND

A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)	
1. Municipal Retirement	275,000
2. Social Security	225,000
B. Audit Expense (Pursuant to 50 ILCS 310/9)	10,000
C. Liability Insurance, including Worker's Comp. & Unemployment Ins. (Pursuant to 745 ILCS 10/9-107)	34,000

TOTAL SPECIAL FUNDS LEVY

544,000

AGGREGATE TOTAL LEVIED - ALL FUNDS

5,428,251

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

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

Section 5. The Secretary of this Board shall file, on or before the last Tuesday in December, a certified copy of this Levy Ordinance with the County Clerk of each county affected by this Levy; and the Secretary of this Board shall also file, on or before the last Tuesday in December, certified copies of this Ordinance and of the Budget and Appropriation Ordinance, with the Library or Libraries operated by this District, and make such Ordinances available for public inspection at all times.

Section 6. Upon filing said certified copy hereof with such County Clerk, the rate percent shall be ascertained and the tax extended as provided by law against property in this District; and the tax so levied and assessed shall be collected and enforced in the same manner and by the same officers as the general taxes in this District and County, and shall be paid over to the Treasurer of this Board by the officers collecting the same.

Section 7. This Board hereby certifies that all applicable provisions of ILCS, Chap. 35, Para. 215/1, et seq., as amended ("the Illinois Truth-in-Taxation Statute"), have been complied with.

Section 8. Pursuant to ILCS, Chap. 35, Para. 205/157a and related statutes, this Board hereby determines that no surplus of funds is available for any debt, obligation, liability, operation, fund or account for any purpose, and accordingly the abatement and reduction provisions of the Personal Property Tax Replacement Fund Act are not applicable hereto.

Section 9. This Ordinance is passed pursuant to statutory authority, including the Illinois Public Library District Act, ILCS, Chap. 75, Para. 16/35-5, et seq., Para. 16/30-85, et seq., and Para. 16/40-50, and the Illinois Municipal Budget Law, ILCS, Chap. 50, Para. 330/1, et seq., the Illinois Revenue Code, ILCS, Chap. 35, Para. 205/157, et seq. and other statutes hereunto appertaining.

Section 10. 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, but shall be severable therefrom.

LEVY ORDINANCE – ORIGINAL SIGNATURE PAGE

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on this November 19, 2019 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

APPROVED:

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

ATTEST:

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

LEVY ORDINANCE – SECRETARY CERTIFICATE

SECRETARY CERTIFICATE

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

I DO FURTHER CERTIFY that the above attached "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019-2020" is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting on November 19, 2019 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

Dated this 19th day of November 2019.

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

LEVY ORDINANCE – CERTIFICATE OF LEVIES

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

CERTIFICATE OF LEVIES

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

I DO FURTHER CERTIFY that the following levies were passed by this Board by "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019-2020" and are to be levied upon all taxable property within the corporate limits of the District according to applicable statutes:

GENERAL FUND LEVY	4,884,251
RETIREMENT FUND LEVY	
1. Municipal Retirement	275,000
2. Social Security	225,000
AUDIT FUND LEVY	10,000
LIABILITY INSURANCE FUND LEVY	34,000
RETIREMENT OF GENERAL OBLIGATION REFUNDING BONDS, Series 2001 (interest and/or principal) pursuant to Ordinance No. 2001/02-110 filed September 19, 2001	<u>-0-</u>
TOTAL	<u>\$5,428,251</u>

DATED this 19th day of November 2019.

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

LEVY ORDINANCE – TRUTH IN TAXATION CERTIFICATE

CERTIFICATION OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW*

I, Lisa McDonald, the presiding officer and President or President pro-tem of the Board of Library Trustees of the Wilmette Public Library District (Library District), certify that the Library District's tax levy ordinance was adopted in compliance with the provisions of the Truth in Taxation Law.*

Certified this 19th day of November, 2019.

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

Subscribed and sworn to before me this 20th day of November 2019.

Notary Public

* 35 ILCS 200/18-55 et.seq.
("Truth in Taxation")

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

RESOLUTION 2019/20-202

**INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING
THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2019-20 LEVY**

The Cook County Clerk is instructed to apply any limitation on the Wilmette Public Library District's 2019-20 levy to the corporate fund only, leaving the other funds intact.

PASSED by the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois this November 19, 2019 by vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

ATTEST:

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

LEVY RESOLUTION SECRETARY CERTIFICATE

SECRETARY CERTIFICATE

I, _____, DO HEREBY CERTIFY that I am the duly appointed, qualified, and serving Secretary or Secretary Pro-tem and as such keeper of the books and records of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois; and

I DO FURTHER CERTIFY that the above attached RESOLUTION 2019/20-202, INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2019-20 LEVY, is a true and correct copy of said Resolution which was presented, passed, and recorded by said Board at their meeting, on November 19, 2019 by a vote of:

AYES:

NAYS:

ABSTAIN:

ABSENT OR NOT VOTING:

DATED this November 19, 2019

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



October 16, 2019

PROPOSAL

WILMETTE PUBLIC LIBRARY | CAPITAL RESERVES STUDY

between

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

and

Engberg Anderson, Inc
5600 N. River Road, Suite 800
Rosemont, Illinois 60018

c/o

Anthony Auston, Director
Wilmette Public Library District
1242 Wilmette Avenue, Wilmette, IL 60091
aauston@wilmettelibrary.info

Engberg Anderson Project No. 193088

Dear Anthony,

Engberg Anderson is pleased to submit this proposal for a Capital Reserves Study. This proposal is based on our current understanding of the project. We ask that you review the scope, schedule and fee proposed and identify any concerns or questions in this regard.

SCOPE OF BASIC SERVICES

PROJECT UNDERSTANDING

The Wilmette Public Library is approximately 65,650 sf total spread across multiple floors, constructed in multiple phases, with multiple recent renovations of varying scopes. The goals of this study are to:

- Better understand the condition of the building,
- Prioritize needed repairs or replacements,
- Coordinate capital maintenance projects with service-based improvements to the building and
- Identify appropriate funding levels to replace those building systems or components using designated reserve funds.

SCHEDULE

We propose to provide the outlined scope of services within 90 days of authorization to proceed. Review of certain items is weather dependent. Arrangements will be made to assess the condition of exterior building and site elements outside of the schedule if needed.

5600 River Rd, Suite 819 | Rosemont, IL 60018 | (847) 704-1300 | www.engberganderson.com

MILWAUKEE

MADISON

TUCSON

CHICAGO

OWNER SUPPLIED INFORMATION.

We have prepared a separate "Request for Owner Supplied Information", appended to this document.

METHODOLOGY

The methodology we propose for this project is simple and direct. We will focus on developing a life-expectancy and cost schedule.

Using this approach, we will complete the following tasks:

- In preparation for the systems evaluations we will review available documentation including construction or record drawings and specifications as provided by the Library. We will scan the existing documents for distribution to and use by our team. We will return the original drawings and project manual and provide a copy of the scanned images for the Library's use.
- Next, we will convene a group of engineers and architects familiar with library building systems for a one-day walk-through of the facility. We are proposing IMEG Consulting Engineers for the engineering assessment. As part of this session we will meet with building maintenance personnel and management staff to identify areas of known or suspected issues related to building performance.
- The results of these conversations and the walk through will become the basis for development of specific life-expectancy and replacement cost schedules. These schedules will be informed by established industry standards, consultation with system or component vendors/suppliers, and our individual experience.
- General notes relating to abnormal wear or deterioration in the condition of the components will be noted on the schedules.
- Any discernable violations of life safety, plumbing, mechanical or electrical codes will be identified to the Library. This does not take the place of specific code reviews or accessibility reviews.
- Building systems that appear to warrant more intensive investigation or inspection will be identified to the Library.
- Site paving and storm water management systems will not be included in the evaluation.
- Furnishings systems will not be included in the specific evaluation but will be discussed as part of a broader planning and budgeting process.
- Information technology systems will not be included in the evaluation.
- The replacement schedules will be submitted to the Library in draft form for review and comment. (A sample schedule page is enclosed for your consideration.)
- A final version will include modifications as the Library deems appropriate. The final product will be an Excel workbook that will allow the Library to maintain a current record that incorporates changes to the building over time.
- A companion narrative will summarize the findings. A sample narrative is also appended to this proposal.

Should the Library require a more detailed analysis, testing of various building systems, energy consumption audits or more detailed reporting on the basic condition of the facility, we will adjust the scope of this project to meet your needs.

DELIVERABLES

Within this approach we will provide the following products

- Summary Report (pdf)
- Evaluation/replacement cost workbook (excel)

FEE PROPOSAL

FEE

Based on this understanding, we propose to complete the outlined services for the following fees:

System	Fee
Building Review	
Architectural: Exterior walls, roof, windows, doors, interior walls, doors, finishes, conveying	\$6,500
Engineering: HVAC, Plumbing, Fire Protection, Electrical	\$12,000
Site Review: Paving, drainage, lighting	\$3,500
TOTAL	\$22,000

REIMBURSABLE EXPENSES

In addition to the Fees, expenses incurred in the course of completing the work will be invoiced to the Client. Detailed records of reimbursable expenses shall be included in monthly invoices.

Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains the coverages identified in the Insurance Coverages Exhibit.

Incidental expenses will be invoiced in accordance with the attached Reimbursable Expenses Exhibit. Incidental Expenses shall be invoiced at 1.1 times our cost.

PROGRESS PAYMENTS

Invoices shall be submitted monthly and shall reflect the status of the work at the time of the invoice. Payments based on the invoices shall be made in accordance with the Library's established review and approval procedures and in accordance with the provisions of Local Government Prompt Payment Act, as amended, that call for payment within 30 days after approval of the invoice by the Board of Library Trustees (50ILCS 505/1 *et seq.*)

Time & Materials Rate Schedule

Invoices will be based on time charged to the project during the invoice period. The time will be charged based on the attached Current Rate Schedule up to the limits specified for each service.

ADDITIONAL SERVICES

No additional service will be undertaken without a defined scope and written authorization. Any Additional Service will be itemized and invoiced against a limit established and agreed to in writing by both parties. Any additional service shall be invoiced separately to allow tracking of project expenses.

USE OF MATERIALS

The Architect agrees to furnish, upon completion of this Agreement, upon termination and upon demand by the Library, copies of all basic notes and sketches, charts, computations, and any other data prepared or obtained by the Architect pursuant to this Agreement, and without restrictions or limitation as to the use relative to specific Projects covered under this Agreement. In such event, the Architect shall not be liable for the use of such documents by the Library or others.

TERMINATION

Both parties acknowledge each other's right to terminate this agreement with 15 days' written notice and without cause. Upon such notification all product of the design effort completed to that point becomes the property of the Library and any fees earned to that point become due.

ATTACHMENTS

The following Exhibits are made part of this agreement:

- Current Rate Schedule; Reimbursable Expenses; Insurance Coverages

ACCEPTANCE

If you have questions concerning any aspect of this proposal, please call. We ask that an individual authorized to bind the Owner to this agreement sign two copies of the agreement. Keep one for your records and return the second to us. We will begin work upon receipt of a signed copy.

For
Engberg Anderson, Inc.

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

Signature: 
Name: Joseph M. Huberty

Signature: _____
Name: _____

Title: Partner

Title: _____

Date: October 16, 2019

Date: _____

Copied Central File

EA File Name: P:\Chicago\2019 3005\193088 Wilmette PL CRS\1-Project Administration\1-Contracts & Fees\1-Client\Agreements\CRS Proposal.Docx

EXHIBITS

CURRENT RATE SCHEDULE

Invoices for basic and additional services will be based on time charged to the project during the invoice period. The time will be invoiced based on the following schedule up to the limits specified for each service or phase of the project.

Category	Hourly rate	Category	Hourly rate
Partner	\$160	Project Production	\$75 - \$110
Principal	\$120 - \$140	Senior Interior Designer	\$110
Project Team Leader	\$100 - \$120	Interior Designer	\$90-\$110
Project Architect	\$100 - \$120	Administrative/Graphics	\$75 - \$110
Project Designer	\$100 - \$120		

REIMBURSABLE EXPENSES EXHIBIT

In addition to the Fees included in the Agreement, expenses incurred in the course of completing the work will be invoiced to the Owner in accordance with the following parameters.

- Transportation in connection with the Project including authorized out-of-town travel, lodging and sustenance.
 - Mileage is calculated using the prevailing IRS reimbursement rates.
 - Sustenance is limited to \$10/\$15/\$20 or \$45 per day.
- Reproductions, plots, standard form documents, postage, handling and delivery of instruments of service.
- Renderings, models and mock-ups other than those normally produced by the architect as a part of the process and requested by the Library will be provided as an additional expense.
- Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect. The Architect currently maintains shown in the Insurance Coverages Exhibit:

INSURANCE COVERAGES EXHIBIT

Engberg Anderson currently maintains the coverages shown, the costs of which are included in the base fees proposed for the project. Additional coverage is negotiated on a project by project basis.

