



MEETING MINUTES

A public hearing on the Budget and Appropriation Ordinance for the Fiscal Year 2024-2025 was conducted from 6:30-6:34pm. The purpose of the hearing was to provide time for members of the public to comment on the ordinance prior to the WPLD Board of Trustees vote on the ordinance. Trustees Cox, Di Lorenzo, Fishman, O'Keefe, Sennett and Sommer attended the hearing. Trustee Nealon was absent. There were no public comments.

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:34pm. Secretary Di Lorenzo called the roll.

PRESENT: Trustees Cox, Di Lorenzo, Fishman, O'Keefe, Sennett, Sommer, Director Auston

ABSENT: Trustee Nealon

VISITORS: Georgia Gephardt – League of Women Voters

STAFF: Marti Bellefontaine, Cathleen Blair, Ethan Herdrich, Andrea Vaughn Johnson, Marcos Levy

II. Review draft of July 16, 2024 Regular Board Meeting Minutes. Trustee Sommer moved approval of the July 16, 2024 Regular Board Meeting Minutes, as presented. Trustee Sennett seconded the motion. There was no discussion.

Aye – Cox, Di Lorenzo, O'Keefe, Sennett, Sommer, Fishman

Nay – None

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED.

III. Public Comment. None.

IV. Presentations. Proclamation in Honor of Harold Rabin's 100th Birthday.

President Fishman read aloud the proclamation, and Mr. Rabin and his family expressed gratitude for the valuable role Wilmette Public Library has served in their lives.

V. Treasurer's Report.

A. Financial Report for July 2024. Trustee Sommer shared the following:

- On the balance sheet at the bottom, the number, \$47,963.50 represents net income for the prior year. Once the auditors have completed their work, this number will be folded into the beginning fund balances.

- As Director Auston mentioned in his email, this the first month of the fiscal year and there are a number annual renewals that are paid in the first months. Therefore some expense accounts, like periodicals, appear to be running ahead of their monthly budgets but are actually proceeding according to schedule.
- On the income statement, the gifts/donations amount in July of \$13,874 is \$200 in general library donations, and the rest was funding from the Friends for their sponsorship of library programs.
- The CD chart was reorganized this month to be in order or maturity dates. This is helpful in looking at the planning/timing of the library's investment ladder.
- The check for \$21,615 to Computer View Inc. for computer maintenance is the amount paid to them for quarterly maintenance.
- There was a check to Reaching Across Illinois Library System that totaled \$28,949.74. I looked at the same check written last year, and three checks were written in July 2023 to RAILS that totaled about \$25,000. This year one check was written that totaled about \$29,000 so this single check is in line with last year's expenses.

B. Bills and Salaries Check Detail for July 2024. Trustee Di Lorenzo moved approval of the July 2024 Bills and Salaries Check Detail, as presented. Trustee Cox seconded the motion. There was no discussion.

Aye – Cox, Di Lorenzo, O’Keefe, Sennett, Sommer, Fishman

Nay – None

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED.

VI. Action Items.

A. Ordinance No. 2024/25-212, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024-25. This ordinance was passed in tentative form at the July 16, 2024 meeting of the Board. Trustee O’Keefe motioned approval of Ordinance No. 2024/25-212, Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024-25 in Final Form, as presented. Trustee Sennett seconded.

Aye – Cox, Di Lorenzo, O’Keefe, Sennett, Sommer, Fishman

Nay – None

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED. *The Ordinance is attached.*

B. Policy Update Recommendation: Review and approval of update to Policy 9-5.6 Jury Duty Leave. Trustee Sennett moved approval of the proposed revisions to Policy 9-5.6 Jury Duty Leave, effective August 20, 2024, as presented. Trustee Di Lorenzo seconded. There was no discussion.

Aye – Cox, Di Lorenzo, O’Keefe, Sennett, Sommer, Fishman

Nay – None

Abstain – None

Absent or not voting – Nealon

MOTION CARRIED.

