

**Winnetka-Northfield Public Library District  
Regular Meeting of The Board Of Trustees**

**THE MEETING WILL BEGIN AT 7:00 PM AT THE WINNETKA LIBRARY  
768 OAK STREET, WINNETKA, IL 60093**

**AGENDA**

Monday, February 17, 2020  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**  
Public comments will be limited to 20 minutes
- IV. Vote to Approve Minutes of the January 20, 2020 Regular Meeting\***
- V. Financial Report**
  - Approve January 2020 Financial Statements\*
- VI. Library Reports**
  - Director's Report (Interim Director Compton-Dzak)\*
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
  - Report of the Board Director Search Special Committee
- IX. New Business**
  - Vote to Designate the Positions of Library Director and Head of IT as FOIA Officers
- X. Communications**
- XI. Adjourn to Closed Session**
  - **Closed Session**  
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.
- XII. Return to Open Session**
- XIII. Vote to Approve Separation Agreement**
- XIV. Public Comments**  
Public comments will be limited to 20 minutes
- XV. Adjournment**

\*Attachments

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
MINUTES OF A REGULAR MEETING  
OF THE BOARD OF TRUSTEES**

January 20, 2020

**I. Call to Order**

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Ruiz-Funes called the meeting to order at 7:05 p.m. A quorum was present.

**II. Roll Call**

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally, Raheela Anwar and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent:

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate), Melissa Morgan (Youth Services Librarian) and Sydney Clark (Library Associate). Present were Winnetka residents Jeffrey Liss, Robert Leonard and Peggy Martay. Present were Northfield residents Sue Kelly, Carol Ritchell, Bill Kelly, Carol Hirsch, Chuck Hirsch, Patti Morrell, Jan Churchwell, Amy Richmond, Lucy Keating, Denise Gibson, Cricket Hauff and Margaret Sullivan. Present were Wilmette residents Joan Scaccia, Kathy Hargrave and Ray Kearney. Present was Northbrook resident Susan Kelly. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Todd Marver from the Winnetka Current.

**III. Public Comments**

Northfield resident Sue Kelly thanked the Board for their decision to change leadership. She also commended Studio staff for their hard work, specifically Studio Associate Jimmy Gonzalez-Vicker.

Northfield resident Carol Ritchell thanked the trustees, District staff, patrons and the press.

Northfield resident Chuck Hirsch thanked the Board for their work.

Northfield resident Amy Richmond thanked the Board but also expressed her continued concerns with the Northfield Branch Library.

Winnetka resident Robert Leonard asked the Board to consider restoring the Genealogy Department.

**IV. Discussion and Vote to Appoint Emily Compton-Dzak as Library Interim Director**

A MOTION was made by Trustee Shoup to Appoint Emily Compton-Dzak as Library Interim Director and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

**V. Vote to Approve Minutes of December 16, 2019 Regular Meeting**

A MOTION was made by Trustee Casale MacNally to approve the Minutes of December 16, 2019 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

**VI. Financial Report**

Interim Director Compton-Dzak presented the December 2019 Financial Statements.

A MOTION was made by Trustee Shoup to approve the December 2019 Financial Statements and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

**VII. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes reported:

- Rebecca Wolf is indefinitely out of office and Emily Compton-Dzak is serving as Interim Director.
- The Board is launching a search for a new Director, and the trustees are confident the District will attract an outstanding candidate to fill the role.

**LIBRARY DIRECTOR'S REPORT:**

Interim Director Compton-Dzak reported:

- Head of Circulation Katie Cangelosi submitted an impact story stating that multiple patrons came in to register for library cards as part of their New Year's resolutions.
- Interim Director Compton-Dzak also submitted an impact story about a local boy scout who left a donation box at both library locations to collect blankets and scarves for the homeless.
- The District hired two new Circulation Associates: Lisa Bendoff and Stephanie Gonzalez Diaz. There are currently two openings for part-time Youth Services Associates.
- Youth Services Librarian Lindsay Goldstein came in second place on Jeopardy this month; the District threw a viewing party at the Winnetka Library.
- Virtual Services Coordinator Michael Cianfrani continues to make progress on the new District app.
- The Noon Year's Eve, Music and Movement and Andy Warhol programs were amongst the most popular in December.
- Physical circulation is trending down, however, both digital circulation and program attendance are trending up. These trends are being seen across libraries nationally.

**VIII. Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that the Village is working with Crow Island to exchange storm water retention for zoning leniency. He also reported that Trustee Wagner is moving to Florida.
- *Northfield Village*- Trustee Shoup reported that there will be a vote to prohibit the sale of cannabis for adult use.

**IX. Unfinished Business**

- *Report of the Board HR Special Committee*  
Trustees Casale MacNally and Vandergrift provided the following recommendations:
  - Interim Director:
    - Consult with the Management Advisory Special Committee of the Board before any hiring or termination decisions are made
  - New Director:
    - Develop a value statement that describes the values and traits necessary to be successful working for the District
    - Reassess the HR function and reporting structure within the District
    - Conduct a study to benchmark library salaries
    - Assess how to garner candid feedback from the employee engagement surveys
    - Conduct a study to benchmark library personnel turnover
  - Board of Trustees:
    - Provide a semi-annual written performance assessment of the Library Director
    - Reinstate the review of all exit interviews
    - Attend all employee appreciation events
    - Reinstate morale boosting activities and employee recognition throughout the year
    - Ensure more frequent interaction between trustees and staff
- *Vote to Dissolve the Board HR Special Committee*  
A MOTION was made by Trustee Shoup to Dissolve the Board HR Special Committee and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

**X. New Business**

- *Discussion and vote on Phone Contract Proposal*  
A MOTION was made by Trustee Johnson to Approve the Phone Contract Proposal and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Anwar, Casale MacNally, Shoup, Johnson, Gosselin, Vandergrift and Ruiz-Funes

NAYS: 0

ABSENT:

MOTION CARRIED

- *Discussion and vote to create a Board 'Director Search Special Committee'*  
A MOTION was made by Trustee Anwar to Create a Board 'Director Search Special Committee' comprised of Trustees Gosselin and Vandergrift and seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote.

- *Discussion and vote to create a Board 'Management Advisory Special Committee'*  
A MOTION was made by Trustee Johnson to Create a Board 'Management Advisory Special Committee' comprised of Trustees Anwar and Casale MacNally and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

#### **XI. Communications**

- *The District employee appreciation event will be held on January 31, 2020*

#### **XII. Public Comments**

Northfield resident Chuck Hirsch commented on the phone contract proposal.

Winnetka resident Jeffrey Liss asked about the District employee appreciation event.

Wilmette resident Kathy Hargrave thanked the Board for their decision and asked that the trustees be mindful of District staff in their search for the next Director.

Northfield resident Denise Gibson commented on the success of the Super Smash Brothers program.

Winnetka resident Peggy Martay commended Studio Associate Jimmy Gonzalez-Vicker for his work in the Studio.

Winnetka resident Robert Leonard commented on the report from the Board HR Special Committee.

Northfield resident Patti Morrell commended Interim Director Compton-Dzak for taking the position and thanked the Board HR Special Committee for their work.

#### **XIII. Adjourn to Closed Session**

A MOTION was made by Trustee Anwar to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and seconded by Trustee Shoup.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:01 p.m.

**XIV. Return to Open Session**

**XV. Adjournment**

There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 9:10 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President

\_\_\_\_\_ Suzanne Shoup, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 7 Months Ended January 31, 2020

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,093,135.00	2,387,662.08	2,066,922.39	50.50 %	(320,739.69)
IMRF Fund	88,200.00	51,450.00	42,686.17	48.40 %	(8,763.83)
FICA Fund	24,500.00	14,291.67	11,857.25	48.40 %	(2,434.42)
Building Fund	147,000.00	85,750.00	71,143.43	48.40 %	(14,606.57)
Unemployment Fund	10.00	5.83	4.72	47.20 %	(1.11)
<b>Total Revenues</b>	<u>4,352,845.00</u>	<u>2,539,159.58</u>	<u>2,192,613.96</u>	<u>50.37 %</u>	<u>(346,545.62)</u>
<b>Expenses</b>					
Library Fund	3,798,154.00	2,215,589.83	1,779,476.82	46.85 %	(436,113.01)
IMRF Fund	111,000.00	64,750.00	56,007.71	50.46 %	(8,742.29)
FICA Fund	123,000.00	71,750.00	64,708.99	52.61 %	(7,041.01)
Building Fund	286,146.00	166,918.50	189,529.12	66.24 %	22,610.62
Unemployment Fund	<u>1,000.00</u>	<u>583.33</u>	<u>2,104.00</u>	<u>210.40 %</u>	<u>1,520.67</u>
<b>Total Expenses</b>	<u>4,319,300.00</u>	<u>2,519,591.67</u>	<u>2,091,826.64</u>	<u>48.43 %</u>	<u>(427,765.03)</u>
<b>Total Revenues</b>	4,352,845.00	2,539,159.58	2,192,613.96	50.37 %	(346,545.62)
<b>Total Expenses</b>	<u>4,319,300.00</u>	<u>2,519,591.67</u>	<u>2,091,826.64</u>	<u>48.43 %</u>	<u>427,765.03</u>
<b>Excess Revenues less Expenses</b>	<u>33,545.00</u>	<u>19,567.91</u>	<u>100,787.32</u>	<u>300.45 %</u>	<u>81,219.41</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 7 Months Ended January 31, 2020

