

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, October 15, 2019 at 7:30 pm in the 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. Presentation.
Year In Review (Sarah Beth Brown, Head of Community Services)
- IV. Review and Approval of September 17, 2019 Regular Board Meeting Minutes. **Attachment 1**
- V. Treasurer's Report. (Trustee Rodgers)
 - A. Financial Report for September. **Attachment 2**
 - B. Bills and Salaries for September. **Attachment 3**
- VI. Action Items.
 - A. Amount of Levy. Attachment 4 includes pages 1-3 of the PROPOSED levy ordinance, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019-2020 No. 2019/2020-195. The attachment also includes the annual budget and appropriation ordinance approved at the August 2019 WPLD Board meeting, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2019-2020 No. 2019/20-193, and the 2019-2020 WPLD tax levy overview document. (Trustee Rodgers, Director Auston) **Attachment 4**
 - B. Holiday Closings for Calendar Year 2020. (Trustee McDonald) **Attachment 5**
 - C. Finance Committee Recommendation: Dissolution of Endowment Fund. (Trustee Rodgers, Director Auston)
- VII. Discussion Items.
 - A. President's Report on Potential Board Development Retreat.
 - B. FY 2020 Per Capita Grant. The grant requires that trustees review chapters 11-Appendices of the *Trustees Facts File Third Edition*. The attachment includes these chapters. (Director Auston) **Attachment 6**
- 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 7**
- IX. Committee Reports.
 - A. Advocacy & Partners Committee (Trustee Johnson)
 - B. Finance Committee (Trustee Rodgers)
 - C. ILA / RAILS Updates (Trustee Barshis, Director Auston)

- 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
- XII. Adjournment

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, September 17, 2019 at 7:30 pm in the staff lounge

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

ABSENT: Trustees Johnson, Rodgers

VISITORS: Fouad Egbaria (*Wilmette Beacon*), Liz Seager (League of Women Voters-Wilmette)

I. Call to Order & Roll Call.

President McDonald called the meeting to order at 7:33 pm. Secretary Barshis called the roll.

II. Public Comment.

None.

III. Presentation by Andrea Johnson, Head of Youth Services at WPLD.

Ms. Johnson summarized the events associated with the 2019 Summer Reading Club (SRC). Attendance for the SRC was excellent this year with 62% of those who signed up completing all SRC events. Youth Services programming at Vattman Park and around the Village help to publicize the SRC. Ms. Johnson especially thanked the Friends of the Library for generously supporting the SRC throughout the years. Ms. Johnson stated that the focus in Youth Services has been on reading and that the Library currently is marketing services and programs (such as nature play and art works) to parents of children 3 years and younger to get them involved in Library activities. The SRC (and most Youth Services programs) rewards club members with books to encourage more reading. Ms. Johnson observed that research backs this up – external rewards other than reading material do not have positive long-term effects on additional reading. WPLD Youth Services staff members conducted a survey to collect data about how SRC services and programs support community needs. A total of 69 program participants completed the survey. The survey results indicate the positive effect that summer reading programs have on library patrons. These results were distributed to WPLD Trustees at the meeting. The Project Outcome Summer Reading Caregiver Survey used by the WPLD staff members was developed by the Public Library Association's Performance Measurement Task Force. The PLA surveys are designed to help libraries measure the outcomes of programs and services and the impact they have on patrons. Ms. Johnson also discussed the wide array of programs that Youth Services offers to patrons. Ms. Johnson answered trustees' questions and their interest in providing new Wilmette residents with Library information.

IV. August Monthly Board Meeting Minutes.

Trustee Wolf moved to approve the minutes of the August 20, 2019 WPLD Board meeting. Trustee Fishman seconded the motion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

V. Treasurer's Report.

A. Financial Reports for August.

In the absence of Treasurer Rodgers, trustee McDonald summarized the August financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and General Fund Interest. Total General Fund expenditures were 17.25%, which is slightly above the two-month rate of 16.67%. There were no significant or unanticipated expenses for the month.

B. Bills and Salaries for August.

Trustee Fishman moved to approve the August bills and salaries. Trustee Wolf seconded the motion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

VI. Action Items.

A. Policy Committee Recommendation for Review and Approval of Updated Policies.

Board Bylaws – Policy 1: Policy Development; Policy 2: Library Administration; Appendix 2B – The Roles of the Board of Library Trustees; Appendix 2C – The Duties and Responsibilities of Trustees; Appendix 2D – The Wilmette Public Library Trustees Ethics Statement; and Appendix 2E – The Duties and Responsibilities of the Director. Policy Committee members are trustees McDonald (chair), Barshis, Rodgers, and Wolf. Library Director Auston attended all of the Policy Committee meetings. Copies of the policies were included in Attachment 4 of agenda binders with updated information indicated in red. The updating of these policies was the result of Policy Committee meetings on June 3, 2019; July 2, 2019; and August 19, 2019. Trustee McDonald summarized the updated policies. Trustee McDonald and Trustee Wolf answered questions about the policies. Trustee Wolf moved to approve the updated policies. Trustee McDonald seconded the motion. There was no discussion.

Aye – Barshis, Fishman, McDonald, Riddle, Wolf

Nay – None

Absent or not voting – Johnson, Rodgers

MOTION CARRIED

VII. Discussion Items.

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

President McDonald stated that a meeting to discuss Board development will be scheduled once she has interviewed all trustees. Director Auston stated that Executive Service Corps is available to assist the Board.

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 5 of agenda binders. Director Auston reviewed the report. He stated that staff is evaluating the older and infrequently-used periodicals in the Compact Shelving storage area to make room for other storage collections; many of the items in storage are accessible digitally or have duplicate holdings nearby if patron demand warrants access. Director Auston also stated that the Library is continuing to monitor changes in several vendors, such as Lynda.com (recently purchased by LinkedIn Learning), and LexisNexis. The Library's "Meet the Author" series continues on Saturday, October 19, 2:00 pm at Wilmette Junior High School. Susan Orlean will discuss her New York Times bestseller, *The Library Book*. The event is free and open to the public. The Library has copies of the book in multiple formats, including print, audio, and digital. Krista Hutley is the Library's teen librarian and is currently providing very popular Dungeons and Dragons programming. Youth Services recently has purchased a 3D printer, which soon will be available for patron use. September is National Library Card sign-up month and patrons have been encouraged to take pictures of themselves with the giant WPLD Library card available at the Farmer's Market and Circulation. The Director sought trustee comments and answered trustees' questions.

IX. Committee Reports.

A. ILA Representative.

Illinois Library Association Newsletters have been emailed to trustees.

B. Advocacy and Partners Committee.

Committee members are Trustees Johnson (chair), Barshis, Fishman, and McDonald (ex-officio). In the absence of committee chair Johnson, Trustee McDonald summarized the August 27, 2019 meeting. All committee members and Director Auston attended the meeting. The next committee meeting is Tuesday, September 24, 2019 at 9:30 am.

C. Finance Committee.

Committee members are Trustees Rodgers (chair), Johnson, Riddle, Wolf, and McDonald (ex-officio). All committee members, Trustees Barshis and Fishman, Director Auston, and Business Manager Barb Griffiths attended the meeting. In the absence of committee chair Rodgers, Trustee McDonald summarized the September 11, 2019 meeting.

- X. Information Items.
- A. The ILA Annual Conference.
The conference is scheduled for October 22 – 24, 2019 at the Tinley Park Convention Center in Tinley Park, Illinois. Registration is now open. For additional information, please visit the ILA website, www.ila.org. Trustee McDonald will attend Trustee Day.
- B. Communication.
Trustees reviewed communication presented in Attachment 6 of agenda binders. Comments from suggestion boxes were distributed at the meeting.
- XI. New Business / Old Business.
Trustee Barshis commended Director Auston for expanding programming to all sectors of Wilmette. Director Auston stated that the new WPLD book drop at Linden Avenue is being used by patrons and that usage of the Plaza Del Lago WPLD book drop has not decreased.
- XII. Adjournment.
Trustee Wolf moved to adjourn the meeting. Trustee Barshis seconded the motion.
Aye – Barshis, Fishman, McDonald, Wolf
Nay – None
Absent or not voting – Johnson, Riddle, Rodgers (Trustee Riddle left at 8:00 pm)
MOTION CARRIED. The meeting adjourned at 8:35pm.

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 September 2019

Revenue Report

During August, WPL received \$50,059.63 from Kenilworth Library District, \$35,457.87 in Grant Income, \$22,450.12 in General Fund Interest, and \$3,949.47 in Miscellaneous Income.

Expenditure Report

Total General Fund expenses at 23.73% are slightly below the expected three-month rate of 25.0%.

Four accounts show expenses higher than the three-month rate. 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 66000, Insurance – Employee, and Account 67000, Employee Paid Expenses, are also reflective of normal timing.

Check Detail, September 1 - 30, 2019

The largest General Fund checks were written to Wellness Insurance Network (\$46,127.92), Computer View (\$15,675.00), OverDrive, Inc. (\$10,016.53), and Baker Taylor (\$8,314.65, \$7,271.49).

Checks paid from the Special Reserve Fund were written to Shales McNutt Construction (\$16,969.50), and St. Johns Evangelical Church.

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 (9/13/19 for \$120,034.21, and 9/27/19 for \$126,988.56).

Certificate of Deposit Activity

Of the \$22,450.12 in General Fund interest received during September, \$16,471.44 was earned by the funds invested in the GF Certificates of Deposit.

Statement of Assets, Liabilities Fund Balances

On the September 30, 2019 Statement, the Current Fund Balance represents the net income/(loss) of (\$26,824.68) for the Fiscal Year July 1, 2018 – June 30, 2019.

After the annual audit, this amount is combined with the Beginning Fund Balances to reflect the new Fund Balances. This change should be reflected in the November statement.

Wilmette Public Library
Statement of Assets, Liabilities and Fund Balances
As of September 30, 2019

		September 30, 2019
ASSETS		
Current Assets		
	10001 · Deposit Account	442,002.03
	10005 · Rutherford Trust Funds	165,226.52
	10010 · Pvt Bk MM Account - GF	1,747.30
	10100 · Operating Checking	3,027,549.79
	10200 · Payroll Checking	49,068.66
	10300 · HRA & FSA Checking	8,672.28
	10610 · Special Reserve MMF	268,666.42
	10710 · Endowment MMF	37,904.50
	10810 · Illinois Funds	592,882.90
	10900 · Fifth Third Securities	33,523.76
	11000 · CD's General Fund Total	6,758,698.80
	16000 · CD's Special Reserve Fund Total	4,839,318.28
TOTAL ASSETS		16,225,261.24
LIABILITIES & EQUITY		
Equity		
	30000 · Beginning Fund Balances	
	30010 · General Fund Balance	8,958,617.00
	30020 · IMRF Fund Balance	438,048.00
	30030 · Audit Fund Balance	7,095.00
	30040 · Liability Fund Balance	38,231.00
	30060 · Special Reserve Fund Balance	5,785,982.00
	30070 · Endowment Fund Balance	37,245.00
	30080 · Specific Programs	183,147.00
	30000 · Beginning Fund Balances	15,448,365.00
	39000 · Current Fund Balance	(26,824.68)
	Net Income	803,720.92
Total Equity		16,225,261.24
TOTAL LIABILITIES & EQUITY		16,225,261.24

Wilmette Public Library
 Revenue Actual vs Budget September 2019
 (25.0% of Budget Year Completed)

		Current	July 2019-	FY 2019-20	\$ Over(Under)	% of
		Month	June 2020	Budget	Budget	Budget
INCOME						
*	43010 · GF Interest	22,450.12	59,196.09	95,000.00	(35,803.91)	62.31%
	44100 · Replacement Taxes	0.00	9,128.58	35,000.00	(25,871.42)	26.08%
	44200 · Kenilworth	50,059.63	50,059.63	163,000.00	(112,940.37)	30.71%
	45000 · Grants	35,457.87	35,457.87	33,859.00	1,598.87	104.72%
	46100 · Fines	1,729.93	5,386.99	24,000.00	(18,613.01)	22.45%
	46200 · Lost Materials	1,392.02	3,111.82	9,000.00	(5,888.18)	34.58%
	46400 · Service Fees	65.00	240.01	500.00	(259.99)	48.0%
	47000 · Miscellaneous Income	3,949.47	13,118.90	35,000.00	(21,881.10)	37.48%
	47100 · Copier Receipts	982.45	3,247.91	12,500.00	(9,252.09)	25.98%
	47200 · Room Rental	390.00	1,004.50	5,000.00	(3,995.50)	20.09%
	48000 · Gifts/Donations	1,633.05	18,643.54	39,000.00	(20,356.46)	47.8%
	INCOME SUB-TOTAL	118,109.54	198,595.84	451,859.00	(253,263.16)	43.95%
	41010 · GF Taxes	3,690.92	2,096,494.93	5,308,603.00	(3,212,108.07)	39.49%
	TOTAL INCOME	121,800.46	2,295,090.77	5,760,462.00	(3,465,371.23)	39.84%
* 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
September, 2019
(25.0% of Budget Year Completed)