- Commercial General Liability: \$2,000,000 each Occurrence; \$4,000,000 Annual Aggregate; \$4,000,000 Products/Completed Operations Aggregate; \$1,000,000 Personal Injury
- Business Automobile: \$1,000,000 Combined Single Limit, coverage includes hired and non-owned vehicles. Engberg Anderson does not own any vehicles.
- Workers Compensation: Statutory requirements, Coverage A and applicable federal
- Employers Liability: \$1,000,000 per Accident/ \$1,000,000 Disease – Policy limits; \$1,000,000 Disease – Each Employee
- Umbrella/Excess Liability: \$5,000,000 per Occurrence/Annual Aggregate
- Professional Liability: \$2,000,000 per Claim; \$2,000,000 Annual Aggregate

REQUEST FOR OWNER SUPPLIED INFORMATION

In preparation for our visit we are in need of certain information. We would prefer a “send us what you have” approach rather than an exhaustive search for every item identified below. At some point in the process, we will know if searches for more detailed information will have value.

Please send the identified information in electronic format if available or as a hard copy. If you are providing hard copy documents we will, upon receipt, scan and return the documents along with a digital copy of the scans for your use. We could use the following:

1. Drawings of the existing building:
 - Original building drawings are useful in establishing a timeline and pattern of use of particular assemblies or equipment. If the building was constructed in multiple phases, please include the applicable drawings from each phase.
 - Plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical.
 - Site plan.
 - Architectural floor plans, roof plan, exterior elevations and building sections.
2. Repair or evaluation reports:
 - Environmental assessments.
 - Abatement reports.
 - Roofing evaluations or repair reports.
 - Condition Reports, as may be available, for plumbing, fire protection, heating ventilating and air conditioning (HVAC) sometimes labeled mechanical, and electrical systems noting any recent or anticipated repairs or replacements.
 - Any recent air test and balance reports.
 - Any recent boiler certifications or combustion test reports.
 - Elevator repairs or condition reports.
3. Building system contact information,
 - The name and telephone number of the preferred mechanical and plumbing service contractor.
 - The name and telephone number of the preferred temperature control service contractor, if different.
4. Operations and Maintenance (O & M) manuals should be collected and available for viewing on the day of the site visit. It is not necessary at this time to provide the manuals to the engineering team.
5. Other condition studies or reports you think might be relevant to assessing the condition of the facility.

PAST PERFORMANCE | CAPITAL RESERVE/REPAIR STUDIES FOR ILLINOIS LIBRARIES

BARRINGTON AREA LIBRARY DISTRICT

Location: Barrington, Illinois
Size: 50,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
Services: 2007 Capital Repair Study, workbook, report
2013 Update, workbook, report
2019 Update (In progress) workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Renovation.

CARY AREA PUBLIC LIBRARY DISTRICT

Location: Cary, Illinois
Size: 24,000 sf on 1 level, built in 1 phase, 1 mechanical system
Services: 2015 Capital Repairs Assessment as part of a Strategic Facility Master Plan, workbook, report
Follow-Up Projects: Interior Renovations.

CRYSTAL LAKE PUBLIC LIBRARY

Location: Crystal Lake, Illinois
Size: 40,000 sf on 2 levels, built in 4 phases, 4 mechanical systems
Services: 2010 Capital Replacement Cost Study workbook, report
2016 Replacement Building Study, workbook, report
2019 Detailed Repair/Replacement Master Plan
Follow-Up Projects: None related to Capital Reserves Study.

ELA AREA PUBLIC LIBRARY DISTRICT

Location: Lake Zurich, Illinois
Size: 70,000 sf on 2 levels, built in 1 phase, 1 mechanical system
Services: 2007 Replacement Schedule, workbook
2016 Capital Repairs Assessment, workbook, report

FREMONT PUBLIC LIBRARY DISTRICT

Location: Mundelein, Illinois
Size: 70,000 sf on 3 levels, built in 1 phase, 1 mechanical system
Services: 2013 Capital Repairs Assessment, workbook, report

GLEN ELLYN PUBLIC LIBRARY

Location: Glen Ellyn, Illinois
Size: 30,000 sf on 2 levels, built in 2 phases, 1 mechanical systems
Services: 2009 Capital Reserves Schedule – Interiors, workbook

HIGHLAND PARK PUBLIC LIBRARY

Location: Highland Park, Illinois
Size: 48,000 sf on 3 levels, built in 3 phases, multiple renovations, 2 mechanical systems
Services: 2008 Capital Repair Study, workbook, report
2011 Update. workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Steel Repairs, Interior Renovations.

NIPPERSINK PUBLIC LIBRARY DISTRICT

Location: Richmond, Illinois
Size: 24,000 sf on 2 levels, built in 2 phases, 1 fragmented mechanical system
Services: 2014 Capital repairs Study, workbook, report
Follow-Up Projects: Exterior Recladding, Parking Lot Resurfacing.

NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT

Location: North Riverside, Illinois
Size: 22,500 sf of library on 2 levels, 1 mechanical system
Services: 2015 Capital Repairs Assessment, workbook, report

PALATINE PUBLIC LIBRARY DISTRICT

Location: Palatine, Illinois
Size: 100,000 sf of library on 2 levels + 100,000 sf of parking structure on two levels, built in 1 phase, 1 mechanical system
Services: 2016 Capital Repairs Assessment, workbook, report
Follow-Up Projects: Interior Renovations, Fire Protection System Replacement, Boiler Replacement

PALOS HEIGHTS PUBLIC LIBRARY

Location: Palos Heights, Illinois
Size: 30,000 sf on 2 levels, built in 1 phase, 1 mechanical system
Services: 2011 Capital Reserves Schedule, workbook, report
Follow-Up Projects: Interior Renovations.

PARK RIDGE PUBLIC LIBRARY

Location: Park Ridge, Illinois
Size: 36,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
Services: 2011 Capital Reserves Schedule, workbook, report
Follow-Up Projects: Roof Replacement (by others).

POPLAR CREEK PUBLIC LIBRARY DISTRICT

Location: Streamwood, Illinois
Size: 98,000 sf on 3 levels, built in 2 phases, 3 mechanical systems
Services: 2016 Capital Repairs Assessment
Product: Report, Cost Narrative, workbook, report

REDDICK PUBLIC LIBRARY

Location: Ottawa, Illinois
Size: 17,000 sf on 1 level, built in 1 phase, 13 mechanical system
Services: 2011 Capital Repairs Assessment as part of Expansion Renovation Study
Follow-Up Projects: Mechanical System Replacements, Floor Repairs, Interior Renovations.

RIVER FOREST PUBLIC LIBRARY

Location: River Forest, Illinois
Size: 15,000 sf on 2 levels, built in 2 phases, 3 mechanical systems
Services: 2011 Capital Repairs Assessment, workbook, report
Follow-Up Projects: Roof Replacements, Mechanical System Replacements, Masonry Restoration, Window Restoration.

ROUND LAKE AREA PUBLIC LIBRARY DISTRICT

Location: Round Lake, Illinois
Size: 29,000 sf on 2 levels, built in 1 phase with 1 major renovation, 1 mechanical system
Services: 2016 Capital Repairs Assessment as part of Strategic Facility Master Plan, workbook, report

Complete Cleaning Company

Presents

A Custodial Service Proposal

For

Wilmette Public Library

November 13, 2019

INTRODUCTION TO OUR COMPANY

HISTORY

Complete Cleaning Company is a family-owned business. We opened our doors in 1971 as a one-man shop and from the very beginning our goal has been to provide the utmost in customer service and long-term client satisfaction.

SERVICES

Complete Cleaning Company offers daily cleaning and maintenance for all types of facilities. We service a wide variety of corporate headquarters, multi-tenant office buildings, manufacturing facilities, medical facilities, schools and health clubs. In addition to our daily cleaning services, we also have a number of extra services which are available upon request.

STAFF

We view our staff as essential to our success and we hire only the best cleaning professionals. Our employees are highly trained in all aspects of commercial cleaning and have the most advanced equipment available in the marketplace. We always employ the latest technology to help us do our job better, faster, and ultimately save our clients money.

SUPERVISION

To ensure that our clients consistently receive superior service, we employ Field Supervisors to make regular and unexpected inspections of the facility which we service. They are required to keep monthly inspection reports and additional work request forms for every client. This report not only results in more efficient cleaning, it also improves communication with our clients.

CUSTOMER SERVICE

Our Account Executives are readily available to help you with any questions you may have regarding the day-to-day status of your cleaning agreement. In case you need assistance after normal office hours, our Emergency Paging System ensures that we can be reached 24-hours a day, 365 days a year.

QUALITY

Complete Cleaning Company has high client retention due to customer satisfaction. We look forward to the opportunity to provide you with the same attention to detail and quality service which has been a hallmark of our company.

AT YOUR SERVICE !

24 HOURS A DAY, 365 DAYS A YEAR

- * IF YOU HAVE AN EMERGENCY....WE'RE THERE!
- * OUR ACCOUNT EXECUTIVES AND FIELD SUPERVISORS CAN BE REACHED 24-HOURS A DAY, 7 DAYS A WEEK

JUST ASK FOR David P. Wichman

- * CELL PHONE: (630)638-3976

- * OUR EMERGENCY PAGING SYSTEM:
SIMPLY DIAL OUR OFFICE NUMBER: (630)766-4464
YOU WILL BE DIRECTED THROUGH THE PROPER
PROCEDURES TO NOTIFY US OF AN EMERGENCY.
YOUR CALL WILL THEN BE RETURNED PROMPTLY!

**PROPOSAL FOR WILMETTE PUBLIC LIBRARY
1242 WILMETTE AVENUE, WILMETTE, IL 60091**

November 13, 2019

We are pleased to have the opportunity of submitting our quotation as follows:

- Provide seven (7) days per week service, Sunday through Saturday.
- Cleaning to be accomplished after library hours.
- Three (3) cleaning people on Saturday.
- Quotation based on the enclosed cleaning specifications.
TOTAL MONTHLY QUOTATION: \$4,629.00

ADDITIONAL SERVICES:

- Pre-spot, steam extract fabric chair
TOTAL CHARGE: \$8.50 PER CHAIR
(Minimum of 50 chairs)
- Pre-spot, shampoo and steam extract carpet
TOTAL CHARGE: \$.15 PER SQUARE FOOT
(Minimum of 3,000 square feet)

COMPLETE CLEANING COMPANY STAFF

- Employees wear proper uniforms and a picture identification card at all times.
- Employees are instructed to remain in their designated work areas and at no time are they permitted to disturb papers on desks, open drawers or use any telephones.
- Employees conduct themselves in a manner that reflects the dignity, security and the best interest of our clients as well as Wilmette Public Library.

SERVICE AGREEMENT

This Agreement made between COMPLETE CLEANING COMPANY, INC. hereinafter known as "COMPLETE" and Wilmette Public Library, hereinafter known as "CLIENT".

Whereas CLIENT wishes to use the services of COMPLETE and COMPLETE wishes to provide service for CLIENT, the parties mutually agree as follows:

1. **SERVICE:** COMPLETE will furnish all the necessary personnel, supervision, equipment and supplies in sufficient quantity to clean and maintain CLIENT'S facility located at 1242 Wilmette Ave, Wilmette, IL in accordance with "Cleaning Services for the Wilmette Public Library" and "Cleaning Service Detail" which are attached hereto, and made a part hereof. COMPLETE will use Green Products wherever possible for cleaning the facility per CLIENT request. COMPLETE will provide a crew of at least three people every night service is provided. Service will begin after the Library is closed.
2. **INSURANCE:** COMPLETE will supply evidence of workers compensation and public liability insurance upon request by CLIENT.
3. **PAYMENT:** CLIENT shall pay COMPLETE the sum of Four Thousand Six Hundred Twenty Nine and 00/100 Dollars (\$4629) per month for a period of twelve months for seven days a week service.
 - a. The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences, which increase work load, may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by CLIENT and COMPLETE.
 - b. Invoices are to be mailed before the first day of each month service is rendered, payable on the first day of each month for the rendition of the immediately preceding month's service during the term hereof. After 15 days, unpaid amounts shall accrue interest at the rate of 1.5 percent per month. If CLIENT is referred to an agency or attorney for collection, attorneys' fees and costs of collection shall be recoverable by COMPLETE.
 - c. Nationally recognized holidays were predetermined and those assessed amounts are given as part of the monthly charge. No credits or adjustments shall be issued for said holidays.
 - d. COMPLETE accepts payment of invoices and other amounts due in the form of check, cash, wire and ACH (Automated Clearing House). Payment by accepted credit card will result in an additional fee of 5.00% of the amount charged and will be made at the time of charge.
 - e. The base contract price set forth above in this paragraph 3 shall increase automatically by the same percentage amount as the percentage increase in the minimum wage applicable to the location of the Client's facility. This increase shall take effect as of the first pay period during which the increase in the minimum wage becomes effective.

