

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

**THE MEETING WILL BEGIN AT 7:00 PM AT THE NORTHFIELD BRANCH LIBRARY  
1785 ORCHARD LANE, NORTHFIELD, IL 60093**

**AGENDA**

Monday, March 19, 2018  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the February 19, 2018 Regular Meeting\***
- V. Financial Report**
  - Approve February 2018 Financial Statements\*
- VI. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf)\*
- VII. Liaisons to Other Organizations – Reports**
  - RAILS – Reaching Across Illinois Library System (Director Wolf)
  - Winnetka Village (Trustee Anwar)
  - Winnetka Plan Commission (Trustee McCarthy)
  - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
  - Update on the Progress of the Winnetka Main Floor Renovation
- IX. New Business**
  - Discussion of Draft of Working Budget for Fiscal Year 2018-2019\*
  - Discussion and Vote on Lloyd Room Hearing Assistance and AV Equipment\*
  - Discussion and Vote on Study Room Policy\*
- X. Communications**
- XI. Public Comments**
- XII. Adjournment**

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

February 19th, 2018

**I. Call to Order**

The meeting was held at the Northfield Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Kathleen Reichert, Jean-Paul Ruiz-Funes, Keta McCarthy and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustees Suzie Shoup and Raheela Anwar

Present were library employees; Katie Cangelosi (Administrative Assistant) and Sarah Quish (Head of Communications and Marketing). Present to represent the North Shore chapter of Hearing Loss Association of America were Toby Nicholson, Betty Buino, Elaine McCaffrey, John McCaffrey, and Sharon King with support from Mary R. Blumer-Reed of the North Shore Senior Center. Also present were Winnetka resident Jeffrey Liss and Kenilworth resident Kimberly Hedley.

**III. Public Comments**

Winnetka resident, Jeffrey Liss, stated that he visited another library and the noise from three people in the meeting room was very disturbing. Mr. Liss inquired if the library made provisions to insure noise transference from the meetings rooms wouldn't be an issue.

A number of library users were present to represent the Hearing Loss Association of America; and community members with hearing loss. Toby Nicholson, Winnetka resident stated that the group would love to see a hearing loop in the Lloyd Room making the library more inclusive for patrons with hearing disabilities.

Mary R. Blumer-Reed a licensed clinical social worker at the North Shore Senior Center and facilitates a number of hearing loss groups. She stressed that a hearing loop in the library meeting rooms is important to the community.

Elaine McCaffrey, President of the Chicago North Shore chapter of the Hearing Loss Association of America, stated that a hearing loop is very simple and very discreet and allows persons using hearing aids to hear much more clearly.

Betty Buino from the Hearing Loss Association of America stated that she can physically hear presenters when they are speaking but without a hearing loop the words are not clear or distinct. Ms. Buino states that she can easily lose the conversation if the presenter is too far, there is too much background noise, or there are multiple different speakers going back and forth.

Sharon King from the Hearing Loss Association of America stated that hearing aids are fine for about 3-6ft but more distance would require further hearing assistance like the hearing loop. Ms. King brought along a schematic for how a hearing loop works. She thinks it is important for the Library to have discussions with a hearing loop expert.

Director Wolf stated that she is working with two consultants on hearing assistance options. President Johnson stated that the board would be further discussing hearing assistance options at the March 19<sup>th</sup> Board Meeting.

**IV. Vote to Approve Consent Agenda**

- Vote to Approve the Minutes of January 8, 2018 Study Session
- Vote to Approve the Minutes of January 15, 2018 Regular Meeting

A MOTION was made by Trustee Reichert to approve the Consent Agenda and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf stated that about 70% of the taxation amount has come in for the Library District.

Director Wolf stated that the line for digital materials is high as expected due to an attempt to fill digital holds faster.

A MOTION was made by Trustee McCarthy to approve the January 2018 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**VI. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Johnson spoke with the president chair at the Lake Bluff Library District who is about to do a renovation for their library and wanted insight on the Winnetka Library renovation project.

President Johnson stated that the Tax Increment Financing (TIF) District has not been formalized yet, but the Village is proceeding with landscape discussions.

Trustee Reichert stated that there was an article in the Winnetka Current about downtown planning that discussed the area around the Winnetka Library. The Board would like to hear more information regarding how the Library District can be involved in the downtown planning.

Trustee Ruiz-Funes questioned what the financial impact of the TIF would be to the Library. President Johnson stated that the future increase of taxes for the included residential units would not be collected by the Library District. Director Wolf stated that

working with the Village on an intergovernmental agreement could potentially resolve this concern.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf stated that the Northfield Branch has been completely RFID tagged and tagging at Winnetka location will begin soon.

President Johnson questioned what disruption the Polaris migration may cause to patrons. Director Wolf stated that the website's catalog will look different to patrons. The catalog and the staff interface may be offline for about three days directly prior to the Polaris go-live date of April 18th.

Jennifer Egan will be the One Book Two Villages author for September 2018 featuring her New York Times Bestseller, Manhattan Beach.

Trustee Ruiz-Funes questioned the cost for the new Kanopy service and the service to cost objective for this resource. Kanopy is a Patron Driven Acquisition service meaning the Library pays fees based on what patrons check-out. Director Wolf will pull together a service objective for Kanopy.

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

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar was absent and did not report on the Winnetka Village.

Trustee McCarthy reported on the Winnetka Plan Commission and that there was consideration of the meeting rules concerning public comment and participation. There was also a Storm Water presentation by the Village Works department.

Trustee Neustadt reported on the Northfield Village and that they approved to put up the tennis courts between the synagogue and the south part of the parking lot where the farmer's market was held. There is continued discussion on the Planned Unit Development on Winnetka and Happ of about 28 units.

**VIII. Unfinished Business**

- *Update regarding Winnetka Main Floor Renovation*

Director Wolf stated that demolition and abatement are underway. Abatement should be finished on February 28<sup>th</sup> at 3:30pm on schedule. The Winnetka Library should reopen March 5<sup>th</sup> on schedule.

