

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 24, 2018 in the staff lounge

PRESENT: Barshis, Johnson (arrived at 7:39 pm), McDonald, O'Laughlin, Rodgers, Wolf

ABSENT: George

VISITORS: Beacon Reporter

The public hearing on the Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2018-19 was conducted from 7:15 – 7:30 pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance to the WPL Board prior to ratification. No members of the public attended.

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:31pm.
- II. June Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the June 2018 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE
- III. Presentation. None.
- IV. Public Comment. None.
- V. Treasurer's Report
 - A. Financial Reports for June. Treasurer Rodgers summarized the June financial reports. The two largest sources of General Fund revenue were the Kenilworth Library District and General Fund Interest. Total General Fund expenditures were 86.43% of budget. There were no significant or unanticipated expenses for the month. The Library will receive tax revenues from the payment of property tax bills in coming months.
 - B. Bills and Salaries for June. Trustee Rodgers moved to approve the June bills and salaries. Trustee Wolf seconded the motion.
Aye – Barshis, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or not voting – George, Johnson
MOTION CARRIED
- VI. Action Items.
 - A. Ordinance No. 2017/18-189, Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2018-19 and Certificate of Estimate of Revenue. The ordinance was passed in tentative form at the June 2018 meeting of the Board and has been available for public inspection for at least 30 days. Trustees reviewed the ordinance. It was noted that the ordinance is a planning document which gives the Library permission to spend funds if needed; it does not obligate a level of expenditure. The appropriation amount is designed to cover emergencies. The differences between the Budget & Appropriation Ordinance and the Levy Ordinance were also noted. Copies of the approved ordinance will be sent to Cook County for filing, emailed to the Wilmette Beacon for publication, emailed to the WPL attorney, posted on the WPL legal bulletin board, posted on the WPL website, and placed on the shared drive. Trustee Rodgers moved to approve Ordinance No. 2017/18-189, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2018-19 and Certificate of Estimate of Revenue as presented in agenda board packets as attachment 4. Trustee McDonald seconded the motion.
Aye – Barshis, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or not voting – George, Johnson
MOTION CARRIED. *The ordinance is attached.*

- VII. Discussion Items.
- A. Landscaping Project Update. Interim co-director Betty Giorgi stated that the Library continues to look for a general contractor or construction manager for this project. This issue will be discussed with Teska Landscaping at a later date. President O’Laughlin has discussed the project with the Library attorney and stated that it is not obvious that the Library will be able to move forward with this project this year.
 - B. Next Steps in the Director Search Project. Twenty-three applications for the WPL Director position were received by the deadline of July 15. The Search Schedule Timeline for the Director Search was included in agenda board packets as attachment 6. Trustees met with representatives of Bradbury Miller Associates prior to this Board meeting, reviewed the applications, and selected eight candidates and one alternate to participate in the next step of the selection process which involves interviewing the candidates via Skype. The Board will meet in closed session on Monday, July 30, 2018 to continue discussion regarding the director search process.
 - C. Consideration of an Additional Drop Box in the Fourth and Linden Transit Hub. Interim co-director Betty Giorgi stated that a Library patron has requested the drop box and that it would primarily be for pedestrian use. Trustees discussed the issue and were in favor of the installation. Ms. Giorgi will discuss the appropriate location of the box with business in the area.
- VIII. Director's Report. Statistics and other information were included in agenda board packets as attachment 7. Interim co-director Gayle Rosenberg Justman reviewed the report. Ms. Justman stated that the Library has ordered additional tote bags because of their popularity. Ms. Justman reviewed the Circulation and Electronic reports with trustees and noted that while genealogy items have decreased, streaming items have increased. Trustees discussed the privacy standards involved in the associations feature offered by Polaris. Trustee McDonald suggested that the Library host a discussion for parents to address this issue.
- IX. Committee Reports.
- A. ILA Representative. Trustee Barshis reviewed newsletters dated June 20, July 2, July 10, and July 13.
 - B. Finance Committee. A meeting to discuss the levy ordinance will be scheduled at a later date.
- X. Information Items.
- A. Review of Board Minutes. As part of the Illinois Public Library Annual Report process, two WPL Board members are required to review Board minutes of the previous fiscal year.
 - B. Summer hours at WPL will be in effect from Sunday, June 17 through Sunday, August 19. WPL will close at 5:00 pm on Sundays. The Library will return to regular evening hours on Sunday, August 26.
 - C. On Wednesday and Thursday, July 18 and 19, the companies Deigan & Associates and Tropical Environmental cleared material from the crawl space in the south section of the lower level as part of the effort to resolve leaking issues that have caused wet carpeting in sections of non-fiction. The WPL Board approved proposals for this work at the June 19, 2018 meeting.
 - D. The signage project has begun. WPL Facilities Dept. staff members have removed many of the current signs and repaired walls in anticipation of the installation of new signs. The WPL Board approved the Poblocki proposal for signage fabrication and installation at the Feb. 20, 2018 meeting.
 - E. Traffic in Village Parking Lot. *No Through Traffic* signs have been posted at the Park Ave. entry to the lot and in the area facing the alley. We appreciate the work of Mike Boone, WPL Head of Human Resources, and Brigitte Berger, Director of Engineering & Public Works for the Village, for their work on this project. The signs should assist in reducing car speed and using the parking lot as a through street.
 - F. Library of Things Collection Update. Ms. Justman is working on cataloguing items for the collection; Sarah Rose is developing a mock-up of items that will be available in the collection; Ms. Giorgi will purchase containers to be used for checkout of these items. Patsy de Vuono will determine storage spaces for these items.

