

Board meeting notices have been posted at Village Hall and the Metra Station. The agenda has been posted on the WPL legal bulletin board and distributed to WPL staff members and the President of the Friends of the Library. The agenda and attachments are available on the web and at the Reference Desk.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING AGENDA

Tuesday, June 19, 2018 at 7:30 pm in the staff lounge

- I. Call to Order and Roll Call.
- II. May Monthly Board Meeting Minutes. **Attachment 1**
- III. Presentation. None.
- IV. Public Comment.
- V. Treasurer's Report
 - A. Financial Reports for May. **Attachment 2**
 - B. Bills and Salaries for May. **Attachment 3**
- VI. Action Items.
 - A. Consent in Lieu of Joint Annual Meeting of Directors of WPL Endowment Fund. Trustees of the Wilmette Public Library District are also officers and directors of the Wilmette Public Library District Endowment Fund which is a legally recognized Not-for-Profit Corporation in Illinois. The consent form designates directors and officers for the corporation and approves actions and minutes that the directors and officers may have taken for the corporation. Approval of the form replaces the need to have an annual meeting for the WPL Endowment Fund. **Attachment 4**
 - B. Ordinance No. 2017/18-190, Adopting Prevailing Wage Rates. As a unit of local government, the Library is required to adopt an annual ordinance that determines prevailing wages for the area and that states that the library will pay any construction contractors hired at that rate. The easiest way to comply with the requirement is to pass an ordinance annually that adopts the prevailing wage established for the county in which the library resides. The attached ordinance contains the language required to fulfill our obligation. Upon adoption by the Board, the State is notified of our action and a notice is then published in the legal section of a local newspaper. **Attachment 5**
 - C. Annual Budget for Fiscal Year 2018-19. The Finance Committee (trustees Rodgers (chair), Johnson, McDonald, O'Laughlin as ex-officio) met immediately before the May Board meeting to review the annual budget for fiscal year 2018-19 (07.01.18 – 06.30.19). The Finance Committee recommends that the FY 2018-19 budget as presented in the accompanying attachment be approved. The budget includes a 3% cost of living adjustment for salaries of staff members. **Attachment 6**
 - D. Ordinance No. 2017/18-189, Combined Annual Budget and Appropriation Ordinance for Library Purposes for Fiscal Year 2018-19 in Tentative Form. Once the tentative ordinance is passed, it is sent to the WPL attorney and is posted on the legal bulletin board and web page. The final ordinance is on the July agenda as an action item. Trustees conduct a public hearing 15 minutes before the July meeting to allow public discussion of the ordinance before finalization. A notice of the public hearing is published in the local newspaper and is posted on the legal bulletin board and web page and at the Metra Station and Village Hall. **Attachment 7**
 - E. Resolution No. 2017/18-192, Amending a Plan and Estimating Costs. This resolution outlines expenditure of funds in the Special Reserve Building and Equipment (B/E) Fund. **Attachment 8**
 - F. Proposal from Deigan & Assoc. LLC for Asbestos Abatement Management. Deigan is the firm that conducted the 2016 building inspection at WPL for possible asbestos containing materials (ACM). In that inspection, it was determined that the crawl space in the south section of the lower level contained ACM; the area was sealed to prevent access. It is now necessary to enter the crawl space to resolve leaking issues that are resulting in wet carpeting in the non-fiction 641 area. Work includes on-site oversight of the abatement for complete and proper removal of ACM, collection of air samples within and just outside of the containment area, sending air samples to a lab for analysis, and preparation of a final report. This firm also conducts yearly ACM updates for WPL's Facilities Department staff. **Attachment 9**

G. Proposals to Remove & Dispose of Asbestos Containing Material. Competitive bids to remove ACM from the crawl space were solicited by Deigan & Assoc. from licensed contractors. All bids include permit fees (\$1,100 for Cook County). Deigan recommends approval of the proposal from Tropical Environmental. All work will be performed after the Library is closed. Work includes set up of the containment area and asbestos removal in the crawl space on the first night and removal of the containment on the second night after Deigan has received acceptable air clearance sample results from the subcontracted lab. **Attachment 10**