**IX. New Business**

- *Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project\**

Director Wolf presented the payment application to Shales McNutt, LLC. The Board will see a payment application every Board Meeting for the duration of the renovation for updated payment information.

Trustee Ruiz-Funes questioned who checks the payment application for accuracy. Director Wolf responded that the architect, the construction manager, the Library Director and then the Board looks at the payment application.

Trustee McCarthy asked what the line SMC Field/Office Administration meant. Director Wolf stated that this was the contractors fee for management of the project.

Trustee Neustadt asked why the HVAC line is so high. Director Wolf stated that this HVAC fee is for setting up the HVAC systems for the study rooms and other adjustments for the Lloyd Room.

A MOTION was made by Trustee Reichert to approve the Payment Application to Shales McNutt, LLC, for work due to the Renovation Project, and seconded by Trustee Ruiz-Funes.

#### ROLL CALL VOTE

AYES: Trustees Johnson, Neustadt, Reichert, Ruiz-Funes, and McCarthy

NAYS:

ABSENT: Trustees Anwar and Shoup

#### MOTION CARRIED

- *Discussion of Communication Plan\**

Sarah Quish, Head of Marketing and Communications, presented the Communication Plan stating that it is an evolving document.

The Board discussed the various marketing strategies for letting the public know that the Winnetka Library is open March 5<sup>th</sup>.

Trustee Reichert asked how many residents received the constant contact emails sent by the Library District. Residents must elect to receive emails from the Library. Trustee Reichert suggested putting up banners around the Winnetka Library property near Green Bay Road to increase awareness of Library resources.

Trustee Ruiz-Funes questioned what the objective of the Communication Plan was. Sarah stated that implementation of this communication plan will help spread excitement, raise foot traffic, increase program attendance, and increase digital usage.

President Johnson stated that they shouldn't expect to see visitorship rise during times of construction. Director Wolf stated that the goal is to accommodate patrons who do choose to visit the Library during construction.

Trustee McCarthy stated that for duration of construction the Library should focus on creating excitement for our patrons, and then begin to look at driving up visitorship starting with the grand opening in June.

The Board decided that they should see more goals involving library usage after the grand opening.

- *Discussion of District Statistics\**

Director Wolf presented the District Statistics and the District's current standing in the Strategic Plan 2016-2020. Director Wolf pointed out that program attendance is not hitting the target and that should be a focus area for the remainder of the Strategic Plan.

The Library is set to hit some Strategic Plan targets with the current renovation including implementation of RFID technology and updated spaces.

The Board discussed dead and grubby items. Dead items are defined as items that have not circulated in one year. Grubby items are defined as items that have been circulated over 25 times.

The Board requested to see circulation statistics segmented out by various parameters including type of item and number of item. Director Wolf stated that for some of the statistics the Board wants to see will have to wait until the migration to the new Polaris ILS system.

- *Discussion and Vote on Study Room Policy\**

Director Wolf presented the Study Room Policy. Study Rooms are primarily used for small groups.

The Board questioned who made sure the study room users were behaving appropriately. Director Wolf responded that front desk staff members will be doing rounds (walking through the Library) every fifteen minutes to ensure compliance to the Study Room Policy and Patron Behavior Policy.

The Board discussed whether it was appropriate to make it necessary to have a Winnetka-Northfield Library card to use the Study Rooms. The direction of the Board was to require a Winnetka-Northfield Library card to reserve the space.

The Board held the vote until the next meeting to see the verbiage regarding the requirement of a Winnetka-Northfield Library card.

- *Discussion and Vote on Collection Development Policy\**

Director Wolf presented the Collection Development Policy. The policy gives standard procedures on how to curate the collection.

Trustee McCarthy asked whether the Dorothy Anderson book club collection and memorial plaque would be staying after the renovation. Director Wolf stated that the book club collection made possible by donations in memory of Dorothy Anderson will stay and continue to be updated.

Trustee McCarthy asked for the language of the policy to be updated to include materials other than printed books.

A MOTION was made by Trustee Reichert to approve the Collection Development Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**X. Communications**

- The Board will meet for a Regular Board Meeting on March 19<sup>th</sup> in the Northfield Community Room.