G. The ILA Annual Conference is Oct. 9-11 at the Peoria Civic Center, 201 SW Jefferson in Peoria, IL. Visit www.ila.org for more information.

H. WPL Community Services staff member Jennifer Bartel and the book bike were featured on WGN. It's a great look at how much the community is enjoying seeing Professor Plum around town. Here is the link: <https://wgntv.com/2018/07/16/biking-librarians-bring-books-to-the-people/>

I. Cooperative Projects

1. On June 4, Ruth Bell visited four pre-school classes at Rose Hill Montessori to read stories about summer, talk about the Summer Reading Program at WPL and dance and sing with the students.
2. During April 17 to April 26, Ruth Bell visited three camp groups of 3 and 4 year olds at the Tiny Tots Recreation Center to read stories about Outer Space and to start the camp's group summer reading challenge.
3. On July 14, teen librarian Krista Hutley held a tiny food party program at the Warming House. The Warming House is a non-profit hang-out space for local teenagers dedicated to helping build a strong sense of community. Participants made and ate their tiny creations. The menu's theme was chosen in advance by teens on the Warming House Youth Board and the Library's Teen Advisory Board.

J. Communication. Trustees reviewed communication presented in attachment 9 of agenda board packets.

XI. New Business / Old Business. None.

XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee Wolf seconded the motion.

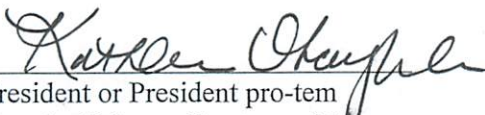
Aye – Barshis, Johnson, McDonald, O'Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – George

MOTION CARRIED. The meeting adjourned at 8:17 pm.



President or President pro-tem
Board of Library Trustees of the
Wilmette Public Library District



Secretary or Secretary pro-tem
Board of Library Trustees of the
Wilmette Public Library District

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

ORDINANCE NO. 2017/18-189

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018-2019

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, 2018 and ending June 30, 2019, 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 2018-19 (page 2)		
FUND BALANCES, estimated July 1, 2018		
General Fund Balance	8,352,600	
Municipal Retirement & Social Security	412,813	
Audit	6,931	
Liability Insurance	31,871	
Wilmette Public Library Endowment Fund	37,360	
B/E Special Reserve Fund	5,800,000	
		14,641,575
ESTIMATE OF REVENUE EXPECTED TO BE RECEIVED DURING FISCAL YEAR		
1. Tax Income-Current Levy Receipts*	5,747,103	
2. Other General Fund Income (Fines, Donations, Per Capita Grant, etc.)	505,926	
TOTAL ESTIMATE OF REVENUE		6,253,029
* 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	305,500	
B. Library of Things	8,000	
C. Audio Visual Materials	114,000	
D. Periodicals	58,500	
E. Electronic Resources - AS & YS	340,000	
F. Computer Software	14,000	
G. Electronic Service Providers	122,000	
H. Programming	56,000	
I. Interlibrary Loan	1,200	
J. Newsletter	40,000	
K. Promotion	20,000	
L. Rutherford Trust	9,000	
M. Friends Purchases	28,800	
II. PERSONNEL - GENERAL FUND		
A. Librarian Salaries	1,503,528	
B. Non-Librarian Salaries	1,424,273	
C. Custodial Salaries	190,740	
D. Professional Memberships	6,500	
E. Continuing Education Registration	8,000	
F. Travel/Mileage	20,000	
G. Staff Development	35,000	
H. Employee Health Insurance	548,300	

