



MEETING MINUTES

I. Call to Order and Roll Call.

President Fishman called the meeting to order at 6:30pm. Trustee Di Lorenzo called the roll.

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

ABSENT: None

VISITORS: Eric Bederman, Georgia Gebhardt (League of Women Voters Wilmette), Matthew Thomas Pasko

STAFF: Marti Bellefontaine, Cathleen Blair, Sandra Discepolo, Renee Grassi, Matthew Hoffman, Andrea Vaughn Johnson, Linnea Lundberg

II. Public Comment. None.

III. Review draft of October 15, 2024 Regular Board Meeting Minutes. Trustee Sommer moved approval of the October 15, 2024 Regular Board Meeting Minutes, as presented. Trustee Sennett seconded the motion. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

IV. Presentations. None.

V. Treasurer's Report.

A. Financial Report for October 2024. Trustee Sommer shared her report:

- In October, we received approximately \$136,000 in property taxes.
- As of the end of October, in the General Fund, we have received more than 100% of the budgeted amount (\$150,000) for interest income for a total received of \$154,468.
- There is a small typo on the first page of the Notes to the Financial Statement, the total Property taxes received is actually \$135,803 (not \$136,803 as stated).
- In reviewing the General Fund expenses, note that Building Maintenance, account 76300, is at 82.3% of budget. In July, we paid the first invoice to Hill for the sump replacement (\$16,368.50) from Special Reserve Fund. The second related invoice (also for \$16,368.50) was debited from the General Fund in line 76300 on September 27. We are going reclassify the second invoice to SRF, as well as the associated maintenance/labor invoice from July 12 (\$7,747.10) which was also paid from this GF line. This would appropriately move \$24,115.60 from GF to SRF. The sump pump

replacement was budgeted as capital outlay in the Special Reserve Fund Plan in FY27, and needed to be moved up to FY25 due to premature failure of the system.

- There were several checks this month for the computer replacement project to Computer View and to HP, which were properly classified as SRF expenditures. Furthermore, there was one check to Engberg Anderson for their work on the space needs assessment in the amount of \$2,835.
- There are a number of CDs coming due in December in the Special Reserve Fund. Given that a renovation project doesn't appear imminent for the foreseeable future, we will reinvest these CDs.
- In regards to the levy documents, we are very grateful for Mr. Kim's assistance with his financial projections. In the document included for the board meeting, the financial projection is a guide, and should be used as such. In the amounts for the current year, there is an error in the property tax revenue (it should be \$5,677,700 not \$5,814,283) and therefore, the budgeted deficit is understated. However, this discrepancy does not change the recommendation of the Finance Committee for the levy.

- B. Bills and Salaries Check Detail for October 2024. Trustee Di Lorenzo moved approval of the October 2024 Bills and Salaries Check Detail, as presented. Trustee O'Keefe seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

VI. Action Items.

- A. In compliance with 50 ILCS 70/1, the Decennial Local Government Efficiency Committee reviewed and approved the final Report for Compliance with the Local Government Efficiency Act. Wilmette Public Library promotes operational efficiency and demonstrates tremendous value to its constituents through its leveraged partnerships and participation in a number of intergovernmental agreements, including partnerships with Kenilworth Public Library District, Reaching Across Illinois Library System (RAILS), Cooperative Computer Services (CCS), Electronic Content Consortium ECC), insurance partners like Wellness Insurance Network (WIN) and Libraries of Illinois Risk Agency (LIRA), programming partners like Illinois Libraries Present (ILP) and Family Action Network (FAN), as well as our local partners at the Village, Schools and Park District. The library also maintains dozens of community partnerships ranging from preschools and not-for-profit organizations to programming partners and other local businesses. Trustees and committee member Eric Bederman provided feedback on their experience participating on the committee and what they learned from the report. Trustee Sennett moved approval of the Report for Compliance with the Local Government Efficiency Act, as presented. Trustee Nealon seconded.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

- B. Review and approval of FY23-24 Annual Audit Report. Joe Laudont, Audit Manager for Lauterbach & Amen LLP, presented the Independent Auditors' Report at the October 15 Regular Meeting, providing an overview of the FY23-24 Annual Financial Report and its findings. Some figures in the draft report were subsequently corrected, leading to this final review. The approved audit report will be published on the WPLD website: <https://www.wilmettelibrary.info/about-us/about-the-library/library-finances-budget-overview>. Trustee O'Keefe moved approval of Fiscal Year 2023-24 Annual Financial Report as prepared by independent auditors Lauterbach & Amen, as presented. Trustee Sennett seconded. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