	Current Month	July 2019 - June 2020	FY 2019-20 Budget	\$ Over(Under) Budget	% of Budget
EXPENSE					
50100 · Books	17,608.27	53,545.30	257,000.00	(203,454.70)	20.83%
50200 · Continuations	728.56	5,173.63	48,500.00	(43,326.37)	10.67%
50250 · Library of Things	104.93	748.27	5,000.00	(4,251.73)	14.97%
50300 · Audio Visual Materials	5,178.34	18,203.83	113,000.00	(94,796.17)	16.11%
50400 · Periodicals	1,773.50	34,302.70	58,500.00	(24,197.30)	58.64%
50500 · Electronic Resources	14,158.57	165,323.40	536,000.00	(370,676.60)	30.84%
50700 · Programming	2,963.82	12,138.01	60,000.00	(47,861.99)	20.23%
50810 · ILL Expense	0.00	200.00	1,200.00	(1,000.00)	16.67%
52000 · Newsletter	3,328.00	3,328.00	40,000.00	(36,672.00)	8.32%
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	595.00	1,632.84	9,000.00	(7,367.16)	18.14%
58500 · Friends Purchases	1,199.60	6,801.65	28,800.00	(21,998.35)	23.62%
61000 · Personnel	229,978.00	823,657.94	3,274,468.00	(2,450,810.06)	25.15%
62000 · Professional Memberships	0.00	1,042.00	6,500.00	(5,458.00)	16.03%
63000 · Registrations	875.00	1,448.00	10,000.00	(8,552.00)	14.48%
64000 · Travel/Mileage/Meals	342.90	3,721.52	35,000.00	(31,278.48)	10.63%
65000 · Staff Development	100.00	308.31	30,000.00	(29,691.69)	1.03%
66000 · Insurance - Employee	46,434.67	145,815.92	523,300.00	(377,484.08)	27.86%
67000 · Employee Paid Expenses	1,537.25	8,269.92	25,000.00	(16,730.08)	33.08%
70100 · Accounting - PR & CrCd fees	864.10	2,642.77	16,000.00	(13,357.23)	16.52%
70200 · Professional Fees	199.00	794.61	20,000.00	(19,205.39)	3.97%
70310 · Library Supplies	1,335.92	4,733.70	35,000.00	(30,266.30)	13.52%
70320 · Office Supplies	4,209.14	8,583.03	45,000.00	(36,416.97)	19.07%
70400 · Copiers	1,790.27	6,568.86	28,000.00	(21,431.14)	23.46%
70500 · Printing	0.00	68.44	11,000.00	(10,931.56)	0.62%
70600 · Postage/Shipping	370.82	374.87	6,000.00	(5,625.13)	6.25%
70700 · Telephone	0.00	1,685.24	13,000.00	(11,314.76)	12.96%
74100 · Equipment/Furnishings/Computers	1,418.52	3,849.78	125,000.00	(121,150.22)	3.08%
74150 · Equipment/Computer Maintenance	16,370.00	19,756.89	86,000.00	(66,243.11)	22.97%
75000 · Insurance - Property/Casualty	0.00	0.00	27,500.00	(27,500.00)	0.00%
76100 · Building Improvement	614.39	768.91	20,000.00	(19,231.09)	3.84%
76200 · Building Supplies	920.93	5,767.97	24,000.00	(18,232.03)	24.03%
76300 · Building Maintenance	1,162.90	7,044.20	85,000.00	(77,955.80)	8.29%
76350 · Building Maint Contracts	2,880.33	18,684.63	100,000.00	(81,315.37)	18.68%
76400 · Grounds Maintenance	54.00	177.50	45,000.00	(44,822.50)	0.39%
76450 · Parking Lot Rent	0.00	2,850.00	12,000.00	(9,150.00)	23.75%
76800 · Utilities	367.32	2,479.89	21,000.00	(18,520.11)	11.81%
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	359,464.05	1,374,261.97	5,791,868.00	(4,417,606.03)	23.73%
92000 · SS/MRF Fund	48,112.66	121,032.37	468,000.00	(346,967.63)	25.86%
93000 · Audit Expense	0.00	2,250.00	10,000.00	(7,750.00)	22.50%
94000 · Liability Fund	151.21	746.98	40,000.00	(39,253.02)	1.87%
96000 · Special Reserve Fund	300.00	213,326.66	6,000,000.00	(5,786,673.34)	3.56%
97000 · Endowment Fund	0.00	0.00	0.00	0.00	0.00%
TOTAL OTHER FUNDS	48,563.87	337,356.01	6,518,000.00	(6,180,643.99)	5.18%
TOTAL GENERAL & OTHER FUNDS	408,027.92	1,711,617.98	12,309,868.00	(10,598,250.02)	13.90%

All CDs Sorted by Maturity
Date September 30, 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>
<u>General Fund</u>						
October 18, 2017	October 18, 2019	5/3WEX Bank	GF 8	92937CGAO	1.70%	250,000.00
November 24, 2017	November 24, 2019	NSCB/Wintrust	GF 2	3804744799	1.69%	515,718.94
February 2, 2018	February 2, 2020	NSCB/Wintrust	GF 3	3804991322	2.40%	530,290.77
March 19, 2018	March 19, 2020	NSCB/Wintrust	GF 9	3804889432	2.40%	540,622.12
May 9, 2018	November 9, 2020	5th/3rd Connectone BK	GF 6	18123-0D7C0G	2.75%	250,000.00
May 11, 2018	November 10, 2020	5th/3rd Horizon Bk	GF 7	18123-0D7B1D	2.60%	250,000.00
August 28, 2018	August 28, 2020	5/3 UBS Bk USA	GF 15	90348JDK3	2.80%	250,000.00
August 29, 2018	August 31, 2020	5/3 Bank of Hope	GF 19	062683BM8	2.75%	250,000.00
September 28, 2018	September 28, 2020	5/3 Wells Fargo Bk	GF 21	949763UB0	2.90%	250,000.00
September 28, 2020	September 28, 2020	5/3 Berkshire Bk MA	GF 23	084601QQ9	2.80%	250,000.00
October 5, 2018	October 5, 2020	5/3 Farmers & Merchants BK	GF 20	30856PAY2	2.80%	250,000.00
November 28, 2018	November 30, 2020	5th/3rd Compass Bk	GF 13	20451PVY9	3.10%	250,000.00
December 7, 2018	December 20, 2020	5th/3rd St Bk of India	GF 14	856285MT5	3.15%	250,000.00
February 1, 2019	February 1, 2021	CIBC/Private Bank	GF 12	6920313/1	2.72%	525,655.34
April 15, 2019	April 15, 2021	NSCB/Wintust	GF 1	340182997	2.60%	535,831.09
March 19, 2019	March 19, 2021	NSCB/Wintrust	GF5	64886	2.60%	541,477.88
May 13, 2019	May 13, 2021	CIBC/Private Bank	GF 11	6832170	2.50%	533,127.05
July 29, 2019	July 29, 2021	NSCB/Wintrust	GF 17	2733	2.17%	535,975.61
<i>Total General Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	2.52%	6,758,698.80
<u>Special Reserve Fund</u>						
October 15, 2017	October 15, 2019	CIBC/Private Bank	SRF 6	96545	1.70%	538,702.22
November 22, 2017	November 22, 2019	5th/3rd Citizens St Bk	SRF 1	254672WR5	1.75%	250,000.00
November 29, 2017	November 29, 2019	5th/3rd Kennebec Svg Bk	SRF 4	33767ARJ2	1.70%	250,000.00
February 22, 2018	February 24, 2020	5/3 Discover Bank	SRF 13	254673ML7	2.35%	250,000.00
February 21, 2018	February 21, 2020	5/3 First Nat'l Bk Omaha	SRF 12	332135HH82	2.30%	75,000.00
March 7, 2018	May 7, 2020	5th 3rd Rockford B&T IL	SRF 7	77315PBN1	2.30%	250,000.00
May 12, 2018	May 12, 2020	CIBC/Private Bank	SRF 10	134430	2.25%	565,111.00
June 30, 2018	June 30, 2020	NSCB/Wintrust	SRF 15	3804025908	2.75%	542,810.42
August 17, 2018	August 17, 2020	5/3 JP Iberia Bank/ LA	SRF 5	45083AJX1	2.75%	250,000.00
September 28, 2018	September 28, 2020	5/3 Stearns Bk MN	SRF 11	857894XP9	2.80%	250,000.00
October 31, 2018	October 31, 2020	5th 3rd JP Morgan Chase Bk	SRF 21	48128FA69	3.05%	203,000.00

All CDs Sorted by Maturity
Date September 30, 2019

Purchase Date	Maturity Date	Bank	CD	CD #	Interest Rate	Amount
November 5, 2018	November 5, 2020	5th 3rd 1st Bk of Greenwich	SRF 20	31926GAL4	3.00%	250,000.00
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 8	6956404	2.72%	537,117.21
January 8, 2019	January 8, 2021	CIBC/Private Bank	SRF 16	6939573	2.72%	377,577.43
February 28, 2019	February 26, 2021	5th 3rd Ally Bank	SRF 9	02007GHT3	2.60%	250,000.00
<i>Total Special Reserve Fund Individual CDs</i>				<i>Weighted Avg Yield</i>	2.43%	4,839,318.28
TOTAL CD's				Weighted Avg Yield	2.48%	11,598,017.08

Wilmette Public Library
Check Detail
September 2019

Type	Num	Name	Account	Paid Amount
Bill Pmt -Check	51962	Barnes & Noble	10101 · General Fund Checking	
Bill	3885924		50110.3 · 300's	(32.78)
				(32.78)
Bill Pmt -Check	51963	BT AV	10101 · General Fund Checking	
Bill	H38370970		50312 · AS Non-feature	(52.78)
Bill	H38370971		50312 · AS Non-feature	(62.45)
Bill	H38568360		50322 · YS Non-feature	(16.89)
Bill	H38568370		50324 · YS Music	(33.07)
Bill	H38604240		50311 · AS Feature	(105.79)
Bill	H38604241		50311 · AS Feature	(69.80)
Bill	H38657350		50310 · A/V Adult Services	(22.01)
Bill	H38707820		50311 · AS Feature	(18.34)
Bill	H38770470		50311 · AS Feature	(41.13)
Bill	H38741460		50312 · AS Non-feature	(34.53)
Bill	H38604250		50312 · AS Non-feature	(14.69)
Bill	H38604251		50312 · AS Non-feature	(36.74)
Bill	H38604252		50312 · AS Non-feature	(36.74)
				(544.96)
Bill Pmt -Check	51964	BT Books	10101 · General Fund Checking	
Bill	2034727862		50120 · YS Books	(76.72)
Bill	2034726128		50120 · YS Books	(787.34)
Bill	2034733780		50120 · YS Books	(744.94)
Bill	2034738649		50120 · YS Books	(487.93)
Bill	5015664469		50220 · YS Continuations	(54.39)
Bill	2034745919		50120 · YS Books	(1,129.35)
Bill	2034749772		50120 · YS Books	(248.72)
Bill	2034737690		50111 · Fiction	(354.34)
Bill	2034746614		50120 · YS Books	(370.17)
Bill	2034753647		50120 · YS Books	(189.89)
Bill	2034760318		50110.0 · 000's	(67.69)
			50110.1 · 100's	(74.79)
			50110.2 · 200's	(14.13)
			50110.3 · 300's	(313.72)
			50110.4 · 400's	(23.79)
			50110.5 · 500's	(26.50)
			50110.6 · 600's	(208.01)
			50110.7 · 700's	(49.16)
			50110.8 · 800's	(53.04)
			50110.9 · 900's	(194.58)
			50111 · Fiction	(1,715.56)
			50112 · H.S. Collection	(51.94)
			50111 · Fiction	(13.96)
Bill	2034766099		50110.1 · 100's	(57.24)
			50110.3 · 300's	(107.86)

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			50110.5 · 500's	(29.95)
			50110.6 · 600's	(63.95)
			50110.7 · 700's	(43.81)
			50110.9 · 900's	(84.34)
			50111 · Fiction	(37.73)
			50112 · H.S. Collection	(62.67)
			50113 · Reference	(29.28)
			50110.3 · 300's	(2.58)
Bill	5015680444		50210 · AS Continuations	(544.58)
				(8,314.65)
Bill Pmt -Check	51965	Cengage/ Gale	10101 · General Fund Checking	
Bill	67687417		50111 · Fiction	(95.96)
Bill	67936926		50111 · Fiction	(65.25)
Bill	67937098		50111 · Fiction	(42.75)
				(203.96)
Bill Pmt -Check	51966	Colley Elevator - A	10101 · General Fund Checking	
Bill	188439		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	51967	Colley Elevator - B	10101 · General Fund Checking	
Bill	188435		76350 · Building Maint Contracts	(203.00)
				(203.00)
Bill Pmt -Check	51968	Computer View	10101 · General Fund Checking	
Bill	28395		74152 · Computer Maintenance	(15,675.00)
				(15,675.00)
Bill Pmt -Check	51969	Creekside Printing	10101 · General Fund Checking	
Bill	1272		52000 · Newsletter	(3,328.00)
				(3,328.00)
Bill Pmt -Check	51970	De Lage Landen	10101 · General Fund Checking	
Bill	64794246		70400 · Copiers	(1,496.23)
				(1,496.23)
Bill Pmt -Check	51971	DEMCO	10101 · General Fund Checking	
Bill	6667636		70310 · Library Supplies	(172.70)
				(172.70)
Bill Pmt -Check	51972	Drake Baskets	10101 · General Fund Checking	