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,835,439.00	2,237,339.42	1,883,383.22	49.10 %	(353,956.20)
Replacement Tax	20,000.00	11,666.67	22,971.53	114.86 %	11,304.86
Collections	155,696.00	90,822.67	84,783.19	54.45 %	(6,039.48)
Materials	12,000.00	7,000.00	4,965.84	41.38 %	(2,034.16)
Other Income	70,000.00	40,833.33	70,818.61	101.17 %	29,985.28
<b>Total Operating Revenue</b>	<u>4,093,135.00</u>	<u>2,387,662.08</u>	<u>2,066,922.39</u>	<u>50.50 %</u>	<u>(320,739.69)</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	1,044,166.67	947,404.10	52.93 %	(96,762.57)
Administration	214,204.00	124,952.33	168,386.00	78.61 %	43,433.67
Utilities	97,700.00	56,991.67	45,275.59	46.34 %	(11,716.08)
IT Services	171,250.00	99,895.83	109,325.27	63.84 %	9,429.44
Public Relations	45,000.00	26,250.00	21,349.37	47.44 %	(4,900.63)
Library Materials - Adult	561,000.00	327,250.00	346,130.71	61.70 %	18,880.71
Library Materials - Youth	89,900.00	52,441.67	44,255.12	49.23 %	(8,186.55)
Programs	79,100.00	46,141.67	44,874.06	56.73 %	(1,267.61)
Capital	750,000.00	437,500.00	50,026.98	6.67 %	(387,473.02)
<b>Total Operating Expenses</b>	<u>3,798,154.00</u>	<u>2,215,589.83</u>	<u>1,779,476.82</u>	<u>46.85 %</u>	<u>(436,113.01)</u>
<b>Total Revenues</b>	4,093,135.00	2,387,662.08	2,066,922.39	50.50 %	(320,739.69)
<b>Total Expenses</b>	3,798,154.00	2,215,589.83	1,779,476.82	46.85 %	(436,113.01)
<b>Excess Revenues less Expenses</b>	<u>294,981.00</u>	<u>172,072.25</u>	<u>287,445.57</u>	<u>97.45 %</u>	<u>115,373.32</u>



**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2020**

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,835,439.00	2,237,339.42	1,875,082.95	48.89 %	(362,256.47)
Property Taxes Collections-Liability	0.00	0.00	5,928.63	0.00	5,928.63
Property Taxes Collections-Audit	0.00	0.00	2,371.64	0.00	2,371.64
Replacement Tax	<u>20,000.00</u>	<u>11,666.67</u>	<u>22,971.53</u>	<u>114.86 %</u>	<u>11,304.86</u>
<b>Total Taxes</b>	<u>3,855,439.00</u>	<u>2,249,006.08</u>	<u>1,906,354.75</u>	<u>49.45 %</u>	<u>(342,651.33)</u>
<b>Collections</b>					
Per Capita Grant	21,696.00	12,656.00	21,696.25	100.00 %	9,040.25
Kenilworth Services	100,000.00	58,333.33	50,793.76	50.79	(7,539.57)
Fines - Winnetka	25,000.00	14,583.33	10,998.64	43.99	(3,584.69)
Studio Fees	4,500.00	2,625.00	849.68	18.88	(1,775.32)
Lost/Damaged Mat.-Winnetka	4,500.00	2,625.00	293.62	6.52	(2,331.38)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>151.24</u>	<u>0.00</u>	<u>151.24</u>
<b>Total Collections</b>	<u>155,696.00</u>	<u>90,822.67</u>	<u>84,783.19</u>	<u>54.45 %</u>	<u>(6,039.48)</u>
<b>Materials</b>					
Copy/Printing - Winnetka	10,000.00	5,833.33	3,737.82	37.38 %	(2,095.51)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,166.67</u>	<u>1,228.02</u>	<u>61.40</u>	<u>61.35</u>
<b>Total Materials</b>	<u>12,000.00</u>	<u>7,000.00</u>	<u>4,965.84</u>	<u>41.38 %</u>	<u>(2,034.16)</u>
<b>Other Income</b>					
Checking Interest Income	45,000.00	26,250.00	1,066.83	2.37 %	(25,183.17)
Byline Bank IMA Interest	0.00	0.00	68,827.78	0.00	68,827.78
Change on Investment Value	0.00	0.00	(107.30)	0.00	(107.30)
Money Market-Interest	0.00	0.00	509.41	0.00	509.41
Misc. Revenue - Winnetka	0.00	0.00	359.11	0.00	359.11
Contributions	25,000.00	14,583.33	0.00	0.00	(14,583.33)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>162.78</u>	<u>0.00</u>	<u>162.78</u>
<b>Total Other Income</b>	<u>70,000.00</u>	<u>40,833.33</u>	<u>70,818.61</u>	<u>101.17 %</u>	<u>29,985.28</u>
<b>Total Revenue</b>	<u>4,093,135.00</u>	<u>2,387,662.08</u>	<u>2,066,922.39</u>	<u>50.50 %</u>	<u>(320,739.69)</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2020

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	939,166.67	876,979.02	54.47	(62,187.65)
Health Insurance	155,000.00	90,416.67	64,212.12	41.43	(26,204.55)
Flu Vaccination	500.00	291.67	80.41	16.08	(211.26)
Employee Asst. Program	1,500.00	875.00	320.00	21.33	(555.00)
Conferences	20,000.00	11,666.67	5,057.55	25.29	(6,609.12)
Flexible Spending Account	<u>3,000.00</u>	<u>1,750.00</u>	<u>305.00</u>	<u>10.17</u>	<u>(1,445.00)</u>
<b>Total Personnel</b>	<u>1,790,000.00</u>	<u>1,044,166.67</u>	<u>947,404.10</u>	<u>52.93 %</u>	<u>(96,762.57)</u>
<b>Administration</b>					
Audit Fees	11,050.00	6,445.83	9,850.00	89.14 %	3,404.17
Library Supplies	35,000.00	20,416.67	31,199.44	89.14	10,782.77
Office Supplies	8,000.00	4,666.67	4,063.70	50.80	(602.97)
Breakroom Supplies	1,500.00	875.00	1,547.73	103.18	672.73
Postage	4,500.00	2,625.00	3,054.53	67.88	429.53
Hospitality	6,000.00	3,500.00	127.97	2.13	(3,372.03)
Accounting and Bookkeeping	20,004.00	11,669.00	8,335.00	41.67	(3,334.00)
Legal Notices	1,000.00	583.33	756.54	75.65	173.21
Delivery Service	8,000.00	4,666.67	4,272.00	53.40	(394.67)
Payroll Services	9,000.00	5,250.00	5,071.12	56.35	(178.88)
Liability Insurance Costs	30,000.00	17,500.00	15,137.00	50.46	(2,363.00)
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	87.50	(21.95)	(14.63)	(109.45)
Board Expenses	1,000.00	583.33	0.00	0.00	(583.33)
Memberships	6,000.00	3,500.00	1,468.00	24.47	(2,032.00)
Staff Recognition/Events/Meetings	5,000.00	2,916.67	5,016.64	100.33	2,099.97
Director's Expenses	500.00	291.67	0.00	0.00	(291.67)
Legal	12,000.00	7,000.00	12,160.65	101.34	5,160.65
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	291.67	0.00	0.00	(291.67)
Other Consultations	15,000.00	8,750.00	24,832.76	165.55	16,082.76
Investment Fees	0.00	0.00	4,404.53	0.00	4,404.53
HR Consultant	40,000.00	23,333.33	27,602.50	69.01	4,269.17
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>47.94</u>	<u>0.00</u>	<u>47.94</u>
<b>Total Administration</b>	<u>214,204.00</u>	<u>124,952.33</u>	<u>168,386.00</u>	<u>78.61 %</u>	<u>43,433.67</u>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	28,583.33	26,762.13	54.62 %	(1,821.20)
Water - Winnetka	5,700.00	3,325.00	1,888.16	33.13	(1,436.84)
Storm Sewer - Winnetka	1,900.00	1,108.33	932.12	49.06	(176.21)
Natural Gas - Winnetka	14,000.00	8,166.67	3,619.27	25.85	(4,547.40)
Telephone - Winnetka	10,000.00	5,833.33	5,625.96	56.26	(207.37)
Internet Services	<u>17,100.00</u>	<u>9,975.00</u>	<u>6,447.95</u>	<u>37.71</u>	<u>(3,527.05)</u>
<b>Total Utilities</b>	<u>97,700.00</u>	<u>56,991.67</u>	<u>45,275.59</u>	<u>46.34 %</u>	<u>(11,716.08)</u>
<b>Information Technology</b>					
CCS Operating	83,250.00	48,562.50	57,326.28	68.86 %	8,763.78
Software	35,000.00	20,416.67	18,049.23	51.57	(2,367.44)
LAN Management	50,000.00	29,166.67	32,696.80	65.39	3,530.13
Hardware	0.00	0.00	252.98	0.00	252.98