- C. Review and approval of Ordinance No. 2024/25-213, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25, for a total of \$6,573,818. Introductory information, historical financial data, and long range planning scenarios from the October 2 Finance Committee meeting are appended to this attachment on the board website. The levy includes a 4.9% increase over the prior year's tax extension, though the Board understands that 2023 CPI was 3.4%, and that despite an increase in new property, the library will likely not receive the full request of a 4.9% increase. The 2024 levy funds will be received in fiscal year 2026. The deadline for filing the levy ordinance with the County Clerk is the last Tuesday in December. Trustee Di Lorenzo moved approval of Ordinance No. 2024/25-213, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024/25 for a total of \$6,573,818, as presented. Trustee Sommer seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED. *The Ordinance is attached.*

- D. Review and approve Resolution No. 2024/25-217, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's 2024-25 Levy. Trustee Sommer moved approval of Resolution No. 2024/25-217, Instructions to the Cook County Clerk Regarding the Wilmette Public Library District's Fiscal Year 2024-25 Levy, as presented. Trustee Sennett seconded. There was no discussion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED. *The Resolution is attached.*

- E. Review and approve Libraries of Illinois Risk Agency (LIRA) renewal of Property / Casualty and Workers Compensation Insurance for December 31, 2024 - December 31, 2025, in an amount not to exceed \$65,428. The Library has been a member of the LIRA insurance pool since 2017. The expiring annual agreement totaled \$56,849. Trustee Cox moved approval of the Libraries of Illinois Risk Agency (LIRA) renewal of Property /

Casualty and Workers Compensation Insurance for December 31, 2024 - December 31, 2025 in an amount not to exceed \$65,428. Trustee Nealon seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

- F. Cancellation of December 2024 Regular Board Meeting. The meeting is scheduled for Tuesday, December 17, 2024. If the December meeting is cancelled, the next Regular Board Meeting will be Tuesday, January 21, 2025. Trustee Fishman moved that the Board of Library Trustees cancel the previously scheduled Tuesday, December 17, 2024 Regular Board Meeting and resume business at the next Regular Board Meeting on Tuesday, January 21, 2025. Trustee Sommer seconded the motion.

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

Nay – None

Absent or not voting – None

MOTION CARRIED

- VII. Discussion Items. Strategic Facilities Plan Final Project Report. The library received the final space needs assessment report from Engberg Anderson Architects, as presented in this month’s board packet. As the library’s 2024 contractual engagement with the architect was predicated on the possibility of this report generating an actionable renovation concept, the engagement was necessarily time-bound and required a decision for forward progress at the November 19 meeting in order to keep to the timeline that would have potentially led to a construction project in summer 2025. Because the consultants’ renovation cost estimates (\$6 million) far exceeded the board’s anticipated budget for a renovation (\$3 million), and the expiring contract effectively forced a decision about prioritizing a significantly smaller project (\$1 million) without adequate time to engage stakeholders nor consider the long range impacts, the board decided to table any decisions about a renovation project at this time, and allowed the consulting engagement to expire.

- VIII. Director's Report.

Director Auston noted the following from his report:

- Last month saw our strongest October physical circulation in the past 5 years with nearly 60,000 items.
- The benefits of our automation efficiencies with the Automated Materials Handling system, were evidenced by the library’s ability to quickly rebound after the recent CCS downtime at the end of September/early October.
- The TS team continues its effective and efficient operations, sustaining little to no backlog of materials despite a steady flow of new materials in, old materials out, and multiple concurrent improvement projects ongoing – all while advancing strong customer service.
- DMS Manager Lauren Kelly, who serves on the executive board of the Electronic Content Consortium (which provides the base operations of the Digital Library of Illinois’ OverDrive content to library patrons across the state through the Libby app), has also

just taken on a new role as the holds selector for the consortium, helping to manage overall wait times and sustained access to in-demand items.