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Bill	event 9/7/19		50721 · YS Performers	(225.00)
				(225.00)
Bill Pmt -Check	51973	Forte	10101 · General Fund Checking	
Bill	34361		70100 · Accounting - PR & CrCd fees	(135.00)
Bill	35503		70100 · Accounting - PR & CrCd fees	(5.00)
				(140.00)
Bill Pmt -Check	51974	Friends of WPL	10101 · General Fund Checking	
Bill	8/26-9/1/19		47071 · FOL Annex income	(245.49)
				(245.49)
Bill Pmt -Check	51975	Heritage Technology Solutions	10101 · General Fund Checking	
Bill	210129		76350 · Building Maint Contracts	(189.00)
				(189.00)
Bill Pmt -Check	51976	Johnson, Julie	10101 · General Fund Checking	
Bill	August 2019		50710 · AS Programming	(200.00)
				(200.00)
Bill Pmt -Check	51977	Kerrigan Plumbing Co	10101 · General Fund Checking	
Bill	06166		76300 · Building Maintenance	(246.00)
				(246.00)
Bill Pmt -Check	51978	Maddox, Susan K.	10101 · General Fund Checking	
Bill	event 9/10/2019		58500 · Friends Purchases	(350.00)
				(350.00)
Bill Pmt -Check	51979	Metal Supermarkets	10101 · General Fund Checking	
Bill	order #1023450		76100 · Building Improvement	(464.39)
				(464.39)
Bill Pmt -Check	51980	Midwest Tape	10101 · General Fund Checking	
Bill	97843949		50324 · YS Music	(11.24)
Bill	97844234		50324 · YS Music	(11.24)
Bill	97846456		50322 · YS Non-feature	(11.24)
Bill	97846457		50322 · YS Non-feature	(11.24)
Bill	97846458		50313 · AS Audiobooks	(49.99)
Bill	97847350		50312 · AS Non-feature	(44.97)
				(139.92)
Bill Pmt -Check	51981	NiCor Gas	10101 · General Fund Checking	

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Bill	7/29-8/26/19		76810 · Heating/Cooling	(367.32)
				(367.32)
Bill Pmt -Check	51982	Oxford University Press	10101 · General Fund Checking	
Bill	99496692		50512 · AS & YS Esubscriptions	(1,860.00)
				(1,860.00)
Bill Pmt -Check	51983	Quill Corp	10101 · General Fund Checking	
Bill	9678381		70320 · Office Supplies	(14.95)
				(14.95)
Bill Pmt -Check	51984	Recorded Books	10101 · General Fund Checking	
Bill	76508833		50313 · AS Audiobooks	(53.79)
Bill	76509061		50313 · AS Audiobooks	(71.77)
Bill	76509858		50313 · AS Audiobooks	(59.59)
				(185.15)
Bill Pmt -Check	51985	Regent Book Co	10101 · General Fund Checking	
Bill	58161		50210 · AS Continuations	(17.09)
				(17.09)
Bill Pmt -Check	51986	State Chemical Solutions	10101 · General Fund Checking	
Bill	901152157		76200 · Building Supplies	(100.28)
				(100.28)
Bill Pmt -Check	51987	Sullivan's Law Directory	10101 · General Fund Checking	
Bill	2019-20 Directory		50210 · AS Continuations	(92.52)
				(92.52)
Bill Pmt -Check	51988	Wellness Insurance Network	10101 · General Fund Checking	
Bill	Sept 2019		66015 · retiree health premium	(47.00)
			66010 · Emp Health Insurance	(46,080.92)
				(46,127.92)
Bill Pmt -Check	51989	St. John's Evangelical Church	10106 · SRF Operating Checking	
Bill	for September		96400 · Outdoor Renovation Project	(300.00)
				(300.00)
Bill Pmt -Check	51990	Advanced Disposal/Veolia	10101 · General Fund Checking	
Bill	T40002275334		76400 · Grounds Maintenance	(54.00)

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				(54.00)
Bill Pmt -Check	51991	Art Excursions, Inc.	10101 · General Fund Checking	
Bill	9/16/19		58500 · Friends Purchases	(350.00)
				(350.00)
Bill Pmt -Check	51992	BT A/V	10101 · General Fund Checking	
Bill	T05598430		50312 · AS Non-feature	(51.43)
Bill	T05813240		50314 · AS Music	(48.93)
Bill	T05827840		50312 · AS Non-feature	(17.49)
Bill	H38922450		50314 · AS Music	(33.94)
Bill	H38859330		50312 · AS Non-feature	(18.36)
Bill	H38859331		50312 · AS Non-feature	(58.78)
Bill	H38530920		50314 · AS Music	(11.88)
Bill	H38794880		50311 · AS Feature	(95.42)
Bill	H38794881		50311 · AS Feature	(47.75)
				(383.98)
Bill Pmt -Check	51993	BT Books	10101 · General Fund Checking	
Bill	3022891024		50110.3 · 300's	(183.88)
				(183.88)
Bill Pmt -Check	51994	Carpenter, Andrew	10101 · General Fund Checking	
Bill	event 9/15/19		50730 · Community Serv Prog	(450.00)
				(450.00)
Bill Pmt -Check	51995	Center Point Large Print	10101 · General Fund Checking	
Bill	1717776		50111 · Fiction	(183.36)
				(183.36)
Bill Pmt -Check	51996	Emery-Pratt Co	10101 · General Fund Checking	
Bill	627463		50210 · AS Continuations	(19.98)
				(19.98)
Bill Pmt -Check	51997	Friends of WPL	10101 · General Fund Checking	
Bill	9/2-9/8/19		47071 · FOL Annex income	(215.95)
				(215.95)
Bill Pmt -Check	51998	Green, Scott	10101 · General Fund Checking	
Bill	11/30/19		50721 · YS Performers	(1,195.00)
				(1,195.00)

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Bill Pmt -Check	51999	Hill Mechanical Services	10101 · General Fund Checking	
Bill	530814		76350 · Building Maint Contracts	(2,186.33)
				(2,186.33)
Bill Pmt -Check	52000	J.T. Home Refurbishing	10101 · General Fund Checking	
Bill			76300 · Building Maintenance	(150.00)
				(150.00)
Bill Pmt -Check	52001	Kurson, Robert	10101 · General Fund Checking	
Bill	event 9/18/19		50710 · AS Programming	(200.00)
				(200.00)
Bill Pmt -Check	52002	Midwest Tape	10101 · General Fund Checking	
Bill	97879895		50313 · AS Audiobooks	(195.95)
Bill	97879896		50312 · AS Non-feature	(44.97)
Bill	97879897		50313 · AS Audiobooks	(164.96)
Bill	97881070		50313 · AS Audiobooks	(154.96)
Bill	97881073		50313 · AS Audiobooks	(39.99)
Bill	97881074		50313 · AS Audiobooks	(114.97)
Bill	97882428		50311 · AS Feature	(23.23)
Bill	97882429		50321 · YS Feature	(149.94)
Bill	97882741		50311 · AS Feature	(104.96)
Bill	97882742		50312 · AS Non-feature	(22.49)
				(1,016.42)
Bill Pmt -Check	52003	Millen Hardware	10101 · General Fund Checking	
Bill	August 2019		70310 · Library Supplies	(359.78)
			70312 · YS supplies	(5.38)
			70600 · Postage/Shipping	(26.21)
			76200 · Building Supplies	(535.75)
				(927.12)
Bill Pmt -Check	52004	OverDrive, Inc.	10101 · General Fund Checking	
Bill	01018MA19162590		50511 · AS E-Books & YS E-Books	(9,476.55)
Bill	01018MA19163113		50511 · AS E-Books & YS E-Books	(539.98)
				(10,016.53)
Bill Pmt -Check	52005	Pioneer Press	10101 · General Fund Checking	
Bill	Evanston Review		50410 · AS Periodicals	(32.50)
				(32.50)
Bill Pmt -Check	52006	Quill Corp	10101 · General Fund Checking	

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Bill	9777111		70320 · Office Supplies	(209.94)
Bill	9881986		70320 · Office Supplies	(93.62)
				(303.56)
Bill Pmt -Check	52007	Rowan, James	10101 · General Fund Checking	
Bill	event 9/12/19		56000 · Rutherford Trust Expenditures	(175.00)
				(175.00)
Bill Pmt -Check	52008	Staples Advantage	10101 · General Fund Checking	
Bill	1625484257		70320 · Office Supplies	(740.67)
				(740.67)
Bill Pmt -Check	52009	Terryburg Web Development, Inc.	10101 · General Fund Checking	
Bill	620		50655 · Web Design	(340.00)
				(340.00)
Bill Pmt -Check	52010	Warehouse Direct	10101 · General Fund Checking	
Bill	4410734-0		70320 · Office Supplies	(1,661.78)
				(1,661.78)
Bill Pmt -Check	52011	Shales McNutt Construction	10106 · SRF Operating Checking	
Bill	Application 6		96400 · Outdoor Renovation Project	(16,969.50)
				(16,969.50)
Bill Pmt -Check	52012	LeRoy's Welding & Fabricating Inc.	10101 · General Fund Checking	
Bill	shear & form		76100 · Building Improvement	(150.00)
				(150.00)
Bill Pmt -Check	52013	Adelman, Neil	10101 · General Fund Checking	
Bill	9/24/19		50730 · Community Serv Prog	(50.00)
				(50.00)
Bill Pmt -Check	52014	American Button Machines	10101 · General Fund Checking	
Bill	175410		70312 · YS supplies	(619.64)
				(619.64)
Bill Pmt -Check	52015	BT AV	10101 · General Fund Checking	
Bill	T05831440		50311 · AS Feature	(22.01)
Bill	H38751210		50314 · AS Music	(10.18)
Bill	H38751211		50314 · AS Music	(10.18)
Bill	H38902700		50311 · AS Feature	(49.96)

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Bill	H38902720		50312 · AS Non-feature	(14.69)
Bill	H39119660		50311 · AS Feature	(40.91)
Bill	H39119661		50311 · AS Feature	(16.89)
Bill	H39119662		50311 · AS Feature	(16.89)
Bill	H39159800		50314 · AS Music	(18.73)
Bill	H39168960		50311 · AS Feature	(11.02)
Bill	H39168961		50311 · AS Feature	(22.01)
Bill	H39168970		50314 · AS Music	(11.88)
Bill	H39248250		50314 · AS Music	(46.47)
Bill	H39277710		50314 · AS Music	(167.28)
				(459.10)
Bill Pmt -Check	52016	BT Books	10101 · General Fund Checking	
Bill	2034753710		50111 · Fiction	(130.70)
Bill	2034756058		50120 · YS Books	(7.12)
Bill	2034744799		50111 · Fiction	(125.93)
Bill	2034756448		50120 · YS Books	(597.02)
Bill	2034754490		50111 · Fiction	(357.75)
Bill	2034766355		50111 · Fiction	(66.80)
Bill	2034769180		50120 · YS Books	(119.00)
Bill	2034773670		50110.0 · 000's	(55.00)
			50110.1 · 100's	(83.31)
			50110.2 · 200's	(16.95)
			50110.3 · 300's	(110.78)
			50110.5 · 500's	(74.08)
			50110.6 · 600's	(122.81)
			50110.8 · 800's	(10.12)
			50110.9 · 900's	(87.82)
			50111 · Fiction	(310.18)
			50112 · H.S. Collection	(21.44)
			50113 · Reference	(23.79)
			50111 · Fiction	(4.58)
Bill	2034775719		50110.1 · 100's	(13.55)
			50110.2 · 200's	(12.42)
			50110.3 · 300's	(95.33)
			50110.6 · 600's	(117.11)
			50110.7 · 700's	(220.27)
			50110.8 · 800's	(90.86)
			50110.9 · 900's	(71.42)
			50111 · Fiction	(257.62)
			50112 · H.S. Collection	(37.56)
			50111 · Fiction	(4.58)
Bill	2034780894		50110.1 · 100's	(13.68)
			50110.3 · 300's	(14.68)
			50110.7 · 700's	(28.45)
			50110.9 · 900's	(22.60)
			50111 · Fiction	(280.97)
			50112 · H.S. Collection	(120.16)
			50110.5 · 500's	(15.82)
			50111 · Fiction	(2.48)

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Bill	2034781478		50110.2 · 200's	(26.52)
			50110.3 · 300's	(14.68)
			50110.5 · 500's	(16.92)
			50110.7 · 700's	(28.25)
			50110.8 · 800's	(21.42)
			50110.9 · 900's	(108.98)
			50111 · Fiction	(221.07)
			50112 · H.S. Collection	(40.64)
			50111 · Fiction	(2.39)
Bill	2034770131		50120 · YS Books	(629.92)
Bill	2034789557		50110.1 · 100's	(74.22)
			50110.3 · 300's	(29.38)
			50110.4 · 400's	(16.14)
			50110.5 · 500's	(86.57)
			50110.6 · 600's	(93.40)
			50110.7 · 700's	(79.64)
			50110.8 · 800's	(60.82)
			50110.9 · 900's	(159.79)
			50111 · Fiction	(506.41)
			50112 · H.S. Collection	(57.15)
			50111 · Fiction	(5.82)
Bill	2034791293		50110.1 · 100's	(111.14)
			50110.3 · 300's	(129.39)
			50110.6 · 600's	(22.60)
			50110.8 · 800's	(91.96)
			50110.9 · 900's	(15.81)
			50111 · Fiction	(129.80)
			50111 · Fiction	(2.50)
Bill	2034792273		50110.0 · 000's	(16.92)
			50110.1 · 100's	(25.97)
			50110.3 · 300's	(95.77)
			50110.5 · 500's	(7.73)
			50110.6 · 600's	(32.77)
			50110.7 · 700's	(29.72)
			50110.8 · 800's	(120.66)
			50110.9 · 900's	(111.28)
			50111 · Fiction	(206.41)
			50112 · H.S. Collection	(92.49)
			50111 · Fiction	(3.70)
				(7,271.49)
Bill Pmt -Check	52017	Cengage/ Gale	10101 · General Fund Checking	
Bill	68177559		50111 · Fiction	(218.17)
Bill	68178192		50111 · Fiction	(23.25)
Bill	68263087		50110.6 · 600's	(23.99)
			50110.9 · 900's	(49.48)
Bill	68307784		50111 · Fiction	(48.73)
				(363.62)
Bill Pmt -Check	52018	Center Point Large Print	10101 · General Fund Checking	