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 7 Months Ended January 31, 2020

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
Technology/Website	3,000.00	1,750.00	999.98	33.33	(750.02)
<b>Total Information Technology</b>	<u>171,250.00</u>	<u>99,895.83</u>	<u>109,325.27</u>	<u>63.84 %</u>	<u>9,429.44</u>
<b>Public Relations</b>					
PR E-Marketing	1,500.00	875.00	681.69	45.45 %	(193.31)
PR Promotional	7,000.00	4,083.33	254.98	3.64	(3,828.35)
PR Source	25,000.00	14,583.33	11,448.21	45.79	(3,135.12)
PR Supplies	8,000.00	4,666.67	7,427.49	92.84	2,760.82
PR Advertising	3,500.00	2,041.67	1,537.00	43.91	(504.67)
<b>Total Public Relations</b>	<u>45,000.00</u>	<u>26,250.00</u>	<u>21,349.37</u>	<u>47.44 %</u>	<u>(4,900.63)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	46,083.33	40,156.86	50.83 %	(5,926.47)
Books-Non-Fiction-Adult-Winnetka	77,000.00	44,916.67	39,659.85	51.51	(5,256.82)
Periodicals-Winnetka	28,000.00	16,333.33	13,339.43	47.64	(2,993.90)
DVDs-Adult-Winnetka	53,000.00	30,916.67	29,021.68	54.76	(1,894.99)
Audio Books-Adult-Winnetka	34,000.00	19,833.33	19,444.65	57.19	(388.68)
Books-Digital-Winnetka	185,000.00	107,916.67	125,227.58	67.69	17,310.91
Online Database	105,000.00	61,250.00	79,280.66	75.51	18,030.66
<b>Total Library Materials - Adult</b>	<u>561,000.00</u>	<u>327,250.00</u>	<u>346,130.71</u>	<u>61.70 %</u>	<u>18,880.71</u>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	10,500.00	7,872.19	43.73 %	(2,627.81)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	9,916.67	770.50	4.53	(9,146.17)
DVDs-Juv-Winnetka	12,500.00	7,291.67	9,055.05	72.44	1,763.38
Audio Books-Juv-Winnetka	12,000.00	7,000.00	8,048.05	67.07	1,048.05
Music-Juv-Winnetka	900.00	525.00	277.26	30.81	(247.74)
Books-Easy-Winnetka	18,500.00	10,791.67	8,870.81	47.95	(1,920.86)
Books-Jr. High-Winnetka	11,000.00	6,416.67	4,255.75	38.69	(2,160.92)
Books-Non-Fiction-Winnetka	0.00	0.00	5,105.51	0.00	5,105.51
<b>Total Library Materials - Youth</b>	<u>89,900.00</u>	<u>52,441.67</u>	<u>44,255.12</u>	<u>49.23 %</u>	<u>(8,186.55)</u>
<b>Programs</b>					
Summer Reading	11,100.00	6,475.00	7,050.86	63.52 %	575.86
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	4,375.00	4,738.86	63.18	363.86
OBTV	17,000.00	9,916.67	12,516.19	73.62	2,599.52
Programming - Youth	16,500.00	9,625.00	5,517.28	33.44	(4,107.72)
Programming - Adult	22,000.00	12,833.33	13,131.42	59.69	298.09
Studio Maintenance/Repair	5,000.00	2,916.67	818.39	16.37	(2,098.28)
<b>Total Programs</b>	<u>79,100.00</u>	<u>46,141.67</u>	<u>44,874.06</u>	<u>56.73 %</u>	<u>(1,267.61)</u>
<b>Capital</b>					
Building	155,000.00	90,416.67	0.00	0.00 %	(90,416.67)
Equipment/Furniture	500,000.00	291,666.67	4,556.39	0.91	(287,110.28)
Computer Equipment	95,000.00	55,416.67	45,470.59	47.86	(9,946.08)
<b>Total Capital</b>	<u>750,000.00</u>	<u>437,500.00</u>	<u>50,026.98</u>	<u>6.67 %</u>	<u>(387,473.02)</u>
<b>Total Expenses</b>	<u>3,798,154.00</u>	<u>2,215,589.83</u>	<u>1,779,476.82</u>	<u>46.85 %</u>	<u>(436,113.01)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2020**

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>GENERAL FUND</u></b>					
Excess Revenues less Expenses	<u>294,981.00</u>	<u>172,072.25</u>	<u>287,445.57</u>	<u>97.45 %</u>	<u>115,373.32</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 7 Months Ended January 31, 2020**

Ideal Budget Percentage Spent: 58.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	147,000.00	85,750.00	71,143.43	48.40 %	(14,606.57)
<b>Total Revenue</b>	<u>147,000.00</u>	<u>85,750.00</u>	<u>71,143.43</u>	<u>48.40 %</u>	<u>(14,606.57)</u>
<b>Expenses</b>					
Northfield Lease	66,196.00	38,614.33	37,381.47	56.47 %	(1,232.86)
Janitorial Supplies	8,500.00	4,958.33	6,223.09	73.21	1,264.76
Snow Removal	8,000.00	4,666.67	1,000.00	12.50	(3,666.67)
Photocopier Leases	40,000.00	23,333.33	21,100.69	52.75	(2,232.64)
Phone Lease	9,600.00	5,600.00	5,599.86	58.33	(0.14)
Building Maintenance Service	110,000.00	64,166.67	78,688.74	71.54	14,522.07
Elevators	8,000.00	4,666.67	2,310.61	28.88	(2,356.06)
Landscaping	5,000.00	2,916.67	3,226.60	64.53	309.93
HVAC	10,000.00	5,833.33	9,421.69	94.22	3,588.36
Automatic Doors	3,500.00	2,041.67	2,049.82	58.57	8.15
Roof	600.00	350.00	0.00	0.00	(350.00)
Alarms	2,750.00	1,604.17	3,799.80	138.17	2,195.63
Equipment	4,000.00	2,333.33	2,068.91	51.72	(264.42)
Misc Services	10,000.00	5,833.33	16,657.84	166.58	10,824.51
<b>Total Expenses</b>	<u>286,146.00</u>	<u>166,918.50</u>	<u>189,529.12</u>	<u>66.24 %</u>	<u>22,610.62</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ (139,146.00)</u>	 <u>\$ (81,168.50)</u>	 <u>\$ (118,385.69)</u>	 <u>85.08 %</u>	 <u>(37,217.19)</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Amber Mechanical Contractors Inc.				2841	01/09/20	<u>2,894.68</u>
70-0-5752	HVAC	Inv # C006469	1,999.50			
70-0-5752	HVAC	Inv # W19077	895.18			
Aqua Chill of Chicago				2842	01/09/20	<u>37.00</u>
10-0-5122	Breakroom Supplies	Inv # 2258559	37.00			
Grainger				2843	01/09/20	<u>240.27</u>
70-0-5782	Equipment	Inv # 9395242838	240.27			
Illinois Library Association				2844	01/09/20	<u>150.00</u>
10-0-5114	Conferences	Inv # 169488	150.00			
Intellicorp Records Inc.				2845	01/09/20	<u>59.40</u>
10-0-5736	Legal	Inv # 1088608	59.40			
Interlibrary Services				2846	01/09/20	<u>17.00</u>
10-0-4150	Lost/Damaged Materials	Statement # 45682	17.00			
Jessica Michna				2847	01/09/20	<u>225.00</u>
10-0-5908	Programming - Adult	Jessica Michna - Abigail Adams: A Lifeline of Letters	225.00			
Robbins Schwartz				2848	01/09/20	<u>498.75</u>
10-0-5736	Legal	Inv # 858887	498.75			
Susan Elizabeth Girardi				2849	01/09/20	<u>200.00</u>
10-0-5908	Programming - Adult	Metal Clay Jewelry class: Fine Sliver Band Ring	200.00			
Technology Management Rev Fund				2850	01/09/20	<u>450.00</u>
10-0-5176	Internet Services	Inv # T2011698	450.00			
Wayne Endre Contracting, Inc.				2851	01/09/20	<u>450.00</u>
70-0-5740	Snow Removal	12/16-12/31/19 salt/plow	450.00			
Winnetka Community House				2852	01/09/20	<u>612.50</u>
10-0-5716	OBTV	1st 1/2	612.50			
Annette Bochenek				2853	01/23/20	<u>200.00</u>
10-0-5908	Programming - Adult	Annette Bochenek - A night at the Oscars	200.00			
Carolyn-Armenta Davis				2854	01/23/20	<u>250.00</u>
10-0-5908	Programming - Adult	Carolyn-Armenta Davis - Feminine Footprints	250.00			
COOPERATIVE COMPUTER SERVICES				2855	01/23/20	<u>20,174.84</u>
10-0-5132	CCS Operating	Inv # 1680	20,174.84			
GREAT AMERICA FINANCIAL SERVICES				2856	01/23/20	<u>799.98</u>
70-0-5747	Phone Lease	Inv # 26251196	799.98			
Kathy Skiba				2857	01/23/20	<u>40.99</u>
10-0-5112	Flu Vaccination	Kathy Skiba 1/9/2020 Fle Shot	40.99			

# Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lani Gerszonovicz 10-0-5907	Programming - Youth	Lani Gerszonovicz - material - book	10.00	2858	01/23/20	<u>10.00</u>
Leslie Goddard 10-0-5908	Programming - Adult	Leslie Goddard - Lady Bird, Pat & Betty	325.00	2859	01/23/20	<u>325.00</u>
Robbins Schwartz 10-0-5736 10-0-5736 10-0-5736	Legal	Inv # 860557 Inv # 860556 Inv # 860555	112.50 1,410.00 385.00	2860	01/23/20	<u>1,907.50</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15550	01/08/20	<u>237.85</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	801.19	15551	01/07/20	<u>801.19</u>
VILLAGE OF WINNETKA 10-1-5171 10-1-5171 10-1-5171 10-1-5171 10-1-5172 10-1-5172 10-1-5172 10-1-5172 10-1-5172 10-1-5172 10-1-5173	Electricity - Winnetka Electricity - Winnetka Electricity - Winnetka Electricity - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Storm Sewer - Winnetka	VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA	37.76 2,034.99 58.32 69.12 72.00 30.22 2.00 68.40 10.20 133.16	15552	01/21/20	<u>2,516.17</u>
VILLAGE OF NORTHFIELD 10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	109.08	15553	01/27/20	<u>109.08</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	inv # 4522967-0	1,540.07	15554	01/08/20	<u>1,540.07</u>
CDW-G 10-0-5885	Computer Equipment	inv # WDB7598	1,555.00	15555	01/08/20	<u>1,555.00</u>
HR Source 10-0-5745	HR Consultant	inv # 10760	2,850.00	15556	01/08/20	<u>2,850.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # US27481	4,344.15	15557	01/08/20	<u>4,344.15</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 3489874	110.07	15558	01/10/20	<u>110.07</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	inv # 178558 - PPU	238.00	15559	01/10/20	<u>238.00</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 3480915	27.27	15560	01/13/20	<u>27.27</u>
QUILL CORPORATION 10-0-5121	Office Supplies	inv # 3489907	29.90	15561	01/13/20	<u>29.90</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	inv # 5130122019 & 5130012020	32.00	15562	01/13/20	<u>32.00</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	inv # 03425	43.00	15563	01/13/20	<u>43.00</u>
DEMCO 10-0-5120	Library Supplies	inv # 6729487	54.17	15564	01/13/20	<u>54.17</u>
PITNEY BOWES 10-0-5123	Postage	inv # 3103608496	60.01	15565	01/13/20	<u>60.01</u>
CAVENDISH SQUARE PUBLISHING 10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	Acct # 1000140465	177.93	15566	01/13/20	<u>177.93</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	inv # 22253	378.58	15567	01/13/20	<u>378.58</u>
HR Source 10-0-5745	HR Consultant	inv # 10853	380.00	15568	01/13/20	<u>380.00</u>
FIRST COMMUNICATIONS 10-1-5175	Telephone - Winnetka	inv # 118811460	481.90	15569	01/13/20	<u>481.90</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	12/2019 23 days book transfer	552.00	15570	01/13/20	<u>552.00</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVC.	665.00	15571	01/13/20	<u>665.00</u>
AV Techsource, Inc. 10-0-5884	Equipment/Furniture	inv # 11027	857.50	15572	01/13/20	<u>857.50</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	inv # 1301508	880.19	15573	01/13/20	<u>880.19</u>
PITNEY BOWES 10-0-5123	Postage	inv # 3103608496	1,499.00	15574	01/15/20	<u>1,499.00</u>
Brandon Marshall 10-0-5111	Health Insurance	Overpayment of health insurance premiums	46.83	15575	01/24/20	<u>46.83</u>
DEMCO 10-0-5120	Library Supplies	inv # 6735083	105.49	15576	01/24/20	<u>105.49</u>
RECORDED BOOKS, INC. 10-2-5344	Audio Books-Adult-Northfield	RECORDED BOOKS, INC.	111.37	15577	01/24/20	<u>111.37</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 4029080	166.99	15578	01/24/20	<u>166.99</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	inv # 4534250-0	227.51	15579	01/24/20	<u>227.51</u>



# Winnetka-Northfield Public Library District

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January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
City Wide of Chicago 10-0-5884	Equipment/Furniture	inv # 100004689	298.51	15580	01/24/20	<u>298.51</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # INV-US28462	342.62	15581	01/24/20	<u>342.62</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # INV-US28463	1,447.82	15582	01/24/20	<u>1,447.82</u>
QUILL CORPORATION 10-0-5121	Office Supplies	inv # 4042684	5.98	15583	01/27/20	<u>5.98</u>
QUILL CORPORATION 10-0-5907	Programming - Youth	inv # 4005132	9.65	15584	01/27/20	<u>9.65</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 4115551	17.90	15585	01/27/20	<u>17.90</u>
Warehouse Direct 10-0-5884	Equipment/Furniture	inv # 4552261-0	38.80	15586	01/27/20	<u>38.80</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 4081904	43.99	15587	01/27/20	<u>43.99</u>
IMPACT NETWORKING 10-0-5121	Office Supplies	inv # 1669490	363.75	15588	01/27/20	<u>363.75</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	inv # 66572422	665.00	15589	01/27/20	<u>665.00</u>
CDW-G 10-0-5885	Computer Equipment	inv # WKD6886	1,476.48	15590	01/27/20	<u>1,476.48</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,491.92	15591	01/27/20	<u>1,491.92</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	inv # 98417579	1,524.40	15592	01/27/20	<u>1,524.40</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	inv # 66433499	1,614.63	15593	01/27/20	<u>1,614.63</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	inv # 42195 - November 2019	1,667.00	15594	01/27/20	<u>1,667.00</u>
Sarah Keister Armstrong 10-0-5743	Other Consultations	inv # 20-000106	1,800.00	15595	01/27/20	<u>1,800.00</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5749	Elevators	inv # 3004899474	1,828.61	15596	01/27/20	<u>1,828.61</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 33560	2,437.00	15597	01/27/20	<u>2,437.00</u>
HR Source 10-0-5745	HR Consultant	inv # 33560	2,470.00	15598	01/27/20	<u>2,470.00</u>

# Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	inv # 20200001	5,340.21	15599	01/27/20	<u>5,340.21</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	inv # 2019169	5,340.21	15600	01/27/20	<u>5,340.21</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004681	9,000.00	15601	01/27/20	<u>9,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	14,590.20	15602	01/27/20	<u>14,590.20</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15603	01/06/20	<u>69.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	240.79	15604	01/07/20	<u>240.79</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15605	01/14/20	<u>926.00</u>
Baker & Taylor 10-1-5340	Books-Fiction-Adult-Winnetka	2034984814	175.72	15606	01/31/20	<u>5,823.38</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2034969221	778.49			
10-1-5340	Books-Fiction-Adult-Winnetka	2034977714	208.64			
10-2-5340	Books-Fiction-Adult-Northfield	2034969221	369.63			
10-2-5340	Books-Fiction-Adult-Northfield	2034984814	41.79			
10-2-5340	Books-Fiction-Adult-Northfield	2034956902	34.45			
10-2-5340	Books-Fiction-Adult-Northfield	2034977714	91.02			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034984808	610.37			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034969183	1,613.53			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034969183	253.25			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034984808	31.07			
10-1-5440	Books-Fiction-Juv-Winnetka	2034986285	53.09			
10-1-5440	Books-Fiction-Juv-Winnetka	2034976243	22.76			
10-2-5440	Books-Fiction-Juv-Northfield	2034976243	30.66			
10-2-5440	Books-Fiction-Juv-Northfield	2034986285	2.97			
10-1-5447	Books-Easy-Winnetka	2034986285	108.38			
10-1-5447	Books-Easy-Winnetka	2034976243	152.12			
10-2-5447	Books-Easy-Northfield	2034976243	71.19			
10-2-5447	Books-Easy-Northfield	2034986285	32.12			
10-1-5448	Books-Jr. High-Winnetka	2034986285	17.83			
10-1-5448	Books-Jr. High-Winnetka	2034962780	11.28			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5448	Books-Jr. High-Winnetka	2034951067	5.94			
10-1-5448	Books-Jr. High-Winnetka	2034976243	12.99			
10-2-5448	Books-Jr. High-Northfield	2034976243	12.99			
10-2-5448	Books-Jr. High-Northfield	2034962780	11.28			
10-1-5449	Books-Non-Fiction-Winnetka	2034962780	506.91			
10-2-5449	Books-Non Fiction-Northfield	2034962780	268.52			
10-0-5120	Library Supplies	2034976243	25.21			
10-0-5120	Library Supplies	2034984814	18.94			
10-0-5120	Library Supplies	2034969183	81.03			
10-0-5120	Library Supplies	2034977714	18.30			
10-0-5120	Library Supplies	2034969221	53.29			
10-0-5120	Library Supplies	2034956902	8.22			
10-0-5120	Library Supplies	2034951067	1.33			
10-0-5120	Library Supplies	2034986285	22.72			
10-0-5120	Library Supplies	2034962780	38.14			
10-0-5120	Library Supplies	2034984808	27.21			
Midwest Tape				15607	01/31/20	<u>3,157.93</u>
10-1-5343	DVDs-Adult-Winnetka	98320918	393.56			
10-1-5343	DVDs-Adult-Winnetka	98320919	409.85			
10-1-5343	DVDs-Adult-Winnetka	98320926	22.49			
10-1-5343	DVDs-Adult-Winnetka	98320927	28.49			
10-1-5343	DVDs-Adult-Winnetka	98320929	44.98			
10-1-5343	DVDs-Adult-Winnetka	98320930	26.24			
10-1-5343	DVDs-Adult-Winnetka	98320932	14.99			
10-1-5343	DVDs-Adult-Winnetka	98329097	44.98			
10-1-5343	DVDs-Adult-Winnetka	98329093	125.93			
10-1-5343	DVDs-Adult-Winnetka	98329094	67.47			
10-2-5343	DVDs-Adult-Northfield	98329095	22.49			
10-2-5343	DVDs-Adult-Northfield	98329096	22.49			
10-2-5343	DVDs-Adult-Northfield	98320933	278.15			
10-2-5343	DVDs-Adult-Northfield	98320921	220.40			
10-1-5344	Audio Books-Adult-Winnetka	98320239	131.98			
10-1-5344	Audio Books-Adult-Winnetka	98320912	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98320914	49.99			
10-1-5344	Audio Books-Adult-Winnetka	98328856	34.99			
10-2-5344	Audio Books-Adult-Northfield	98329090	47.99			
10-2-5344	Audio Books-Adult-Northfield	98320915	49.99			
10-2-5344	Audio Books-Adult-Northfield	98320910	67.99			
10-2-5344	Audio Books-Adult-Northfield	98320920	89.98			
10-1-5443	DVDs-Juv-Winnetka	98320916	14.99			
10-1-5443	DVDs-Juv-Winnetka	98320931	44.98			
10-1-5443	DVDs-Juv-Winnetka	98328858	53.95			
10-2-5443	DVDs-Juv-Northfield	98328859	33.72			
10-2-5443	DVDs-Juv-Northfield	98320928	22.49			
10-2-5443	DVDs-Juv-Northfield	98320917	14.99			
10-1-5444	Audio Books-Juv-Winnetka	98320911	43.99			
10-1-5444	Audio Books-Juv-Winnetka	98320922	44.99			