H. Comprehensive Plus LAN Management Agreement with Computer View Inc. (CVI). WPL has maintained a working relationship with CVI since 1996. The proposed agreement covers the comprehensive management of installed inventory of 176 devices for two years (July 1, 2018 to June 30, 2020). The charge for the first 12 month term is \$58,400 and for the second 12 month term is \$62,700. The current agreement with CVI covers the comprehensive management of installed inventory of 148 devices for one year (July 1, 2017 to June 30, 2018) for a charge of \$54,500. The agreement with CVI prior to the current agreement was for two years. **Attachment 11**

VII. Discussion Items. None.

VIII. Director's Report. Statistics, creativity grant summary, ALA acknowledgement of WPL's contribution to the ALA Disaster Relief Fund, and additional information are here. **Attachment 12**

IX. Committee Reports.

A. Finance Committee. See VI – C & D.

B. Landscape Steering Committee. Interim co-director Betty Giorgi will summarize the May 31, 2018 meeting.

C. ILA Representative. Trustee Barshis will review newsletter(s) dated June 7, 2018. **Attachment 13**

X. Information Items.

A. 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.

B. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members are scheduled to attend. Please see www.ala.org/annual for additional information.

C. The Role of a Trustee – Trustee Tip Sheet. **Attachment 14**

D. Cooperative Projects

1. On May 23, Youth Services librarian Alice Joseph visited K-4th grade students at St. Francis Xavier School and on May 29, Ms. Joseph visited 6th and 7th grade students at Marie Murphy School. At both schools, she promoted the WPL summer programs, presented information on the Library Summer Reading Clubs, and distributed summer brochures to all students.

2. On June 2, Adult Services Librarian Jill McKeown, Creative Experiences Coordinator Jennifer Bartel, and Technical Services staff member Martha Birkhold represented the Library at the Wilmette French Market along with Professor Plum, the Library's new book bike. Visitors were invited to sign up for Summer Reading Club, receive a free book, and learn about Library services and programs.

3. On June 4, students from the Comprehensive Needs Class at McKenzie School visited WPL. Keren Joshi, Head of Youth Services, played her guitar and sang to welcome the students. Ms. Joshi and Ms. Joseph shared summer stories and songs with the students. The class enjoyed spending time in the picture book play area.

4. On June 5, kindergarteners from St. Joseph School visited WPL. Ms. Joseph led the students on a tour of the building which ended with a story time in the Youth Program Room.

5. On June 11 – 14, Youth Services librarian Alice Joseph visited K-4th grade students at Ramona, Central, Harper, and McKenzie elementary schools to promote the WPL summer programs, to present information on the Library Summer Reading Clubs, and to distribute summer brochures to all students. Teachers as well as students were pleased to hear about the summer programs at WPL.

E. Communication. **Attachment 15**

XI. New Business / Old Business.

XII. Closed Meeting. Convene Closed Meeting to review minutes from previous closed meetings. In compliance with 5 ILCS 120/2.06(d) of the Open Meetings Act, the Board of Trustees is required to perform this function no less than semi-annually. Minutes of closed meetings were last reviewed on January 16, 2018.

XIII. Open Meeting. Summarize in Open Meeting the activities conducted in the Closed Meeting.

XIV. Adjournment.

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES
Tuesday, May 15, 2018 at 7:30 pm in the staff lounge