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Bill	1722844		50110.6 · 600's	(28.46)
				(28.46)
Bill Pmt -Check	52019	Chase Card Services	10101 · General Fund Checking	
Bill	8/10-9/09/19		50113 · Reference	(65.99)
			50311 · AS Feature	(90.00)
			50113 · Reference	(16.49)
			70320 · Office Supplies	(515.70)
			74110 · Equipment/Furnishings	(1,418.52)
			63010 · Conference Registration	(445.00)
			50530 · Computer Software	(195.00)
			70310 · Library Supplies	(143.92)
			70100 · Accounting - PR & CrCd fees	(8.99)
			76300 · Building Maintenance	(165.90)
			70210 · Legal Fees	(199.00)
			58500 · Friends Purchases	(63.13)
			63010 · Conference Registration	(200.00)
			63010 · Conference Registration	(230.00)
			70320 · Office Supplies	(21.90)
			70325 · Supplies for Coffee Station	(101.34)
			64020 · Cont Ed/Mtg Trvl/Mile/Meals	(100.00)
				(3,980.88)
Bill Pmt -Check	52020	Chicago Tribune-subscriptions	10101 · General Fund Checking	
Bill	2 subs for 1 yr each		50410 · AS Periodicals	(1,612.00)
				(1,612.00)
Bill Pmt -Check	52021	Comcast	10101 · General Fund Checking	
Bill	87784113		50650 · Internet	(1,580.00)
				(1,580.00)
Bill Pmt -Check	52022	De Lage Landen	10101 · General Fund Checking	
Bill	64985654		70400 · Copiers	(294.04)
				(294.04)
Bill Pmt -Check	52023	Employee Benefits Corporation	10101 · General Fund Checking	
Bill	2661030		660321 · FSA program fees	(72.25)
			660402 · HRA Fees	(157.25)
				(229.50)
Bill Pmt -Check	52024	Forte	10101 · General Fund Checking	
Bill	35694		70100 · Accounting - PR & CrCd fees	(5.00)
				(5.00)

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Bill Pmt -Check	52025	Fox Valley Fire & Safety	10101 · General Fund Checking	
Bill	IN00295161		76300 · Building Maintenance	(601.00)
				(601.00)
Bill Pmt -Check	52026	Friends of WPL	10101 · General Fund Checking	
Bill	9/9-9/15/19		47071 · FOL Annex income	(268.50)
				(268.50)
Bill Pmt -Check	52027	McCully, Nancy	10101 · General Fund Checking	
Bill	9/19/19		56000 · Rutherford Trust Expenditures	(195.00)
				(195.00)
Bill Pmt -Check	52028	Midwest Tape	10101 · General Fund Checking	
Bill	97881072		50324 · YS Music	(14.24)
Bill	97881075		50324 · YS Music	(11.24)
Bill	97879894		50324 · YS Music	(10.49)
Bill	97879898		50324 · YS Music	(11.98)
Bill	97879899		50324 · YS Music	(8.99)
Bill	97909749		50313 · AS Audiobooks	(114.97)
Bill	97881071		50322 · YS Non-feature	(5.24)
Bill	97909770		50311 · AS Feature	(20.24)
Bill	97909771		50313 · AS Audiobooks	(79.98)
Bill	97909772		50313 · AS Audiobooks	(69.98)
Bill	97909773		50322 · YS Non-feature	(22.49)
Bill	97909774		50313 · AS Audiobooks	(29.99)
Bill	97909775		50312 · AS Non-feature	(59.96)
Bill	97909776		50324 · YS Music	(18.73)
Bill	97909777		50324 · YS Music	(74.79)
Bill	9798706		50313 · AS Audiobooks	(199.95)
Bill	97938708		50313 · AS Audiobooks	(441.88)
				(1,195.14)
Bill Pmt -Check	52029	Moneyletter	10101 · General Fund Checking	
Bill	1 yr.		50410 · AS Periodicals	(129.00)
				(129.00)
Bill Pmt -Check	52030	Pitney Bowes - meter	10101 · General Fund Checking	
Bill	3103373583		70600 · Postage/Shipping	(287.22)
				(287.22)
Bill Pmt -Check	52031	Quill Corp	10101 · General Fund Checking	
Bill	1013812		70320 · Office Supplies	(95.87)

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				(95.87)
Bill Pmt -Check	52032	Recorded Books	10101 · General Fund Checking	
Bill	76512808		50511 · AS E-Books & YS E-Books	(40.60)
Bill	76513772		50313 · AS Audiobooks	(71.77)
Bill	76513985		50511 · AS E-Books & YS E-Books	(63.22)
Bill	76514309		50313 · AS Audiobooks	(71.77)
Bill	76514437		50313 · AS Audiobooks	(42.19)
Bill	76515103		50511 · AS E-Books & YS E-Books	(63.22)
Bill	76515722		50311 · AS Feature	(41.60)
				(394.37)
Bill Pmt -Check	52033	RMC Imaging, Inc.	10101 · General Fund Checking	
Bill	2186		74151 · Equipment Maintenance	(695.00)
				(695.00)
Bill Pmt -Check	52034	Rose Pest Solutions	10101 · General Fund Checking	
Bill	2375340		76350 · Building Maint Contracts	(99.00)
				(99.00)
Bill Pmt -Check	52035	Schmaus Cash Register Co	10101 · General Fund Checking	
Bill	sharp 507		70320 · Office Supplies	(184.00)
				(184.00)
Bill Pmt -Check	52036	Schwartz, Jo	10101 · General Fund Checking	
Bill	20190916		50730 · Community Serv Prog	(100.00)
				(100.00)
Bill Pmt -Check	52037	State Chemical Solutions	10101 · General Fund Checking	
Bill	901170601		76200 · Building Supplies	(235.00)
				(235.00)
Bill Pmt -Check	52038	Tsai Fong Books	10101 · General Fund Checking	
Bill	5203		50120 · YS Books	(27.93)
Bill	5253		50120 · YS Books	(148.33)
Bill	5277		50120 · YS Books	(95.90)
Bill	5286		50120 · YS Books	(170.54)
Bill	5302		50120 · YS Books	(21.52)
				(464.22)
Bill Pmt -Check	52039	UPS	10101 · General Fund Checking	
Bill	1345733334		70600 · Postage/Shipping	(57.39)

Wilmette Public Library
Check Detail
September 2019

				(57.39)
Bill Pmt -Check	52040	Amazon /Synchrony Bank	10101 · General Fund Checking	
Bill	8/14-9/12/19		50120 · YS Books	(41.49)
			50111 · Fiction	(754.68)
			70320 · Office Supplies	(473.23)
			76200 · Building Supplies	(49.75)
			70325 · Supplies for Coffee Station	(94.39)
			50314 · AS Music	(174.51)
			50110.6 · 600's	(56.45)
			50722 · YS Program Materials	(184.63)
			65040 · Staff Recognition	(99.69)
			50110.1 · 100's	(28.06)
			50110.3 · 300's	(57.52)
			50312 · AS Non-feature	(18.53)
			50730 · Community Serv Prog	(107.57)
			50130 · Memorial Book Purchases	(19.92)
			50110.9 · 900's	(36.65)
			50322 · YS Non-feature	(9.83)
			58500 · Friends Purchases	(86.20)
			50325 · YS Video Games	(620.99)
			50250 · Library of Things	(104.61)
			70312 · YS supplies	(34.39)
			50110.7 · 700's	(67.52)
			50315 · AS Video Games	(119.61)
			50112 · H.S. Collection	(12.73)
				(3,252.95)
Bill Pmt -Check	52041	Frenzel, Steven	10101 · General Fund Checking	
Bill	9/28/19		58500 · Friends Purchases	(250.00)
				(250.00)
Bill Pmt -Check	52042	Lynn, John	10101 · General Fund Checking	
Bill	9/26/17		56000 · Rutherford Trust Expenditures	(225.00)
				(225.00)
Bill Pmt -Check	52043	Grove, Carol	10101 · General Fund Checking	
Bill	event 9/28/19		58500 · Friends Purchases	(100.00)
				(100.00)
			Operating Expenditures	(127,397.76)
			Special Reserve B/E Expenditures	(17,269.50)
			Total September Expenditures	(144,667.26)

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
OF. 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	470,788
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	-0-
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-
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.

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

ORDINANCE NO. 2019/20-193

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

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

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

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

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

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

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

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

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

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

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

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

Dated this 16th day of July, 2019

/s/ Stuart Wolf
Secretary pro-tem

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

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

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

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

NAYS: 2 - Riddle, Johnson

ABSTAIN: none

ABSENT OR NOT VOTING: none

APPROVED:



President or President pro-tem

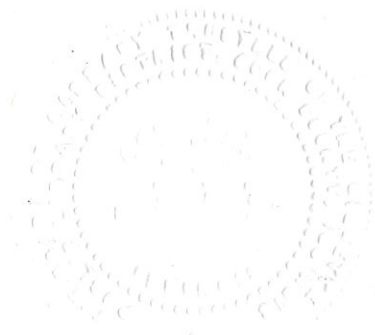
The Board of Trustees of the Wilmette Public Library District
Cook County, Illinois

ATTEST:



Secretary or Secretary pro-tem

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



SECRETARY CERTIFICATE

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

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

AYES: Rodgers, McDonald, Wolf, Barshis, Fishman

NAYS: Riddle, Johnson

ABSTAIN: None

ABSENT OR NOT VOTING: None

DATED this 20th day of August, 2019

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



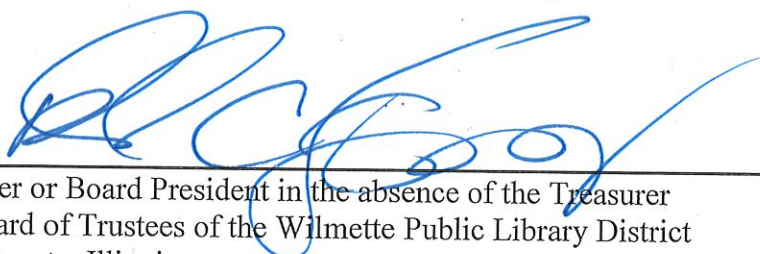
THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

August 20, 2019

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

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



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



2019-2020 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY OVERVIEW

Note: the Aggregate Total 2019-2020 Proposed Levy is unchanged from the 2018-2019 Final Levy

	2018-2019	2019-2020	2019-2020
	FINAL LEVY	PROPOSED LEVY	WORKING BUDGET
I. PATRON MATERIALS/SERVICES - GENERAL FUND			
A. Books/Continuations	297,510	300,000	305,500
B. Library of Things	7,520	5,000	5,000
C. Audio Visual Materials	110,920	100,000	114,000
D. Periodicals	65,800	40,000	58,500
E. Electronic Resources	319,600	325,000	400,000
F. Computer Software	14,100	10,000	14,000
G. Electronic Service Providers	101,520	100,000	122,000
H. Programming	42,300	40,000	60,000
I. Interlibrary Loan	0	0	1,200
J. Newsletter	44,180	30,000	40,000
K. Promotion	14,100	5,000	10,000
L. Grant Expense	0	0	1,000
M. Rutherford Trust Expenditures	0	0	9,000
N. Friends Purchases	0	0	28,800
TOTAL PATRTRON MATERIALS/SERVICES	<u>1,017,550</u>	<u>955,000</u>	<u>1,169,000</u>
 II. PERSONNEL - GENERAL FUND			
A. Librarian Salaries	1,367,504	1,367,504	1,578,704
B. Non-Librarian Salaries	1,295,420	1,295,420	1,495,487
C. Custodial Salaries	173,484	173,484	200,277
D. Professional Memberships	6,580	6,500	6,500
E. Continuing Education Registrations	9,400	9,400	10,000
F. Travel/Mileage	18,800	26,155	35,000
G. Staff Development	37,600	30,000	30,000
H. Employee Health Insurance	470,708	470,788	548,300
TOTAL PERSONNEL	<u>3,379,496</u>	<u>3,379,251</u>	<u>3,904,268</u>

2019-2020 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY OVERVIEW

III. OPERATION - GENERAL FUND

A. Fees - P/R, Bank, Cr Cd	8,460	10,000	16,000
B. Professional Fees	19,740	15,000	20,000
C. Library Supplies	37,600	25,000	35,000
D. Office Supplies	28,200	25,000	45,000
E. Copiers	26,320	26,000	28,000
F. Printing	11,280	5,000	11,000
G. Postage/Shipping	13,160	6,000	6,000
H. Telephone	9,400	10,000	13,000
I. Equip/Furnishings/Computers	70,500	70,000	125,000
J. Equip/Computer/Security System Maint.	84,600	85,000	86,000
K. Property/Casualty Insurance	23,500	24,000	27,500
L. Building/Grounds Improvement	18,800	15,000	20,000
M. Building Supplies	23,500	20,000	24,000
N. Building Maintenance	80,835	70,000	85,000
O. Building Maint Contracts	94,000	95,000	100,000
P. Grounds Maintenance	24,910	20,000	45,000
O. Parking Lot Rent	11,280	12,000	12,000
R. Utilities	12,220	17,000	21,000
S. Sales & Use Tax	0	0	100
TOTAL GENERAL FUND EXPENSES	<u>598,305</u>	<u>550,000</u>	<u>719,600</u>
 IV. CONTINGENCY - GENERAL FUND	 0	 0	 0
 V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND Specific Fund for library site, building & equipment accumulated according to ordinance. (Pursuant to 75 ILCS 16/40-50)	 0	 0	 0
 VI. SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS	 0	 0	 0
 TOTAL GENERAL FUND LEVY	 4,995,351	 4,884,251	 5,792,868