# Winnetka-Northfield Public Library District

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All Bank Accounts

January 1, 2020 - January 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	98320923	59.98			
10-1-5444	Audio Books-Juv-Winnetka	98329092	39.99			
10-2-5444	Audio Books-Juv-Northfield	98329091	39.99			
10-2-5444	Audio Books-Juv-Northfield	98320924	29.99			
10-2-5444	Audio Books-Juv-Northfield	98320925	44.99			
10-2-5444	Audio Books-Juv-Northfield	98320238	123.98			
10-0-5120	Library Supplies	98320238	5.00			
10-0-5120	Library Supplies	98320911	2.50			
10-0-5120	Library Supplies	98320912	2.50			
10-0-5120	Library Supplies	98320910	2.50			
10-0-5120	Library Supplies	98320239	5.00			
10-0-5120	Library Supplies	98320917	2.50			
10-0-5120	Library Supplies	98320916	2.50			
10-0-5120	Library Supplies	98320915	2.50			
10-0-5120	Library Supplies	98320914	2.50			
10-0-5120	Library Supplies	98320925	2.50			
10-0-5120	Library Supplies	98320924	2.50			
10-0-5120	Library Supplies	98320923	5.00			
10-0-5120	Library Supplies	98320922	2.50			
10-0-5120	Library Supplies	98320920	5.00			
10-0-5120	Library Supplies	98320921	29.80			
10-0-5120	Library Supplies	98320919	52.50			
10-0-5120	Library Supplies	98320918	54.70			
10-0-5120	Library Supplies	98320928	2.50			
10-0-5120	Library Supplies	98320929	5.00			
10-0-5120	Library Supplies	98320927	2.50			
10-0-5120	Library Supplies	98320926	2.50			
10-0-5120	Library Supplies	98320931	5.00			
10-0-5120	Library Supplies	98320930	5.00			
10-0-5120	Library Supplies	98320933	37.50			
10-0-5120	Library Supplies	98320932	2.50			
10-0-5120	Library Supplies	98329097	5.00			
10-0-5120	Library Supplies	98329096	2.50			
10-0-5120	Library Supplies	98329095	2.50			
10-0-5120	Library Supplies	98329091	2.50			
10-0-5120	Library Supplies	98329092	2.50			
10-0-5120	Library Supplies	98329094	7.50			
10-0-5120	Library Supplies	98329093	17.50			
10-0-5120	Library Supplies	98328859	7.50			
10-0-5120	Library Supplies	98329090	2.50			
10-0-5120	Library Supplies	98328858	12.50			
10-0-5120	Library Supplies	98328856	2.50			
Baker & Taylor				15608	01/31/20	<u>1,429.80</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2034998408	178.87			
10-2-5340	Books-Fiction-Adult-Northfield	2034998408	46.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034979033	420.41			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034979033	72.39			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2034989128	66.56			
10-2-5440	Books-Fiction-Juv-Northfield	2034989128	73.90			
10-1-5447	Books-Easy-Winnetka	2034989128	54.99			
10-2-5447	Books-Easy-Northfield	2034989128	26.89			
10-1-5449	Books-Non-Fiction-Winnetka	2034979576	143.60			
10-1-5449	Books-Non-Fiction-Winnetka	2034999791	117.44			
10-2-5449	Books-Non Fiction-Northfield	2034999791	57.38			
10-2-5449	Books-Non Fiction-Northfield	2034979576	54.07			
10-0-5120	Library Supplies	2034999791	11.17			
10-0-5120	Library Supplies	2034979033	30.46			
10-0-5120	Library Supplies	2034998408	19.33			
10-0-5120	Library Supplies	2034979576	22.29			
10-0-5120	Library Supplies	2034989128	33.46			
Midwest Tape				15609	01/31/20	<u>1,073.34</u>
10-1-5343	DVDs-Adult-Winnetka	98351602	9.74			
10-1-5343	DVDs-Adult-Winnetka	98353938	198.66			
10-1-5343	DVDs-Adult-Winnetka	98354321	18.74			
10-1-5343	DVDs-Adult-Winnetka	98354323	119.96			
10-1-5343	DVDs-Adult-Winnetka	98358440	63.72			
10-2-5343	DVDs-Adult-Northfield	98354324	89.97			
10-2-5343	DVDs-Adult-Northfield	98358441	43.48			
10-2-5343	DVDs-Adult-Northfield	98353939	157.43			
10-1-5344	Audio Books-Adult-Winnetka	98354320	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98353931	29.99			
10-1-5344	Audio Books-Adult-Winnetka	98353935	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98358442	39.99			
10-2-5344	Audio Books-Adult-Northfield	98351600	9.99			
10-2-5344	Audio Books-Adult-Northfield	98354322	34.99			
10-1-5443	DVDs-Juv-Winnetka	98353936	23.98			
10-2-5443	DVDs-Juv-Northfield	98353937	12.74			
10-1-5444	Audio Books-Juv-Winnetka	98353932	14.99			
10-2-5444	Audio Books-Juv-Northfield	98353934	14.99			
10-0-5120	Library Supplies	98353934	2.50			
10-0-5120	Library Supplies	98353935	2.50			
10-0-5120	Library Supplies	98353932	2.50			
10-0-5120	Library Supplies	98353931	2.50			
10-0-5120	Library Supplies	98353937	2.50			
10-0-5120	Library Supplies	98353936	5.00			
10-0-5120	Library Supplies	98353939	17.50			
10-0-5120	Library Supplies	98353938	22.50			
10-0-5120	Library Supplies	98354322	2.50			
10-0-5120	Library Supplies	98354323	20.00			
10-0-5120	Library Supplies	98354320	2.50			
10-0-5120	Library Supplies	98354321	2.50			
10-0-5120	Library Supplies	98358442	2.50			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	98358441	5.00			
10-0-5120	Library Supplies	98354324	15.00			
10-0-5120	Library Supplies	98358440	7.50			
Midwest Tape				15610	01/31/20	<u>682.45</u>
10-1-5343	DVDs-Adult-Winnetka	98386638	56.22			
10-1-5343	DVDs-Adult-Winnetka	98386640	21.74			
10-1-5343	DVDs-Adult-Winnetka	98386641	26.99			
10-2-5343	DVDs-Adult-Northfield	98386639	14.99			
10-1-5344	Audio Books-Adult-Winnetka	98365199	9.99			
10-1-5344	Audio Books-Adult-Winnetka	98386632	55.99			
10-1-5344	Audio Books-Adult-Winnetka	98386642	39.99			
10-2-5344	Audio Books-Adult-Northfield	98386633	74.98			
10-1-5443	DVDs-Juv-Winnetka	98386631	26.23			
10-2-5443	DVDs-Juv-Northfield	98386637	14.99			
10-1-5444	Audio Books-Juv-Winnetka	98386635	143.97			
10-2-5444	Audio Books-Juv-Northfield	98386636	143.97			
10-0-5120	Library Supplies	98386636	7.50			
10-0-5120	Library Supplies	98386637	2.50			
10-0-5120	Library Supplies	98386639	2.50			
10-0-5120	Library Supplies	98386638	9.90			
10-0-5120	Library Supplies	98386642	2.50			
10-0-5120	Library Supplies	98386641	5.00			
10-0-5120	Library Supplies	98386640	2.50			
10-0-5120	Library Supplies	98386635	7.50			
10-0-5120	Library Supplies	98386633	5.00			
10-0-5120	Library Supplies	98386631	5.00			
10-0-5120	Library Supplies	98386632	2.50			
Midwest Tape				15611	01/31/20	<u>1,069.92</u>
10-1-5343	DVDs-Adult-Winnetka	98394048	74.97			
10-1-5343	DVDs-Adult-Winnetka	98408293	22.49			
10-1-5343	DVDs-Adult-Winnetka	98408294	22.49			
10-1-5343	DVDs-Adult-Winnetka	98408297	14.99			
10-1-5343	DVDs-Adult-Winnetka	98408298	18.74			
10-1-5343	DVDs-Adult-Winnetka	98408301	78.71			
10-1-5343	DVDs-Adult-Winnetka	98408302	18.74			
10-2-5343	DVDs-Adult-Northfield	98408300	67.47			
10-2-5343	DVDs-Adult-Northfield	98408299	95.20			
10-1-5344	Audio Books-Adult-Winnetka	98394046	111.98			
10-1-5344	Audio Books-Adult-Winnetka	98408296	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98408295	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98408291	74.98			
10-1-5344	Audio Books-Adult-Winnetka	98394047	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98394049	39.99			
10-2-5344	Audio Books-Adult-Northfield	98408290	69.98			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	98408304	29.99			
10-1-5444	Audio Books-Juv-Winnetka	98408306	29.99			
10-2-5444	Audio Books-Juv-Northfield	98408305	29.99			
10-2-5444	Audio Books-Juv-Northfield	98408303	29.99			
10-1-5445	Music-Juv-Winnetka	98409745	23.38			
10-2-5445	Music - Juv-Northfield	98409747	23.38			
10-0-5120	Library Supplies	98394046	5.00			
10-0-5120	Library Supplies	98408306	2.50			
10-0-5120	Library Supplies	98408305	2.50			
10-0-5120	Library Supplies	98408304	2.50			
10-0-5120	Library Supplies	98408303	2.50			
10-0-5120	Library Supplies	98408302	2.50			
10-0-5120	Library Supplies	98408300	10.00			
10-0-5120	Library Supplies	98408301	10.00			
10-0-5120	Library Supplies	98408296	2.50			
10-0-5120	Library Supplies	98408297	2.50			
10-0-5120	Library Supplies	98408299	12.50			
10-0-5120	Library Supplies	98408298	2.50			
10-0-5120	Library Supplies	98408290	5.00			
10-0-5120	Library Supplies	98394049	2.50			
10-0-5120	Library Supplies	98394047	2.50			
10-0-5120	Library Supplies	98394048	7.50			
10-0-5120	Library Supplies	98408291	5.00			
10-0-5120	Library Supplies	98408293	2.50			
10-0-5120	Library Supplies	98408295	2.50			
10-0-5120	Library Supplies	98408294	2.50			
Midwest Tape				15612	01/31/20	<u>2,076.73</u>
10-1-5343	DVDs-Adult-Winnetka	98429648	29.99			
10-1-5343	DVDs-Adult-Winnetka	98429649	22.49			
10-1-5343	DVDs-Adult-Winnetka	98430570	17.24			
10-1-5343	DVDs-Adult-Winnetka	98430576	86.22			
10-1-5343	DVDs-Adult-Winnetka	98430577	27.73			
10-1-5343	DVDs-Adult-Winnetka	98440892	107.96			
10-1-5343	DVDs-Adult-Winnetka	98440893	242.13			
10-1-5343	DVDs-Adult-Winnetka	98440895	29.99			
10-1-5343	DVDs-Adult-Winnetka	98446222	14.99			
10-1-5343	DVDs-Adult-Winnetka	98446224	96.70			
10-1-5343	DVDs-Adult-Winnetka	98446228	27.99			
10-2-5343	DVDs-Adult-Northfield	98446223	14.99			
10-2-5343	DVDs-Adult-Northfield	98440896	29.99			
10-2-5343	DVDs-Adult-Northfield	98440891	149.93			
10-2-5343	DVDs-Adult-Northfield	98440890	26.99			
10-2-5343	DVDs-Adult-Northfield	98430578	11.24			
10-2-5343	DVDs-Adult-Northfield	98430575	59.98			
10-1-5344	Audio Books-Adult-Winnetka	98440877	59.99			
10-1-5344	Audio Books-Adult-Winnetka	98440879	74.98			
10-1-5344	Audio Books-Adult-Winnetka	98440894	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98446229	69.98			
10-2-5344	Audio Books-Adult-Northfield	98440897	34.99			

# Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5344	Audio Books-Adult-Northfield	98430573	79.98			
10-1-5443	DVDs-Juv-Winnetka	98430571	179.92			
10-1-5443	DVDs-Juv-Winnetka	98446226	67.47			
10-1-5443	DVDs-Juv-Winnetka	98446227	26.24			
10-2-5443	DVDs-Juv-Northfield	98446225	26.24			
10-2-5443	DVDs-Juv-Northfield	98444837	67.47			
10-2-5443	DVDs-Juv-Northfield	98430572	112.45			
10-1-5445	Music-Juv-Winnetka	98429464	12.74			
10-2-5445	Music - Juv-Northfield	98429465	12.74			
10-0-5120	Library Supplies	98429648	5.00			
10-0-5120	Library Supplies	98430570	5.00			
10-0-5120	Library Supplies	98429649	2.50			
10-0-5120	Library Supplies	98430572	12.50			
10-0-5120	Library Supplies	98430571	20.00			
10-0-5120	Library Supplies	98430573	5.00			
10-0-5120	Library Supplies	98430575	10.00			
10-0-5120	Library Supplies	98440877	2.50			
10-0-5120	Library Supplies	98430578	2.50			
10-0-5120	Library Supplies	98430577	5.00			
10-0-5120	Library Supplies	98430576	12.50			
10-0-5120	Library Supplies	98444837	7.50			
10-0-5120	Library Supplies	98440897	2.50			
10-0-5120	Library Supplies	98446223	2.50			
10-0-5120	Library Supplies	98446222	2.50			
10-0-5120	Library Supplies	98446225	5.00			
10-0-5120	Library Supplies	98446224	12.50			
10-0-5120	Library Supplies	98446227	5.00			
10-0-5120	Library Supplies	98446226	7.50			
10-0-5120	Library Supplies	98440894	2.50			
10-0-5120	Library Supplies	98440893	30.00			
10-0-5120	Library Supplies	98440896	2.50			
10-0-5120	Library Supplies	98440895	2.50			
10-0-5120	Library Supplies	98440879	5.00			
10-0-5120	Library Supplies	98440890	5.00			
10-0-5120	Library Supplies	98440891	17.50			
10-0-5120	Library Supplies	98440892	20.00			
10-0-5120	Library Supplies	98446228	2.50			
10-0-5120	Library Supplies	98446229	5.00			
PITNEY BOWES						
10-0-5123	Postage	PITNEY BOWES	100.00	15613	01/31/20	<u>100.00</u>
<b>Check List Total</b>						<u><u>121,086.10</u></u>



### Impact Stories

Circulation Associate Amelia Kmiec introduced an avid mystery-reader to the various book formats available at the Northfield Branch. After recommending new mystery books, Amelia sat down with her and got her set up with the Libby and Cloud Library digital collections. She then asked about the Playaways and Amelia gave her a demo – she now has mysteries to her heart's content!