A1

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 7:38 pm.
- II. April Monthly Board Meeting Minutes. Trustee Wolf moved to approve the minutes of the April 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 April. Treasurer Rodgers summarized the April financial reports. The two largest sources of General Fund revenue were Real Estate Taxes and the Per Capita Grant. Total General Fund expenditures were 71.9% of budget. There were no significant or unanticipated expenses for the month.
 - B. Bills and Salaries for April. Trustee Rodgers moved to approve the April bills and salaries. Trustee George seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED
- VI. Action Items.
 - A. Ordinance No. 2017/18-188, Ordinance Setting Schedule for Regular Meetings of the Board and Providing for the Repository of Certified Copies of the Ordinance. Copies of the proposed ordinance were included in agenda packets as attachment 4. Trustee O'Laughlin noted the changes in July and September meeting dates. Trustee Rodgers moved to approve Ordinance No. 2017/18-188. Trustee Barshis seconded the motion.
MOTION CARRIED BY VOICE VOTE. *The signed ordinance is attached.*
 - B. Annual Decision to Participate in the Public Library Non-Resident Services Program. Copies of section 3050.20 of the Administrative Code and section 30-55.60 of the Illinois Compiled Statutes were included in agenda packets as attachment 5. Trustee Rodgers explained the policy and statute. Trustee Rodgers moved to approve Library participation in the Public Library Non-Resident Services Program. Trustee Wolf seconded the motion.
MOTION CARRIED BY VOICE VOTE
 - C. Proposals for Mezzanine Roof-Top HVAC Screen. The Village requires the installation of a screen around the mezzanine roof-top HVAC unit. Proposals from Hill Mechanical Services, GHC Mechanical, and Cityscapes were included in attachment 6 of agenda packets. Hill is WPL's current HVAC service provider; the proposal includes a 90-day warranty. GHC is an Illinois HVAC firm; the proposal includes a one-year warranty; personnel visited WPL. Cityscapes is an Ohio firm that manufactures screens; the proposal did not provide a warranty; personnel did not visit WPL. WPL staff recommend acceptance of the GHC proposal. Trustee Rodgers moved to approve the GHC Mechanical proposal for purchase and installation of a screen around the mezzanine roof-top HVAC unit for an amount not to exceed \$13,000.00. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED
 - D. Proposed Changes to the Fees & Fines Schedule in the WPL Policy Manual. Attachment 7 of agenda packets included the proposed changes. Interim co-director Justman reviewed them. Trustee McDonald suggested including the Library of Things collection in the fines section. Trustee Wolf moved to include Library of Things for \$1.00 / day in the fines section of the revised Fees & Fines Schedule. Trustee Rodgers seconded the motion.
MOTION CARRIED BY VOICE VOTE

Trustee Wolf moved to approve all proposed changes to the Fees & Fines Schedule (page 11 of WPL Policy Manual). Trustee McDonald seconded the motion.

MOTION CARRIED BY VOICE VOTE

VII. Discussion Items.

A. Trustees Contact vs. Individual Trustee Emails on the Website. A letter from a patron was included in agenda packets as attachment 8. It was decided that the Trustee Contact section of the Library website would be replaced with individual library emails for each trustee. Patrons and others interested in contacting Library trustees will use the individual library emails which will be sent directly to the individual trustees. It is each trustee's responsibility to respond to these emails. Instructions on how to access the trustee emails indicated on the Library website were distributed at the meeting. Interim co-directors Justman and Giorgi discussed various issues relevant to the patron's concerns.

VIII. Director's Report. Interim co-director Justman summarized the monthly statistics and additional information included in attachment 9 of agenda packets and then answered trustees' questions. Accession and circulation statistics provided by the Polaris system will replace statistics previously provided by WPL staff members. Library staff members will continue to provide statistics on electronic services to patrons and program attendance.

IX. Committee Reports.

A. Finance Committee. Committee members are trustees Rodgers (chair), Johnson, McDonald, and O'Laughlin as ex-officio. The committee met immediately before the May Board meeting and reviewed the WPL budget for fiscal year 2018-19 (07.01.18 – 06.30.19). All WPL trustees attended the meeting. Trustee Rodgers stated that the committee will recommend approval of the budget at the June WPL Board meeting. The schedule for approval of the WPL budget and the Budget and Appropriations Ordinance (B&AO) is as follows: (1) The agenda for the June Board meeting will include as action items approval of the WPL budget and WPL tentative B&AO (which includes the WPL budget). (2) After the budget and tentative B&AO are approved by the WPL Board, the tentative B&AO is sent to the WPL attorney. The tentative B&AO and public hearing notice are posted on the WPL legal bulletin board and WPL web page. The public hearing notice is published in a local newspaper and is posted at the Metra Station and Village Hall. (3) At the July Board meeting, trustees will conduct a public hearing 15 minutes before the regular monthly meeting to allow public discussion of the B&AO before it is finalized. Approval of the final B&AO is on the agenda as an action item. (4) Once approved by the WPL Board, the final B&AO is sent to the WPL attorney, posted on the legal bulletin board and web page, published in a local newspaper, and filed at the County Clerk's office within 30 days of passage.

B. Public Library Association (PLA) Convention. Trustee McDonald attended the convention. A program summary was distributed at the meeting and trustee McDonald discussed the interesting points of each program she attended. Trustee Barshis requested an updated report on the staff Creativity Grant project.

