

WILMETTE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES

Tuesday, July 18, 2017 at 6:30 pm in the staff lounge

PRESENT: Dan Johnson, Lisa McDonald, Kathleen O'Laughlin, Ronald Rodgers, Stuart Wolf. Trustee Johnson arrived at 7:05 pm.

ABSENT: Jan Barshis, Virginia George

VISITORS: Strategic Planning Consultants Sarah Keister Armstrong in person and Harry Christiansen via conference phone. Betty Giorgi, Head of Adult Services at WPL, was present for the presentations of the strategic planning consultants. Beth Kohn Keister was present during the presentation of Sarah Keister Armstrong. Fouad Egbaria of the *Wilmette Beacon* was present for the entire meeting.

- I. Call to Order and Roll Call. President O'Laughlin called the meeting to order at 6:35 pm and appointed trustee Wolf as Secretary pro-tem.
- II. Conduct interviews with Strategic Planning Consultants Sarah Keister Armstrong (6:30 pm) and Harry Christiansen (6:55 pm). Ms. Armstrong was present at the meeting. Mr. Christiansen was interviewed via conference phone and could hear and be heard by all present at the meeting. Trustees received strategic plans completed by both consultants prior to the meeting and proposals from the consultants specific to WPL were included in Agenda Board Packets as attachment 1. Ms. Armstrong and Mr. Christiansen made presentations and then answered trustees' inquiries. Trustee questions for both consultants focused on methods used to gain information from community members, both users and non-users of WPL.
- III. Conduct Budget and Appropriation Public Hearing (7:15 – 7:30 pm). The purpose of the hearing was to provide time for members of the public to comment on the Budget and Appropriation Ordinance to the WPL Board prior to ratification. No members of the public attended the hearing. It was decided that another Budget and Appropriation Hearing would be conducted at 7:15 pm at the August meeting.
- IV. Approve June Minutes. Trustee Wolf moved to approve the minutes of the June 2017 WPL Board meeting. Trustee McDonald seconded the motion.
MOTION CARRIED BY VOICE VOTE.
- V. Presentation. None.
- VI. Public Comment from Visitors. None.
- VII. Treasurer's Report
 - A. Financial Reports for June. Treasurer Rodgers reviewed the financial reports for the last month of FY 2016-17. In June, revenue consisted of a payment from the Kenilworth Public Library, receipts for fines, and receipts for gifts and donations. The three largest General Fund checks were written to Computer View, Wellness Insurance Network, and Chase Card Services. The total amount represents expenses paid by check and does not include expenses paid by electronic transfer.
 - B. Bills and Salaries for June. Trustee Rodgers moved to approve the June bills and salaries. Trustee Wolf seconded the motion.
Aye – Johnson, McDonald, O'Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or not voting – Barshis, George
MOTION CARRIED
- VIII. Action Items.
 - A. Select Strategic Planning Consultant. President O'Laughlin summarized the interviews conducted at the beginning of the meeting and then trustees discussed the presentations and proposals of both consultants. Director McCammond-Watts stated that she had checked the references provided by both consultants. Trustee Rodgers moved to select Christiansen Consulting, LLC for the strategic planning consultant for an amount not to exceed \$20,000.00. Trustee Wolf seconded the motion.
Aye – Johnson, McDonald, O'Laughlin, Rodgers
Nay – Wolf
Abstain – None
Absent or not voting – Barshis, George
MOTION CARRIED

- B. Ordinance No. 2017/18-183, Combined Annual Budget and Appropriation Ordinance (B&AO) for Library Purposes for the Fiscal Year 2017-18 and Certificate of Estimate of Revenue. The ordinance was passed in tentative form at the May 2017 meeting of the Board and has been available for public inspection for at least 30 days. Trustees reviewed the ordinance. Trustee Rodgers stated that the B&AO is a planning document which gives WPL the permission to spend funds if needed; it does not obligate a level of expenditure. Director McCammond-Watts discussed the difference between the B&AO and the Levy Ordinance, focusing on the difference in line items on the two documents.