**Wilmette Public Library
Service Agreement
November 13, 2019
Page Two**

4. COMPLETE WARRANTY: COMPLETE warrants and represents to CLIENT as follows:

- a. COMPLETE shall make reasonable and prompt restitution by cash, replacement, or repairs, subject to the approval of CLIENT, covering any damage for which COMPLETE is responsible.**
- b. COMPLETE shall pay all payroll taxes, state taxes, and any other taxes or items that may be levied against its payroll either by city, state or federal agencies.**
- c. COMPLETE will furnish all necessary personnel, supervision, equipment and supplies to conform with the specifications detailed in the "Cleaning Services for the Wilmette Public Library" and "Cleaning Services Detail".**

5. EMPLOYMENT RESTRICTION: CLIENT agrees that during the term of this agreement or for as long as COMPLETE is providing services for CLIENT, whichever is longer, and for period of eighteen (18) months after the termination of this agreement or the last date that COMPLETE provides services to CLIENT, whichever is later, CLIENT will not hire, employ or contract for services, directly or indirectly, any person or entity employed by or contracted by COMPLETE or any entity related to COMPLETE, without the written consent of COMPLETE. Directly or indirectly means acting as an owner, partner, agent, employee, consultant, director or contractor.

6. TERMINATION: This agreement shall be for a term of one year. The parties, by mutual agreement, may extend this Service Agreement for an additional one-year period for like terms and conditions or for terms mutually agreed upon. Each party in this Service Agreement may cancel the services by (1) not renewing the Service Agreement at the time of renewal or (2) providing a notice of service cancellation 30 days prior to service cancellation; the notice should be sent by certified mail to the address indicated on this Service Agreement.

7. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties.

8. NOTICES: All notices shall be in writing and such notices and any payments required shall be sent to COMPLETE and CLIENT at the addresses detailed below:

**Wilmette Public Library
1242 Wilmette Ave
Wilmette, IL 60091**

**Complete Cleaning Company
615 Wheat Lane
Wood Dale, IL 60191**

**Wilmette Public Library
Service Agreement
November 13, 2019
Page Three**

In witness whereof, the parties hereto have set their hands and seals on the first date written above.

WILMETTE PUBLIC LIBRARY

BY _____

TITLE _____

DATE _____

COMPLETE CLEANING COMPANY

**BY _____
David P. Wichman**

**TITLE _____
Account Executive**

DATE _____

VALUE ADDED SERVICES

EMERGENCIES

All of our employees are trained to handle crisis situations. Whether the crisis be a fire, flood, power failure or stopped up drains or commodes, our employees will go the extra mile to help overcome the obstacle.

TENT CARDS

Please place a provided tent card on your desk and it will be cleaned that evening. This will allow you the opportunity to remove items so your desk will not be disturbed.

SCRAP STICKERS

Bilingual stickers are available to indicate to our crew which papers or items are scrap material and can be discarded. We will not discard items outside the trash receptacle without a sticker.

SURVEYS

Surveys are periodically mailed to you to solicit comments on cleaning activities. We highly appreciate your time on this matter and will respond immediately.



**Revised Copier Fleet Upgrade Pricing & Proposal
Wilmette Public Library
November 12th, 2019**

By: Jason Rolloff
Library & Education Market Specialist
Direct: 847-852-2324
Cell: 312-371-3040
jrolloff@isbscorp.com

Ricoh USA, INC.
2 Gatehall Drive
Parsippany, NJ 07054

October 21st, 2019



Image Systems & Business Solutions
1776 Commerce Drive
Elk Grove Village, IL 60007

The logo for Savin RFG Circle of Excellence Certified Dealership 2020 features the word "Savin" in a large, bold, blue, sans-serif font. Below it, the text "RFG Circle of Excellence Certified Dealership 2020" is written in a smaller, black, sans-serif font. The entire logo is set against a yellow, starburst-like background.

Subject: Congratulations! Your dealer is a RFG Circle of Excellence Certified Dealership for 2020!!

Dear David Boelter,

I am pleased to inform you that your dealership, Image Systems and Business Solutions, as well as all of your authorized service locations (if applicable) have qualified and will be recognized as a Ricoh (Savin) **RFG Circle of Excellence Certified Dealership** for the calendar year 2020.

This program was designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's stringent guidelines and we wish to extend our appreciation for your participation and achievement.

In recognition, we will ship one (1) custom engraved award directly to your Dealership's main location along with a framed **RFG Circle of Excellence Certificate** noting your dealership name and brand for all your satellite offices (where applicable). In addition, a signed letter of recognition will be sent directly to the dealer principle.

Finally, below is a link to the "certified" logo pack that can be used for your marketing purposes (letterhead, websites, etc.).

<http://RicohService.com/Downloads/2020MarketingLogoServiceExcellence.zip>

On behalf of the entire Dealer Services Team, thank you for your support and congratulations on achieving this prestigious recognition.

If you have any questions, please feel free to contact your Region Service Director and/or Technical Support Manager.

Regards,
Chris DeMars
Director, Dealer Services
Managed and Technology Services
RICOH USA, INC

RICOH SERVICE EXCELLENCE AWARDS



2013-2014-2015-2016-2017-2018-2019-2020

The Elite "8-Peat"!!

We wish to extend our appreciation for your participation in Ricoh's Service Excellence Program. This program was designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's stringent guidelines.

I am pleased to inform you that Image Systems and Business Solutions, Inc. has qualified and will be recognized as a **Ricoh Service Excellence Certified Dealership** for the year 2019-2020.

In recognition of this achievement, we will provide your Dealership with a framed Ricoh Service Excellence certificate along with a "Service Excellence" logo that can be used for your marketing purposes.

On behalf of Ricoh and the entire Dealer Services Team, thank you for your support and congratulations on achieving this prestigious recognition.

Best regards,

**Wayne Butterfield
Midwest Region Service Manager
Dealer Service Support**

**RICOH USA
222 North LaSalle Suite 705
Chicago, IL 60601**

RICOH USA, INC
2 Gatehall Drive
Parsippany, NJ 07054

RICOH

October 18, 2019

Image Systems and Business Solutions 1776 Commerce Drive
Elk Grove Village, IL 60007

Dear David Boelter,

Ricoh recognizes that it has partnered with the best Dealer Network in the industry and we intend to reward the "Best of the Best". On behalf of Ricoh Americas Corporation, we are pleased to inform you that all Image Systems and Business Solutions authorized service locations (where applicable) have been recognized as a 2020 RFG Circle of Excellence Certified Dealership.



Ricoh's RFG Circle of Excellence Certified for 2020

This program is designed to recognize Dealers who provide outstanding service and support in accordance with Ricoh's guidelines and Image Systems and Business Solutions has met or exceeded the requirements of the

RFG Circle of Excellence Program in the following areas:

Phase 1 - Service Engineer Skills Assessment (*Prestige*)

Phase 2- Service Operations Assessment which includes the following :

- / Use of Genuine Ricoh Parts and Supplies
- / Hardware & Solutions Training
- / Relevant Industry Certifications
- / Service Organization Structure
- / Field Staff & Help Desk Productivity & Efficiency Measures
- / Customer Satisfaction Measurement Process & System
- / Effective Utilization of Ricoh Resources
- / Business Plan Management & Process Improvement

Again, we extend our congratulations to the entire Service Organization of Image Systems and Business Solutions for this outstanding achievement.

Best regards,

Vice President, Dealer Division Ricoh
USA, Inc.

Chris DeMars
Director, Dealer Services
Managed and Technology Services Ricoh
USA, Inc.



Letter of Assurance/Performance Guarantee

Thank you for allowing **Image Systems & Business Solutions** the opportunity to provide a Savin Solution to your company for its document imaging needs.

Our cutting edge Savin solutions will allow your company the opportunity to dramatically increase overall productivity while reducing costs associated with document creation and retention when compared to other solutions available in the industry. Our Savin product(s) allow you to remain truly flexible in a once seemingly immovable paper environment.

We provide each of our clients this *Letter of Assurance/Performance Guarantee* because your satisfaction is paramount. This Letter of Assurance/Performance Guarantee ensures that your new **ISBS** Savin solution will perform up to and beyond expectations, and if it does not, we will correct the problem immediately by implementing the following industry trend-setting programs:

Free Replacement Program

If your Multi-Functional Product, Printer or associated accessories do not operate within Savin's product specifications during the term of its lease, and if the equipment cannot be repaired to perform within product specifications, **ISBS** will replace the MFP, Printer or associated accessory at **NO CHARGE** with a model holding equal or **BETTER** features and specifications.

Free Loaner

If your MFP or printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Servicing Dealer (**ISBS**), or if your MFP or printer requires off-site service, **ISBS** will provide your company a loaner at no additional charge.

Term of Program

The term of this program is a) for purchased equipment, three years from equipment installation date or maximum amount of copies as stated in the product specifications, whichever occurs first; or b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date. Please note that this program is only valid with a concurrent service agreement with **ISBS** for the entire lease term.

Thank you for this opportunity to earn your company's imaging system business and we look forward to working with your staff on this upcoming MFP upgrade opportunity.

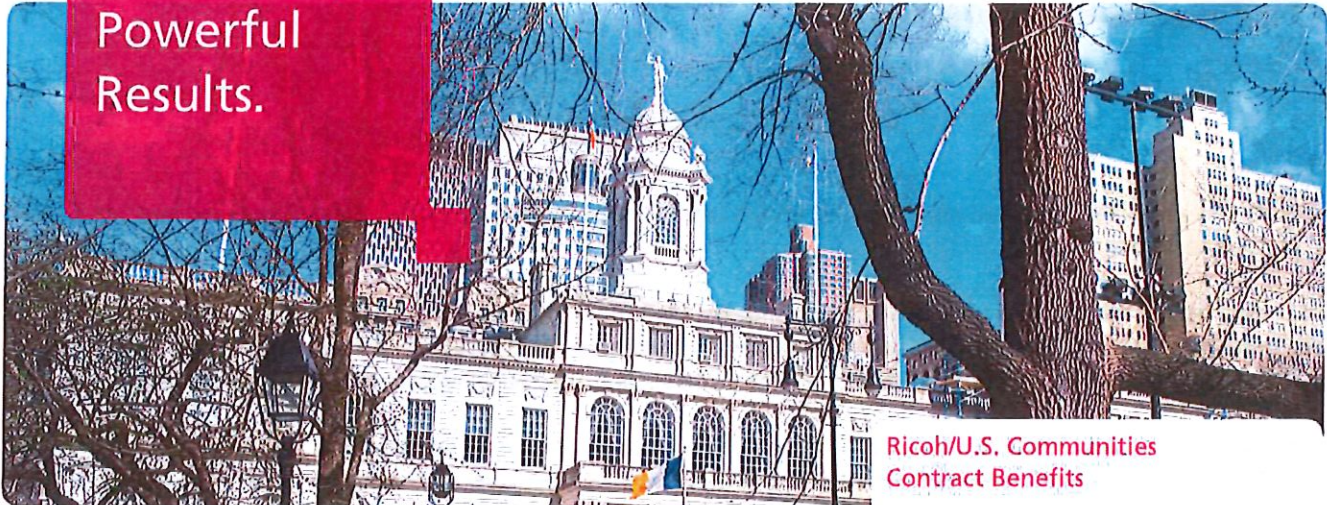
David Boelter,
President

1776 Commerce Drive
Elk Grove Village, IL 6007
Phone: (847) 882-7500

www.isbscorp.com

221 N. LaSalle Street
Chicago, IL 60601
(877) 900-ISBS

Strong
Partnership.
Powerful
Results.



Ricoh/U.S. Communities Contract Benefits

Today, state and local government organizations, K-12 districts and institutions of higher education face unprecedented pressure to maintain or enhance service levels — despite static or shrinking budgets. In the face of these challenges, organizations need new and better ways of operating. They also need innovative solutions designed to help optimize costs, enhance security, address sustainability and improve workflows.

Through our relationship with U.S. Communities, Ricoh and our network of dealers are uniquely positioned to help address these challenges. Led by Fairfax County, Virginia, U.S. Communities contract #4400003732 has been competitively solicited on a national level. Additionally, the solicitation was reviewed by multiple, large public organizations. This process enables most state, local, and educational institutions to engage Ricoh or our dealers through a simplified procurement process. The streamlined process accelerates the ability to tap into the benefits of Ricoh devices, as well as services and solutions.