C. Landscape Steering Committee. Trustee George summarized the May 2 meeting. Interim co-director Giorgi and trustee O'Laughlin met with Jodi Mariano of Teska and John Zachara of IFS on May 14. Mr. Zachara will provide a proposal for construction management services which trustees will discuss at the June meeting. For more information on IFS, please go to <http://www.ifspm.com/who-we-are/our-team/john-zachara/>. The Landscape Steering Committee section of agenda packets also included trustee Johnson's draft of a letter he would like to send to the Wilmette Village Board. The letter recommended changes to the village parking lot north of the Library's parking lot. The Library leases parking spots in this lot for patrons and staff. Library trustees discussed the letter and provided background information and alternative solutions to several issues impacting this property.

D. ILA Representative. ILA newsletters dated April 16 and April 30 were included in agenda packets. At the meeting, trustee Barshis discussed the Harvey, Illinois library. Trustee O'Laughlin mentioned that ALA has received the Library's check for the portion of the Library's fundraising campaign that was targeted for the [ALA's Disaster Relief Fund](#).

X. Information Items.

- A. Amor Towles discussed *A Gentleman in Moscow*, the One Book, Everybody Reads (OBER) selection, on Sunday, April 22 at the Wilmette Jr. High Auditorium. This is the 13th year for OBER. Mr. Towles' discussion at the 2017 National Book Festival (similar to the content of his talk in Wilmette) and details about the book are at www.wilmettelibrary.info/onebook. One Book programming is funded by the Friends.
- B. The Library will be closed for Memorial Day on Sunday and Monday, May 27 and 28.
- C. 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.
- D. National Library Legislative Day 2018 was held in Washington, D.C. on May 7 & 8. No WPL trustees attended this year.
- E. The LACONI Annual Trustee Banquet is Friday, May 18, 6 – 9 pm at the Carleton of Oak Park Hotel, Grand Ballroom. The evening will include a buffet style dinner and networking. Every Library Executive Director John Chrastka will discuss "How People Listen Determines what Stories to Tell". The cost is \$60.00 per person. LACONI is the Library Administrators Conference of Northern Illinois. For more information, visit <https://www.eventbrite.com/e/laconi-trustee-banquet-2018-tickets-43671350184>
- F. The ALA Annual Conference is June 21 – 26, 2018 in New Orleans. No WPL staff members are scheduled to attend. Please see www.ala.org/annual for additional information.
- G. WPL has been awarded a FY2018 Illinois Public Library Per Capita Grant of \$33,858.75. The FY2017 Illinois Public Library Per Capita Grant was for \$21,031.43.

H. Cooperative Projects

1. On Wednesday, April 25, Youth Services librarian Alice Joseph presented information about the new catalog system, Polaris, to Boy Scouts who were interested on working on their Reading Badge. Ms. Joseph provided them with lists of materials and demonstrated the catalog. The Boy Scouts searched and found library materials and used the self-checkout machine.
2. On Saturday, April 28, Youth Services librarian Janet Piehl presented a program on WPL's technology resources to New Trier area parents and teachers at the New Trier Township Innovation and Technology Expo. Ms. Piehl distributed brochures about digital resources and offered robots to play with.
3. From April 17 through April 26, Youth Services librarian Ruth Bell visited 13 preschool and kindergarten enrichment classes at the park district's early childhood enrichment center. The classes read books about spring, did spring rhymes, and danced and sang with egg shakers.
4. On Saturday, April 28, Youth Services librarian Ruth Bell participated in the Spring Community Play Day at Gillson Park. She set up a mini library, created a reading blanket, and did a parachute storytime.

I. Communication. Trustees reviewed communication presented to trustees in attachment 13 of agenda packets.

XI. New Business / Old Business. None.

- XII. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee McDonald seconded the motion.
Aye – Barshis, George, Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Absent or not voting – None
MOTION CARRIED. The meeting adjourned at 9:23 pm.

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

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

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

ORDINANCE NO. 2017/18-188

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS AND PROVIDING FOR
REPOSITORY OF CERTIFIED COPIES OF ORDINANCES

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-1 *et seq.*, and the Illinois Open Meetings Statute, Chap. 5, Sec. 120/1, *et seq.*, require this Board to establish a schedule of regular meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act, ILCS Chap. 75, Sec. 15/1-7, provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WILMETTE PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all regular meetings of this Board shall be held at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, 60091, at the time of 7:30 p.m.

Section 2. The following is a schedule of the dates of regular meetings for the 2018-19 fiscal year:

July 24, 2018*	January 15, 2019
August 21, 2018	February 19, 2019
September 25, 2018*	March 19, 2019
October 16, 2018	April 16, 2019
November 20, 2018	May 21, 2019
December 18, 2018	June 18, 2019

* July date changed from July 17 to July 24 to allow for 30 day notice of B&AO public hearing.