**XI. Public Comments**

No Public Comments

**XII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:03 p.m.

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

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

**Winnetka-Northfield Public Library District**  
**Library Fund - Cash**  
 July 2017 - June 2018  
 February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,424,463	\$ 2,819,692	77.5%	\$ 395,229
Total 0004500 Interest	\$ 30,000	\$ 20,000	\$ 42,808	142.7%	\$ 22,808
1004040 Replacement Tax	\$ 25,000	\$ 16,667	\$ 10,179	40.7%	\$ (6,488)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 9,405	\$ -	0.0%	\$ (9,405)
1004060 Kenilworth Services	\$ 90,000	\$ 60,000	\$ 51,662	57.4%	\$ (8,338)
Total 1004100 Fines	\$ 40,000	\$ 26,667	\$ 19,302	48.3%	\$ (7,365)
1004120 Studio Fees	\$ 4,500	\$ 3,000	\$ 1,783	39.6%	\$ (1,217)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 3,333	\$ 2,112	42.2%	\$ (1,221)
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,000	\$ 6,044	67.2%	\$ 44
Total 1004700 Book Sales	\$ 2,000	\$ 1,333	\$ 538	26.9%	\$ (795)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,130		\$ 1,130
Total 1004800 Contributions	\$ 32,500	\$ 21,667	\$ 4,730	14.6%	\$ (16,936)
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 2,592,534</b>	<b>\$ 2,959,980</b>	<b>76.1%</b>	<b>\$ 367,446</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	\$ 171,000	\$ 114,000	\$ 77,452	45.3%	\$ 36,548
Total 1005000 Administrative Services	\$ 308,400	\$ 205,600	\$ 270,781	87.8%	\$ (65,181)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,328,140	\$ 1,137,946	57.1%	\$ 190,194
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 48,067	\$ 33,428	46.4%	\$ 14,639
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 290,667	\$ 339,020	77.8%	\$ (48,353)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 55,900	\$ 37,267	\$ 31,192.72	55.8%	\$ 6,074
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 43,333	\$ 39,543	60.8%	\$ 3,790
Total 1025400 Youth/Children's Sv.- Northfield	\$ 30,000	\$ 20,000	\$ 17,289	57.6%	\$ 2,711
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,323,333	\$ 139,912	7.0%	\$ 1,183,421
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 3,410,407</b>	<b>\$ 2,086,564</b>	<b>40.8%</b>	<b>\$ 1,323,843</b>
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 2,592,534</b>	<b>\$ 2,959,980</b>	<b>76.1%</b>	<b>\$ 367,446</b>
<b>Total Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 3,410,407</b>	<b>\$ 2,086,564</b>	<b>40.8%</b>	<b>\$ 1,323,843</b>
<b>Net Operating Income</b>	<b>\$ (1,226,809)</b>	<b>\$ (817,873)</b>	<b>\$ 873,416</b>	<b>-71.2%</b>	<b>\$ 1,691,289</b>
<b>Other:</b>					
<b>70050000 Fund 79 Building/Equipment</b>	\$ 301,807	\$ 201,205	\$ 156,932	52.0%	\$ (44,272)
<b>5005100 Audit</b>	\$ 9,700.00	\$ 0.00	\$ 8,600.00	88.7%	\$ (8,600)
<b>2005100 IMRF</b>	\$ 135,000	\$ 0	\$ 90,214	66.8%	\$ 90,214
<b>4005100 Liability</b>	\$ 36,040	\$ 0	\$ 23,422	65.0%	\$ 23,422
<b>3005100 FICA</b>	\$ 135,000	\$ 0	\$ 76,954	57.0%	\$ 76,954
<b>Unemployment Fund</b>	\$ 1,000	\$ 0	\$ 0	0.0%	\$ -



Winnetka-Northfield Public Library District  
 Budget vs. Actuals: 2018 Budget - FY18 P&L  
 July - November, 2017  
 February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	2,424,462.67	2,819,692.00	78%	395,229.33
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,636,694.00</b>	<b>\$ 2,424,462.67</b>	<b>\$ 2,819,692.00</b>	<b>78%</b>	<b>395,229.33</b>
0004500 Interest	30,000.00				-
0004501 Checking Interest Income			23.54		
1004501 Checking Interest Income-GF			397.69		
<b>Total 0004501 Checking Interest Income</b>	<b>\$ 0.00</b>		<b>\$ 421.23</b>		
1004525 FT Money Market-Interest			790.58		
1004595 FT Investment Interest Income			41,596.10		
<b>Total 0004500 Interest</b>	<b>\$ 30,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 42,807.91</b>	<b>143%</b>	<b>22,807.91</b>
1004040 Replacement Tax	25,000.00	\$ 16,666.67	10,178.87	41%	(6,487.80)
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	8,984.67		0%	-
1004052 Per Capita Grant-KNK	630.00	420.00		0%	-
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107.00</b>	<b>\$ 9,404.67</b>	<b>\$ 0.00</b>	<b>0%</b>	<b>(9,404.67)</b>
1004060 Kenilworth Services	90,000.00	60,000.00	51,662.00	57%	(8,338.00)
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			15,001.03		
1024100 Fines - Northfield			4,301.31		
<b>Total 1004100 Fines</b>	<b>\$ 40,000.00</b>	<b>\$ 26,666.67</b>	<b>\$ 19,302.34</b>	<b>48%</b>	<b>(7,364.33)</b>
1004120 Studio Fees	4,500.00	3,000.00	1,783.33	40%	(1,216.67)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			1,828.97		
1024150 Lost/Damaged Mat.-Northfield			283.09		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 5,000.00</b>	<b>\$ 3,333.33</b>	<b>\$ 2,112.06</b>	<b>42%</b>	<b>(1,221.27)</b>
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			5,051.91		
1024300 Copy/Printing - Northfield			992.00		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,043.91</b>	<b>67%</b>	<b>43.91</b>
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000.00</b>	<b>\$ 1,333.33</b>	<b>\$ 537.91</b>	<b>27%</b>	<b>(795.42)</b>
1004775 Miscellaneous Revenue			1,130.19		1,130.19
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	1,666.67	1,900.40	76%	233.73
1004885 Gift Fund (under \$100)			289.56	0%	289.56
1004895 Friends Donations	30,000.00	20,000.00	2,540.35	8%	(17,459.65)
<b>Total 1004800 Contributions</b>	<b>\$ 32,500.00</b>	<b>\$ 21,666.67</b>	<b>\$ 4,730.31</b>	<b>15%</b>	<b>(16,936.36)</b>
<b>Total Income</b>	<b>\$ 3,888,801.00</b>	<b>\$ 2,592,534.00</b>	<b>\$ 2,959,980.83</b>	<b>76%</b>	<b>367,446.83</b>
<b>Gross Profit</b>	<b>\$ 3,888,801.00</b>	<b>\$ 2,592,534.00</b>	<b>\$ 2,959,980.83</b>	<b>76%</b>	<b>367,446.83</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	46,000.00	40,865.48	59%	(5,134.52)
1005133 OCLC	11,000.00	7,333.33	6,288.27	57%	(1,045.06)
1005134 Software	31,000.00	20,666.67	5,912.07	19%	(14,754.60)