Our local boy scout sent an update regarding the Blanket & Scarf Drive he organized for the homeless. From Jack: "Thank you for making a difference by keeping my box for the Blanket & Scarf drive. There were 26 Blankets and 28 scarves. Some people gave hats too! Hilda's Place was happy to get them."

### Financial Report

January 2020

Financial highlights

- Expenses are running under with the library fund at 46.85%; this is due to the lack of capital expenditures.
- The building fund is running slightly high at 66.24%; this is mainly due to maintenance issues that were addressed in the building including elevator repair.
- Collection spending is running just slightly over at 59.98% (total adult & youth); this is due to the demand for digital titles, which is carefully managed by our collections librarians.

### Circulation Services

Total circulation for the month of January FY 2019/2020 was **39,600** compared to **39,686** for the same month last year. This represents a net change of **-0.22%**

Cumulative circulation through January FY 2019/2020 is **279,357** compared to **292,868** for the previous fiscal year to date. This represents a net change of **-4.61%**.

Virtual Branch circulation for the month of January FY 2019/2020 was **4,924** compared to **5,331** for the same month last year. This represents a net change of **-7.63%**.

Cumulative virtual branch circulation through January FY 2019/2020 is **33,105** compared to **31,380** for the previous fiscal year to date. This represents a net change of **5.50%**.

Self-checkout at the Winnetka Library for the month of January was **69.29%**

### Personnel

There are two part-time Youth Services Associate positions and one part-time Library Page position open currently.

### Online Catalog Improvements

CCS will make minor changes to the public catalog for easier browsing after extensive user experience testing. Changes will roll out between February and March and include: clearer hold status language ('Requested' instead of 'Active' and 'Locating' instead of 'Pending', for example), and shorter previews to allow for more search listings on one page.

Katie Cangelosi, Head of Circulation; Courtney Volny, Branch Services Coordinator; and Nick Mall, Adult Collections Librarian coordinated efforts to correct retention listings in the catalog for periodicals so they match the materials on the shelves. Accurate catalog listings help promote discoverability and make the maintenance of the periodicals collection easier for staff.

### CCS: Grayslake Area Public Library Joining

CCS Governing Board voted to approve the Grayslake Area Public Library District as its newest member, bringing the total to 28 libraries. CCS will start working with both Palatine and Grayslake libraries late spring and anticipate that both will go live in CCS over Labor Day weekend in September.

### Technology

There were 843 public computer sessions in the month of January at Winnetka with 51% of those occurring on library laptops. There were 581 public computer sessions at Northfield with 14 percent of those occurring on laptops. There were 18 Chromebook sessions in Youth Services.

Winnetka had 28,094 hotspot sessions from 2,688 distinct devices. The average session time was 38 minutes. These sessions used a total of about 1 TB of downstream bandwidth and about 118 GB of upstream bandwidth.

Northfield had 4,786 hotspot sessions from 817 distinct devices. The average session time was 33 minutes. These sessions used a total of about 173 GB of downstream bandwidth and about 16 GB of upstream bandwidth.

We had 9,922 web sessions with 6,031 website users as counted by Google Analytics. The sessions number is up from last year's 9,365 sessions, and the unique visitors count is up from last year's 5,248 unique users.

### Library App

Michael Cianfrani, Virtual Services Coordinator, continues development on an app for the District. The developer, Capira Technologies, has begun the 4-6 week timeline to program and beta test based on our requirements. Once a draft app is complete, we will coordinate 2-4 weeks of user testing with staff and patrons, with anticipated go-live late March, 2020.

### Website: Most Visited Pages

Home Page | Library Info/Locations-Hours | Movies | Digital/New York Times | Staff Directory

### Study Room Usage

#### Bookings Summary

<i>Unique Users</i>	154
<i>Total Bookings</i>	303
<i>Time Available</i>	56,160 minutes
<i>Time Booked</i>	33,285 minutes
<i>Average Booking Duration</i>	110 minutes
<i>User Showed Up - Yes</i>	248
<i>User Showed Up - No</i>	3

### Programs and Activities

We had a very active Finals Week this January with some days seeing 100+ students at the Winnetka library! Youth Services provided 5 days of treats and activities designed to de-stress teens while they studied for their final exams.

Total District Program Attendance for the month of January FY 2019/2020 was **2,182** compared to **1,197** for the same month last year. This represents a net change of **82.29%**

Cumulative District Program Attendance through January FY 2019/2020 is **12,579** compared to **9,650** for the same month last year. This represents a net change of **30.35%**

### Programming Highlights

- **Fancy Nancy Tea Party** was attended by **36** patrons. Youth Services Librarian Lindsay Goldstein read stories, provided crafts and presented activities related to the popular Fancy Nancy series.
- **Rituals of Afternoon Tea** was attended by **35** patrons. It was very cold and bleak out that Saturday with a promise of snow that afternoon, however the event was packed! Much praise from patrons for Leslie Goddard.
- **Super Smash Bros. Tournament** was attended by **30** patrons. Amanda Garrity, Head of Youth Services, and Jaime Gonzalez-Vicker, Studio Associate, led a tournament-style competition.
- **How to Write a Memoir** was attended by **25** patrons. Career journalist, editor and memoirist David Rutter taught a seminar on the writing and publishing process.

### Fireside Chats

We had two more fireside chats, giving community members the opportunity to meet management team members at the Northfield Branch. Katie Cangelosi, Head of Circulation Services was available for patron questions and conversation on January 7 and Emily Compton-Dzak, Interim Library Director, was available on February 4. The conversations were lively, and topics ranged from the value of fine-free libraries to how librarians choose books. Sarah Quish, Head of Communications and Marketing, will facilitate her fireside chat on March 10, 2020 at 1:00 pm, completing the first round of management team fireside chats.

### The Source

The spring issue of The Source is off to print. The spring issue covers March, April and May and will be out in District homes by Feb. 22.

### Follow-up Answers to Questions from the January 20, 2020 Board Meeting

#### *Patio Project – Do we need to do any prep before construction this Spring?*

The Lakota Group is working with Landworks Ltd. to deliver a proposed construction schedule for the project to the library. Lakota Group is also drafting a contract for the next phase of the project.

#### *Phone System Questions*

From Mark Swenson, Head of IT -

Q: Is there any kind of backup in the case of the Internet going out?

A: Yes, we have several options which we are considering. Any cell phone running the RingCentral app can act as a library phone, so one option is for staff to use cell phones in the case of an outage. We have also discussed possibly having a library-owned cell phone available for staff in the case of an outage. At the branch, where Internet outages are more frequent we've considered getting a backup LTE connection from Comcast, which Comcast offers for \$25 a month to subscribers.

Q: Is there vendor lock-in on the phones?

A: With this proposal we are not purchasing the phones but leasing them. However, the phones we are using are industry standard Polycomm phones which are usable with a number of different VoIP providers, including RingCentral's competitors.

#### *Circulation Statistics – 'Other' Categories*

From Katie Cangelosi, Head of Circulation Services-

Items in the "Other" category are typically items that our Library District does not carry, but other libraries in our system do carry, like Video Games. Items may also show up in "Other" if their classification is too broad to pinpoint with our statistical categories. Circulation in "Other" this December was primarily in the "Seasonal AV" category, which includes multiple formats: BluRays, Music CDs, and more. This is an example where the classification is too broad to categorize in our statistics system. Since we can't put 'Seasonal' statistics in a specific place like "Youth DVD" all Seasonal AV go into the "Other" category.

# Summary Report for January FY 2019/2020

## Circulation Report

### Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	10,680	9,923	7.63 %	72,913	75,055	-2.85 %	<b>Books</b>	12,557	11,613	8.13 %	92,934	94,263	-1.41 %
<b>Book - Fiction</b>	5,388	5,203	3.56 %	39,137	41,365	-5.39 %	<b>Book - Fiction</b>	10,439	9,560	9.19 %	79,846	80,792	-1.17 %
<b>Book - Nonfiction</b>	5,292	4,720	12.12 %	33,776	33,690	0.26 %	<b>Book - Nonfiction</b>	2,118	2,053	3.17 %	13,088	13,471	-2.84 %
<b>Audiobook - CD</b>	683	717	-4.74 %	5,251	6,200	-15.31 %	<b>Audiobook - CD</b>	73	119	-38.66 %	622	888	-29.95 %
<b>Music CD</b>	199	145	37.24 %	1,031	1,083	-4.80 %	<b>Music CD</b>	113	121	-6.61 %	782	896	-12.72 %
<b>Playaway</b>	141	183	-22.95 %	1,282	1,590	-19.37 %	<b>Playaway</b>	261	227	14.98 %	2,396	1,921	24.73 %
<b>DVD/Blu-Ray</b>	5,887	7,200	-18.24 %	40,290	50,525	-20.26 %	<b>DVD/Blu-Ray</b>	2,412	2,614	-7.73 %	18,937	20,823	-9.06 %
<b>Magazine</b>	172	230	-25.22 %	1,092	1,426	-	<b>Magazine</b>	-	-	-	-	1	-
<b>Other</b>	21	4	425.00 %	104	25	316.00 %	<b>Other</b>	28	12	133.33 %	332	53	526.42 %
<b>Non-CCS ILL</b>	44	32	37.50 %	243	350	-30.57 %	<b>Non-CCS ILL</b>						
<b>Sent Out</b>	1,381	1,196	15.47 %	7,852	7,705	1.91 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM Kits</b>	24	19	26.32 %	191	111	72.07 %
<b>Total</b>	<b>19,208</b>	<b>19,630</b>	<b>-2.15 %</b>	<b>130,058</b>	<b>142,533</b>	<b>-8.75 %</b>	<b>Total</b>	<b>15,468</b>	<b>14,725</b>	<b>5.05 %</b>	<b>116,194</b>	<b>118,955</b>	<b>-2.32 %</b>

Kenilworth patron usage for the month of January FY 2019/2020 was **1,448**.