The right information at the right time in the right form

Ricoh's Managed Document Services (MDS) encompasses the three fundamental parts of document management — input (the creation of information), throughput (how information moves around a business), and output (processing information in a way to add business value). We work to understand how your enterprise accesses, uses and stores information. Then, we adapt and optimize those processes to make them more efficient and effective — and help address related information security issues.

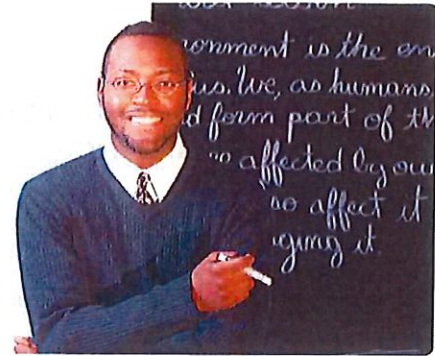
The Ricoh MDS Process Solution Design provides quantifiable recommendations to help you improve timely and accurate information access across the enterprise. These recommendations can be designed to fully align with your information access objectives. These may include conversion and data extraction improvements, process improvements such as combining activities and elimination of bottlenecks, as well as document management technologies like classification and indexing, and use of a central information repository (e.g., in the cloud.)

Contact your local Savin representative to learn more about our relationship with U.S. Communities or go to <http://uscommunities.ricoh-usa.com/> for more information.

- Purchasing power of Fairfax County, Virginia and 55,000 U.S. Communities participants
 - Over 2,000 installed devices in Fairfax County
- Breadth of catalog options on contract, including:
 - MFPs, printers, wide format, production
 - Projectors, short throw, white board
 - Scanners
 - Coin-ops
 - VoIP
 - Print Shop/ Mailroom equipment
 - MDS, IT Services, professional services
- Strong Service Level Agreements (SLAs)
- Competitive bid process already fulfilled
 - National solicitation
 - Completed by public entity
 - Evaluated by multiple agencies
- Co-sponsored by the National Institute for Governmental Purchasing (NIGP), the Association for School Business Officials (ASBO), the National Association of Counties (NaCO), The National League of Cities and The United States Conference of Mayors
- No cost to join
- Both public and non-profit organizations are eligible

Ricoh Solutions for State, Local and Educational Organizations

Ricoh combines award-winning products with end-to-end professional services and support—delivering comprehensive, flexible document management solutions tailored for each organization. Ricoh first seeks to understand each organization's needs, then applies and integrates the hardware, software and services that will best meet its document management requirements.



Our portfolio of solutions includes:

Digital Copiers, Printers and MFPs

- Workgroup Solutions
- Production Systems
- Color and/or Black and White
- Wide Format, Fax and Projectors
- Range of Speeds and Capabilities

Technical Service

- Certified Technicians
- Ongoing Maintenance
- Fleet Management

Managed Document Services

- Print Management Services
- Document Production Management
- Imaging and Records Management
- Mail Services Management
- General Office Support Services

IT Services

- On Demand Network Support
- Networking IT Services
- Diagnostics and Evaluation
- Installation and implementation
- Network monitoring and helpdesk
- Voice over IP (VoIP) Integration

Commercial Imaging Services

- Backfile and Day-Forward Scanning
- Indexing and Post-Scan Processing
- Legacy System Scanning and Conversions
- Microfilm, Microfiche and Aperture Card Scanning

Integrated Solutions Portfolio

- Software Solutions and Enablers
- Scan-to Technology
- Document Management
- Professional Services

Ricoh's multifunction devices also help reduce the number of machines, supplies and vendor relationships that state, local and educational organizations must manage. To address the growing demand for color equipment, Ricoh offers color systems ranging from color-capable, black-and-white devices for the office to high-volume color production solutions.

Ricoh supports our solutions with locally based technical service and support professionals assigned to specific customers, providing consistent service and maximum uptime.

Ricoh provides on-site, off-site and hybrid Managed Services to support the entire document lifecycle. Capabilities include document input and capture, document lifecycle solutions, document output and distribution, and document storage and archiving.

Service and support play a vital role in keeping your network and document management systems running. Ricoh delivers expert technical assistance and network support with nationwide coverage for any size organization in any industry. We offer a single source for all of your IT service needs, whether you are building a network, or looking to improve IT performance. Ultimately, Ricoh Network Support Services enables you to offload time-consuming tasks, and take a more proactive approach to upgrades, maintenance, and issue resolution.

Ricoh employs strict protocols for handling customer documents and other confidential data. Participants may access all of these services, either on-site or off-site at Ricoh's Secure Document Processing Centers. Customer data is protected by robust security systems that feature the latest in encryption and firewall technology.

Through partnerships with leading technology providers, Ricoh offers a comprehensive portfolio of end-to-end solutions designed to address document management needs at all phases of the document lifecycle: capture, workflow, output and retention.

How Ricoh's U.S. Communities Program Satisfies Solicitation Requirements in Illinois

The U.S. Communities cooperative is a contract that any State & Local Government (SLG) organization or non-profit can feel comfortable using. Moreover, it is legal and should meet an organization's purchasing guidelines. The National Institute of Government Purchasing (NIGP) published a document which discusses cooperative purchasing and the benefits of a U.S. Communities contract.

These contracts ease the burden of SLG entities that are doing more today with fewer resources. The time and effort of writing, issuing, evaluating and negotiating an RFP has already been done for them by a peer. U.S. Communities provides the due diligence and oversight, so that the customer does not need worry.

Below are highlights of a number of the points from that document:

- **Co-ownership/Sponsorship:** Four of the largest municipal organizations representing purchasers, Cities, Counties, and Education co-founded and their executives sit on the board of U.S. Communities. The four are the National League of Cities, the National Association of Counties (NACO), the Association of School Business Officials (ASBO) and the United States Conference of Mayors.
- **Local Sponsorship:** Additionally, in many states, the local chapters of the above sponsors have also signed on as sponsors of U.S. Communities and the process that their contracts are bid, awarded and governed. In Washington, a number of state associations have reviewed the U.S. Communities program and made efforts to support the program. The Illinois Association of School Business Officials, the Illinois Municipal League and the Illinois Park and Recreation Association are all local sponsors of U.S. Communities.
- **Lead Agency/Advisory Board -** All contracts are bid by an organizational peer in the SLG community. These are true public, government bids that are competitively bid nationally. In addition, there is a selection committee comprised of the lead agency and several of the 30 Advisory Board members of U.S. Communities. The Advisory Board is made up of some of the largest public sector organizations in the country. These are government entities representing cities, counties, K-12 schools and higher education vertical customers. In the Midwest, the City of Chicago, Hennepin County (MN), the City of Kansas City (MO) and the State of Iowa are all members of this board.
- **Oversight:** Unlike most cooperative agreements that are presented in the public sector. U.S. Communities ensures supplier compliance and pricing for the entire term of the agreement. Each year there are internal and 3rd party audits conducted on suppliers. Ricoh has passed each of the performed audits.

Our current U.S. Communities contract was bid by the County of Fairfax, VA. It represented over 2,100 devices that were solicited for. The selection committee included the City and County of Denver, City of Kansas City, MO and Fresno Unified School District. Ricoh sold an estimated 100,000+ units and over \$2+ Billion in sales through our relationship as a U.S. Communities supplier. All the documentation that a customer will need for their files and any audits can be found at <http://www.uscommunities.org/suppliers/ricoh/ricoh-contract>.

Both U.S. Communities and Ricoh welcome our customers to take a good, hard look at cooperative purchasing and whether the contract being presented to them meets the high standards required in the public sector. Ricoh's corporate government team is happy to help in any way assist customers in better understanding this tremendous program. Mike Stowell is the Sr. National Contract Manager for Ricoh's U.S. Communities program. Mike can be reached at (913) 485-6852 or Mike.Stowell@ricoh-usa.com.

In addition, U.S. Communities Program Managers can be a tremendous source of information and assistance. Jennifer Sulentic is the Program Manager for U.S. Communities in Illinois. She can be reached at 773-633-0822 or via email at jsulentic@uscommunities.org. Both she and the Ricoh government team would be happy to make ourselves available for a conference call or meeting to discuss the included information further.

Savin IM C3000

Color Imaging Systems

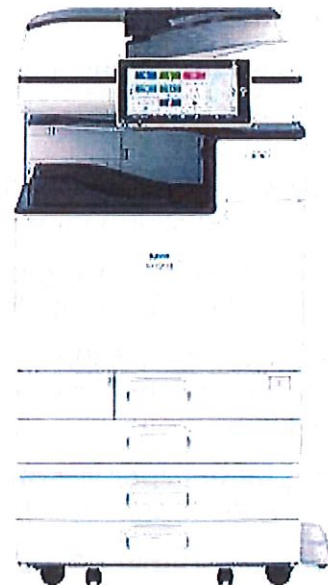
(3) Public-Use Devices: 1st Floor (Ref. Area & Near Lab) & 2nd Floor

(2) Staff –Use Devices: Reference Workroom & Youth Workroom

- **Copy/Print Speed:** 30 Impressions Per Minute
- **Ricoh Always Current Technology & Intelligent Support**
- **Multi-Position Stapling Finisher (Youth Workroom Only):**
Staple Positions: Top, Bottom, 2 Staples
- **2/3 Hole Punch (Youth Workroom Only)**
- **Print Resolution:** 1200 x 1200dpi
- **Mfg. Avg. Monthly Volume:** 5K per Month
Mfg. Maximum Monthly Volume: 20K per Month
- **Single-Pass / Dual-Scan Document Feeder:**
Original Capacity = 220 Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, Folder, USB, SD Card & OCR
- **Scan File Types:** Single & Multi-Page: TIFF, PDF, High Compression & Encrypted PDF/A, OCR; Single-Page Only: JPEG
- **Standard Interfaces:** 1000Base-T/100Base-TX/ 10Base-T Ethernet, USB Host I/F Type A, USB Device I/F Type B, SD Slot on Operation Panel
- **CPU/Memory:** Intel Apollo Lake 1.3 GHz Processor, 2GB RAM and 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Postscript 3 Emulation, Genuine Adobe Postscript 3 (Youth Workroom Only) & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets of Paper Consisting of:
(4) 550-Sheet Paper Trays W/ Additional 100-Sheet Multi-Purpose Tray.
- **Acceptable Paper Types:** Plain, Recycled, Letterhead, Cardstock, Preprinted, Bond, Gloss, Coated, Color, **Envelopes, Labels** & Transparencies
- **Acceptable Paper Weights via Paper Trays:** Up to 166lb. Index (300gm²) through all Paper Trays
- **Automatic Duplex/2-Sided Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Security Features:** **Secure/Locked Print, HDD Encryption** to protect data even if the hard drive is stolen & **Data Overwrite Security System** to eliminate any latent data residing on the hard-drive to protect against document, data and identity theft



Savin®



- **Innovolt Power Manager:** to protect the device from voltage spikes/surges

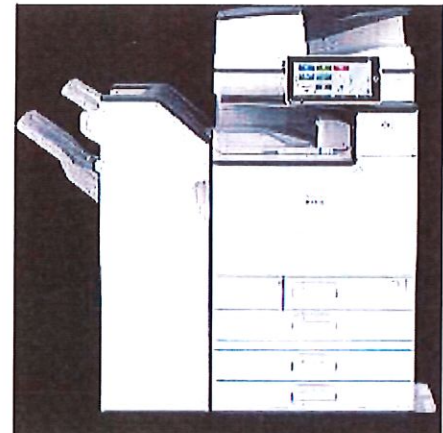
Savin IM C4500 Color Imaging System



(1) Staff-Use Device: Administration

- **Copy/Print Speed:** 45 Impressions Per Minute
- **Ricoh Always Current Technology & Intelligent Support**
- **Multi-Position Stapling Finisher:**
Staple Positions: Top, Bottom, 2 Staples
- **2/3 Hole Punch**
- **Print Resolution:** 1200 x 1200dpi
- **Mfg. Avg. Monthly Volume:** 10K per Month
Mfg. Maximum Monthly Volume: 50K per Month
- **Single-Pass / Dual Scan Document Feeder:**
Original Capacity = 220 Sheets
- **Color Scanning Speed:** 120 Simplex / 240 Duplex Images Per Minute
- **Scan Modes:** Scan to E-mail, Folder, USB, SD Card & OCR
- **Scan File Types:** Single & Multi-Page: TIFF/PDF, High Compression & Encrypted PDF/A, OCR; Single-Page Only: JPEG
- **Standard Interfaces:** 1000Base-T/100Base-TX/ 10Base-T Ethernet, USB Host I/F Type A, USB Device I/F Type B, SD Slot on Operation Panel
- **CPU/Memory:** Intel Apollo Lake 1.6 GHz Processor, 2GB RAM and 320GB Internal Hard Disk Drive
- **Page Description Languages:** PCL 5c/6, Genuine Adobe Postscript 3 & PDF Direct Print Emulation
- **Paper Capacity:** 2,300 Sheets of Paper Consisting of:
(4) 550-Sheet Paper Trays W/ Additional 100-Sheet Multi-Purpose Tray
- **Acceptable Paper Weights via Paper Trays:** Up to 166lb. Index (300gm²) through all Paper Trays
- **Automatic Duplex/2-Sided Capabilities:** for Two-Sided Copying/Printing/Scanning
- **Security Features:** [HDD Encryption](#) to protect data even if the hard drive is stolen & [Data Overwrite Security Software](#) to eliminate any latent data residing on the devices hard-drive to protect against document, data and identity theft
- **Innovolt Power Manager:** to protect the device from voltage spikes/surges