- C. Illinois State Library Annual Report (IPLAR) for FY 2023-24. Director Auston noted that IPLAR is the major statistical collection for the Library and as such the data gets reported to the national public library service collection, which helps to inform statistical trending for the industry. IPLAR is also a requirement for the Library's Per Capita Grant application and makes us eligible for a number of other programs within the state. Trustee Sennett motioned to approve IPLAR for 2023-24. Trustee Cox seconded.
 - Aye – Cox, Di Lorenzo, O'Keefe, Sennett, Sommer, Fishman
 - Nay – None
 - Abstain - None
 - Absent or not voting – Nealon
 MOTION CARRIED.

VII. Director's Report. Director Auston highlighted a number of details across all departments, including statistics from the past month (such as our recent record of 16,383 unexpired registered cardholders, our highest number of active library cards in recent documented history), updates and activities from our collection teams in their progress of weeding and shifting, a wide range of program highlights, and more.

VIII. Committees - Report on Meetings.
 A. ILA / RAILS Updates. No report.

B. Intergovernmental Cooperation Committee Update. No report.

IX. Information Items.

A. Communication. Comments from suggestion boxes were distributed at the meeting.

B. Three seats on the seven-member WPLD Board of Trustees will be open for the Tuesday, April 1, 2025 election. All seats will be for a full four-year term expiring in April 2029. Election packets containing petition forms and instructions are available in Administration. Completed nomination papers may be filed on weekdays from Tuesday, November 12, 2024 through Monday, November 18, 2024 10:00am – 5:00 pm in Administration. <https://www.wilmettelibrary.info/election-information>


C. ILA Annual Conference will be held October 8-10, 2024 in Peoria, IL. Learn more about the workshops and speakers at <https://www.ila.org/events/annual-conference>

X. New Business. None.

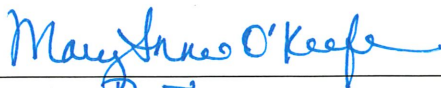
XI. Adjournment.

Trustee Sommer moved to adjourn the meeting.

MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:15pm.



 President
 Board of Library Trustees of the
 Wilmette Public Library, Cook County, IL



 Secretary Pro Tem
 Board of Library Trustees of the
 Wilmette Public Library, Cook County, IL

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

ORDINANCE NO. 2024/25-212

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2024-2025

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, 2024 and ending June 30, 2025, 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 2024-25 (page 2)			
FUND BALANCES, estimated July 1, 2024			
General Fund Balance		6,305,739	
Municipal Retirement & Social Security		521,012	
Audit		9,557	
Liability Insurance		22,596	
Special Reserve Fund		5,862,733	
			12,721,637
ESTIMATE OF REVENUE EXPECTED TO BE RECEIVED DURING FISCAL YEAR			
1. Tax Income-Current Levy Receipts*		6,222,700	
2. Other General Fund Income (Fees, Donations, Per Capita Grant, etc.)		569,565	
TOTAL ESTIMATE OF REVENUE			6,792,265
* 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		308,000	
B. Library of Things		7,700	
C. Audio Visual Materials		82,500	
D. Periodicals		38,500	
E. Electronic Resources		566,500	
F. Computer Software		13,200	
G. Electronic Service Providers		187,000	
H. Programming		77,000	
I. Interlibrary Loan		1,100	
J. Newsletter		38,500	
K. Promotion		11,000	
L. Grant Expense		11,000	
M. Rutherford Trust		11,000	
N. Friends Purchases		35,200	
II. PERSONNEL - GENERAL FUND			
A. Librarian Salaries		1,944,938	
B. Non-Librarian Salaries		1,961,471	
C. Custodial Salaries		242,592	
D. Professional Memberships		8,800	
E. Continuing Education Registration		11,000	
F. Travel/Mileage		22,000	
G. Staff Development		27,500	
H. Employee Health Insurance		849,200	