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
1005135 LAN Management	56,100.00	37,400.00	20,992.00	37%	(16,408.00)
1005136 Hardware	1,900.00	1,266.67	1,784.19	94%	517.52
1005177 Technology/Website	2,000.00	1,333.33	1,274.95	64%	(58.38)
1005211 Tablets/Portable Devices			334.99	0%	334.99
<b>Total 10.5100 IT Services</b>	<b>\$ 171,000.00</b>	<b>\$ 114,000.00</b>	<b>\$ 77,451.95</b>	<b>45%</b>	<b>(36,548.05)</b>
<b>1005000 Administrative Services</b>					
1005120 Library Supplies	30,000.00	20,000.00	32,975.08	110%	12,975.08
1005121 Office Supplies	8,000.00	5,333.33	4,964.83	62%	(368.50)
1005122 Breakroom Supplies	1,500.00	1,000.00	948.07	63%	(51.93)
1005123 Postage	6,000.00	4,000.00	2,938.64	49%	(1,061.36)
1005124 Hospitality	6,000.00	4,000.00	1,656.47	28%	(2,343.53)
1005131 Accounting and Bookkeeping	14,500.00	9,666.67	9,337.30	64%	(329.37)
1005137 Legal Notices	1,500.00	1,000.00	234.69	16%	(765.31)
1005138 Delivery Service	7,700.00	5,133.33	4,908.00	64%	(225.33)
1005140 Payroll Services	8,000.00	5,333.33	5,685.35	71%	352.02
<b>1005170 Utilities</b>					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		24,226.35		
1025171 Electricity - Northfield			4,566.60		
<b>Total 1005171 Electricity</b>	<b>\$ 45,000.00</b>	<b>30,000.00</b>	<b>\$ 28,792.95</b>	<b>64%</b>	<b>(1,207.05)</b>
1005172 Water					
1015172 Water - Winnetka	4,500.00		1,967.06		
1025172 Water - Northfield			509.20		
<b>Total 1005172 Water</b>	<b>\$ 4,500.00</b>	<b>\$ 3,000.00</b>	<b>\$ 2,476.26</b>	<b>55%</b>	<b>(523.74)</b>
1005173 Storm Sewer	1,800.00				-
1015173 Storm Sewer - Winnetka			1,056.41		
<b>Total 1005173 Storm Sewer</b>	<b>\$ 1,800.00</b>	<b>\$ 1,200.00</b>	<b>\$ 1,056.41</b>	<b>59%</b>	<b>(143.59)</b>
1005174 Natural Gas	11,000.00				-
1015174 Natural Gas - Winnetka			4,059.65		
1025174 Natural Gas - Northfield			1,765.21		
<b>Total 1005174 Natural Gas</b>	<b>\$ 11,000.00</b>	<b>\$ 7,333.33</b>	<b>\$ 5,824.86</b>	<b>53%</b>	<b>(1,508.47)</b>
1005175 Telephone	8,750.00				-
1015175 Telephone - Winnetka			7,046.53		
<b>Total 1005175 Telephone</b>	<b>\$ 8,750.00</b>	<b>\$ 5,833.33</b>	<b>\$ 7,046.53</b>	<b>81%</b>	<b>1,213.20</b>
1005176 Internet Services	16,000.00	10,666.67	11,191.53	70%	524.86
<b>Total 1005170 Utilities</b>	<b>\$ 87,050.00</b>	<b>\$ 58,033.33</b>	<b>\$ 56,388.54</b>	<b>65%</b>	<b>0.65</b>
<b>1005700 Public Relations</b>					
1005720 PR E-Marketing	1,500.00	1,000.00	126.40	8%	(873.60)
1005721 PR Promotional	6,000.00	4,000.00		0%	(4,000.00)
1005722 PR Source	25,000.00	16,666.67	6,294.26	25%	(10,372.41)
1005723 PR Supplies	8,000.00	5,333.33	1,493.22	19%	(3,840.11)
1005724 PR Advertising	3,500.00	2,333.33	321.99	9%	(2,011.34)
<b>Total 1005700 Public Relations</b>	<b>\$ 44,000.00</b>	<b>\$ 29,333.33</b>	<b>\$ 8,235.87</b>	<b>19%</b>	<b>\$ (21,097.46)</b>
1005719 Board Expenses	1,000.00	666.67		0%	(666.67)
1005731 Memberships	6,500.00	4,333.33	1,902.95	29%	(2,430.38)
1005732 Staff Meetings	5,000.00	3,333.33	680.81	14%	(2,652.52)
1005734 Staff Recognition		0.00	30.00		30.00
1005735 Director's Expenses	1,000.00	666.67	141.49	14%	(525.18)
1005736 Legal	15,000.00	10,000.00	2,415.00	16%	(7,585.00)
1005741 Architects		0.00	101,081.47		101,081.47
1005742 Building Appraisal	500.00	333.33		0%	(333.33)
1005743 Other Consultations	65,000.00	43,333.33	32,783.75	50%	(10,549.58)