Savin®





SAVIN MP C307 **Table-Top Color MFP**

(1) Staff-Use Device: 3rd Floor Technical Services

- * Copies/Prints Per Minute: **31 Pages per Minute**
- * Scans Per Minute: **80 Images Per Minute**
- * Scan to: Email, Network Folder, Media (SD Card/USB Flash Drive)
- * Scan File Formats: Single & Multi-Page PDF/A; Single & Multi-Page TIFF, Single Page JPEG, Single & Multi-Page High Compression PDF
- * Fax Capabilities
- * CPU/Memory: 1.46GHz Intel Processor, 2GB RAM & 320GB Hard Disk Drive
- * Printer Languages– PCL 5c, PCL6, Genuine Adobe Postscript 3 and PDF Direct Print
- * Print Resolution: **1200 x 1200 dpi**
- * Single-Pass / Dual Scan Document Feeder: holds 50-sheets
- * Acceptable Paper Sizes: 5.5" x 8.5" to 8.5" x 14" (Up to Legal)
- * 850 Sheets Paper Capacity: (1) 250 sheet tray, (1) 500 sheet tray + 100 sheet multi-purpose Tray
- * Acceptable Paper Weights: 16-43lb. Bond (60-163gm²) through paper trays and up to 58lb. Bond (220gm²) through multi-purpose tray
- * Security Features: Data Overwrite Security Software & Hard Disk Drive Encryption: to eliminate latent data residing on the device's hard drive
- * Smart Operation Panel: 10.1" Android based Color touch screen End-user interface

SAVIN





Cost Per Page (CPP) Rates: All service & supplies (pages), based on historic usage, are included with all lease pricing proposed. The library will not be billed any cost per page rates until the included copies/prints are exhausted. Once exhausted – the following cost per page rates would apply. We will also present an equipment upgrade to the library when the included pages are exhausted.

	<u>Black & White</u>	<u>Color</u>
Savin IM C3000 Color Imaging Systems:	.0079	.062
Savin IM C4500 Color Imaging System:	.0069	.049
Savin MP C307 Color Table-top MFP:	.012	.074

Wilmette Public Library's Service Plan INCLUDES the following:

- All Service Calls, Parts, Labor, **TONER** & Preventive Maintenance Kits!
- **Guaranteed ON-SITE Service Technician Response Time of 1-4 Hours!**
- Help-Desk & Phone Support With our Local Service Attendants/Dispatchers!
- Dedicated Service Technician Who Resides Locally.
- Electronic meter readings, service calls & supply requests directly to ISBS to eliminate the manual processes of such requests!
- Next day free shipping of all consumables – future savings!

Revised Upgrade Pricing – includes all service & supplies for the term of the lease (48-months) – based on historic usage

<u>Equipment</u>	<u>48-Month Lease Pricing</u>
(5) Savin IM C3000 Color Imaging Systems	
AND	
(1) Savin IM C4500 Color Imaging System	
AND	\$2,148.00 per Month
(1) Savin MP C307 Table-top Color MFP	
AND	

All Service & Supplies for the 48-Month Lease Term - provided volumes remain relatively consistent with existing volumes (Based on Historic Usage)



Wilmette Public Library Cost Analysis

Existing Monthly Copier Expenditures November, 2018 – November, 2019 (12 Months)

Average Monthly ISBS Service & Supply Expenses - Past 12 Months: \$685.58
(The library spent \$8,227.01 for service & supplies over the past 12 months for the Savin Copiers that we will be upgrading - \$8,227.01 / 12 months = \$685.58)

Existing 60-Month Copier Lease #1 with DLL (Fleet of Copiers) \$1,384.00
Existing 60-Month Copier Lease #2 with DLL (Administration's Copier): \$260.00

Average Total Monthly Copier Expenditures - Past 12 Months: \$2,329.58

Savings with "All-Inclusive" 48-Month Technology Upgrade

ISBS Service & Supply Contracts: \$0.00

New Copier Fleet Lease Payment
(Includes 4-Years of Service & Supplies - based on historic usage): \$2,148.00

Total Monthly Expenditure with Upgrade (1 invoice instead of 4): \$2,148.00

Existing Monthly Copier Expenditures - Past 12 Months: **\$2,329.58**

Monthly Savings with Upgrade: \$181.58

Annual Savings with Upgrade: \$2,178.96

Projected Savings Over the Term of the Agreement: \$8,715.84



Notes of Extreme Importance:

The library's existing copier lease contracts #25298977 totaling \$1,384.00 per month AS WELL AS copier lease contract #25410262 totaling \$260.00 per month with DLL will be terminated upon installation of the new equipment and the return of the existing leased equipment to DLL - or wherever DLL designates!

ISBS will remove, shrink-wrap, insure and ship-back to DLL, or wherever DLL designates, the existing leased copiers at no additional charge to the library.

Do not remit any more payments for either existing copier lease contract at this time.

We have included (4) years of service & supplies in the lease agreement – based on historic usage. The library will not receive any cost per page invoicing from ISBS until the included copies/prints are exhausted. The included copies/prints should last the library the length of the lease term if volumes remain relatively consistent with historic usage!

The library will receive ONLY ONE invoice for ALL hardware & ALL service & supplies! Payment is fixed which will vastly improve budgeting for all copiers and the usage associated with those devices. No more “guesstimating” usage for budgetary purposes. The library's payment is fixed and includes all new equipment and all service & supplies.

When the included service & supplies are exhausted – we will propose an equipment upgrade to the library.

Patrons & Staff will have the latest in technology & the equipment will be on a replacement schedule which will keep the devices always current as well as safe from outside threats such as malware/viruses, etc.

The existing copiers' have Hard Disk Drive Encryption as well as DOSS (Data Overwrite Security System) which eliminates all latent data on the devices' hard drives. Patrons privacy will not be compromised with the return of the existing copiers to the leasing company.

LIBRARIES OF ILLINOIS RISK AGENCY
2019-2020 PROPERTY/CASUALTY
PROGRAM COST COMPARISON

Library: Wilmette Public Library

Statistical Information	2018-2019 Expiring	2019-2020 Renewal
Total Insurable Values (Includes Vehicles)	\$32,443,777	\$32,754,525
Employees	96	96
Vehicles	0	0

Fixed Costs	2018-2019 Expiring	2019-2020 Renewal
Package (includes Property, General Liability, Auto Liability & Physical Damage and Crime)	\$7,099	\$7,410
Excess Property \$300,000,000	\$6,294	\$11,782
Boiler & Machinery	\$475	\$505
Excess Liability \$10,000,000 xs \$1,000,000	\$1,150	\$1,355
Volunteer Accident	\$300	\$300
Cyber/Identity Theft	\$608	\$580
Gallagher Administration Fee	\$2,699	\$2,780
Gallagher Bassett Services Claims Administration Fee	\$732	\$793
Gallagher Bassett Services Loss Control Fee	\$1,000	\$1,000
ILA Fee	\$250	\$250
Operation's Fee	\$997	\$1,061
Total Fixed Costs	\$21,602	\$27,816
	% Change	29%

Variable Costs	2018-2019 Expiring	2019-2020 Proposed
Loss Fund – Package	\$1,499	\$1,574
Total Program Contribution on a Maximum Cost Basis	\$23,101	\$29,390
	% Change	27%

Total Program Costs Due for December 31, 2019-2020	\$29,390
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LIBRARIES OF ILLINOIS RISK AGENCY
2019-2020 WORKERS COMPENSATION
PROGRAM COST – RATING DETAIL

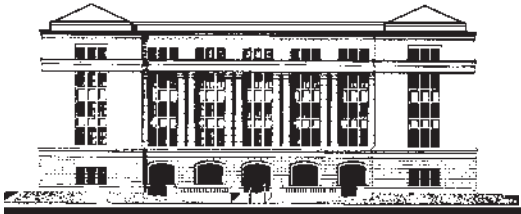
Library: Wilmette Public Library

Class	Description	Expiring Rate	Renewal Rate	Expiring Estimated Payroll	Renewal Estimated Payroll
8810	Public Library – Professional Employees & Clericals	0.12	0.12	\$2,832,898	\$2,790,035
9101	Public Library – All Other than Professional Employees or Clerical	3.19	3.05	\$184,557	\$200,099
7380	Drivers	7.68	7.49	\$0	\$0
Total Payroll				\$3,017,455	\$2,990,134

	Factors	Renewal
Total Manual Premium		\$9,451
Waiver of Subrogation		\$250
Increased Limits	1.40%	\$132
Increased Limits balance to Minimum Premium		\$18
Experience Modification	0.920	\$-788
Schedule Modification	0.990	\$-91
Premium Discount	5.0%	\$-135
Expense Constant		\$160
Minimum Premium Adjustment		\$0
IL Industrial Commission Surcharge	1.01	\$103
Terrorism	0.030	\$897
Catastrophe	0.010	\$299
Total Annual Premium		\$10,296

	2018-2019 Expiring	2019-2020 Renewal
Experience Modification	0.920	0.920
Total Annual Premium	\$10,098	\$10,296
% Change		1.96%

Total Annual Premium for Hartford December 31, 2019-2020	\$10,296
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JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: _____

2. Library's control number: _____ Branch number: _____

3. Contact information of the person completing this grant application:

Preparer's name: _____
(First name) (Last name)

Preparer's title: _____

Preparer's phone number: _____

Preparer's email: _____

4. **Population Served:** _____

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

6. **Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

Wilmette Public Library Director's Report – November 19, 2019

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.

Youth Services conducted 22 outreach and community engagement events in October, including two first grade field trips from Harper School, a book presentation given to area preschool teachers for the annual Alliance for Early Childhood, and 19 visits to area preschools to perform programs and deliver books and STEM kits.

Objective 1.3: By April 2020, host public forums for residents to explore and discuss community-wide issues or topics.

On Saturday, November 9, approximately 40 community members participated in a skills workshop "How to Talk Across the Political Divide" presented by the nationally recognized non-partisan organization, Better Angels. Attendees expressed appreciation for how the workshop that was designed to help participants effectively and respectfully communicate with others who may be on the opposite of the political spectrum. Due to high interest in this program, another workshop may be planned for the first quarter of next year.

Objective 1.4: By November 2020, explore ways to connect local government, non-profits, businesses, and individuals with relevant community resources.

The Library is partnering with the Village of Wilmette on Census 2020. Adult Services leaders Betty Giorgi and Nancy Wagner attended the first meeting of the Complete Count Committee on November 5, chaired by Lisa Roberts, Assistant Director of Community Development, Village of Wilmette. The committee is tasked with coordinating efforts with Village stakeholders to achieve as complete as possible census count for the Village. The Library is evaluating how best to assist residents with the technology needed for online completion of census forms. A program at the library, explaining the importance of Census participation, will take place in early 2020. Initial invitations to residents to participate in the survey will be mailed out mid-March 2020.

Objective 3.2: Beginning January 2019, create and adapt library services to accommodate the needs of people living with disabilities.

On October 26 we welcomed a field trip of seven young people from the Northern Suburban Special Recreation Association (NSSRA).

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

Monthly intergenerational programs Maker Lab, Everyone Makes, Sing Together, and Drop-In Chess continued in October.

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

Our Place and the Library have restarted their book discussion group after a summer hiatus. Our Place (<https://www.ourplaceofnewtrier.org/>) is a community organization serving teens and adults with intellectual and developmental disabilities. One of their goals is to engage their members in the larger community. This book discussion group is held at the library to encourage their familiarity with this resource and to encourage group activities that are part of the larger community's aspirations.