2019-2020 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY OVERVIEW

VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND

A. Municipal Retirement-Social Security. (Pursuant to 40 ILCS 5/7-171)

1. Municipal Retirement	240,000	275,000	307,383
2. Social Security	150,000	225,000	236,567

B. Audit Expense (Pursuant to 50 ILCS 310/9)	8,775	10,000	10,132
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C. Liability Insurance, including Worker's Comp. & Unemployment Ins. (Pursuant to 745 ILCS 10/9-107)	<u>34,125</u>	<u>34,000</u>	<u>34,000</u>
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TOTAL SPECIAL FUNDS LEVY	432,900	544,000	588,082
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AGGREGATE TOTAL LEVIED - ALL FUNDS	5,428,251	5,428,251	6,380,950
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**WILMETTE PUBLIC LIBRARY DISTRICT
2020 CALENDAR**

DAYS WPLD WILL BE CLOSED

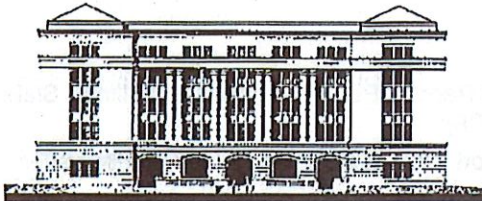
Date	Day	Event
January 1, 2020	Wednesday	New Year's Day 2020
<i>Pending. Last was 03.01.19</i>	Friday	Staff Institute Day
April 12	Sunday	Easter
May 24	Sunday	Day before Memorial Day
May 25	Monday	Memorial Day
July 4	Saturday	Independence Day
September 6	Sunday	Day before Labor Day
September 7	Monday	Labor Day
November 26	Thursday	Thanksgiving Day
December 24	Thursday	Day before Christmas Day
December 25	Friday	Christmas Day
December 31	Thursday	Day before New Year's Day
January 1, 2021	Friday	New Year's Day 2021

HOLIDAYS WPLD WILL BE OPEN

Date	Day	Event
January 20	Monday	Martin Luther King, Jr. Day
February 17	Monday	Presidents' Day
November 11	Wednesday	Veterans' Day

DAYS WPLD WILL CLOSE AT 5 PM

Date	Day	Event
June 14 thru August 23	Sundays	Early Closings on Summer Sundays
July 3	Friday	Day before Independence Day
November 25	Wednesday	Day before Thanksgiving Day



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**Illinois State Library
FY2018 – FY2020 REQUIREMENTS
ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

FY2018 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 12, "Safety," 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 your findings.

Trustees — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Continuing Education — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

FY2019 Requirements

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

Standards Chapter Review — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," 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 your findings.

Trustees — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

Annual Report — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — Library staff will review and report on progress in meeting 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 your findings.

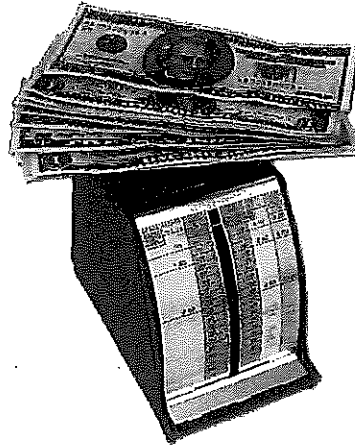
Trustees — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

Chapter 11

FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

To Incorporate or Not?

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation operations.

An Alternative: The Fund for Illinois Libraries

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created by the Illinois Library System Director's Organization (ILSDO) to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. ILSDO will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to http://www.illinoislibrarysystems.info/on_fund.html.

The Charitable Foundation

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readref/index.htm: select **Charitable Giving**. Then select **Steps for Organizing a Not-for-Profit Corporation**.

A Board of Directors

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

Fundraising Campaigns

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this

book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library official approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summarizes points for conducting a successful fundraising campaign.

Tips for Successful Fundraising...

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

From the Donors' Point of View

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

Fundraising with Donors in Mind...

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods; accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.
- Acknowledge every gift with a personalized "thank-you" letter, clearly stating the tax deductibility status of the gift.

Friends of the Library and Fundraising

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends' groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

Resources

Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.

Grant Thornton, LLP. *Planned Giving: A Board Member's Perspective*, revised. Washington, D.C.: Board Source, 2003.

Greenfield, James M. *Board Source, Governance Series Booklets, #4: Fundraising Responsibilities of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.

Herring, Mark Y. *Raising Funds with Friends Groups: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2004.

Schumacher, Edward. *Capital Campaigns: Constructing a Successful Fundraising Drive*. Washington, D.C.: Board Source, 2001.

Steele, Victoria, and Stephen D. Elder. *Becoming a Fundraiser: The Principles and Practice of Library Development*, second ed. Chicago: American Library Association, 2000.

Swan, James. *Fundraising for Libraries: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2002.

Worth, George. *Fearless Fundraising for Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.

Chapter 12

ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

The Bright Future	The Bleak Future
The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.	The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
A number of staff members are in evidence, and they look relaxed and focused.	The one staff member on the scene looks harried and overwhelmed.
A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.	A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.	The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.	Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

Trustees and Advocacy

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

Identify Decision-Makers

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Governmental Level	Officials
Local	Mayor(s), city council members, township supervisors, county commissioners
State	Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state
Federal	U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA Web site (www.ila.org) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

Advocacy Among Governmental Officials

A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

Cultivating Relationships with Government Officials...

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.

- Become familiar with the political process; learn about
 - ♦ the functioning of the town or city council or the county board of commissioners.
 - ♦ the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

When a Particular Political Issue Looms Large

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have "a leg up" in its lobbying campaign.

Lobbying for a Particular Proposal...

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board's designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
 - ♦ official number of the bill in question
 - ♦ a very brief description of the bill
 - ♦ why the library board supports or opposes the measure
 - ♦ a very brief analysis of what the effects of the bill's passage or rejection might be on the library and other local public libraries
- Sum up the library board's position, listen attentively to the official's response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite "do's" and "don'ts" of governmental advocacy. Avoid these actions and behaviors:

Advocacy No-No's...

- Wasting an official's time by showing up late for an appointment
- Communicating by form letters or any other "canned" format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official's record or previous votes in a negative way
- Demanding, rather than requesting, the official's support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

Ways to Stay "In the Loop"

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

Legislative Days

The American Library Association (ALA) and the Illinois Library Association (ILA) annually sponsor "legislative days" in Washington, D.C., and Springfield, to provide a forum for library advocates to meet with various lawmakers. The events include oral briefings and written materials. Visit the ALA Web site, <http://www.ala.org>, and the ILA Web site, <http://www.ila.org> for more information.

Calls for Action

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

Resources

Your library system should be your first stop in obtaining legislative information on both the state and the federal levels. The library system can also coordinate local issues affecting more than just your library.

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA Web site: go online to <http://www.ila.org> and select **Advocacy**.

The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Issues and Advocacy" page of the ALA Web site. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries. Publications that can be obtained from the Washington Office Web site at <http://www.ala.org/ala/washoff/washingtonoffice.htm> include

- *ALAWON*, the ALA Washington Office Electronic Newline.
- The *Legislative Scorecard*, an annual publication with a state-by-state breakdown of cosponsors of federal library legislation.
- The *ALA Federal Legislative Policy Handbook*.

Specific Titles

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- _____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)
- _____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- _____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- Halsey, Richard S. *Lobbying for Public and School Libraries: A History and Political Playbook*. Lanham, Md.: Scarecrow Press, 2003.
- Kush, Christopher. *Grassroot Games: Preparing Your Advocates for the Political Arena*. Washington, D.C.: American Society of Association Executives, 2002.
- Reed, Sally Gardner. *Making the Case for Your Library: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.

Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

Act: A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

Administrative Rule: Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

Amendment: Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

Appropriation: A law which details how the government's money will be spent.

Back Door Referendum: A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 Ill. Comp. Stat. Ann. 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

Bicameral: A legislature consisting of two houses, typically the senate and the house of representatives.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

Budget: Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legisla-

- ture may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.
- Calendar:** A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.
- Capitol:** The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.
- Caucus:** "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.
- Chairman:** The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.
- Chamber:** The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.
- Commissions:** Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.
- Committee of the Whole:** The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.
- Companion Bill:** One of two identical bills introduced in both houses.
- Conference Committee:** A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.
- Conflict of Interest:** Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.
- Constitutional Officers:** Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.
- Constituent:** A person residing within an elected official's district or area of representation.
- Convene:** To assemble or call together.
- Cosponsor:** Two or more legislators proposing a bill or resolution.
- District:** That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.
- Executive Branch:** The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.
- First Reading:** The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.
- Fiscal Note:** Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.
- Floor:** A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."
- Gallery:** Areas of both chambers where public visitors may observe the legislature in session.
- HB:** House Bill.
- Hearing:** A public meeting of a legislative committee held for the purpose of taking testimony concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.
- House of Representatives:** The legislative body of 118 members, called representatives, each of whom represents a district of approximately 107,000 Illinois citizens.

Joint Session: Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

Journal: The printed daily proceedings of each chamber.

Judicial Branch: The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-two judicial circuits that have 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

Leadership: The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

Legislative Branch: The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

Legislative Liaison: A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

Legislative Reference Bureau: The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

Line Item Veto: The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

Local Government: Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,291), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 6903 units of local government in Illinois.

Lobbyist: A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

Majority Leader: A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

Minority Leader: A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

Minority Spokesperson: Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

Motion: A formal procedural proposal offered by a legislator requesting that the body take a particular action.

Passage: Favorable action on a measure before either house.

Penalty Clauses: Sections of bills which lay out criminal or civil penalties for violation of the law.

Per diem: Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.

Perfunctory Session: An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.

Point of Inquiry: A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.

Point of Order: A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.

Point of Personal Privilege: A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.

Postponed Consideration: Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of "postponed consideration," where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.

President of the Senate: The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.

Presiding Officer: Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.

Primary Election: A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party's candidates for office.

Quorum: The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the House and 30 members in the Senate.

Reapportionment: Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.

Recess: Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.

Reconsideration: Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.

Referendum: The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.

Regular Session: A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

Roll Calls: A roll call electronically records "for the record" each individual legislator's vote on third readings, as well as on contested amendments or motions. A "verified" roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

Rules: Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

Rules Committee: Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

SB: Senate Bill.

Second Reading: Like First Reading, a recitation of the bill or resolution's number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Senate: The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 215,000 Illinois citizens.

Session: The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

Shell Bill: A bill with no substantive language, but used as a "placeholder," if needed, to introduce new legislative initiatives at a later date.

Sine Die: Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

Speaker of the House: The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

Special Session: Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

Sponsor: The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

Statute: A codified law. "Codify" means "to arrange laws systematically." A codified law is one that has been

incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

Sunset: The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

Sunshine Laws: Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

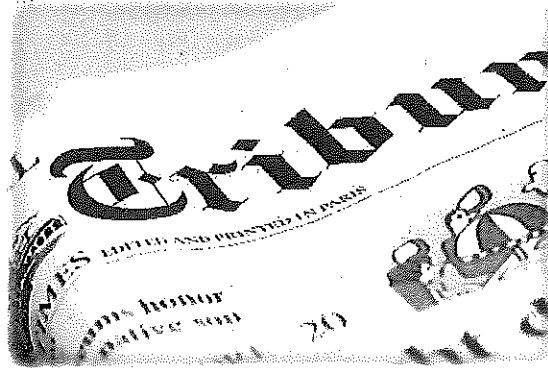
Table: To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

Third Reading: As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Veto: Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the legislation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.

Chapter 13

PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

A Formal Public Relations Policy

Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

Cultivate Contacts among Groups in the Community...

- Business groups, such as the Chamber of Commerce, and individual business leaders

There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.

- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

Types of Media To Use in PR Campaigns...

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated Web site for the library
- Radio
- Television (network or cable)

Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

Tips for Effective Presentations...

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.

- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library Web site, if one exists.
- Always maintain a cordial, friendly demeanor.

Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences. If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from your library system, the state library, and associations such as the ILA and ALA.

Friends of the Library

The Friends of the Libraries, U.S.A., is a membership organization whose mission is to help preserve and strengthen libraries. For more information, go online to the group's Web site at <http://www.folusa.org>.

Local Friends of the Libraries chapters work closely with library staff and trustees to publicize the library's programs and services and to advocate for library support. For these reasons, the board of trustees should codify a policy on using services of Friends of the Libraries and other volunteers. The board should maintain close ties and communications with the local Friends chapter.

Help from Associations

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the Web sites of these organizations to check for such resources.

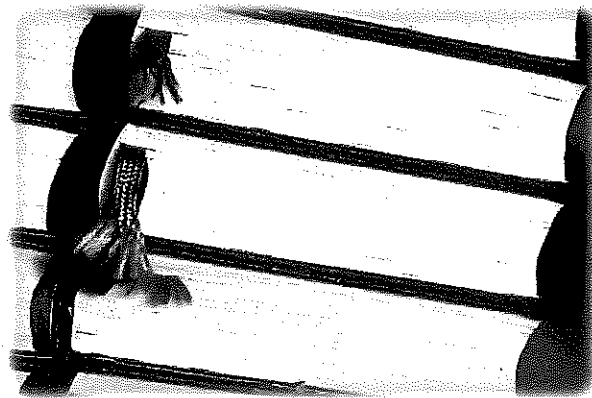
For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value

of public libraries and librarians to the public. To find out more, go to the ALA Web site (www.ala.org), click the **Libraries and You** tab, and select **About @ your library**.