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
1005744 Investment Fees	150.00	100.00	3,472.35	2315%	3,372.35
<b>Total 1005000 Administrative Services</b>	<b>\$ 308,400.00</b>	<b>\$ 205,600.00</b>	<b>\$ 270,780.66</b>	<b>88%</b>	<b>65,180.66</b>
<b>1005100 Personnel</b>					
1005110 Salaries	1,817,210.00	1,211,473.33	1,030,539.43	57%	(180,933.90)
1005111 Health Insurance	150,000.00	100,000.00	97,802.06	65%	(2,197.94)
1005112 Flu Vaccination	500.00	333.33		0%	(333.33)
1005113 Employee Asst. Program	1,500.00	1,000.00	480.00	32%	(520.00)
1005114 Conferences	20,000.00	13,333.33	8,764.48	44%	(4,568.85)
1005115 Flexible Spending Account	3,000.00	2,000.00	360.00	12%	(1,640.00)
<b>Total 1005100 Personnel</b>	<b>\$ 1,992,210.00</b>	<b>\$ 1,328,140.00</b>	<b>\$ 1,137,945.97</b>	<b>57%</b>	<b>(190,194.03)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	11,100.00	7,400.00	2,235.75	20%	(5,164.25)
1005716 OBTV	17,000.00	11,333.33	19,139.89	113%	7,806.56
1005907 Programming - Youth	14,000.00	9,333.33		0%	(9,333.33)
1005908 Programming - Adult	20,000.00	13,333.33	600.00	3%	(12,733.33)
1005910 Programming - Studio	2,500.00	1,666.67	-12.95	-1%	(1,679.62)
1005913 Studio General Supplies	7,500.00	5,000.00	11,465.16	153%	6,465.16
<b>Total 1005900 Programming-District Initiative</b>	<b>\$ 72,100.00</b>	<b>\$ 48,066.67</b>	<b>\$ 33,427.85</b>	<b>46%</b>	<b>0.46</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000.00	36,666.67	28,958.24	53%	(7,708.43)
1015341 Books-Non-Fiction	65,000.00	43,333.33	35,451.40	55%	(7,881.93)
1015342 Periodicals	24,000.00	16,000.00	16,514.21	69%	514.21
1015343 DVDs	37,000.00	24,666.67	23,117.30	62%	(1,549.37)
1015344 Audio Books	25,000.00	16,666.67	20,491.08	82%	3,824.41
1015345 Books-Digital	140,000.00	93,333.33	119,593.56	85%	26,260.23
1015346 Online Database	90,000.00	60,000.00	94,893.71	105%	34,893.71
1015360 Program Supplies		0.00	481.54		481.54
1015361 Program Performers Fees		0.00	4,322.03		4,322.03
<b>Total 1015300 Adult Services - Winnetka</b>	<b>\$ 436,000.00</b>	<b>\$ 290,666.67</b>	<b>\$ 339,019.50</b>	<b>78%</b>	<b>0.78</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500.00	7,000.00	5,678.85	54%	(1,321.15)
1015441 Books-Non-Fiction, Easy, & JH			0.00		-
101544E Books-Easy	12,000.00	8,000.00	7,679.54	64%	(320.46)
101544J Books-Jr. High	6,000.00	4,000.00	3,776.55	63%	(223.45)
101544N Books-Non Fiction	12,000.00	8,000.00	3,853.05	32%	(4,146.95)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 30,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 15,309.14</b>	<b>51%</b>	<b>(6,012.01)</b>
1015443 DVDs	8,000.00	5,333.33	5,085.92	64%	(247.41)
1015444 Audio Books	7,000.00	4,666.67	4,684.89	67%	18.22
1015445 Music	400.00	266.67	183.31	46%	(83.36)
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies		0.00	2,197.66		2,197.66
1015461 Program Performers Fee		0.00	3,802.00		3,802.00
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>\$ 55,900.00</b>	<b>\$ 37,266.67</b>	<b>\$ 31,192.72</b>	<b>56%</b>	<b>5,937.72</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000.00	16,000.00	12,683.17	53%	(3,316.83)
1025341 Books-Non-Fiction-Adult	12,000.00	8,000.00	6,104.72	51%	(1,895.28)
1025342 Periodicals	4,000.00	2,666.67	3,666.68	92%	1,000.01
1025343 DVDs-Adult	16,000.00	10,666.67	9,854.99	62%	(811.68)
1025344 Audio Books-Adult	9,000.00	6,000.00	7,233.79	80%	1,233.79
1025360 Program Supplies		0.00	736.50		736.50

	Budget 2017-18		Actual Feb 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	
1025361 Program Performers Fees		0.00	2,282.00		2,282.00
<b>Total 1025300 Adult Services - Northfield</b>	<b>\$ 65,000.00</b>	<b>\$ 43,333.33</b>	<b>\$ 39,543.35</b>	<b>61%</b>	<b>(771.48)</b>
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	5,500.00	3,666.67	3,937.00	72%	270.33
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	3,333.33	2,881.07	58%	(452.26)
102544J Books-Jr. High	4,500.00	3,000.00	2,221.90	49%	(778.10)
102544N Books-Non Fiction	5,000.00	3,333.33	3,157.74	63%	(175.59)
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500.00</b>	<b>\$ 9,666.67</b>	<b>\$ 8,260.71</b>	<b>57%</b>	<b>(1,405.96)</b>
1025443 DVDs-Juv	4,500.00	3,000.00	2,591.13	58%	(408.87)
1025444 Audio Books-Juv	5,000.00	3,333.33	2,418.56	48%	(914.77)
1025445 Music - Juv	500.00	333.33	81.83	16%	(251.50)
1025460 Program Supplies			1,539.73		1,539.73
1025461 Program Performers Fees			4,109.44		4,109.44
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>\$ 30,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 17,289.23</b>	<b>58%</b>	<b>(2,710.77)</b>
1035800 Capital Outlay					
1005882 Building	155,000.00	103,333.33	20,156.80	13%	(83,176.53)
1005884 Equipment/Furniture	1,700,000.00	1,133,333.33	28,735.90	2%	(1,104,597.43)
1005885 Computer Equipment	130,000.00	86,666.67	91,019.76	70%	4,353.09
<b>Total 1035800 Capital Outlay</b>	<b>\$ 1,985,000.00</b>	<b>\$ 1,323,333.33</b>	<b>\$ 139,912.46</b>	<b>7%</b>	<b>(1,183,420.87)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610.00</b>	<b>\$ 3,410,406.67</b>	<b>\$ 2,086,563.69</b>	<b>41%</b>	<b>(1,323,842.98)</b>
<b>Total Expenses</b>	<b>\$ 5,115,610.00</b>	<b>\$ 3,410,406.67</b>	<b>\$ 2,086,563.69</b>	<b>41%</b>	<b>(1,323,842.98)</b>
<b>Net Operating Income</b>	<b>-\$ 1,226,809.00</b>	<b>-\$ 817,872.67</b>	<b>\$ 873,417.14</b>	<b>-71%</b>	<b>1,691,289.81</b>