- The Adult and Teen service team continues to build strong relationships with our chamber and local business partners as well as with New Trier High School; the first batch of our local history newspaper digitization project (which is continuing this year after several years on pause) were completed this month (the local history database remains the library's strongest performing digital resource).
- Local History and Genealogy Librarian Eva Johnson was elected vice chair of the Illinois State Historical Records board.
- Youth Services continues to provide extraordinary programming, hosting 70 programs in October with nearly 1900 patrons participating.
- As part of her role in LACONI (Library Administrators Conference of Northern Illinois), Community Engagement Librarian Sarah Jo Zaharako coordinated and hosted a special event for regional library professionals at Evanston Public Library titled Serving Patrons in Unique Circumstances: Social Work and Libraries.
- Communications & Events created and delivered the November-December newsletter; C&E Manager Sarah Beth Brown completed the library Communications and Branding Guide, an initiative from our Strategic Plan to create uniformity and cohesion in our outward facing communications.
- The Computer Replacement Project is advancing with planned patron launch in December and new PCs and software for staff in January, following staff training.
- And new staff members Susan Karol (Circulation Assistant), James Newman (Digital Services Assistant), and Rachel Rothe (former Circulation Assistant, now Adult Services Librarian).

IX. Committees - Report on Meetings.

A. ILA / RAILS Updates. No report.

X. Information Items.

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

B. Holiday Hours for 2024. For Thanksgiving, WPLD will close at 5:00pm on Wednesday, November 27 and remain closed on Thursday, November 28. For Christmas, WPLD will be closed Tuesday, December 24 and Wednesday, December 25. For the New Year, WPLD will be closed Tuesday, December 31 and Wednesday, January 1, 2025.

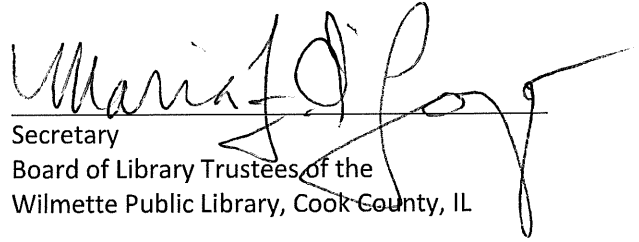
XI. New Business. Three seats on the seven-member WPLD Board of Trustees are open for the Tuesday, April 1, 2025 election. All seats will be for a full four-year term expiring in April 2029. As completed nomination papers were to be filed by Monday, November 18, 2024, Director Auston noted WPLD received three trustee candidate packets from residents: Eric Bederman, Jennifer L. Mullman, and Matthew Thomas Pasko.

XII. Adjournment.

Trustee Di Lorenzo moved to adjourn the meeting. MOTION CARRIED BY VOICE VOTE. The meeting adjourned at 7:31pm.



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



Secretary
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. 2024/25-213

AN ORDINANCE LEVYING TAXES FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2024-2025

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. 2024/25-212 of this Board, "Combined Annual Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2024-2025" is hereby incorporated by reference.

Section 2. A tax in the sum of SIX MILLION FIVE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED AND EIGHTEEN AND NO/100 DOLLARS (\$6,573,818) 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, 2024 and ending June 30, 2025, for the specific objects and purposes indicated as follows:

2024-2025 WILMETTE PUBLIC LIBRARY DISTRICT TAX LEVY

I. PATRON MATERIALS/SERVICES – GENERAL FUND

A. Books/Continuations	250,000
B. Library of Things	-0-
C. Audio Visual Materials	75,000
D. Periodicals	35,000
E. Electronic Resources	395,000
F. Computer Software	5,000
G. Electronic Service Providers	85,000
H. Programming	35,000
I. Interlibrary Loan	-0-
J. Newsletter	15,000
K. Promotion	5,000
L. Grant	-0-
M. Rutherford Trust	-0-
N. Friends Purchases	-0-
TOTAL PATRON MATERIALS/SERVICES	900,000

II. PERSONNEL – GENERAL FUND

A. Librarian Salaries	1,768,125
B. Non-Librarian Salaries	1,783,155
C. Custodial Salaries	220,538
D. Professional Memberships	5,000
E. Continuing Education/Meetings	5,000
F. Mileage/Travel	7,000
G. Staff Development	8,000
H. Insurance-Employee	<u>772,000</u>
TOTAL PERSONNEL	4,568,818

III. OPERATION – GENERAL FUND

A. Fees (p/r, bank, credit card)	8,000
B. Professional Fees	10,000
C. Library Supplies	20,000
D. Office Supplies	20,000
E. Copiers	20,000
F. Printing	4,000
G. Postage/Shipping	5,000
H. Telephone	5,000
I. Equipment/Furnishings/Computers	98,000
J. Equipment/Computer Maintenance	70,000
K. Insurance-Property/Casualty	-0-
L. Building Improvement	15,000
M. Building Supplies	20,000
N. Building Maintenance	40,000
O. Building Maintenance Contracts	75,000
P. Grounds Maintenance	15,000
Q. Parking Lot Rent	10,000
R. Utilities	15,000
S. Sales and Use Tax	-0-
T. Library Vehicle Maintenance	-0-
TOTAL OPERATION	450,000