Resources

- Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.
- Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.
- Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.
- Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.
- Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.

TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education “classes” on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library’s budget.
- Attend one or more library workshops or conferences annually.

Budget

Don’t overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

Resources

- Information Resources for Public Library Trustees
An independently maintained list of useful links at <http://web.syr.edu/~jryan/infopro/trustee.html#Guides>
- Illinois State Library/Trustee Information Page (TIP)
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html
- Various topics offered at the Illinois State Library Administrative Ready Reference Web page
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm
- *Illinois Library Laws & Regulations* (copyright 2004). Available for purchase, <http://www.ila.org/pub/order.htm>
- *Serving Our Public: Standards for Illinois Public Libraries*, revised edition
At the Administrative Ready Reference Web page, select **Serving Our Public**.
- The American Library Trustee Association (ALTA), an excellent resource for conferences and workshops
Go online to <http://www.ala.org/ala/alta/alta.htm>
- The Illinois Library Association Web site
Go online to <http://www.ila.org/>
- The Illinois Library Systems Web site
Go online to <http://www.illinoislibrarysystems.info/>
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.
- Appendix G, "Selected Resources"
- For Advocacy topics, see the Resources section at the end of Chapter 12, "Advocacy."

APPENDICES



Appendix A

Library Bill of Rights

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

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

Adopted by the ALA Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to non-print materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA Web site, www.ala.org/oif:

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Intellectual Freedom Principles for Academic Libraries
- Library-Initiated Programs as a Resource
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Developing a Public Library Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

Appendix B

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

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Appendix C

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

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Appendix D

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners — informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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Appendix E

Code of Ethics

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

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

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

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

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

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

Adopted by the ALA Council, June 28, 1995.

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Appendix F

Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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Appendix G

Selected Resources

Library Periodicals

- ALTA Newsletter*. Chicago: Association for Library Trustees and Advocates, free as an ALTA member.
- American Libraries*. Chicago: American Library Association, free monthly as an ALA member.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- _____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)
- _____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- _____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- ILA Reporter*. Chicago: Illinois Library Association, free bimonthly as an ILA member.
- Library Journal*. New York: Bowker, semimonthly.
- Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.
- _____. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.
- Public Libraries*. Chicago: American Library Association, free quarterly as a PLA member.

Non-print materials

- Advocacy Now!* Videocassette. 16 min. Chicago: American Library Association, 1996.
- Building a Successful Team: A Guide to Nonprofit Board Development*. 30 min. Washington, D.C.: Board Source, 2001.
- Campbell, Sharon and Phillip B. Lenzini, eds. *Administrative Ready Reference: CD-Rom*. Springfield, Ill.: Illinois State Library, 1999.
- Illinois Public Library Statistics: CD-Rom*. Springfield, Ill.: Illinois State Library, annual.
- Meeting the Challenge: An Orientation to Nonprofit Board Service*. 35 min. Washington, D.C.: Board Source, 1998.

Organizations

NATIONAL

American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes the Association for Library Trustees and Advocates (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

American Library Association

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

ALA Washington Office

1301 Pennsylvania Ave., NW, Ste. 403

Washington, DC 20004-1701

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

e-mail: alawash@alawash.org

<http://www.ala.org/washoff/>

Friends of Libraries USA (FOLUSA)

Friends of Libraries USA, a national group which supports and encourages the activities of Friends of Libraries around the nation.

Friends of Libraries USA

1420 Walnut St., #450

Philadelphia, PA 19102

phone: (215) 790-1674 or 800-936-5872

fax: (215) 545-3821

e-mail: folusa@folusa.org

<http://www.folusa.org>

Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

Urban Libraries Council

1603 Orrington Ave., Ste. 1080

Evanston, IL 60201

phone: (847) 866-9999

fax: (847) 866-9989

e-mail: info@urbanlibraries.org

<http://www.urbanlibraries.org>

STATE

Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

Illinois Library Association

33 West Grand Avenue, Suite 301

Chicago, IL 60610-4306

phone: (312) 644-1896

fax: (312) 644-1899

e-mail: ila@ila.org

<http://www.ila.org>

Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and
- grants of federal funds to local libraries under the Library Services and Technology Act.

Illinois State Library (ISL)

300 S. Second St.

Springfield, IL 62701-1796

phone: (217) 782-2994

phone: 800-665-5576

fax: (217) 785-4326

e-mail: jwilkins@ilsos.net

<http://www.cyberdriveillinois.com/departments/library/home.html>

REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, ten Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs. In 2003, the Illinois library systems

- operated shared computer catalogs for more than 1,200 libraries containing information on more than 43 million books, videos, compact discs, etc.;
- traveled more than 2,000,000 miles to deliver materials to library users; and
- offered more than 2,400 continuing education and training events to more than 27,000 participants.

Alliance Library System (ALS)

600 High Point Ln.

East Peoria, IL 61611

phone: (309) 694-9200 or 800-700-4857

fax: (309) 694-9230

Kitty M. Pope, Executive Director, x 2101

e-mail: kpope@alliancelibrarysystem.com

<http://www.alliancelibrarysystem.com>

Chicago Public Library System (CPLS)

400 S. State St.

Chicago, IL 60605-1203

phone: (312) 747-4090

fax: (312) 747-4968

Mary Dempsey, Executive Director

e-mail: mdempsey@chipublib.org

<http://www.chipublib.org>

DuPage Library System (DLS)

127 S. First St.

Geneva, IL 60134-2771

phone: (630) 232-8457

fax: (630) 232-0699

Shirley May Byrnes, Executive Director, x201

e-mail: smbyrnes@dupagels.lib.il.us

<http://www.dupagels.lib.il.us>

Lewis & Clark Library System (LCLS)

425 Goshen Rd.

Edwardsville, IL 62025-3045

phone: (618) 656-3216 or 800-642-9545

fax: (618) 656-9401

Susan Lucco, Executive Director

e-mail: susanl@lcls.org

<http://www.lcls.lib.il.us>

Lincoln Trail Libraries System (LTLS)

1704 W. Interstate Dr.

Champaign, IL 61822-1068

phone: (217) 352-0047

fax: (217) 352-7153

Jan Ison, Executive Director, x221

e-mail: jison@lincolntrail.info

<http://www.lincolntrail.info>

Metropolitan Library System (MLS)
 125 Tower Dr.
 Burr Ridge, IL 60527-5783
 phone: (630) 734-5000 or 800-310-5509
 fax: (630) 734-5050
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

Chicago office
 224 S. Michigan Ave., Ste. 400
 Chicago, IL 60604-2501
 phone: (312) 341-8500
 fax: (312) 341-1985
 Alice M. Calabrese, Executive Director
 e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

North Suburban Library System (NSLS)
 200 W. Dundee Rd.
 Wheeling, IL 60090-2799
 phone: (847) 459-1300
 fax: (847) 459-0380
 Sarah Ann Long, Executive Director, x7125
 e-mail: slong@nsls.info
<http://www.nsls.info>

Prairie Area Library System (PALS)
 Robert McKay, Director

Coal Valley Service Center
 220 W. 23rd Ave.
 Coal Valley, IL 61240
 phone: (877) 542-7257
 fax: (309) 799-7916
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rockford Service Center
 4021 Morsay Dr
 Rockford, IL 61107
 phone: (877) 542-7257
 fax: (815) 229-6843
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Shorewood Service Center
 405 Earl Road
 Shorewood, IL 60431
 phone: (877) 542-7257
 fax: (815) 725-0930
 e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rolling Prairie Library System (RPLS)
 345 W. Eldorado St.
 Decatur, IL 62522-2114
 phone: (217) 429-2586
 fax: (217) 428-1852
 Robert Plotzke, Executive Director
 e-mail: bobp@rpls.ws
<http://www.rpls.ws>

Shawnee Library System (ShLS)
 607 S. Greenbriar Rd.
 Carterville, IL 62918-1600
 phone: (618) 985-3711 or 800-455-4374
 fax: (618) 985-4211
 Thomas Joe Harris, Executive Director
 e-mail: joe@shawls.lib.il.us
<http://www.shawls.lib.il.us>

Web sites

American Library Association
<http://www.ala.org>

Association for Library Trustees and Advocates
<http://www.ala.org/alta>

Benton Foundation
<http://www.benton.org>

Board Source
<http://www.boardsource.org>

Electronic Frontier Foundation
<http://www.eff.org/>

Every Library in Illinois
<http://eliillinois.org>

Friends of Libraries USA
<http://www.folusa.com>

Illinois Library Association
<http://www.ila.org>

Illinois Library Systems
<http://www.illinoislibrarysystems.info>

Illinois School Library Media Association
<http://www.islma.org/>

Illinois State Library
<http://www.cyberdriveillinois.com/departments/library/home.html>

Illinois State Library/Administrative Ready Reference
 Menu
http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm

Institute for Museum and Library Services

<http://www.imls.gov/>

Public Library Association

<http://www.pla.org/>

Urban Libraries Council

<http://www.urbanlibraries.org/>

Internet dictionaries, encyclopedias, and other resources

ACQWEB:

<http://acqweb.library.vanderbilt.edu/>

Information Resources for Information Professionals:

<http://web.syr.edu/~jryan/infopro>

ODLIS (Online Dictionary of Library and Information Science):

<http://vax.wcsu.edu/library/odlis.html>

Webopedia: (Computer and Internet Technology site)

<http://webopedia.internet.com>

NOTE

Many issues involving libraries pass through the U.S. Congress and the Illinois General Assembly each year. For current information including an overview of the legislative session and specific legislation, please go the ILA Web site, <http://www.ila.org/advocacy/index.htm>.

Wilmette Public Library Director's Report – October 15, 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.

The Library promoted Library Card Signup Month at the Library, throughout the community, and via social media. YS librarians coordinated four pop-up activity stations on our lawn and in Vattmann Park. These four events were visited by 78 people who received WPL promotional items, made WPL buttons to wear, and posed for photos with an oversized library card. Many of the photos were shared on our social media feeds. Staff also promoted the Library at the French Market on Saturdays during September; staff participants include Martha Birkhold, David Bliss, Sheri Reda, Susan Zonia, Joan Blecher, Marti Bellefontaine, and Luciano Ward, as well as Trustee Stuart Wolf.

Our StoryWalk series at Vattmann Park continued with a new fall story led by our librarians on September 25. Our StoryWalk will stay up throughout the fall so patrons can enjoy it any time. *The StoryWalk® Project was created by Anne Ferguson of Montpelier, Vermont, and developed in collaboration with the Vermont Bicycle & Pedestrian Coalition and the Kellogg- Hubbard Library. The StoryWalk® Project was adapted for use in Wilmette by the Wilmette Public Library, the Friends of the Wilmette Library, and the Wilmette Park District.*

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

The Library strengthened its partnership programs with SCORE and the Wilmette/Kenilworth Chamber of Commerce by facilitating a networking event featuring SCORE. On September 12, with a turnout of over 40 attendees, the Chamber hosted an event focused on "Problems Every Business Owner Should/Can Avoid." SCORE was the featured presenter. Librarian Nancy Wagner described library services and resources that would be useful for business owners.

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

The Northern Suburban Special Recreation Association (NSSRA) has scheduled two field trips to the Library and Youth Services: one self-guided visit in October and one librarian-led visit with a tour and guided activities in January. Staff will highlight our accessible technology and upcoming sensory-friendly events.

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

Monthly intergenerational programs Everyone Makes, Sing Together, and Drop-In Chess continued in September. The Library's new all-ages drop-in Maker Lab program, spearheaded by YS librarians, debuted on Saturday, October 5.

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

At the Youth Services department meeting on September 24, staff discussed our goals as a department. Top area of focus include expanding efforts towards diversity and inclusion in everything we do. Discussion and planning will be ongoing around what we are doing already and how we can do better as a department to be welcoming and accessible in our programs, services, communication, staffing, and collections.

Objective 4.1: By December 2018, improve the Library's outdoor space to provide an attractive, environmentally friendly space that maximizes safety, accessibility, and enjoyment.

The final construction item of the 2019 Outdoor Renovation Project was installed on October 7. The custom wooden bench comprising the entire back side of the monument sign at the corner of Wilmette and Park avenues is quickly becoming a popular destination for patrons and a highlight of the recent site improvements as a result of the project. With this last step complete, the Library submitted its final payments and updated our total costs for the project. In February, following the award of contracts to our successful subcontractor bidders, our total estimated project cost was \$858,195. With the final payments complete in October, the actual project cost was \$777,876; a difference of \$80,319. Despite additional concrete work, bluestone, and revised ventilation of the snow-melt boiler, the project didn't require a penny of the \$64,211 construction contingency and saved an additional \$16,108. The Library credits both the quality of the results and the value-savings of this project to our partnership with Shales-McNutt Construction (SMC). SMC was instrumental in ensuring that the goals of the project were achieved while also helping the Library to sustain normal operations throughout the construction phases.

Collections

Physical

In September, we added 954 adult books, 60 teen books, and 552 youth books for a total of 1,566 books (a decrease of 457 books over last month's totals, mainly due to adding 446 fewer youth books). Also, we added 221 adult AV items and 83 youth AV items for a total of 304 AV items (an increase of 69 AV items over last month's total). Both the Adult and Youth Services departments continue to steadily withdraw materials. As we have done in the past six months, we withdrew more books than we added in September. 2,370 adult books and 102 teen books were withdrawn along with 1,247 youth books for a total of 3,719 books (an increase of 566 books over last month's total). 73 adult AV items and 14 youth AV items were withdrawn for a

total of 87 AV items (a decrease of 186 AV items over last month's total).