*Sept. date changed from Sept. 18 to Sept. 25 because of holiday schedule.

Section 3. Any changes in this regular meeting date on a temporary or permanent basis shall be according to the aforesaid statutes, and with notices as set forth in said statutes.

Public notice of this schedule shall be given by posting a copy of the notice at the principal office of the Wilmette Public Library District, and copies of said notice shall be supplied to the *Wilmette Life*. This schedule shall be available at the Library for public inspection throughout the fiscal year.

Section 4. The following public place shall be the repository at which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Wilmette Public Library
1242 Wilmette Avenue
Wilmette, Illinois 60091

Section 5. 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.

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

on the 15th day of May, 2018 by a vote of:

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

NAYS: 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

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

NOTICE OF REGULAR MEETINGS

THE PUBLIC IS HEREBY NOTIFIED that pursuant to the Illinois Public Library District Act, ILCS, Chap. 75, Sec. 15/1-1 et seq., and the Illinois Open Meetings Act, Chap. 5, Sec. 120/1 et seq., the following are the time and place of the regular meetings of The Board of Library Trustees of the Wilmette Public Library District, Cook County, Illinois at 7:30 P.M. at the Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois 60091.

July 24, 2018*	January 15, 2019
August 21, 2018	February 19, 2019
September 25, 2018*	March 19, 2019
October 16, 2018	April 16, 2019
November 20, 2018	May 21, 2019
December 18, 2018	June 18, 2019

Dated this 15th day of May, 2018



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

*July date changed from July 17 to July 24 to allow for 30 day notice of B&AO public hearing.

*Sept. date changed from Sept. 18 to Sept. 25 because of holiday schedule.

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Wilmette Public Library
Notes on Financial Reports for May, 2018

Revenue Report

During May, WPL received \$21,466.70 in Real Estate Taxes, \$10,010.55 in Replacement Taxes, \$ 7,930.59 in General Fund Interest, \$3,221.88 in Gifts/Donations and \$3,092.06 in Fines.

Expenditure Report

Total General Fund expenses at 78.98% of budget are below the eleven-month rate of 91.67%.

Six accounts show expenses that are near or above 100.00%. Account 53000, Promotion is over budget; Account 54000, Grant Expense reflects funds collected during the year-end campaign being disbursed to the ALA fund to help flood damage to Libraries; Account 67000, Reimbursable Employee insurance has a budget that estimates employee payroll contributions; Account 70200, Professional fees is over budget due to the Benchmarking Study; Account 70320, Office Supplies is again over budget; Account 70325, Coffee Pods reflects unbudgeted expenses for the new coffee machine.

Check Detail, May 1 - 31, 2018

The largest General Fund checks were written to Wellness Insurance Network (\$41,987.94), Cengage/Gale (\$17,274.91), Baker Taylor (\$5,278.11, \$7,198.98), OverDrive (\$7,463.05) and Cooperative Computer Services (\$7,216.16).

One check was written out of the Special Reserve Fund to Teska Associates (\$2,061.40).

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 (5/11/18 for \$115,264.47 and 5/25/18 for \$114,100.19)

Certificate of Deposit Activity

Of the \$7,930.59 in General Fund interest received during May, \$7529.77 was earned by the funds invested in the GF Certificates of Deposit.

Statement of Assets, Liabilities Fund Balances

The zero balance in the Wells Fargo account reflects the discontinuation of our use of ProPay/Enterprise for web site payment of fees and fines.

Wilmette Public Library
Statement of Assets, Liabilities Fund Balances
As of May 31, 2018

	May 31, 2018
ASSETS	
Current Assets	
Checking/Savings	
10001 · Deposit Account	2,385,133.98
10005 · Rutherford Trust Funds	171,905.54
10010 · Pvt Bk MM Account - GF	1,746.14
10100 · Operating Checking	623,490.03
10200 · Payroll Checking	60,773.02
10300 · HRA & FSA Checking	23,988.40
10500 · Wells Fargo - ProPay	0.00
10610 · B/E MMF	92,988.32
10710 · Endowment MMF	37,356.67
10810 · Illinois Funds	32,134.85
10900 · Fifth Third Securities	32,543.54
11000 · CD's General Fund Total	6,623,243.55
16000 · CD's B/E Fund Total	5,699,442.24
Total Checking/Savings	15,784,746.28
TOTAL ASSETS	15,784,746.28
 LIABILITIES & EQUITY	
Equity	
30000 · Beginning Fund Balances	14,351,357.84
Net Income	1,425,688.79
Total Equity	15,777,046.63
TOTAL LIABILITIES & EQUITY	15,777,046.63