Items borrowed from other libraries for the month of January FY 2019/2020 was **2,143**.

Total circulation for the month of January FY 2019/2020 was **39,600** compared to **39,686** for the same month last year. This represents a net change of **-0.22 %**

Cumulative circulation through January FY 2019/2020 is **279,357** compared to **292,868** for the previous fiscal year to date. This represents a net change of **-4.61 %**.

### Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	7,100	6,512	9.03 %	47,993	48,500	-1.05 %	<b>Books</b>	9,155	8,324	9.98 %	69,132	67,088	3.05 %
<b>Book - Fiction</b>	3,161	2,979	6.11 %	22,755	23,431	-2.89 %	<b>Book - Fiction</b>	7,584	6,887	10.12 %	59,437	58,423	1.74 %
<b>Book - Nonfiction</b>	3,939	3,533	11.49 %	25,238	25,069	0.67 %	<b>Book - Nonfiction</b>	1,571	1,437	9.32 %	9,695	8,665	11.89 %
<b>Audiobook - CD</b>	395	370	6.76 %	3,060	3,636	-15.84 %	<b>Audiobook - CD</b>	53	100	-47.00 %	475	651	-27.04 %
<b>Music CD</b>	183	105	74.29 %	841	687	22.42 %	<b>Music CD</b>	38	74	-48.65 %	396	558	-29.03 %
<b>Playaway</b>	107	139	-23.02 %	977	1,291	-24.32 %	<b>Playaway</b>	213	180	18.33 %	1,879	1,465	28.26 %
<b>DVD/Blu-Ray</b>	4,064	4,624	-12.11 %	27,394	33,718	-18.76 %	<b>DVD</b>	1,510	1,556	-2.96 %	11,981	12,725	-5.85 %
<b>Magazine</b>	45	105	-57.14 %	479	793	-39.60 %	<b>Magazine</b>	-	-	-	-	1	-
<b>Other</b>	18	2	800.00 %	70	15	366.67 %	<b>Other</b>	22	10	120.00 %	272	36	655.56 %
<b>Non-CCS ILL</b>	27	24	12.50 %	168	287	-41.46 %	<b>Non-CCS&amp;ILL</b>						
<b>Sent Out</b>	882	865	1.97 %	5,267	5,466	-3.64 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM&amp;Kits</b>	19	14	35.71 %	155	96	61.46 %
<b>Total</b>	<b>12,821</b>	<b>12,746</b>	<b>0.59 %</b>	<b>86,249</b>	<b>94,393</b>	<b>-8.63 %</b>	<b>Total</b>	<b>11,010</b>	<b>10,258</b>	<b>7.33 %</b>	<b>84,290</b>	<b>82,620</b>	<b>2.02 %</b>

Winnetka Library's circulation for the month of January FY 2019/2020 was **23,831** compared to **23,004** for the same month last year. This represents a net change of **3.60 %**.

Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	3,580	3,411	4.95 %	24,920	26,555	-6.16 %	<b>Books</b>	3,402	3,289	3.44 %	23,802	27,175	-12.41 %
<b>Book - Fiction</b>	2,227	2,224	0.13 %	16,382	17,934	-8.65 %	<b>Book - Fiction</b>	2,855	2,673	6.81 %	20,409	22,369	-8.76 %
<b>Book - Nonfiction</b>	1,353	1,187	13.98 %	8,538	8,621	-0.96 %	<b>Book - Nonfiction</b>	547	616	-11.20 %	3,393	4,806	-29.40 %
<b>Audiobook - CD</b>	288	347	-17.00 %	2,191	2,564	-14.55 %	<b>Audiobook - CD</b>	20	19	5.26 %	147	237	-37.97 %
<b>Music CD</b>	16	40	-60.00 %	190	396	-52.02 %	<b>Music CD</b>	75	47	59.57 %	386	338	14.20 %
<b>Playaway</b>	34	44	-22.73 %	305	299	2.01 %	<b>Playaway</b>	48	47	2.13 %	517	456	13.38 %
<b>DVD</b>	1,823	2,576	-29.23 %	12,896	16,807	-23.27 %	<b>DVD/Blu-Ray</b>	902	1,058	-14.74 %	6,956	8,098	-14.10 %
<b>Magazine</b>	127	125	1.60 %	613	633	-3.16 %	<b>Magazine</b>	-	-	-	-	-	-
<b>Other</b>	3	2	50.00 %	34	10	240.00 %	<b>Other</b>	6	2	200.00 %	60	17	252.94 %
<b>Non-CCS ILL</b>	17	8	112.50 %	75	63	19.05 %	<b>Non-CCS&amp;ILL</b>						
<b>Sent Out</b>	499	331	50.76 %	2,585	2,239	15.45 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM&amp;Kits</b>	5	5	0.00 %	36	15	140.00 %
<b>Total</b>	<b>5,871</b>	<b>6,545</b>	<b>-10.30 %</b>	<b>41,149</b>	<b>47,264</b>	<b>-12.94 %</b>	<b>Total</b>	<b>4,453</b>	<b>4,462</b>	<b>-0.20 %</b>	<b>31,868</b>	<b>36,321</b>	<b>-12.26 %</b>

Northfield Library's circulation for the month of January FY 2019/2020 was **10,324** compared to **11,007** for the same month last year. This represents a net change of **-6.21 %**.

**Virtual Branch Circulation**

<b>E-Books Downloaded</b>						<b>E-Audiobooks Downloaded</b>					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,173	2,493	-12.84 %	13,893	15,347	-9.47 %	1,409	1,310	7.56 %	8,872	8,075	9.87 %

  

<b>Magazines Downloaded</b>						<b>Videos Downloaded</b>					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
1,065	1,243	-14.32 %	8,449	6,361	32.83 %	211	224	-5.80 %	1,381	1,163	18.74 %

  

<b>Music Downloaded</b>					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
66	61	8.20 %	510	434	17.51 %

Virtual Branch circulation for the month of January FY 2019/2020 was **4,924** compared to **5,331** for the same month last year. This represents a net change of **-7.63 %**.

Cumulative virtual branch circulation through January FY 2019/2020 is **33,105** compared to **31,380** for the previous fiscal year to date. This represents a net change of **5.50 %**.

# Library Activity Report

## Winnetka Library

Adult							
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	
People Counter	11,616	9,958	16.65 %	71,970	75,310	-4.44 %	
Reference Questions	1,248	1,191	4.79 %	8,884	6,620	31.63 %	
Studio	334	316	5.70 %	3,467	3,128	10.84 %	
Genealogy	1	5	-80.00 %	17	32	-46.88 %	
Program Attendance	205	199	3.02 %	1,659	1,634	1.53 %	
Youth							
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							<b>11,616</b>
Reference Questions	490	568	-13.73 %	3,666	4,345	-15.63 %	<b>1,738</b>
Studio							<b>334</b>
Genealogy							<b>1</b>
Program Attendance	1,418	672	111.01 %	6,811	5,123	32.95 %	<b>1,623</b>

## Northfield Library

Adult							
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	
People Counter	6,234	5,876	6.09 %	42,785	36,935	15.84 %	
Reference Questions	639	1,071	-40.34 %	4,457	8,225	-45.81 %	
Program Attendance	65	55	18.18 %	469	561	-16.40 %	
Youth							
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							<b>6,234</b>
Reference Questions	54	71	-23.94 %	316	919	-65.61 %	<b>693</b>
Program Attendance	494	271	82.29 %	3,640	2,332	56.09 %	<b>559</b>

A total of **4,867** holds were placed for patrons in the month of January FY 2019/2020.

There were a total of **9,922** website sessions in the month of January FY 2019/2020.

Total District Program Attendance for the month of January FY 2019/2020 was **2,182** compared to **1,197** for the same month last year. This represents a net change of **82.29 %**

Cumulative District Program Attendance through January FY 2019/2020 is **12,579** compared to **9,650** for the same month last year. This represents a net change of **30.35 %**