Trustee Rodgers moved to approve Ordinance No. 2017/18-183, Combined Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2017-18 and Certificate of Estimate of Revenue with line item V, Transfer to B/E Special Reserve Fund from General Fund, of the ordinance reduced from \$900,000 to \$500,000. Trustee Johnson seconded the motion.

Aye – None

Nay – Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Abstain – None

Absent or not voting – Barshis, George

MOTION NOT CARRIED

Trustee Rodgers moved to approve Ordinance No. 2017/18-183, Combined Budget and Appropriation Ordinance for Library Purposes for the Fiscal Year 2017-18 and Certificate of Estimate of Revenue as presented in Agenda Board Packets as attachment 6. Trustee Wolf seconded the motion.

Aye – McDonald, O’Laughlin, Rodgers, Wolf

Nay – Johnson

Abstain – None

Absent or not voting – Barshis, George

MOTION CARRIED. *The ordinance is attached.*

- C. Amount of Levy. Pages 1-3 of the PROPOSED Levy Ordinance No. 2017/18-186, An Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2017-18, were included in Agenda Board Packets. Trustee Rodgers moved to table this action item until the August meeting. Trustee O’Laughlin seconded the motion.

Aye – Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Barshis, George

MOTION CARRIED

- D. Imagination Playground - Transforming children’s minds, bodies and spirits through play. A copy of the proposal was included in Agenda Board Packets as attachment 8. The price includes 105 big blocks and storage box. Keren Joshi, Head of Youth Services at WPL, attended this section of the meeting and stated that the Imagination Playground is multi-age and multi-ability; it offers more services for working families without requiring additional staff preparation or time. Youth Services personnel will document the use of the blocks with anecdotal stories. Trustee Rodgers moved to approve the purchase of the Imagination Playground for an amount not to exceed \$9,000.00 including shipping. Trustee Wolf seconded the motion.

Aye – Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or not voting – Barshis, George

MOTION CARRIED

- E. LFI Quotation for Paperback/Video Shelving. A copy of the quotation was included in Agenda Board Packets as attachment 9. Director McCammond-Watts explained that the current shelving for the New Media collection is difficult to navigate and browse. This quotation is a proposal to replace the current shelving. Trustee Rodgers moved to approve the quotation for an amount not to exceed \$9,000.00. Trustee Wolf seconded the motion.

Aye – Johnson, McDonald, O’Laughlin, Rodgers, Wolf

Nay – None

Abstain – None

Absent or Not Voting – Barshis, George

MOTION CARRIED

- F. Lisa McDonald – ALA Expenditures. Trustee McDonald’s expenditures were included in Agenda Board Packets as attachment 10. Trustee Rodgers moved to approve trustee McDonald’s expenditures in an amount not to exceed \$315.02. Trustee Wolf seconded the motion.
Aye – Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or Not Voting – Barshis, George
MOTION CARRIED

IX. Discussion Items. None.

X. Director’s Report.

- A. Director’s Report for June including Director’s Goals for FY 2017-18, price quotes for landscaping and signage projects. Director McCammond-Watts reviewed the report and stated that landscaping and signage proposals were included with the Director’s Report so that trustees would be aware of the scope of these projects. The Director requested trustee feedback on the proposals. A Facilities/Equipment Committee meeting to be scheduled in late August will review these proposals. Pictures of current WPL Board members will be taken prior to the August meeting.