**Winnetka-Northfield Public Library District**  
**Building Fund**  
July - November, 2017  
February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	96,228.67	111,915.52	78%	15,686.85
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 144,343.00</b>	<b>\$ 96,228.67</b>	<b>\$ 111,915.52</b>	<b>78%</b>	<b>\$ 15,686.85</b>
<b>Total Income</b>	<b>\$ 144,343.00</b>	<b>\$ 96,228.67</b>	<b>\$ 111,915.52</b>	<b>78%</b>	<b>\$ 15,686.85</b>
<b>Expenses</b>					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	5,666.67	5,206.13	61%	(460.54)
7005732 Snow Removal	8,500.00	5,666.67	2,771.00	33%	(2,895.67)
7005735 Photocopier Leases	40,000.00	26,666.67	22,840.49	57%	(3,826.18)
7005736 Phone Lease	9,600.00	6,400.00	7,199.82	75%	799.82
7005737 Building Maintenance Service	109,794.00	73,196.00	61,862.50	56%	(11,333.50)
7005738 Elevators	8,000.00	5,333.33	3,653.62	46%	(1,679.71)
7005739 Landscaping	15,000.00	10,000.00	6,110.51	41%	(3,889.49)
7005752 HVAC	12,000.00	8,000.00		0%	(8,000.00)
7005755 Automatic Doors	3,500.00	2,333.33	3,008.98	86%	675.65
7005756 Roof	600.00	400.00	318.00	53%	(82.00)
7005758 Alarms	2,750.00	1,833.33	1,272.30	46%	(561.03)
7005782 Equipment	4,000.00	2,666.67	368.20	9%	(2,298.47)
7005799 Misc Services	16,000.00	10,666.67	809.95	5%	(9,856.72)
7025159 Northfield Lease	63,563.00	42,375.33	41,510.96	65%	(864.37)
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>\$ 301,807.00</b>	<b>\$ 201,204.67</b>	<b>\$ 156,932.46</b>	<b>52%</b>	<b>-\$ 44,272.21</b>
<b>Total Expenses</b>	<b>\$ 301,807.00</b>	<b>\$ 201,204.67</b>	<b>\$ 156,932.46</b>	<b>52%</b>	<b>-\$ 44,272.21</b>
<b>Net Operating Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 104,976.00</b>	<b>-\$ 45,016.94</b>	<b>29%</b>	<b>\$ 44,272.98</b>
<b>Net Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 104,976.00</b>	<b>-\$ 45,016.94</b>	<b>29%</b>	<b>\$ 44,272.98</b>

**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - November, 2017

February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	13,746.67	15,987.70	78%	2,241.03
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,620.00</b>	<b>\$ 13,746.67</b>	<b>\$ 15,987.70</b>	<b>78%</b>	<b>2,241.03</b>
<b>Total Income</b>	<b>\$ 20,620.00</b>	<b>\$ 13,746.67</b>	<b>\$ 15,987.70</b>	<b>78%</b>	<b>2,241.03</b>
<b>Gross Profit</b>	<b>\$ 20,620.00</b>	<b>\$ 13,746.67</b>	<b>\$ 15,987.70</b>	<b>78%</b>	<b>2,241.03</b>
<b>Expenses</b>					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	90,000.00	76,954.39	57%	(13,045.61)
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 135,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 76,954.39</b>	<b>57%</b>	<b>(13,045.61)</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 76,954.39</b>	<b>57%</b>	<b>-\$ 13,045.61</b>
<b>Net Operating Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 76,253.33</b>	<b>-\$ 60,966.69</b>	<b>53%</b>	<b>\$ 15,286.64</b>
<b>Net Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 76,253.33</b>	<b>-\$ 60,966.69</b>	<b>53%</b>	<b>\$ 15,286.64</b>

**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - November, 2017

February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	88,104.00	58,736.00	68,311.57	78%	9,575.57
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 88,104.00</b>	<b>\$ 58,736.00</b>	<b>\$ 68,311.57</b>	<b>78%</b>	<b>\$ 9,575.57</b>
<b>Total Income</b>	<b>\$ 88,104.00</b>	<b>\$ 58,736.00</b>	<b>\$ 68,311.57</b>	<b>78%</b>	<b>\$ 9,575.57</b>
<b>Gross Profit</b>	<b>\$ 88,104.00</b>	<b>\$ 58,736.00</b>	<b>\$ 68,311.57</b>	<b>78%</b>	<b>\$ 9,575.57</b>
<b>Expenses</b>					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	135,000.00	90,000.00	90,214.02	67%	214.02
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 90,214.02</b>	<b>67%</b>	<b>214.02</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 90,214.02</b>	<b>67%</b>	<b>214.02</b>
<b>Net Operating Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 31,264.00</b>	<b>-\$ 21,902.45</b>	<b>47%</b>	<b>\$ 9,361.55</b>
<b>Net Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 31,264.00</b>	<b>-\$ 21,902.45</b>	<b>47%</b>	<b>\$ 9,361.55</b>

**Winnetka-Northfield Public Library District**  
**Audit Fund**  
**July - November, 2017**  
**February 2018 - 66%**

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
5004000 AF-Property Taxes	3,748.00	2,498.67	2,614.69	69.76%	116.02
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,748.00</b>	<b>\$ 2,498.67</b>	<b>\$ 2,614.69</b>	<b>69.76%</b>	<b>\$ 116.02</b>
<b>Total Income</b>	<b>\$ 3,748.00</b>	<b>\$ 2,498.67</b>	<b>\$ 2,614.69</b>	<b>69.76%</b>	<b>\$ 116.02</b>
<b>Gross Profit</b>	<b>\$ 3,748.00</b>	<b>\$ 2,498.67</b>	<b>\$ 2,614.69</b>	<b>69.76%</b>	<b>\$ 116.02</b>
<b>Expenses</b>					
<b>5005100 Fund 50 Audit</b>					
5005101 Audit	9,700.00	6,466.67	8,600.00	88.66%	2,133.33
<b>Total 5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 6,466.67</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>\$ 2,133.33</b>
<b>Total Expenses</b>	<b>\$ 9,700.00</b>	<b>\$ 6,466.67</b>	<b>\$ 8,600.00</b>	<b>88.66%</b>	<b>\$ 2,133.33</b>
<b>Net Operating Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 3,968.00</b>	<b>-\$ 5,985.31</b>	<b>100.56%</b>	<b>-\$ 2,017.31</b>
<b>Net Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 3,968.00</b>	<b>-\$ 5,985.31</b>	<b>100.56%</b>	<b>-\$ 2,017.31</b>