We will begin offering an English Language Learners (ELL) Conversation Café facilitated by Susan Zonia. These informal gatherings provide non-native speakers an opportunity to practice their English in a relaxed setting. We reached out to community members who attended a Chinese language story time and asked them to fill out a short questionnaire to determine interest. 12 patrons responded indicating interest. Beginning in January, we will hold the café twice a month and evaluate for four months.

Collections

Physical

In October, we added 1,263 adult books, 54 teen books, and 581 youth books for a total of 1,898 books (an increase of 332 books over last month's totals, mainly due to an increased number of adult books with the start of the fall publishing season). Also, we added 327 adult AV items and 72 youth AV items for a total of 399 AV items (an increase of 95 AV items over last month's total). Both the Adult Services and Youth Services departments continue to steadily withdraw materials. As we have done in the past seven months, we withdrew more books than we added in October. 2,354 adult books and 62 teen books were withdrawn along with 998 youth books for a total of 3,414 books (a decrease of 305 books over last month's total). 329 adult AV items and 14 youth AV items were withdrawn for a total of 343 AV items (an increase of 256 AV items over last month's total).

21 Binge boxes (curated collections of feature films around a theme, an actor, or director) have been purchased from our media vendor, Midwest Tape. Our goal is to launch this collection in time for Thanksgiving week as patrons look for movies to watch during the holiday break.

Selectors continued their work with CollectionHQ reports to review their areas and evaluate titles for deselection. Part of this process involves identifying the "missing" items from our

collection so that Technical Services staff can remove those items from the catalog. Concurrently, selectors are looking at areas where they may need to add more titles to strengthen in-demand collections/subjects.

The Fiction Room evaluation project has completed its review of approximately two thirds of that collection. Worn titles and low circulating items are being removed. Replacement titles that are only available in paperback will be ordered with a poly-laminate covering which will help keep these items in good condition through multiple uses.

Cataloging Librarian Jessica Thomson cataloged our first Wonderbook this month. Wonderbooks are print books with preloaded audiobooks inside. Children press the play button to read along with the book or switch to the learning mode for literacy learning. Youth Services librarians are making space for more Vox and Wonderbooks titles, while books with CDs have fallen in popularity in favor of these newer, more popular technologies.

Staff continues to track the decline of print periodicals. Another magazine, *Traditional Home*, was removed from the collection when it changed from a monthly to a quarterly and will be available for sale only on newsstands. In 2017, we had 448 subscriptions. In 2018, we had 423 subscriptions. As of this month, we have only 402 subscriptions, for a loss of 46 titles in 2 years. These numbers reflect the trends we are seeing in the magazine publishing industry, including magazines ceasing publication, switching to online-only, having limited distribution, or changing frequency of issues.

Digital

All libraries (including WPLD) have been evaluating recent trends in publisher restrictions on e-book content. Notably, Macmillan Publishers is limiting libraries to just 1 copy of new e-books for the first 8 weeks after publication. While this sales model is currently only used by this book publisher, other content providers have previously taken this step with other media (including Disney and Warner Brothers with their DVD content). Libraries have noted that this embargo has great effects on equity, limiting access, patron experience and waitlists, as well as creating additional steps for staff in managing orders. Library advocacy groups have taken to social media with the hashtag #ebooksforall, raising awareness and encouraging followers to add their signature to a growing list of over 200,000 (as of this writing) signatures. Learn more about this topic here: <https://ebooksforall.org/> and along other library advocacy issues with local impacts here: <https://www.railslibraries.info/issues/170353>

Head of Digital Services Stephen Koebel attended the Digital Library of Illinois Town Hall meeting this month, where a new pricing model was discussed for consortia membership. Earlier this year, member libraries decided to work together to self-governance model, ending the relationship with longtime managers, Libraries First, and sunsetting the MyMediaMall brand. Wilmette Library's contribution to the consortium collection remains the same.

Circulation of our e-book and other media resources rebounded in October, as the flurry of back to school activity ended and patrons settled back into pleasure reading. Overall, our e-book, e-audiobook, magazine, and media circulation remains strong, totaling over 10,000 circulations per month. WPLD continues to see high usage overall compared to other libraries of our size and population.

Brainfuse, our Homework Help/Live one-on-one tutoring resource, saw a big jump as students tackled projects and took advantage of the help offered. Brainfuse was also highlighted as part of the Digital Universe section of our November/December *Off The Shelf* newsletter.

Programs

Adult & Teen

Susan Orlean, best-selling author of *The Library Book* spoke to an audience of approximately 200 people at Wilmette Junior High School on October 19. This was the Library's 7th Meet the Author event, bringing nationally recognized authors to speak and participate in conversation with the community through a Q and A session that follows the presentations. Ms. Orlean regaled the audience with her love of libraries and detailed how this particular story became a consuming research project for her. Her presentation was followed by a lively Q&A, and a book signing in partnership with The Book Stall.

Our program series commemorating the Apollo moon landing, *Apollo 50: Next Giant Leap*, wrapped up with three big programs in October: Dearborn Observatory Tour (at NWU campus) on October 4; Astrophysics for the Next 50 Years by Michael Smutko on October 16; and The Apollo Program to the Moon: History and Legacy with Michelle Nichols, Director of Public Observing at the Adler Planetarium on October 28.

On Saturday, October 5, Rachel Garcia and Jill McKeown invited area book lovers to our Book Club Open House. Over 30 attendees learned how the Library can help them select and acquire titles for themselves and/or their book groups. The open house provided a casual meet and greet environment, complete with snacks. Attendees visited tables featuring different topics like how to do research on authors and how to find reviews on books. The Book Stall delivered a "book buzz" talk on new titles that would be good for book groups.

We continue to see strong numbers in our book discussion groups at Mather, with Classics and Contemporary, and the Cookbook Book Club – often reaching 20 or more attendees at each event. Further, we are steadily building on the newest group, Novels at Night, which meets off-site and attracts its own unique community of members.

Digital Services staff introduced a new class this month about Venmo and other Mobile Payment Apps. Staff observes that we're increasingly helping senior patrons, whose adult children, grandchildren, or other family/friends want to share technology-oriented experiences

with them. A number of these patrons have reported that our classes have helped them feel more confident sharing and even initiating these experiences with their loved ones.

Youth

In October we debuted the Maker Lab program, which turned the Youth Program Room into a temporary maker space where patrons of all ages can use our equipment and supplies to work on various projects of their own design. Attendees used design software to create items with our vinyl cutter and 3D printer, and make all kinds of items with our jewelry-making and metal-stamping tools. The program has been enthusiastically received. Over 63 patrons attended the October 5th and 10th Maker Lab sessions and over 75 attended the Saturday Maker Lab on November 2nd. We are seeing a lot of interest in our new 3D printer in particular; during the November Maker Lab attendees submitted 13 items to print!

Children's Librarians Sheri Reda and Jennifer Lee designed a program where patrons could write a wish for themselves or the world on a paper circle and hang it from the apple tree on the front lawn. The tree filled up with dozens of wishes, and so many patrons asked about the program that Janet Piehl adapted the idea for November's Maker Basket. She created a small tree in the lobby which is now decorated with more patron wishes.

Fifteen educators attended our Flannel Board Workshop on October 17, where they learned how to make sets of felt shapes to support visual storytelling in their schools.

Technology

IT Manager Fred Wallace ordered and prepared two new laptops for staff to use at meetings, for presentations, remote work, etc. The laptops have a variety of productivity tools installed, including Microsoft Office Professional 2019.

The CCS downtime and integration of Indian Trails Public Library went well. All member libraries were up and running before opening on Monday, October 21, well before the anticipated time. Staff did a great job processing the weekend's worth of returns quickly. Circulation used offline mode to sustain operations during the transition. IT staff helped update the circulation files when we went back online. The self-check machines were back in service without issue.

Facilities

Assistant Manager of Facilities Rick Merrell and Security Monitor Jim Kaspari finalized the vinyl wraps for the parking book drops and re-installed the last one this month. Now all of our book drops share the same branding, to the delight of patrons, staff, and our social media followers:



Wilmette Public Library is at Wilmette Public Library.

November 8 at 9:12 AM · Wilmette · 🌐

The drop boxes in our parking lot got a makeover, and we are pretty pleased with the bright pop of color they provide! 💜 @ Wilmette Public Library



Communications

Community Services staff completed and published the 2018-2019 Year in Review report in October, available online using the dynamic new Adobe Spark platform: <https://spark.adobe.com/page/A4IKbSPNjhISJ/>. The report was launched on October 28 just as *Off the Shelf* was delivered to homes, and was publicized through the newsletter, the Library's homepage, Facebook page, and with an eblast email to approximately 10,000 people. Featuring highlights of the past fiscal year, the report highlights our past year's story with photos and newly-designed infographics created by Sarah Rose. As of November 15, the report has been viewed more than 800 times. A distilled 2 page print version of the report was created and launched at the State of the Village dinner on November 6, and is attached to this report.

Sarah Rose worked with programmers and staff on a variety of publicity items, including our Timuel Black event on November 16, and new signage items throughout the building including study rooms and book carts. Sarah coordinated the Fall community art show, with the theme "True Colors," which opened on November 8 and will be running through the end of the year.

Jennifer Bartel led a successful new initiative for Armchair Travels, scheduling programs highlighting France for all five sessions in October. She ran several new and well-received programs, including a Self Defense for Women course. She also worked with Facilities staff to pack up Professor Plum for the season.

Sarah Beth continued to refine two powerful new staff tools: Monday.com and Gale Analytics. Monday.com is a project management tool that will help coordinate publicity across channels, from fliers to the homepage to social media, by assigning roles and due dates, organizing staff

requests through integrated forms, and centralizing lists so that involved staff are able to communicate and complete tasks efficiently and effectively.

Staff and Volunteers

ILA Annual Conference: October 22-24, 2019 at Tinley Park Convention Center

From Youth Services, Janet Piehl and Andrea Vaughn Johnson attended the annual Illinois Library Association conference in Tinley Park. Janet attended the programs: Small Libraries STEAMing Ahead; Makerspaces in Libraries; Beyond Schools: Teen Outreach; and Looking Beyond Our Walls: Finding Inspiration for Unique Family Experiences. She came away with new ideas for Maker programs and facilities and intergenerational programs. Andrea attended Shake the Creativity Tree -- Practices to Help You Harvest New Ideas and Inspire Lasting Change; Staff-Centered Leadership: Building Relationships, Satisfaction, and a Healthy Environment for Your Library; and Youth Services Ignite! where six Illinois librarians gave five-minute presentations on children's books and issues in youth services. She also gleaned ideas from several poster sessions including School Services: Reaching Teachers Effectively, Engaging the LGBTQ+ Community in Your Library and Make Way for Maker Day.

From Adult Services, Teen Librarian Krista Hutley presented a workshop along with two other librarians: Teen Outreach: Beyond Schools. Krista and two other teen librarians discussed the partnerships they've created with organizations serving teens. They focused on what worked well and what has been an uphill battle. This session encouraged questions and sharing best practices and tips.

From Community Services, Jennifer Bartel presented a workshop entitled Book Bike 101: Pedaling your Way to Increased Community Engagement, providing attendees from across the state an overview of our Library's successful book bike initiative.

From Administration, Director Anthony Auston presented on an administrators panel: Change of Direction or Course Correction? The panel featured former Directors and Managers who bravely made moves down the organization chart for myriad personal and professional reasons. Anthony spoke as a Director who has hired former Directors for other managerial roles. Former WPLD Director Heather McCammond-Watts also shared her experience as part of the panel. Anthony attended the keynote events, ILA membership meetings, and workshops on a variety of administrative topics including performance improvement plans, conscious actions for inclusion, government transparency, and strategic planning.

From the Board of Library Trustees, President Lisa McDonald attended Trustee Day, including advocacy workshops, networking events, and a program hosted by public libraries that have eliminated overdue fines.

Recruitment

Digital Services welcomes Jane Kim to the team as our new Digital Services Assistant II. Jane will train at the service desk in November and December, working with Jacinta Bohm, Christine Hightower, and Alex Barzallo, and observe some of our classes to see our different teaching styles, before staff co-teaches with her. After the holidays, Jane will be equipped with the skills to teach solo.