Budget & Appropriation Ordinance for Fiscal Year 2024-25 (page 3)			
III. OPERATION - GENERAL FUND			
A. Fees (payroll, bank, credit card)	15,400		
B. Professional Fees	27,500		
C. Library Supplies	27,500		
D. Office Supplies	27,500		
E. Copiers	30,800		
F. Printing	1,100		
G. Postage/Shipping	11,000		
H. Telephone	22,000		
I. Equipment/Furnishings/Computers	165,000		
J. Equipment/Computer/Security System Maintenance	121,000		
K. Property/Casualty Insurance	0		
L. Building/Grounds Improvement	38,500		
M. Building Supplies	44,000		
N. Building Maintenance	55,000		
O. Building Maintenance Contracts	132,000		
P. Grounds Maintenance	44,000		
Q. Parking Lot Rent	14,300		
R. Utilities	27,500		
S. Sales and Use Tax	110		
T. Library Vehicle Maintenance	3,300		
TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES		7,263,210	
IV. CONTINGENCY - GENERAL FUND	200,000	200,000	
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	500,000	500,000	
VI. 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*)	400,000		
C. Improve and/or Maintain Building & Parking (C, E, H*)	1,000,000		
* See Resolution 2021/22-207, Amending a Plan & Estimating Costs		4,700,000	
VII. SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND			
A. Municipal Retirement-Social Security (pursuant to 40 ILCS 5/7-171)			
1. Municipal Retirement	260,000		
2. Social Security	250,000		
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)	80,000		
TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND		601,000	
AGGREGATE TOTAL APPROPRIATED		13,264,210	
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 TWO HUNDRED SIXTY-FOUR THOUSAND AND TWO HUNDRED AND TEN DOLLARS			
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2024-25.			

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, 2024 to June 30, 2025 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 6:30 p.m., on the 20th day of August, 2024. 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, 2024

/s/ Maria DiLorenzo
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 20th day of August, 2024 by vote of:

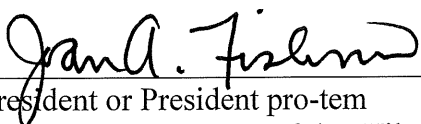
AYES: Cox, Di Lorenzo, O'Keefe, Sennett, Sommer, Fishman

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Nealon

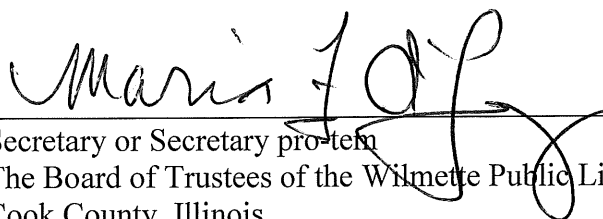
APPROVED:



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, Maria Di Lorenzo, 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. 2024/25-212 ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2024/25 is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting, on August 20, 2024 by a vote of:

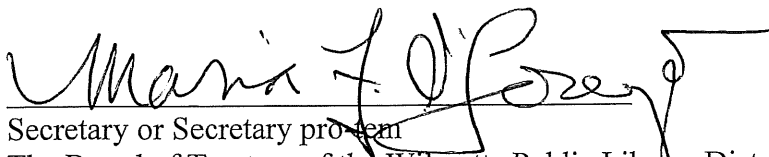
AYES: Cox, DiLorenzo, O'Keefe, Sennett, Sommer, Fishman

NAYS: None

ABSTAIN: None

ABSENT OR NOT VOTING: Nealon

DATED this 20th day of August, 2024



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

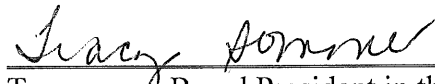
THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

August 20, 2024

CERTIFICATE OF ESTIMATE OF REVENUE

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING FISCAL YEAR

1. Estimated Tax Income-Current Levy Receipts	6,222,700
2. Estimated Tax Income-Current General Obligation Library Bond Levy Receipts	-0-
3. Fines, Gifts, Non-Resident Fees, Other Income	569,565



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