Wilmette Public Library
Revenue Actual vs Budget
May 2018

	<u>Current Month</u>	<u>July 2017- June 2018</u>	<u>FY 2017-18 Budget</u>	<u>\$ Over(Under) Budget</u>	<u>% of Budget</u>
INCOME					
* 43010 · GF Interest	7,930.59	80,436.88	52,513.00	27,923.88	153.18%
44100 · Replacement Taxes	10,010.55	46,767.59	45,273.00	1,494.59	103.3%
44200 · Kenilworth	1,210.00	139,439.50	185,507.00	(46,067.50)	75.17%
45000 · Grants	0.00	21,031.43	21,031.00	0.43	100.0%
46100 · Fines	3,092.06	38,169.46	25,000.00	13,169.46	152.68%
46200 · Lost Materials	642.06	8,561.57	9,623.00	(1,061.43)	88.97%
46400 · Service Fees	0.00	31.00	50.00	(19.00)	62.0%
47000 · Miscellaneous Income	2,546.10	36,542.28	41,207.00	(4,664.72)	88.68%
47100 · Copier Receipts	1,253.79	11,584.54	11,487.00	97.54	100.85%
47200 · Room Rental	235.00	3,640.00	5,000.00	(1,360.00)	72.8%
48000 · Gifts/Donations	3,221.88	59,591.79	78,214.00	(18,622.21)	76.19%
INCOME SUB-TOTAL	<u>30,142.03</u>	<u>445,796.04</u>	<u>474,905.00</u>	<u>(29,108.96)</u>	<u>93.87%</u>
41010 · GF Taxes	21,466.70	5,531,148.38	5,314,203.00	216,945.38	104.08%
TOTAL INCOME	<u><u>51,608.73</u></u>	<u><u>5,976,944.42</u></u>	<u><u>5,789,108.00</u></u>	<u><u>187,836.42</u></u>	<u><u>103.25%</u></u>

* In order to compare with annual budget, figures include only GF interest, not SS/IMRF, B/E or Endowment interest.