**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July - November, 2017**  
February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
<b>4004000 LF-Property Taxes</b>	14,996.00	9,997.33	11,627.00	78%	1,629.67
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 14,996.00</b>	<b>\$ 9,997.33</b>	<b>\$ 11,627.00</b>	<b>78%</b>	<b>\$ 1,629.67</b>
<b>Total Income</b>	<b>\$ 14,996.00</b>	<b>\$ 9,997.33</b>	<b>\$ 11,627.00</b>	<b>78%</b>	<b>1,629.67</b>
<b>Gross Profit</b>	<b>\$ 14,996.00</b>	<b>\$ 9,997.33</b>	<b>\$ 11,627.00</b>	<b>78%</b>	<b>1,629.67</b>
<b>Expenses</b>					
<b>4005100 Fund 40 Liability</b>	36,040.00	24,026.67			
<b>4005101 D &amp; O</b>			5,906.00		
<b>4005103 Workers Comp</b>			-43.00		
<b>4005104 Insurance Package</b>			17,558.67		
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 36,040.00</b>	<b>\$ 24,026.67</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(605.00)</b>
<b>Total Expenses</b>	<b>\$ 36,040.00</b>	<b>\$ 24,026.67</b>	<b>\$ 23,421.67</b>	<b>65%</b>	<b>(605.00)</b>
<b>Net Operating Income</b>	<b>-\$21,044.00</b>	<b>-\$ 14,029.33</b>	<b>-\$ 11,794.67</b>	<b>56%</b>	<b>2,234.66</b>
<b>Net Income</b>	<b>-\$21,044.00</b>	<b>-\$ 14,029.33</b>	<b>-\$ 11,794.67</b>	<b>56%</b>	<b>2,234.66</b>

**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - November, 2017

February 2018 - 66%

	Budget 2017-18		Actual Feb 2018		
	Full Year	Prorated Through Feb 2018	Feb 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
Total Income				0%	
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	0%	
<b>Expenses</b>					
6005100 Unemployment	1,000.00	666.67		0%	(666.67)
Total Expenses	\$ 1,000.00	\$ 666.67	\$ 0.00	0%	(666.67)
Net Operating Income	-\$ 1,000.00	-\$ 666.67	\$ 0.00	0%	(666.67)
Net Income	-\$ 1,000.00	-\$ 666.67	\$ 0.00	0%	(666.67)

# Winnetka-Northfield Public Library District

## CHECK DETAIL

February 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001 Operating Checking - FT						
02/02/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES		C	-799.98
						-799.98
02/02/2018	Bill Payment (Check)	ACH	RANDOM HOUSE (PENGUIN GROUP)		C	-7,500.00
						-7,500.00
02/02/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,940.28
						-3,940.28
02/02/2018	Bill Payment (Check)	1988	Communication Revolving Fund		C	-450.00
						-450.00
02/02/2018	Bill Payment (Check)	1989	Jean E. Joslyn		C	-50.00
						-50.00
02/02/2018	Bill Payment (Check)	1990	Leslie Goddard		C	-275.00
						-275.00
02/05/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-891.45
						-891.45
02/05/2018	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00
						-100.00
02/05/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-587.06
						-587.06
02/05/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,550.26
						-1,550.26
02/05/2018	Bill Payment (Check)	DD	NICOR			-373.96
						-373.96
02/05/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-187.50
						-187.50
02/05/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-47.96
						-47.96
02/05/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-246.05

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-246.05
02/05/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-1,189.59
						-1,189.59
02/09/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-2,802.73
						-2,802.73
02/09/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,066.71
						-2,066.71
02/16/2018	Bill Payment (Check)	1993	Shales McNutt Construction			-20,156.80
						-20,156.80
02/16/2018	Bill Payment (Check)	1994	Wayne Endre Contracting, Inc.			-975.00
						-975.00
02/16/2018	Bill Payment (Check)	1995	Illinois Office of the State Fire Marshal			-125.00
						-125.00
02/16/2018	Bill Payment (Check)		Abraham Lincoln Presidential Library	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Chicago Sun-Times	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Pioneer Press	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		USA Today	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Rochelle Pennington	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Ivan Figueredo	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Christine Casey	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)		Gary Wenstrup	Voided	C	0.00
						0.00
02/16/2018	Bill Payment (Check)	2228	USA Today			-300.03
						-300.03
02/16/2018	Bill Payment (Check)	2229	Gary Wenstrup		C	-150.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-150.00
02/16/2018	Bill Payment (Check)	2230	Christine Casey		C	-50.00
						-50.00
02/16/2018	Bill Payment (Check)	2231	Ivan Figueredo			-210.00
						-210.00
02/16/2018	Bill Payment (Check)	2232	Rochelle Pennington			-200.00
						-200.00
02/16/2018	Bill Payment (Check)	2236	Pioneer Press			-11.96
						-11.96
02/16/2018	Bill Payment (Check)	2237	Chicago Sun-Times			-416.00
						-416.00
02/16/2018	Bill Payment (Check)	2238	Abraham Lincoln Presidential Library			-184.20
						-184.20
02/19/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-1,795.93
						-1,795.93
02/19/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-878.58
						-878.58
02/19/2018	Bill Payment (Check)	ACH	CCI Solutions		C	-235.80
						-235.80
02/19/2018	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		C	-177.93
						-177.93
02/19/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70
						-394.70
02/19/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-747.90
						-747.90
02/19/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-787.50
						-787.50
02/19/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-901.20
						-901.20
02/19/2018	Bill Payment (Check)	ACH	DEMCO		C	-295.45
						-295.45
02/19/2018	Bill Payment (Check)	ACH	GALE/GENGAGE LEARNING			-50.03