The Library will soon be offering *Binge boxes*: collections of feature films around a theme or an actor or director. For example, the "80s Imagination Movies" binge box includes DVDs of *The Goonies*, *Beetlejuice*, *The Dark Crystal*, *Labyrinth*, *Weird Science*, and *Ghostbusters*. These new DVD collections will be shelved in the lobby near the new feature films. Our goal is to launch the collection in time for the upcoming holiday season.

Selectors in Adult Services have been utilizing CollectionHQ to do systematic reviews of their collection areas, working on removing missing titles from the catalog and removing/updating out-of-date and worn titles from the collection.

Back periodical holdings located in the Compact Storage room continue to be evaluated. Many of these holdings are available online and some are in bad condition. Back titles that were removed recently will make way for storage and sorting shelving for the Friends' bookstore, Books Down Under. The review of these collections is an ongoing project.

Technical Services Assistant Manager Rosemarie Hohol noticed that a number of recently imported bibliographic records from another CCS member library did not have OCLC numbers. Our holdings in OCLC would not be correctly added and deleted without an OCLC number. Both Jessica Thomson and Gayle Rosenberg Justman added OCLC numbers to the records that we noticed and CCS corrected the rest, improving consortium efficiency and customer service.

Technical Services Associate Shanti D'Costa discovered that a number of books that are on backorder at the Baker & Taylor Momence warehouse were available at their other warehouses. Working with our customer service representative and our sales consultant, she was able to have our profile changed so that the system will automatically check, instead of her calling each time, to use more than one warehouse to fulfill our orders. This will get new books to our patrons faster and with less reliance on Amazon.com.

Digital

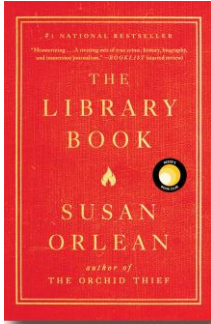
Recent changes in a few of our online research resources, notably Capital IQ NetAdvantage and LexisNexis, have eliminated library card barcode authentication and access for remote users. To help provide easier access for patrons, staff is evaluating options for a "single sign on" for remote users. Such a solution would allow a patron to visit our site, sign into an online portal, and receive access to all our online products without any additional signing in. We'll consider this new technology as part of our forthcoming website redesign project next year.

Adult Services staff attended webinars on the features of Nexis Uni research database (formerly LexisNexis Library Express). These webinars focused on legal and business/news research resources available through Nexis Uni.

Head of Digital Services Stephen Koebel and Adult Services Librarian Jillian McKeown conducted continuing education sessions for the staff librarians. September's focus was our e-book collection and recent updates to the Libby app. 20 librarians from both Adult and Youth Services attended to help them better respond to patrons' questions about these collections.

Programs

Adult & Teen



This fall's popular annual *Meet The Author* event will feature best-selling author Susan Orlean on October 19 at 2:00pm at Wilmette Junior High School Auditorium. Her most recent book, *The Library Book*, was nominated for the Andrew Carnegie Nonfiction Prize and the Los Angeles Times Book Prize, and was named a New York Times Notable Book of 2018, as well as a Washington Post Top 10 Book of the Year. The book will be adapted by Ms. Orlean for a forthcoming television series with Paramount TV. Copies of the book are available in multiple formats. Learn more about the event here: <https://www.wilmettelibrary.info/events/spotlight/meet-the-author>

Part of our program series commemorating the Apollo moon landing, *Apollo 50: Next Giant Leap*, on Friday, October 4, over 30 registered attendees visited Northwestern University's planetarium for a tour of the Dearborn Observatory. NWU faculty members led tours of the planetarium and highlighted features of the night sky.

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.

The League of Women Voters of Wilmette/WPL book club resumed with a lively discussion of the *Mueller Report* with double their usual attendance numbers.

Our teen events resumed this fall with the Teen Advisory Board back in session, including college exam prep workshops and an expanded schedule of Dungeons and Dragons gaming.

Digital Services staff began teaching again after summer break. We've seen good attendance at our Computer Fundamentals for Seniors, PowerPoint, E-Books, and our new Mobile Payment Apps class. Our class sizes average around 10 attendees, allowing instructors the ability to work closely with students and address individual questions for all levels. Staff reports that our class evaluations consistently reflect that participants come away with knowledge and confidence that they didn't have beforehand. Patrons frequently express gratitude that we are able to provide such quality assistance and instruction without class fees.

Youth

The Library debuted the Maker Lab program on Saturday, October 5. Twice a month, Maker Lab will turn the Youth Program Room into a maker space where patrons of all ages can use our equipment and supplies to work on projects of their own design. At the first Maker Lab, over 60 attendees used design software to create items with our vinyl cutter and new 3D printer, and worked with our jewelry-making and metal-stamping tools, as well as other crafting supplies.



September is also the time when our local schools schedule field trips to the Library. Three kindergarten classes and four first grade classes visited us in September and early October for a tour and storytime, and a fourth Kindergarten class is scheduled for late October.

Another highlight in September was a basket-weaving program where 14 enthusiastic attendees learned this ancient but useful art. This activity was a hit at February's Maker Fest, and patrons have asked for a repeat of the program.

On October 3, Wilmette Public Library hosted a professional development event with the Alliance for Early Childhood called "What's New in Children's Literature." Andrea Vaughn Johnson and two other local librarians presented the best new books for ages 3-6 and provided an overview of resources available to preschools and daycare centers.

Technology

Indian Trails Public Library (Wheeling) Migration to CCS

The CCS catalog consortium will officially welcome Indian Trails to the system this month, with the migration taking place over the third weekend of October. To prepare, on Saturday and

Sunday (October 19 and 20), all CCS libraries will be offline. Staff will only be able to check out items to patrons during the downtime. Functions such as placing holds, paying fines, modifying patron records, and running the picklist cannot be completed while we operate in offline mode. On Monday, October 21, we will start the day offline, but should be back online later that day. All items returned on Saturday, Sunday, and part of Monday will be checked in when we're back online, and back-dated appropriately. Such activities have a significant impact on the regular operations of the Circulation and Shelving departments, however during the last migration event with Morton Grove PL, both the migration and the catch-up proceeded smoothly; we're confident that this will be the case with this event too.

IT Manager Fred Wallace coordinated with CVI to change the cost of color printing in both Youth Services and the Patron Computer Room from \$1.00 to \$0.50 per sheet. The lower price matches the cost of a color copy on the copiers.

Fred Wallace managed CVI's installation of the webinar software Zoom on all staff workstations as well as the software needed for the Nexis Uni webinar on to the Adult Services laptop. Fred also managed the installation of Tableau Reader on select staff computers, as well as the creation of a location with limited access to save Gale Analytics files.

Facilities

Facilities Associate Mark Ross refreshed the painted exterior stucco portions of the building.

Assistant Manager of Facilities Rick Merrell winterized the building grounds and removed the temporary irrigation equipment for the season.

Facilities Associate Keith Dunlap treated all of the new wooden benches with a protective sealant to preserve their beauty and prepare them for the winter.

Rick and Keith were also instrumental in preparing our new Project Room #3 (formerly the Friends Office and sorting room), applying a fresh coat of paint to the room, providing furnishings, and a new white board. This will be the third public study room on the lower level.

Communications

Our social media platforms continue to grow in popularity. Our Instagram account (@wilmettelibrary) reached 1012 followers in September, while our Facebook page garnered more followers too (840 likes/998 followers). Our most popular posts included the Rabin brothers photo recreation, Banned Books Week, and the kindergarten enrichment tours. Our fun and photo-based posts get more engagement than our informational posts, so we are balancing the two types of posts to let the former help patrons find the latter. Posts that feature staff and other people are also doing well, and we are working to incorporate them as much as possible.

Jennifer Bartel, Creative Experiences Coordinator, hosted the popular *Downton Abbey* series, and two new Armchair Travels presenters featuring Central Asia and East Africa. Our classical concert this month, saxophonist Andrew Carpenter, drew new concert-goers as well as many of our regulars. Our Adult Maker program, Make a Beaded Bracelet, welcomed a popular presenter back who participated in Maker Fest last year. Jennifer is also preparing to present a workshop at the ILA annual conference and share how she developed our book bike program.

Sarah Rose, Graphic Artist, completed a number of special design projects, including updated graphics for several program series (Armchair Travels, Maker Lab, Adult Coloring); created publicity for staff events; designed signage for a popular off-site bulletin board at McKenzie School; and transitioned this summer's Night & Day community art show to set up for the fall show, True Colors. Sarah created infographics for the 2018-2019 Year In Review, and worked on layout for the forthcoming November/December *Off the Shelf* newsletter.

Sarah Beth Brown, Head of Community Services, prepared the 2018-2019 Annual Report/Year In Review, writing copy, researching statistics with staff throughout the library, organizing photos, and putting the report together. This year's report will be presented in a new dynamic format, using Adobe Spark. The report features more infographics and images, and neatly ties text to images, all incorporated with consistent library branding. Sarah Beth also edited the November/December *Off the Shelf*, expected to be in homes around October 28.

Staff and Volunteers

On September 16, 23, and 30, Youth Services Librarian Sheri Reda attended the Speak Up Equity Training held at Ravenswood Community Services. Attendees learned the differences between equality and equity, discussed microaggressions and roots of racism in early childhood, and began discussion of institutional, systemic, and personal racism.

On September 25, Andrea Vaughn Johnson and Stephen Koebel attended the Community Engagement Networking meeting at Oak Park Public Library. David Seleb, Executive Director of Oak Park Public Library and Jill Skwerski, Engagement Services Manager at Evanston Public Library discussed how their institutions are advancing racial equity in their communities and library spaces and how they're working toward changing the policies, practices, and systems in place that create unintended barriers and implicit bias towards people of color.

Flu Shot Clinic - Our annual Flu Clinic was held on Tuesday, September 17. We had approximately 33 employees receive the flu vaccination this year. Employees who were not able to attend the clinic are still able to go to Walgreens on Green Bay Road to receive the shot.

Anniversary Celebration (3rd Quarter) - We celebrated the work anniversaries of those employees who were hired during the 3rd Quarter of the year on Wednesday, September 25th in the Staff Break Room. All staff were invited to enjoy some afternoon treats and celebrate the anniversaries of our hard-working staff members.

Trainings/Seminars:

- **IMRF** – Field representative, Kevin Davis came out on September 23 to review basic IMRF benefits and address employee questions. We had a nice turn out and Kevin was very knowledgeable regarding all IMRF benefits and regulations.
- **ICMA** – On September 11, Victor Rodriguez from ICMA-RC, came out and met with employees on an individual basis regarding our 457 plan. He also facilitated a general information presentation in the Auditorium.
- **EAP** – The agency that manages our Employee Assistance program, ComPsych, will send a representative to the Library and facilitate an on-site training presentation and re-orientation to the EAP program this fall. The rep will discuss all the benefits, resources, and program access points that ComPsych offers to all employees.

Updates to the Employee Handbook

On September 26, HR Manager Michael Boone attended an Employment Law Conference and learned about changes to several state and federal regulations either already in effect or rapidly coming down the pipeline. Some of these changes will have higher impact than others in regards to our organizational policies, practices, and procedures, however we need to be as prepared as possible. Here's a highlight of some of the amendments coming:

- **Legal Cannabis** – Effective 1/1/2020 cannabis will now be protected under the Right to Privacy in the Workplace Act, meaning that it will be treated like alcohol. Employers are still permitted to have a Zero Tolerance drug and alcohol policy where employees are prohibited from being at work under the influence or impaired, however, employers need to have documented reasons for impairment if they test due to reasonable suspicion or after an accident. This will require some modification to our Employee Handbook and testing procedures.
- **Fair Labors Standard Act** – The Department of Labor has set a new minimum threshold salary for exempt employees from overtime. Effective 1/1/2020, the new salary threshold increases from the current annual salary of \$23,660 to \$35,568, or \$684/week. Any exempt staff making below this amount would either require a salary increase or need to be reclassified as non-exempt. All the other tests that determine eligibility for exempt status, like the duties test, remain the same.
- **Illinois Equal Pay Act** – The amendment to this act, which already took effect on 9/29/2019, prohibits employers from requesting or considering a job applicant's current salary or salary history when making a hiring decision. This was implemented in hopes to help break the continued cycle of discriminatory wage disparities. We currently do not ask for current or

salary history on our applications, so no modifications in our practices are needed. Interviewers can ask or discuss and applicant's salary expectations.

- **Workplace Transparency Act** – One of the most crucial amendments to this act, also going into effect 1/1/2020, is that all staff will have to go through mandatory sexual harassment training annually. Currently the act specifies all full and part-time staff, but we are waiting for confirmation regarding substitutes, seasonal, temps, and trustees. The Illinois Department of Human Rights will provide us with direction regarding acceptable formats of training (classroom led, webinar, etc.), and whether a quiz or test will be required.
- **Gender Neutral Restrooms** – Also effective 1/1/2020, all single occupancy restrooms in places of public accommodation and public buildings must be labeled as gender neutral. While we are already ahead of the game on this one, we are awaiting word from the Illinois Department of Public Health regarding signage requirements.

Recruitment

The Shelving Department has two new students from New Trier working every afternoon organizing the shelves in the Youth Department. They have joined two other students from New Trier who work in the morning, and another student from Cove School who works two days a week.

We bid farewell to John Martino in September. John joined us in March 2018 as a Digital Services Assistant II. He assisted patrons in the Computer room, taught classes on MS Word and PowerPoint, and served on the Staff Day committee last year. He accepted a wonderful opportunity at the Newberry Library in Special Collections. He also plans to begin library school in Fall 2020. We are very proud of him, and wish him the best! While we recruit a new staff member, our class and service desk schedule remains uninterrupted.