XI. Committee Reports.

- A. ILA Representative. Trustee Johnson reviewed the ILA newsletter from July 6 which was included in Agenda Board Packets as attachment 12. Trustee Johnson stated that the state budget has passed and that debate continues about advancing the school funding formula. This debate triggers the ability to implement the state budget.
- B. Communication Committee. Committee members are trustees George, McDonald, and Wolf. Trustees McDonald and Wolf, Director McCammond-Watts, and Head of Marketing Sarah Beth Brown attended the first meeting of the committee on Monday, July 10. Trustee McDonald stated that the committee established objectives. Issues discussed included the need to increase interaction with other governmental agencies, the need to include Return on Investment data in the WPL Annual Report, and the need to measure outcomes on WPL programs such as early childhood and life-long learning programs. Trustee Wolf stated that while WPL has begun communicating with the community via the WPL Annual Report, we need to make this communication more effective and to communicate to other elected boards that WPL is one of the best public libraries in the country.
- C. ALA Conference. Trustee McDonald reviewed the “Top 5 Take Aways”. A summary of trustee McDonald’s experiences at some of the sessions at the ALA Conference was included in Agenda Board Packets as attachment 13.

XII. Information Items.

- A. Review of Board Minutes. Trustees Barshis and Johnson, members of the WPL Board Minutes Audit Committee, are required to complete the review of Board minutes for the previous fiscal year prior to the August Board meeting. Please contact Cynthia to establish a time for the review.
- B. The ILA Annual Conference is Oct. 10 – 12 at the Tinley Park Convention Center. Visit www.ila.org.
- C. Cooperative Projects
1. On June 7 from 10:30 – 11:00, Keren Joshi and Diane dos Santos of Youth Services presented an intergenerational story time for Mather residents and families of preschoolers at Mather Place.
 2. On June 15, Diane dos Santos presented a story time to 45 kids and 9 adults at the Wilmette Rec. Center as part of the Tiny Tots Summer Camp. Youth Services staff members will present story times three more times at the Rec. Center this summer.
 3. On June 15 from 3:00 – 4:00 Keren Joshi presented stories and songs to 3-7 year olds at the Early Childhood After Camp at the Wilmette Rec. Center. Keren also introduced the WPL Summer Reading Club to participants.
 4. On June 20 and 21 from 11:00 – 11:30, Keren Joshi presented stories and songs to 3-4 year olds in Tiny Tots at Harper Elementary School. Keren also introduced the WPL Summer Reading Club to participants.
 5. On June 30 from 10:35 – 11:20, Diane dos Santos presented a story time to 3-5 year olds at One Hope United Preschool - Wilmette Child Development.

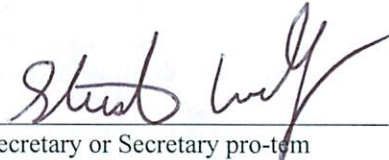
XIII. Communication to the Board. Trustees reviewed communication to the Board.

- XIV. New Business / Old Business. Trustee Johnson distributed information that he presented as a Wilmette resident to the Wellness Insurance Network (WIN) board regarding extending health insurance benefits to part-time staff and to other governmental entities. WPL is a member of this network.
- XV. Adjournment. Trustee Rodgers moved to adjourn the meeting. Trustee Wolf seconded the motion.
Aye – Johnson, McDonald, O’Laughlin, Rodgers, Wolf
Nay – None
Abstain – None
Absent or Not Voting – Barshis, George
MOTION CARRIED

The meeting adjourned at 9:02 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. 2017/18-183

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2017-2018

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, 2017 and ending June 30, 2018, 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 2017-18 (page 2)

FUND BALANCES, estimated July 1, 2017

General Fund Balance	7,633,244	
Municipal Retirement & Social Security	455,106	
Audit	7,547	
Liability Insurance	28,625	
Wilmette Public Library Endowment Fund	37,300	
B/E Special Reserve Fund	4,461,619	
		12,623,441

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.)	474,904	
TOTAL ESTIMATE OF REVENUE		6,222,007