Select Staff Meetings and Workshops

October 1: Teacher Card Meeting (Anthony Auston, Andrea Vaughn Johnson, Alice Joseph, Stephen Koebel, Janet Piehl, Luciano Ward)

October 2: Diversity & Inclusion Committee (Anthony Auston, Sarah Beth Brown, Michael Boone, Patsy DeVuono, Krista Hutley, Christine Hightower, Rosemarie Hohol, Stephen Koebel, and Rebecca Vrana-Naquin)

October 2: Program Evaluation Meeting (Anthony Auston, Jennifer Bartel, Sarah Beth Brown, Betty Giorgi, Andrea Vaughn Johnson, Stephen Koebel)

October 7: Charmm'd Leadership Academy (Jill McKeown)

October 16: Programming Meeting (Jennifer Bartel, Sarah Beth Brown, Betty Giorgi, Jill McKeown, Sarah Rose)

October 18: People Counter Training (Anthony Auston, Rick Merrell)

October 21: Wilmette/Kenilworth Chamber of Commerce and SCORE planning meeting (Nancy Wagner)

October 30: Maker Lab Training (Ruth Bell, Krista Hutley, Janet Piehl)

Select Director's Meetings

October 1: More Speech: A Conversation About the First Amendment (SAIC/ILA) at Harold Washington Library

October 3: E-Rate Training at Harper College, Palatine

October 4: Volunteer Luncheon

October 6: Friends of the Wilmette Public Library Pop-Up Sale

October 7: ILA Public Policy Committee

October 7: Executive Service Corps

October 15: WPLD Regular Board Meeting

October 16: ORP Final Walkthrough, with Jodi Mariano (Teska Associates)

October 19: Meet The Author event with Susan Orlean

October 22-23: ILA Annual Conference, Tinley Park

October 24: Kenilworth PLD Regular Board Meeting

October 26: FAN event: Patti Smith

October 28: WPLD Finance Committee Meeting

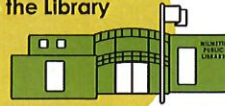


Wilmette Public Library

Year in Review July 1, 2018-June 30, 2019

2018-2019 was a year of growth, exploration, and discovery at Wilmette Public Library. Together, we explored literature, enjoyed concerts and lectures, shared food, tried our hand at making, and expanded our digital world. Join us as we take a look back at some of the highlights of our year.

330,446
Visits to the Library



927,912
Items Borrowed



16,945
Active Library Cards

Librarians Answered
79,810
Questions



Maker Events & Digital Learning

In February, we hosted our first annual MakerFest. This festival showcasing 13 local Makers and partners offered over 400 attendees a chance to experience hands-on learning in technology, art, and design. We presented a variety of other Maker events throughout the year, helping you explore and develop your creative interests.

We introduced our Library of Things collection this year, bringing technology and non-traditional resources into your home. From programmable Ozobots to mobile hotspots to telescopes, the Library of Things helps you incorporate exciting new tools and technologies into your everyday life

Summer Reading at the Library

We blasted off on a library adventure together with this year's Summer Reading Club, "A Universe of Stories." More than 900 children completed this year's program, reading at least 20 minutes a day for 20 days over the course of the summer, and our adult and teen clubs had more than 600 participants. From our kick-off celebration through space-themed programs for all ages to our finisher celebration on the newly-renovated lawn, our summer reading clubs are a beloved tradition bringing the community together with the wonder of literature.

Reading Together

Celebrating and exploring literature is at the core of what we do at Wilmette Public Library. Our 2019 One Book Everybody Reads selection, *The Lake on Fire* by Rosellen Brown, brought the community together to venture through this epic work of historical fiction through book discussions and related programming highlighting the Gilded Age and 1893 World's Columbian Exposition. Throughout the year, our many reading clubs provided opportunities for all ages to read and discuss books together.



Connecting with our Community

We introduced a convenient new book drop at the Linden CTA station, making library returns easy for commuters and residents of east Wilmette. All of our book drops received a colorful makeover, so look for the purple boxes at Linden, Plaza del Lago, and the Community Rec Center next time you have materials to return.

Youth Services delivered resources to Wilmette and Kenilworth preschools each month, providing 1,495 books and 42 STEM kits to nine participating schools. We enjoyed exploring the community with offsite book discussions, including the new Novels at Night group that meets at local restaurants. Professor Plum, our book bike, took to the streets offering giveaways from the Library and the Friends, and greeting children and adults alike in parks, on the streets, and at the French Market.



Programs & Series

Our programming took us in many new directions. In April, we were awarded a grant co-sponsored by the American Library Association (ALA) and the National Endowment for the Humanities (NEH) expanding upon *American Creed*, a PBS documentary, with curriculum and structured community conversations exploring our national identity.

Adults reviewed the Illinois bicentennial, shared meaningful conversations at Death Cafe, explored health trends with Bollywood Dance and glowstick yoga. Teens got into Dungeons and Dragons and snacked on pizza during exam weeks. Children enjoyed a summer of story times throughout the village and creative, cooperative play with our Imagination Playground big blue blocks.

Outdoor Renovation

Throughout the spring and summer, we renovated the Library's grounds, updating and improving many of our exterior features. The updates provide a safe, attractive, open, and sustainable environment to welcome the community to the Library. The renovation features a refreshed lawn, expanded seating options, new bike racks, all native trees, shrubs, and plants offering year-round color and pollinator habitats, and entirely new hardscapes, including a high-efficiency snowmelt system to help keep sidewalks clear during winter months. We look forward to enjoying concerts and events on the updated lawn for years to come.



Thank You to our Community Partners

We thrive on our relationships and connections throughout Wilmette. The Library continues to grow and develop its partnerships as we share in serving our wonderful community. Whether we are visiting a preschool, facilitating a book group at Mather Place, or taking the book bike to the streets, we love meeting with you around town as much as in the Library.

2018-2019 Partners: The Friends of the Wilmette Public Library, Go Green Wilmette, the League of Women Voters of Wilmette & Kenilworth, New Trier High School, School District 39, School District 37, SCORE, the Village of Wilmette, Wilmette/Kenilworth Chamber of Commerce, and Wilmette Park District.



Proudly serving the informational, intellectual, cultural, and leisure needs of the Wilmette and Kenilworth resident and business communities.

1242 Wilmette Ave., Wilmette, IL 60091 • 847.256.6925 • wilmettelibrary.info

WPLD CIRCULATION STATISTICS BY MATERIAL TYPE FOR OCTOBER 2019

	A	B	C	D	E	F	G	H	I
1	Material Type	Items in Collection	Items Circulated in Oct.	Items Renewed in Oct.	Total Circ. & Ren. In Oct. (C+D)	Total Usage in Oct. (E+G)	Items Lent via ILL	Items Borrowed via ILL	Usage Ratio (F/B)
2	AV equipment	23	11	20	31	31	0	0	1.35
3	Bag	329	208	261	469	469	0	0	1.43
4	Blu-ray	1,262	355	208	563	592	29	59	0.45
5	Blu-ray Hot	18	50	0	50	50	0	0	2.78
6	Blu-ray New	60	202	0	202	203	1	4	3.37
7	Book	183,561	18,151	17,828	35,979	37,220	1,241	2,058	0.20
8	Book Hot	1,393	1,873	230	2,103	2,103	0	0	1.51
9	Book New	6,360	3,796	2,096	5,892	6,747	855	327	0.93
10	Boxset	0	8	9	17	17	0	8	0.00
11	Cassette	56	0	0	0	0	0	0	0.00
12	CD	18,263	1,182	720	1,902	2,164	262	233	0.10
13	CD Audiobook	8,453	640	554	1,194	1,294	100	118	0.14
14	CD Audiobook New	547	272	179	451	563	112	13	0.82
15	CD New	351	202	83	285	362	77	2	0.81
16	DVD	19,208	3,770	2,336	6,106	6,443	337	377	0.32
17	DVD Hot	64	207	0	207	207	0	0	3.23
18	DVD New	399	713	96	809	933	124	20	2.03
19	eAudiobook	36,524	0	0	0	0	0	0	0.00
20	eBook	78,255	0	0	0	0	0	0	0.00
21	Equipment	13	2	2	4	4	0	0	0.31
22	eReader	4	3	0	3	3	0	0	0.75
23	ILL Material	63	52	12	64	64	0	4	1.02
24	Kit	0	5	4	9	9	0	5	0.00
25	Laptop	6	3	0	3	3	0	0	0.50
26	Large Print	7,394	343	224	567	647	80	35	0.08
27	Large Print New	359	206	79	285	359	74	9	0.79
28	Magazine	4,214	462	511	973	973	0	0	0.23
29	Magazine New	281	6	0	6	6	0	0	0.02
30	Mobile Hotspot	12	13	8	21	21	0	0	1.75
31	Multimedia Kit	30	1	1	2	2	0	1	0.07
32	Newspaper	62	1	1	2	2	0	0	0.03
33	ON-ORDER	1	2	0	2	2	0	0	2.00
34	Online Resource	33	0	0	0	0	0	0	0.00
35	Playaway	2,042	353	337	690	713	23	20	0.34
36	Playaway Audio New	92	69	37	106	121	15	2	1.15
37	Record	1,577	0	0	0	0	0	0	0.00
38	Scores / sheet music	0	1	1	2	2	0	1	0.00
39	Seasonal AV	132	75	0	75	75	0	0	0.57
40	Seasonal Book	1,176	536	5	541	541	0	5	0.46
41	Special Collection	100	23	5	28	28	0	5	0.28
42	STEAM equipment	21	4	7	11	11	0	0	0.52
43	STEAM Kit	16	8	4	12	12	0	0	0.75
44	Tablet	2	2	1	3	3	0	0	1.50
45	VHS	147	0	0	0	0	0	0	0.00
46	Videogame	881	214	312	526	527	1	13	0.60
47	Totals	373,784	34,024	26,171	60,195	63,526	3,331	3,319	0.16

WPLD CIRCULATION STATISTICS BY COLLECTION TYPE FOR OCTOBER 2019

	A	B	C	D	E	F	G	H	I	J
1	Collection Type	Items in Collection	Items Circulated in Oct.	Items Renewed in Oct.	Total Circ. & Ren. in Oct. (C + D)	Total Usage in Oct. (E + G)	Items Lent via ILL	Items Borrowed via ILL	Usage Ratio (F/B)	Auto Renewal
2	Fiction	51,240	5,754	3,008	8,762	9,590	828	651	0.17	2,819
3	Magazines	4,040	408	511	919	919	0	0	0.23	505
4	Multimedia	43,854	6,085	3,093	9,178	10,185	1,007	765	0.21	2,881
5	Nonfiction	80,676	4,746	4,525	9,271	10,148	877	746	0.11	4,222
6	Online	105,245	0	0	0	0	0	0	0.00	0
7	Other	453	294	306	600	600	0	4	1.32	272
8	Teen Fiction	2,474	311	378	689	729	40	90	0.28	367
9	Teen Multimedia	86	8	21	29	29	0	4	0.34	19
10	Teen Nonfiction	339	60	79	139	148	9	18	0.41	72
11	Teen Online	3,439	0	0	0	0	0	0	0.00	0
12	Youth Fiction	40,450	11,681	10,228	21,909	22,292	383	725	0.54	9,919
13	Youth Magazines	510	59	0	59	59	0	0	0.12	0
14	Youth Multimedia	9,666	2,247	1,743	3,990	4,064	74	103	0.41	1,682
15	Youth Nonfiction	25,147	2,359	2,268	4,627	4,740	113	213	0.18	2,174
16	Youth Online	6,128	0	0	0	0	0	0	0.00	0
17	Youth Other	37	12	11	23	23	0	0	0.62	10
18	Totals	373,784	34,024	26,171	60,195	63,526	3,331	3,319	0.16	24,942