** In order to compare with annual budget, figures include only GF taxes, not SS/IMRF, Audit, or Liability taxes.

Wilmette Public Library
Expenditure Actual vs. Budget
May 2018

EXPENSE	Current Month	July 2017 - June 2018	FY 2017-18 Budget	\$ Over(Under) Budget	% of Budget
50100 · Books	23,318.31	222,310.37	264,500.00	(42,189.63)	84.05%
50200 · Continuations	3,768.03	43,760.71	52,000.00	(8,239.29)	84.16%
50250 · Library of Things	0.00	212.70	8,000.00	(7,787.30)	2.66%
50300 · Audio Visual Materials	9,456.56	94,291.61	118,000.00	(23,708.39)	79.91%
50400 · Periodicals	1,089.40	47,078.88	70,000.00	(22,921.12)	67.26%
50500 · Electronic Resources	43,158.04	407,447.94	463,000.00	(55,552.06)	88.00%
50700 · Programming	4,986.65	30,991.07	45,000.00	(14,008.93)	68.87%
50810 · ILL Expense	121.04	1,033.48	1,500.00	(466.52)	68.90%
52000 · Newsletter	3,115.00	30,467.00	47,000.00	(16,533.00)	64.82%
53000 · Promotion	875.00	16,269.98	15,000.00	1,269.98	108.47%
54000 · Grant Expense	0.00	2,275.50	1,000.00	1,275.50	227.55%
56000 · Rutherford Trust Expense	735.00	4,382.00	9,000.00	(4,618.00)	48.69%
58500 · Friends Purchases	4,765.90	35,292.82	45,000.00	(9,707.18)	78.43%
61000 · Personnel	212,917.96	2,472,242.57	3,118,541.00	(646,298.43)	79.28%
62000 · Professional Memberships	1,830.00	5,689.00	7,000.00	(1,311.00)	81.27%
63000 · Registrations	517.00	5,158.10	10,000.00	(4,841.90)	51.58%
64000 · Travel/Mileage	487.19	14,661.04	35,000.00	(20,338.96)	41.89%
65000 · Staff Development	5,779.36	27,288.16	40,000.00	(12,711.84)	68.22%
66000 · Insurance - Employee	46,288.84	440,135.56	523,028.00	(82,892.44)	84.15%
67000 · Reimbursable Employee Insurance	2,929.78	23,246.15	22,000.00	1,246.15	105.66% *
70100 · Accounting/ PR, Bank, Cr Cd fees	860.79	11,088.06	12,000.00	(911.94)	92.40%
70200 · Professional Fees	(5,345.67) *	33,481.84	32,500.00	981.84	103.02% X
70310 · Library Supplies	766.90	18,095.62	40,000.00	(21,904.38)	45.24%
70320 · Office Supplies	3,155.64	36,816.04	30,000.00	6,816.04	122.72% X
70325 · Supplies for Coffee Station	221.80	2,124.73	0.00	2,124.73	100.00% X
70400 · Copiers	3,047.42	24,921.87	28,000.00	(3,078.13)	89.01%
70500 · Printing	0.00	8,118.40	12,000.00	(3,881.60)	67.65%
70600 · Postage/Shipping	0.00	4,436.22	14,000.00	(9,563.78)	31.69%
70700 · Telephone	806.65	9,318.82	15,000.00	(5,681.18)	62.13%
74100 · Equipment/Furnishings/Computers	2,161.55	88,178.71	125,000.00	(36,821.29)	70.54%
74150 · Equipment/Computer Maintenance	1,108.35	56,675.34	90,000.00	(33,324.66)	62.97%
75000 · Insurance - Property/Casualty	0.00	16,552.00	25,000.00	(8,448.00)	66.21%
76100 · Building Improvement	75.44	355.07	20,000.00	(19,644.93)	1.78%
76200 · Building Supplies	823.69	16,550.94	25,000.00	(8,449.06)	66.20%
76300 · Building Maintenance	570.63	61,739.29	85,995.00	(24,255.71)	71.79%
76350 · Building Maint Contracts	12,021.00	82,757.00	100,000.00	(17,243.00)	82.76%
76400 · Grounds Maintenance	2,314.78	25,737.97	48,750.00	(23,012.03)	52.80%
76450 · Parking Lot Rent	2,850.00	11,400.00	12,000.00	(600.00)	95.00%
76800 · Utilities	1,942.73	16,837.19	24,000.00	(7,162.81)	70.16%
77000 · Sales & Use Tax Expense	0.00	19.00	100.00	(81.00)	19.00%
78000 · Kenilworth Expenses	0.00	24.01	0.00	24.01	
TOTAL GENERAL FUND EXPENSE	393,520.76	4,449,462.76	5,633,914.00	(1,184,451.24)	78.98%
92000 · SS/IMRF Fund	62,631.93	434,337.96	468,000.00	(33,662.04)	92.81%
93000 · Audit Expense	0.00	9,550.00	9,263.00	287.00	103.10%
94000 · Liability Fund	403.37	37,226.05	43,875.00	(6,648.95)	84.85%
96000 · B/E Special Reserve Fund	2,061.40	122,140.94	0.00	122,140.94	
97000 · Endowment Fund	0.00	33.10	0.00	33.10	
TOTAL OTHER FUNDS	65,096.70	603,288.05	521,138.00	82,150.05	115.76%
TOTAL GENERAL & SPECIAL RESERVE	458,617.46	5,052,750.81	6,155,052.00	(1,102,301.19)	82.09%