Budget & Appropriation Ordinance for Fiscal Year 2018-19 (page 3)		
III. OPERATION - GENERAL FUND		
A. Fees (p/r, bank, credit card)	16,000	
B. Professional Fees	20,000	
C. Library Supplies	35,000	
D. Office Supplies	45,000	
E. Copiers	28,000	
F. Printing	11,000	
G. Postage/Shipping	6,000	
H. Telephone	13,000	
I. Equipment/Furnishings/Computers	125,000	
J. Equipment/Computer/Security System Maintenance	122,000	
K. Property/Casualty Insurance	25,000	
L. Building/Grounds Improvement	20,000	
M. Building Supplies	24,000	
N. Building Maintenance	85,000	
O. Building Maintenance Contracts	100,000	
P. Grounds Maintenance	45,000	
Q. Parking Lot Rent	12,000	
R. Utilities	21,000	
S. Sales and Use Tax	100	
TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES		5,606,441
IV. CONTINGENCY - GENERAL FUND		
	400,000	400,000
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 ILCS 16/40-50	300,000	300,000
VI. B/E SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS		
A. Renovate Interior Space & Update Furnishings (D, I*)	3,300,000	
B. Upgrade Computer Network, Materials Handling & Signage (A, B, F*)	700,000	
C. Improve and/or Maintain Building & Parking (C, E, H*)	1,000,000	
D. Update Hardscape and/or Landscape (G*)	1,000,000	
* See Resolution 2017/18-192, 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	268,000	
2. Social Security	200,000	
B. Audit Expense pursuant to 50 ILCS 310/9	10,000	
C. Liability Insurance, including Workman's Compensation and Unemployment Insurance pursuant to 745 ILCS 10/9 - 107	40,000	
TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND		518,000
AGGREGATE TOTAL APPROPRIATED		12,824,441
Section 2. There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of		
TWELVE MILLION EIGHT HUNDRED TWENTY-FOUR THOUSAND FOUR HUNDRED FORTY ONE DOLLARS		
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2018-19.		

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, 2018 to June 30, 2019 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 7:15 p.m., on the 24th day of July, 2018. 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 19th day of June, 2018

/s/ Jan Barshis
Secretary

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 24th day of July, 2018 by vote of:

AYES: Barshis, McDonald, O'Laughlin, Rodgers, Wolf

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Sears, Johnson

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 Barshis, DO HEREBY CERTIFY that I am the duly elected, qualified, and serving Secretary 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. 2017/18-189 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018/19 is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting on July 24, 2018 by a vote of:

AYES: Barshis, McDonald, O'Loughlin, Rodgers, Wolf

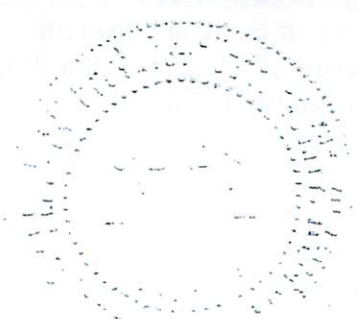
NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: George, Johnson

DATED this 24th day of July, 2018

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



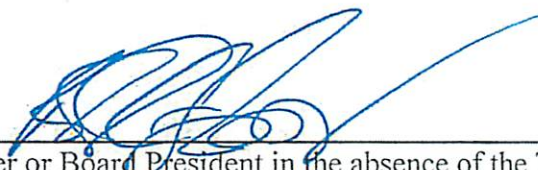
THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

July 24, 2018

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

1. Estimated Tax Income-Current Levy Receipts	5,747,103
2. Estimated Tax Income-Current General Obligation Library Bond Levy Receipts	-0-
3. Fines, Gifts, Non-Resident Fees, Other Income	505,926



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