The Circulation Department is currently reviewing applications for a full-time Interlibrary Loan Assistant, following the departure of EvaAnne Johnson earlier this summer.

Select Staff Meetings and Workshops

September 4: Maker Committee Meeting (Stephen Koebel)

September 5: Diversity and Inclusion Committee (Anthony Auston, Sarah Beth Brown, Michael Boone, Patsy DeVuono, Krista Hutley, Christine Hightower, Rosemarie Hohol, Stephen Koebel, and Rebecca Vrana-Naquin)

September 6 & 11: Gale Analytics training (Anthony Auston, Sarah Beth Brown, and Gayle Rosenberg Justman)

September 6: PowerPoint Digital Universe Class (Jennifer Bartel)

September 10: School Facilitators' Networking Group meeting at Elmhurst Public Library (Alice Joseph)

September 10: Tinker Meeting at Evanston Public Library (Janet Piehl)

September 12: Call One meeting (Debi Thompson and Fred Wallace)
September 17: CCS IT meeting (Gayle Rosenberg Justman and Fred Wallace)
September 18: Notary Workshop at RAILS (Nancy Wagner)
September 19: PAS Technical group meeting at McHenry Public Library (Lisa Bigelow, Jill McKeown)
September 23: Midwest Tape binge box meeting (Mark Cegielski, Shanti D'Costa, Betty Giorgi, Alice Joseph, Gayle Rosenberg Justman, and Nancy Wagner)
September 24: Trauma webinar through ILA (Jill McKeown)
September 25: CCS Governing Board meeting (Gayle Rosenberg Justman)
September 25: Diversity Workshop at Oak Park Public Library (Andrea Vaughn Johnson and Stephen Koebel)
September 25: Music in Storytime Workshop at Palatine Public Library (Ruth Bell, Susan Kaplan-Toch, and Jennifer Lee)
September 25: Nexis Uni webinar on legal research (Rachel Garcia, Krista Hutley, Jill McKeown, Jessica Thomson)
September 27: Composting at WPL (Anthony Auston, Jill McKeown, Rick Merrell)
September 28: 3D Printing and Modeling training at Evanston Art Center. (Janet Piehl)

Select Director's Meetings

September 6: IDHS Substance Use Prevention and Recovery Meeting
September 6: FAN event: Ibram X. Kendi - *How To Be An Antiracist*
September 9: ILA Public Policy Committee
September 9: Kenilworth PLD Levy Meeting
September 11: WPLD Finance Committee Meeting
September 13: Quarterly Coaching Group
September 17: WPLD Regular Board Meeting
September 18: Friends of the Wilmette Public Library Board Meeting
September 24: WPLD Advocacy & Partners Committee Meeting
September 26: Kenilworth PLD Regular Board Meeting

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Rachel Garcia**

Other Staff (Name/Role):

Date and Times: **9/18/2019 7-8pm**

Group / Organization: **Delta Gamma Sorority Chicago North Shore Alumnae Chapter**

Contact at the Group / Organization: **Peggy Lilly**

Location: **Home of member Tracey Cascarano, Glenview**

Number of People: **35**

Age Range: **30-75**

Event Name: **Books with a Buzz**

Describe the Event: **I presented my 2019 reading recommendations (20 books) which the group uses to select their book club titles.**

Is this a recurring event?: **Yes**

If recurring event, how often?: **This is the second year I have been invited.**

Describe the Library's role: **I chose 20 books to present, created a handout for the members, and spoke for about 45 minutes, giving a summary of each book.**

Type of Community Engagement (Check all that apply): **Outreach**

Materials: **35 handouts.**

Comments, narratives, thoughts for next year: **A fun event to participate in. I always get very positive feedback on the books I select.**

Upload Photo:

A staff member has submitted a Community Engagement form.

WPL Staff Member Submitting Form: **Nancy Wagner**

Other Staff (Name/Role):

Date and Times: **September 12, 2019 8:00 - 9:30**

Group / Organization: **SCORE and W/K Chamber of Commerce**

Contact at the Group / Organization: **Julie Yusim**

Location: **A. Perry Homes in Wilmette**

Number of People: **45**

Age Range: **Adult**

Event Name: **Power Breakfast Chamber Meeting**

Describe the Event: **Breakfast networking meeting for local business people. SCORE mentors described their services and answered questions from the audience. Librarian Nancy Wagner described library services and resources that would be useful for business owners,**

Is this a recurring event?: **No**

If recurring event, how often?: **TBD**

Describe the Library's role: **Facilitated the partnership between the Chamber and SCORE.**

Type of Community Engagement (Check all that apply): **Partnership, Outreach**

Materials:

Comments, narratives, thoughts for next year:

Upload Photo:

F.Y.I. –

Tomorrow, Wednesday is the first Kindergarten Enrichment Class visit of the season. (Except for the teacher that came yesterday, a week early!)

I will be touring the kids around the building at 1:00 before we have a storytime and they select books for checkout.

Other classes will be coming on Monday, 9/23 at 1:00 and Tuesday, 10/29 at 9:45.

Alice

Alice Joseph, Youth Services

Wilmette Public Library

(847)256-6945

ajoseph@wilmettelibrary.info



Wilmette Public Library

F.Y.I. –

The first grade classes from Harper School will be visiting us Wednesday & Thursday at 1:00. Two classes each day will come for a tour, story time and the opportunity to check out books on our self-check machine.

Alice

Alice Joseph, Youth Services

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Wilmette Public Library

HOMEWORK/STUDY													
Brainfuse	4	11	14									5	34
Gale Courses	2	0	2									2	6
Lynda Library	29	69	68									20	186
Mango Languages	28	62	703									58	851
Mosio - Chat/Text reference help	34	29	40									26	129
Muzzy Languages	0	0	0									0	0
Niche Academy	136	162	148									225	671
Email Reference Questions	2	7	3									3	15
WPL Technology Classes - Attendees	0	0	23									13	36
WPL Proctored Exams	1	0	0									1	2
E-BOOKS/AV													
Cloud Library	5	2	2									8	17
Hoopla	940	1,016	943									1,048	3,947
Kanopy	299	269	250									348	1,166
Digital Library of Illinois-eBooks	4,179	4,216	3,841									4,092	16,328
Digital Library of Illinois-eAudiobooks	2,123	2,398	2,207									2,108	8,836
Recorded Books (eAudiobooks)	37	30	61									58	186
Recorded Books (eBooks)	0	0	0									0	0
Tumblebooks	6	49	100									71	226
Appointments	14	12	10									12	48
Subtotal Librarian Interface	51	48	76	0	0	0	0	0	0	0	0	55	230
Subtotal E-Book/AV Use	7,603	7,992	7,414	0	0	0	0	0	0	0	0	7,745	30,754
Total (All)	12,129	13,511	12,429	0	0	0	0	0	0	0	0	12,520	50,589
WEB SITE													
Visits (all)	16,877	16,010	15,383									16,832	65,102
Unique Visitors	9,236	8,862	8,398									9,343	35,839
Pageviews	26,978	25,911	25,557									27,573	106,019
PowerPAC (public catalog)-Visits	13,436	13,384	13,240									13,124	53,184
APP (by Communico)	343	316	338									429	1,426
#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													
Note that our Mango Languages rep has reported that their definition of a "session" has changed, so we'll see larger numbers from here on out.													

WPLD CIRCULATION STATISTICS BY COLLECTION TYPE FOR SEPTEMBER 2019

	A	B	C	D	E	F	G	H	I	J
1	Collection Type	Items in Collection	Items Circulated in Sept.	Items Renewed in Sept.	Total Circ. & Ren. in Sept. (C+D)	Total Usage in Sept. (E+G)	Items Lent via ILL	Items Borrowed via ILL	Usage Ratio (F/B)	Auto Renewal
2	Fiction	51,393	5,444	3,093	8,537	9,240	703	557	0.17	2,911
3	Magazines	4,095	400	381	781	781	0	0	0.19	379
4	Multimedia	43,863	5,814	2,833	8,647	9,542	895	744	0.20	2,678
5	Nonfiction	81,676	4,706	4,477	9,183	9,996	813	693	0.11	4,207
6	Online	112,493	0	0	0	0	0	0	0.00	0
7	Other	472	340	297	637	637	0	7	1.35	258
8	Teen Fiction	2,471	350	408	758	800	42	87	0.31	394
9	Teen Multimedia	86	18	25	43	43	0	8	0.50	24
10	Teen Nonfiction	351	77	75	152	164	12	13	0.43	72
11	Teen Online	3,453	0	0	0	0	0	0	0.00	0
12	Youth Fiction	40,191	12,110	10,056	22,166	22,536	370	650	0.55	9,617
13	Youth Magazines	511	69	0	69	69	0	0	0.14	0
14	Youth Multimedia	9,609	2,111	1,746	3,857	3,919	62	62	0.40	1,689
15	Youth Nonfiction	25,804	2,346	2,106	4,452	4,543	91	171	0.17	2,014
16	Youth Online	6,408	0	0	0	0	0	0	0.00	0
17	Youth Other	37	1	9	10	10	0	0	0.27	9
18	Totals	382,913	33,786	25,506	59,292	62,280	2,988	2,992	0.15	24,252

WPLD CIRCULATION STATISTICS BY MATERIAL TYPE FOR SEPTEMBER 2019

	A	B	C	D	E	F	G	H	I
1	Material Type	Items in Collection	Items Circulated in Sept.	Items Renewed in Sept.	Total Circ. & Ren. in Sept. (C+D)	Total Usage in Sept. (E+G)	Items Lent via ILL	Items Borrowed via ILL	Usage Ratio (F/B)
2	AV equipment	23	19	14	33	33	0	0	1.43
3	Bag	331	222	261	483	483	0	0	1.46
4	Blu-ray	1,244	361	204	565	620	55	82	0.45
5	Blu-ray Hot	19	51	0	51	51	0	0	2.68
6	Blu-ray New	67	217	3	220	220	0	4	3.28
7	Book	185,411	18,947	17,379	36,326	37,447	1,121	1,828	0.20
8	Book Hot	1,300	1,733	199	1,932	1,932	0	0	1.49
9	Book New	6,208	3,669	2,289	5,958	6,724	766	296	0.96
10	Boxset	0	28	13	41	41	0	28	0.00
11	Cassette	56	0	0	0	0	0	0	0.00
12	CD	18,192	937	645	1,582	1,781	199	145	0.09
13	CD Audiobook	8,422	683	565	1,248	1,343	95	129	0.15
14	CD Audiobook New	508	283	168	451	548	97	11	0.89
15	CD New	324	152	84	236	282	46	4	0.73
16	DVD	19,418	3,663	2,140	5,803	6,145	342	360	0.30
17	DVD Hot	76	222	1	223	223	0	0	2.93
18	DVD New	381	674	93	767	861	94	14	2.01
19	eAudiobook	38,763	0	0	0	0	0	0	0.00
20	eBook	83,558	0	0	0	0	0	0	0.00
21	Equipment	13	3	2	5	5	0	0	0.38
22	eReader	4	2	2	4	4	0	0	1.00
23	ILL Material	80	79	16	95	95	0	7	1.19
24	Kit	0	2	1	3	3	0	2	0.00
25	Laptop	6	1	0	1	1	0	0	0.17
26	Large Print	7,326	348	269	617	688	71	28	0.08
27	Large Print New	364	176	71	247	320	73	10	0.68
28	Magazine	4,287	466	381	847	847	0	0	0.20
29	Magazine New	260	4	0	4	4	0	0	0.02
30	Mobile Hotspot	12	13	2	15	15	0	0	1.25
31	Multimedia Kit	30	1	1	2	2	0	1	0.07
32	Newspaper	66	1	0	1	1	0	0	0.02
33	ON-ORDER	1	0	0	0	0	0	0	0.00
34	Online Resource	33	0	0	0	0	0	0	0.00
35	Playaway	2,026	337	331	668	685	17	23	0.33
36	Playaway Audio New	65	52	25	77	88	11	0	1.18
37	Record	1,580	0	0	0	1	1	0	0.00
38	Scores / sheet music	0	0	1	1	1	0	0	0.00
39	Seasonal AV	131	26	0	26	26	0	0	0.20
40	Seasonal Book	1,167	141	0	141	141	0	3	0.12
41	Special Collection	98	12	1	13	13	0	1	0.13
42	STEAM equipment	21	0	4	4	4	0	0	0.19
43	STEAM Kit	16	1	5	6	6	0	0	0.38
44	Tablet	2	0	0	0	0	0	0	0.00
45	VHS	147	0	0	0	0	0	0	0.00
46	Videogame	877	260	336	596	596	0	16	0.68
47	Totals	382,913	33,786	25,506	59,292	62,280	2,988	2,992	0.15

PROGRAM ATTENDANCE	September 2019		September 2018		+/- People	2019-2020		2018-2019		+/- People
	# Prog.	People	# Prog.	People		# Prog.	People	# Prog.	People	
LIBRARY SPONSORED										
Adult Services	50	701	47	707	-6	127	1,668	47	707	961
Youth Services	47	1,239	41	1,587	-348	150	3,645	194	7,702	-4,057
All Ages	5	110	5	140	0	7	163	5	8,409	-8,246
ALL Library Programs	102	2,050	93	2,434	-384	284	5,476	93	8,409	-2,933
Room Rentals	10	213	6	146	67	17	336	93	9,142	-8,806
ALL PROGRAMS	112	2,263	99	2,580	-317	301	5,812	93	17,551	-11,739