IV. CONTINGENCY – GENERAL FUND

-0-

V. TRANSFER TO SPECIAL RESERVE FUND FROM GENERAL FUND

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

-0-

TOTAL GENERAL FUND LEVY	5,918,818
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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	275,000
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)	75,000

TOTAL SPECIAL FUNDS LEVY	655,000
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AGGREGATE TOTAL LEVIED - ALL FUNDS	6,573,818
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Section 3. All unexpended balances of proceeds received annually from public library taxes not in excess of statutory limits may be transferred to the Special Reserve Fund, heretofore established according to ILCS, Chap. 75, Para. 16/40-50, pursuant to plans developed and adopted by this Board, and said unexpended balances shall be accumulated in this Fund for the purpose of erecting or purchasing a new library building, purchasing a site for the same, or building an addition thereto, or furnishing necessary equipment and materials therefor.

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

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

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

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

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

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

Section 10. This Ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provisions or parts of this act, but shall be severable therefrom.

LEVY ORDINANCE – ORIGINAL SIGNATURE PAGE

PASSED by the Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois, on this November 19, 2024 by a vote of:

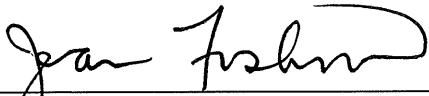
AYES: Cox, DiLorenzo, Neal, O'Keefe, Sennett, Sommer, Fishman

NAYS: None

ABSTAIN: None

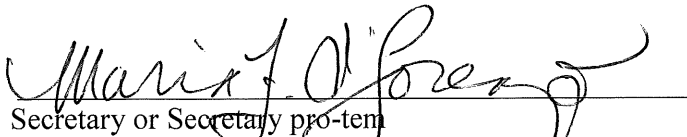
ABSENT OR NOT VOTING: None

APPROVED:



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

ATTEST:



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

LEVY ORDINANCE – CERTIFICATE OF LEVIES

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

CERTIFICATE OF LEVIES

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

I DO FURTHER CERTIFY that the following levies were passed by this Board by "An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2024-2025" and are to be levied upon all taxable property within the corporate limits of the District according to applicable statutes:

GENERAL FUND LEVY	5,918,818
RETIREMENT FUND LEVY	
1. Municipal Retirement	295,000
2. Social Security	275,000
AUDIT FUND LEVY	10,000
LIABILITY INSURANCE FUND LEVY	75,000
	<hr/>
TOTAL	<u>\$6,573,818</u>

DATED this 19th day of November, 2024.

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

LEVY ORDINANCE – TRUTH IN TAXATION CERTIFICATE

CERTIFICATION OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW*

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

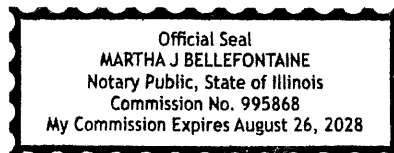
Certified this 19th day of November, 2024.



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

Subscribed and sworn to before me this 19th day of November, 2024.

Notary Public



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

LEVY RESOLUTION – TEXT AND ORIGINAL SIGNATURE PAGE

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

RESOLUTION 2024/25-217

**INSTRUCTIONS TO THE COOK COUNTY CLERK REGARDING
THE WILMETTE PUBLIC LIBRARY DISTRICT'S 2024-25 LEVY**

The Cook County Clerk is instructed to apply any limitation on the Wilmette Public Library District's 2024-25 levy to the corporate fund only, leaving the other funds intact.

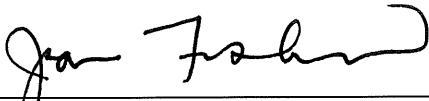
PASSED by the Board of Trustees of the Wilmette Public Library District, Cook County, Illinois this November 19, 2024 by vote of:

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

NAYS: *None*

ABSTAIN: *None*

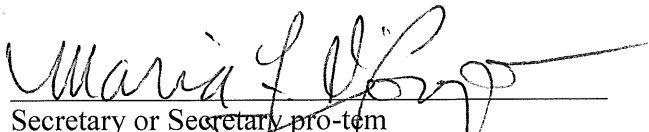
ABSENT: *None*



President or President pro-tem

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

ATTEST:



Secretary or Secretary pro-tem

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