* reclassified Bradbury fees from Professional to

All CDs Sorted by Maturity
Date May 31, 2018

<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>						
August 24, 2016	August 24, 2018	5/3 HSBC Bk USA	GF 15	40434YBG1	1.10%	250,000.00
August 25, 2016	August 27, 2018	5/3 Ally Bk Midvale	GF 19	02006LK69	1.10%	250,000.00
September 14, 2016	September 14, 2018	5/3 Wells Fargo Bk	GF 21	949763AY2	1.15%	250,000.00
September 28, 2016	September 28, 2018	5/3 Capital One NA	GF 23	14042RCE9	1.15%	250,000.00
September 2, 2016	October 2, 2018	5/3 First Farmers Bk	GF 20	320165HS5	1.05%	250,000.00
November 18, 2016	November 19, 2018	5th/3rd Nationwide Bk	GF 13	63861NAA3	1.10%	250,000.00
November 21, 2016	November 21, 2018	5th/3rd Franklin Syn	GF 14	35471TCR1	1.10%	250,000.00
February 1, 2017	February 1, 2019	CIBC/Private Bank	GF 12	6920313/1	0.75%	515,609.01
April 15, 2017	April 15, 2019	NSCB/Wintust	GF 1	340182997	1.45%	523,092.09
May 13, 2017	May 13, 2019	CIBC/Private Bank	GF 11	6832170	1.45%	522,263.49
July 29, 2017	July 29, 2019	NSCB/Wintrust	GF 17	2733	1.55%	524,455.82
August 23, 2017	August 23, 2019	5/3 Goldman Sachs Bk	GF 10	38148PDN5	1.70%	250,000.00
August 24, 2017	August 26, 2019	5/3 Morgan Stanley Bk	GF 16	61747MYJ4	1.70%	250,000.00
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%	500,694.52
February 2, 2018	February 2, 2020	NSCB/Wintrust	GF 3	3804991322	2.40%	513,561.60
March 19, 2018	March 19, 2020	NSCB/Wintrust	GF 9	3804889432	2.40%	523,567.02
May 9, 2018	November 9, 2020	5th/3rd Connectone BK	GF 6	18123-0D7COG	2.75%	250,000.00
May 11, 2018	November 10, 2020	5th/3rd Horizon Bk	GF 7	18123-0D7B1D	2.75%	250,000.00
<i>Total GF</i>				<i>Weighted Avg Yield</i>	<i>1.61%</i>	<i>6,623,243.55</i>
<u>B/E Fund</u>						
June 30, 2016	June 30, 2018	NSCB/Wintrust	BE 15	3804025908	0.65%	524,366.55
August 16, 2016	August 16, 2018	5/3 JP Morgan Chase	BE 5	48126XAM7	1.10%	250,000.00
September 28, 2016	September 28, 2018	5/3 Customers Bk	BE 11	23204HEJ3	1.15%	250,000.00
October 31, 2016	October 31, 2018	5th 3rd Comenity Cap	BE21	20033ASV9	1.20%	148,000.00
November 4, 2016	November 2, 2018	5th 3rd Everbank	BE 20	29976DV98	1.15%	250,000.00
January 8, 2017	January 8, 2019	CIBC/Private Bank	BE 8	6956404	0.75%	526,862.63
January 8, 2017	January 8, 2019	CIBC/Private Bank	BE 16	6939573	0.75%	370,368.77
February 6, 2017	February 15, 2019	5th 3rd Capital One USA	BE 9	140420W48	1.55%	200,000.00
March 19, 2017	March 19, 2019	NSCB/Wintrust	BE 3	64886	1.45%	528,151.21

All CDs Sorted by Maturity
Date May 31, 2018

<i>Purchase Date</i>	<i>Maturity Date</i>	<i>Bank</i>	<i>CD</i>	<i>CD #</i>	<i>Interest Rate</i>	<i>Amount</i>
August 3, 2017	August 9, 2019	5th 3rd Sallie Mae	BE 14	80280JLG4	1.70%	250,000.00
August 22, 2017	August 22, 2019	5/3 American Expr Cent.	BE 2	02587DW61	1.70%	250,000.00
October 15, 2017	October 15, 2019	CIBC/Private Bank	BE 6	96545	1.70%	527,450.08
November 22, 2017	November 22, 2019	5th/3rd Citizens St Bk	BE 1, wasGF 4	254672WR5	1.75%	250,000.00
November 29, 2017	November 29, 2019	5th/3rd Kennebec Svg Bk	BE 4	33767ARJ2	1.70%	250,000.00
February 22, 2018	February 24, 2020	5/3 Discover Bank	BE13	254673ML7	2.35%	250,000.00
February 21, 2018	February 21, 2020	5/3 First Nat'l Bk Omaha	BE 12	332135HH82	2.30%	75,000.00
March 7, 2018	May 7, 2020	5th 3rd Rockford B&T IL	BE 7	77315PBN1	2.30%	250,000.00
May 12, 2018	May 12, 2020	CIBC/Private Bank	BE 10	134430	2.25%	549,243.00
<i>Total B/E Individual CDs</i>				<i>Weighted Avg Yield</i>	<i>1.46%</i>	<i>5,699,442.24</i>
TOTAL CD's				Weighted Avg Yield	1.54%	12,322,685.79