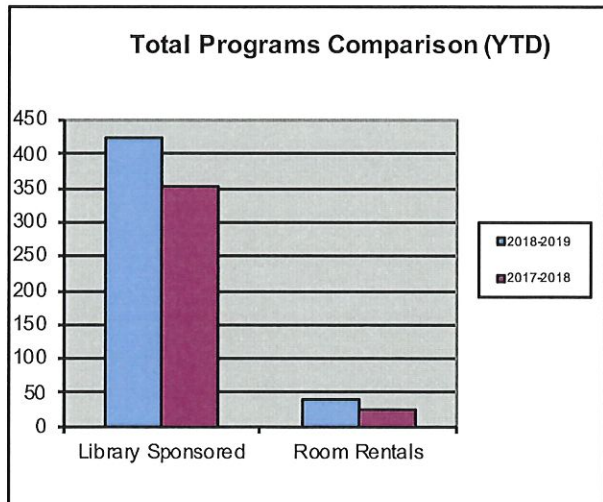
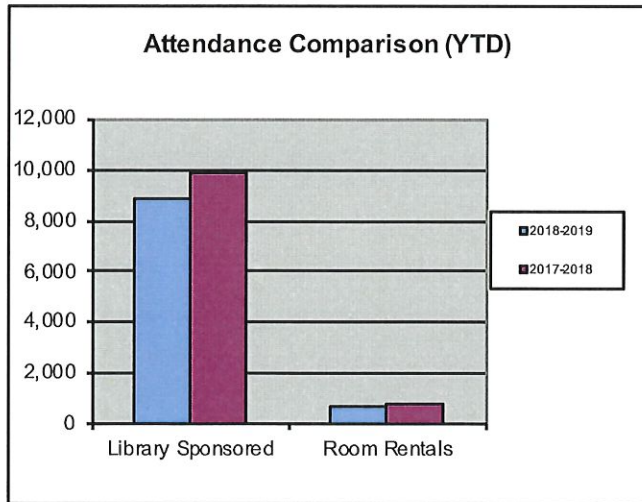
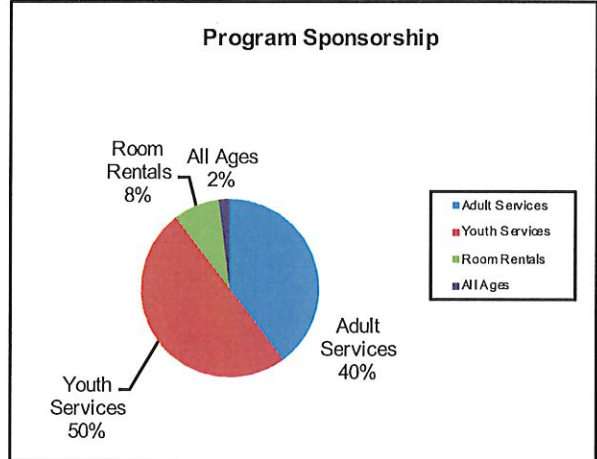
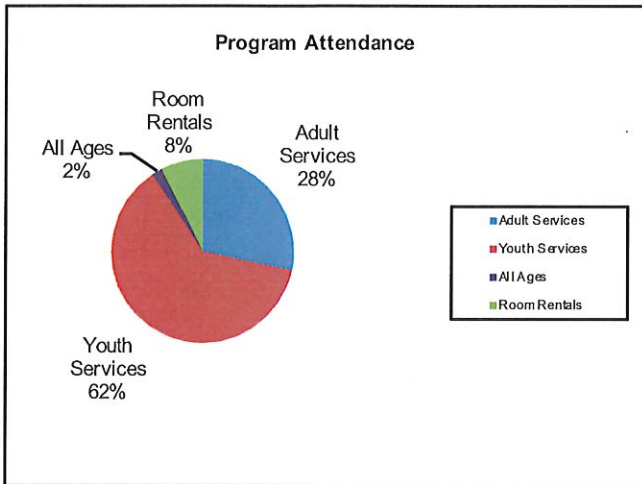
HOMEWORK/STUDY													
Brainfuse	4	11	14	26									55
Gale Courses	2	0	2	5									9
Lynda Library	29	69	68	15									181
Mango Languages	28	62	66	42									198
Mosio - Chat/Text reference help	34	29	40	32									135
Muzzy Languages	0	0	0	0									0
Niche Academy	136	162	148	159									605
Email Reference Questions	2	7	3	1									13
WPL Technology Classes - Attendees	0	0	23	30									53
WPL Proctored Exams	1	0	0	0									1
E-BOOKS/AV													
Cloud Library	5	2	2	0									9
Hoopla	940	1,016	943	934									3,833
Kanopy	299	269	250	463									1,281
Digital Library of Illinois-eBooks	4,179	4,216	3,841	3,900									16,136
Digital Library of Illinois-eAudiobooks	2,123	2,398	2,207	2,297									9,025
Recorded Books (eAudiobooks)	37	30	61	67									195
Recorded Books (eBooks)	0	0	0	0									0
Tumblebooks	6	49	100	61									216
Appointments	14	12	10	7									43
Subtotal Librarian Interface	51	48	76	70	0	0	0	0	0	0	0	0	245
Subtotal E-Book/AV Use	7,603	7,992	7,414	7,729	0	0	0	0	0	0	0	0	30,738
Total (All)	12,129	13,511	11,792	13,381	0	0	0	0	0	0	0	0	50,813
WEB SITE													
Visits (all)	16,877	16,010	15,383	16,295									64,565
Unique Visitors	9,236	8,862	8,398	9,021									35,517
Pageviews	26,978	25,911	25,557	27,541									105,987
PowerPAC (public catalog)-Visits	13,436	13,384	13,240	12,966									53,026
APP (by Communico)	343	316	338	341									1,338

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

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

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

PROGRAM ATTENDANCE	October 2019		October 2018		+/- People	2019-2020		2018-2019		+/- People
	# Prog.	People	# Prog.	People		# Prog.	People	# Prog.	People	
LIBRARY SPONSORED										
Adult Services	57	1,060	50	958	102	184	2,728	168	2,944	-216
Youth Services	81	2,366	55	2,117	249	231	6,011	178	6,842	-831
All Ages	2	25	1	15	10	9	188	6	155	0
ALL Library Programs	140	3,451	106	3,090	361	424	8,927	352	9,941	-1,014
Room Rentals	13	299	12	316	-17	39	711	27	733	-22
ALL PROGRAMS	153	3,750	118	3,406	344	153	9,638	118	10,674	-1,036



Cynthia McMillan

From: Alice Joseph
Sent: Monday, October 28, 2019 10:03 AM
To: General Distribution
Subject: Tuesday Morning

Just a heads up:

Our last Kindergarten Enrichment class visit will be tomorrow morning at 9:45. Hope we're not too disruptive as we tour around the building.

Alice

Alice Joseph, Youth Services
Wilmette Public Library
(847)256-6945
ajoseph@wilmettelibrary.info



Wilmette Public Library

4/11 31, 2019

WILMETTE LIFE

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\$2.00 Thursday, October 31, 2019 wilmette-life.com

For the greater good

Public libraries are forgiving fines to bolster circulation. Page 6



GINA GRILLO/PIONEER PRESS

The Wilmette Public Library at 1242 Wilmette Ave.

WHAT TO DO



MADKAP PRODUCTIONS

A memory play

Marjorie (Joan McGrath, right) and her daughter Tess (Susie Steinmeyer) must decide what memories to remember in "Marjorie Prime." Page B13

SPORTS



BRIAN O'MAHONEY/PIONEER PRESS

State aces

Local girls tennis players participate in the state tournament. Page 21



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Determined to remove barriers

Suburban libraries are forgiving late fines and more to bolster circulation

By KAREN ANN CULLOTTA

For librarian Karen Danczak Lyons, the recent announcement that the Chicago Public Library system will begin forgiving fines for patrons with overdue books was an affirmation that the Evanston Public Library is on the right page.

While the Evanston library system collected around \$116,000 in late fines from patrons with overdue materials in 2017, that fund has been slashed nearly in half, with just \$60,000 in fines paid in 2019 due to a new automated renewal system that extends due dates for up to 12 weeks, said Danczak Lyons, the library's director.

"We knew by making the decision to start an automatic renewal system, we would be reducing our revenues from fines," Danczak Lyons said. "But it was more important to lower the barriers to service for all of our residents, and we've seen an increase in happy patrons."

With in-person visits and circulation declining at many public libraries across the U.S., eliminating overdue fines and extending due dates — policies that would have been considered revolutionary years ago — are being increasingly embraced by librarians as a way of creating a welcoming environment for one and all.

"It's not that libraries were not mindful of the need for equity, but I think we didn't fully understand how institutional practices and policies can create unintended barriers to access," said Ramiro Salazar, the president of the Public Library division of the Chicago-based American Library Association, and the



MARK KODIAK UKENA / PIONEER PRESS

Evanston Public Library Director Karen Danczak Lyons said the system's late fee collection has been cut nearly in half since an automatic renewal was instituted.

director of the San Antonio Public Library.

"Library fines impact low income communities the most, and it can make some of those residents afraid to check out books," Salazar said. "A \$5 fine might be nothing for you and I, but for a family that's struggling to put food on the table, they don't want to take a chance they'll accidentally forget to return a book on time."

Across the U.S., roughly 475 public libraries are now fine free, 200 libraries are partially fine free, and about 15 libraries are currently in the process of going fine free, Salazar said.

With most fine free policies, patrons with overdue materials are not penalized for returning the items late, but if the materials are lost or damaged, they are still

responsible for paying the replacement fee, Salazar said.

While skeptics might assume the eradication of fines could be a dangerous practice that can lead to empty library shelves as patrons no longer fear the financial consequences of their tardiness, Wilmette Public Library Director Anthony Auston said some studies have found the opposite to be true.

The library board has not yet had an official conversation about a fine free policy, but Auston said he is excited to see libraries in the area, including those in Chicago, are stepping up in support of equitable library practices.

"In Wilmette, fines affect our most loyal users that are checking out the most

books, and that invariably means children," Auston said. "We need to get past this idea that the library police are going to come after you like Mr. Bookman in the old 'Seinfeld' episode. The fact is the overwhelming majority of patrons return their materials on time."

While the Arlington Heights Memorial Library still fines patrons for overdue materials, officials have started offering an annual Fine Forgiveness Week, with the most recent event in June absolving patrons of around \$35,000 in fines, library executive director Mike Driskell said.

The first week in June was selected to coincide with the library's annual summer reading program, and to serve as an incentive

to participate, Driskell said.

"When we check circulation records, we see that when we forgive fines, we bring in a lot of customers who hadn't been in the library for some time, so we see this as an investment in pulling people back in," said Driskell, who says that the library's circulation has recently dipped about 2% a year, a slight decline he said is being seen at libraries across the U.S.

Nationwide, American Library Association officials said that Americans made 1.5 billion in-person visits to public libraries in 2012, a number which dropped to 1.35 billion visits in 2016. Officials attribute the decrease in part to greater digital access to library collections.

Serving residents in

Wheeling, Buffalo Grove, Prospect Heights and portions of Arlington Heights and Northbrook, the Indian Trails Public Library District kicked-off its fine free policy earlier this month, and officials have already seen an uptick in books that are being returned, library spokeswoman Susan Dennison said.

"I can understand that some people are so embarrassed when they have fines, they're afraid to return the materials," Dennison said. "But libraries should not be in the business of shaking our fingers at people and saying, 'shame on you.' We just want people to use the library."

kcullotta@chicagotribune.com
Twitter @kcullotta

Some suburban libraries are eliminating late fees. That's great news for readers.



RANDY BLASER

Have you ever forgotten about a library book that you checked out? If you have, then you know the sheer terror every time you pass the library, not knowing if the librarians inside would soon find out and hunt you down over your outstanding debts. You might like to borrow another book someday, but you dare not enter because by now the overdue fines are out of sight. It is not an unusual fear. The plight of the patron with an outstanding overdue fine was fodder for the classic 1990s sitcom "Seinfeld" when star Jerry Seinfeld was tracked down by New York City library detective Lt. Bookman. Jerry's crime? He never returned "Tropic of Cancer."

Bookman was dogged quest to find that and force Jerry to come clean. Isn't that how we picture the library? Don't we think they keep meticulous records of who checked out what book and when, when it is due, and how much is owed on overdue fines? But things may be changing at your neighborhood library. According to a recent Pioneer Press news article, more and more libraries are doing away with the idea of overdue fines like the Indian Trails Public Library District, which serves Wheeling, Buffalo Grove, Prospect Heights and portions of Arlington Heights



MARK KODIAK UKENA/PIONEER PRESS

Evanston Public Library Director Karen Danczak Lyons said the system's late fee collection has been cut nearly in half since an automatic renewal was instituted, and that's OK with officials.

and Northbrook.

Meanwhile other libraries like Evanston have moved toward an automatic renewal system. The Chicago Public Library is already on board with the movement. Chicago recently reported a 240% increase in book returns since late fees were eliminated. In today's digital age, it just makes sense. An ever increasing amount of material is available electronically. More and more patrons can re-

serve their favorite book online, or better still, automatically renew the book until they are done with it. And let's face it, Americans are an ordinarily good lot. They are going to return library materials because they value knowledge and know that the library makes life-changing ideas and information available for everyone. And that's another reason for doing away with the fines. A lot of library patrons

are young people. Why punish them with a fine? And a lot of poor people just don't have extra cash to buy books. Why should the threat of a fine keep them out of the library? Even though the fines weren't ever all that punitive, library officials have still found overdue fines are a barrier to some patrons from fully taking advantage of what a public library offers. And with some libraries reporting that in-person visits are declining, why

have any barriers at all for potential patrons? Public libraries may be one of the greatest inventions of all the marvelous and wondrous inventions of this great experiment in self-government. And we have Ben Franklin to thank for that, too. No longer are books and data and knowledge the exclusive province of the well-to-do, well-born or well-educated. Public libraries make the knowledge of the world available to anyone and

everyone. In the suburbs, they are also a sign of the intangible quality of life issues that can attract so many homeowners to a community. A suburb with a great public library is usually a great place to live. So celebrate libraries by going out this week, borrowing a good book and then returning it on time for the next voracious reader. Randy Blaser is a freelance columnist.