* 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	316,500	
B. Library of Things	8,000	
C. Audio Visual Materials	118,000	
D. Periodicals	70,000	
E. Electronic Resources	340,000	
F. Computer Software	15,000	
G. Electronic Service Providers	108,000	
H. Programming	45,000	
I. Interlibrary Loan	1,500	
J. Newsletter	47,000	
K. Promotion	15,000	
L. Grant	1,000	
M. Rutherford Trust	9,000	
N. Friends Purchases	45,000	

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	7,000	
E. Continuing Education Registration	10,000	
F. Travel/Mileage	35,000	
G. Staff Development	40,000	
H. Employee Health Insurance	545,028	

Budget & Appropriation Ordinance for Fiscal Year 2017-18 (page 3)		
III. OPERATION - GENERAL FUND		
A. Fees (p/r, bank, credit card)	12,000	
B. Professional Fees	32,500	
C. Library Supplies	40,000	
D. Office Supplies	30,000	
E. Copiers	28,000	
F. Printing	12,000	
G. Postage/Shipping	14,000	
H. Telephone	15,000	
I. Equipment/Furnishings/Computers	125,000	
J. Equipment/Computer/Security System Maintenance	90,000	
K. Property/Casualty Insurance	25,000	
L. Building/Grounds Improvement	20,000	
M. Building Supplies	25,000	
N. Building Maintenance	85,995	
O. Building Maintenance Contracts	100,000	
P. Grounds Maintenance	48,750	
Q. Parking Lot Rent	12,000	
R. Utilities	24,000	
S. Sales and Use Tax	100	
TOTAL ESTIMATE OF GENERAL FUND EXPENDITURES		5,633,914
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	900,000	900,000
VI. B/E SPECIAL RESERVE FUND - CAPITAL IMPROVEMENTS		
A. Building Improvement	1,500,000	
B. Fixed Equipment	500,000	
C. Building Repair	500,000	
D. Hardscape	3,500,000	
		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	9,263	
C. Liability Insurance, including Workman's Compensation and Unemployment Insurance pursuant to 745 ILCS 10/9 - 107	43,875	
TOTAL SPECIAL FUNDS LEVIABLE IN ADDITION TO GENERAL FUND		521,138
AGGREGATE TOTAL APPROPRIATED		13,455,052
<u>Section 2.</u> There is hereby appropriated from the taxes to be levied for the fiscal year and other sources of income the sum of		
THIRTEEN MILLION FOUR HUNDRED FIFTY-FIVE THOUSAND FIFTY TWO DOLLARS		
among the several corporate objects and purposes herein above specified for said District purposes for the Fiscal Year 2017-18.		

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 unexpended 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, 2017 to June 30, 2018 at the following place and time: Wilmette Public Library, 1242 Wilmette Avenue, Wilmette, Illinois, at 7:15 p.m., on the 18th day of July, 2017. 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 May, 2017

/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 18th day of July, 2017 by vote of:

AYES: McDonald, O'Laughlin, Rodgers, Wolf

NAYS: Johnson

ABSTAIN: None


ABSENT OR NOT VOTING: Barshis, George

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. 2017/18-183 COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2017/18 is a true and correct copy of said Ordinance which was presented, passed, and recorded by said Board at their meeting, on July 18, 2017 by a vote of:

AYES: McDonald, O'Laughlin, Rodgers, Wolf

NAYS: Johnson

ABSTAIN: None

ABSENT OR NOT VOTING: Barshis, George

DATED this 18th day of July, 2017



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

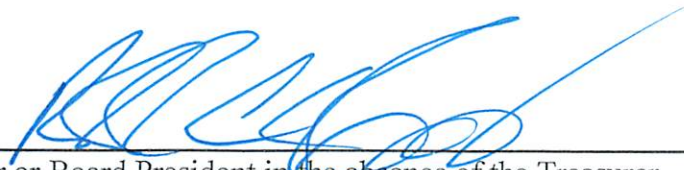
THE BOARD OF LIBRARY TRUSTEES
OF THE WILMETTE PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

July 18, 2017

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	474,904



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