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-50.03
02/19/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-4,651.31
						-4,651.31
02/19/2018	Bill Payment (Check)	ACH	AMANDA GARRITY		C	-41.45
						-41.45
02/23/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-10,497.92
						-10,497.92
02/23/2018	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,227.00
						-2,227.00
02/23/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-4,496.55
						-4,496.55
02/23/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,341.27
						-2,341.27
02/23/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,188.87
						-5,188.87
02/23/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-12,574.43
						-12,574.43
02/26/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.			-1,095.69
						-1,095.69
02/26/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE			-552.00
						-552.00
02/26/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION			-1,062.50
						-1,062.50
02/26/2018	Bill Payment (Check)	DD	COMCAST			-254.85
						-254.85
02/26/2018	Bill Payment (Check)	DD	NORTH SHORE GAS			-972.69
						-972.69
02/26/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
						-799.98
02/26/2018	Bill Payment (Check)	ACH	Jeanine Breen			-125.00
						-125.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
02/26/2018	Bill Payment (Check)	2239	Black Book			-399.00
						-399.00
02/26/2018	Bill Payment (Check)	2240	Thompson Elevator Inspection Service, Inc			-100.00
						-100.00
<hr/>						
1001001	GF - Operating Checking - FT					
02/02/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00
						-831.00
02/05/2018	Bill Payment (Check)	2227	James L Bruebach		C	-300.00
						-300.00
02/14/2018	Bill Payment (Check)	1991	U.S. Postal Service		C	-729.13
						-729.13
02/14/2018	Bill Payment (Check)	1992	Becky Spratford		C	-600.00
						-600.00
02/15/2018	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00
						-831.00
02/24/2018	Bill Payment (Check)	2510	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00
						-831.00
<hr/>						
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## **Financial Report**

### **Expenditures:**

- We did not have a payment application for the March board meeting, will see a payment applications in April from Shales McNutt as well as from our asbestos abatement contractor.
- Library Administrative Services will continue to run high as fees for consultants such as architects are taken out of this fund.
- We are spending on pace for physical collections, digital collection spending is running higher (as expected) best sellers and holds are being prioritized.

## **Building and Grounds**

General construction has begun at the Winnetka Branch as well as Bathroom Construction Phase I at the Northfield Branch. Updated construction FAQ sheets are available at both branches as well as online. We have been greeted both by patrons who are elated that we are open and to see the progress of the project as well as concerned patrons who questioned being open during this period. The District staff have been vigilant in making sure safety is a priority and providing service to those who are visiting during this time.

Our demolition process has been dusty but nothing that was not expected, we have seen this issue dissipate as heavy demolition is completed. At anytime in our District we ask that our patrons never leave children unattended and follow staff instructions and signage.

Our team has been dedicated to making everyone feel warm and welcomed. The Northfield Branch has done an excellent job in welcoming new visitors, going above and beyond to make all our community members feel at home. Our circulation team has worked on weekends and early mornings to make sure materials were ready for patron holds. Coming in on nights and weekends so that collections at the Winnetka and Northfield Branch are tagged with minimal disruptions. Just a wonderful effort showcasing the great teamwork by our District staff to serve our community.

## **Staff Training:**

### **Circulation/Reference Desk Merge**

February was a major training month for the Adult Services and Circulation departments in preparation for their desk merge on March 5. The process included updating and disseminating documentation, group meetings, and cross-training sessions culminating in a week-long workshop schedule the week before the library reopened. Adult Services trained Circulation staff on a number of topics, including: digital resources and ebooks, printer/copier skills, and basic catalog searching.

### **Polaris Migration:**

We started the process of customizing the library's PowerPAC, the patron-facing catalog. Rebecca Malinowski, Executive Director of CCS, gave a presentation for District staff about migration expectations and answered staff questions. Director Wolf and Emily Compton-Dzak, Polaris Project Lead and Head of Adult Services attended the CCS Governing Board meeting, which was entirely focused on Polaris migration final preparations, go-live, and post go-live activities.

### **All-Staff Training**

We were also fortunate to have readers' advisory specialist Becky Spratford present on Reader's Advisory (RA) topics for an in-service all staff training day. Becky Spratford is a librarian, library trustee, member of the Adult Reading Round Table Steering Committee, and well-known RA specialist dedicated to training public library staff to better serve leisure readers. The in-service day was open to all district staff and was supplemented by weekly RA activities sponsored by the Events Committee. Katie Cangelosi, Administrative Assistant and Adult Services Associate spearheaded these weekly events, which included:

*Paczkis and RA Nightmares:* staff enjoyed Fat Tuesday Paczkis and discussed their worst advisory nightmares

*Booktalk and Chill:* staff met to discuss the art of booktalking accompanied by ice cream.



**Collection Development Improvements:**

**Digital Library Service Description:** Kanopy

Kanopy is an industry leader in technology and quality of content with a unique collection of films on a variety of topics.

**Service Purpose:** Kanopy is a way for libraries to keep up with audio-visual collection tastes of patrons in today’s era. For the Winnetka-Northfield Public Library District, Kanopy offers a remarkable solution to both budget and spatial concerns.

**Service Objective:** Since Kanopy is a Patron-Driven Acquisition resource the only fees paid are for films checked out by patrons allowing our service objective to be flexible. As a niche collection, we do not expect Kanopy to be a majority choice for library users; we do however hope that the circulation will increase in the next few months with continued advertisement of the resource.

**Circulation Services**

**Statistics**

Total circulation for the month of February FY 2017/2018 was **19,918** compared to **33,748** for the same month last year. This represents a net change of **-40.98 %**.

Winnetka Library's circulation for the month of February FY 2017/2018 was **3,257** compared to **20,426** for the same month last year.

This represents a net change of **-84.05 %**.

Northfield Library's circulation for the month of February FY 2017/2018 was **13,528** compared to **10,254** for the same month last year.

This represents a net change of **31.93 %**.

Virtual Branch circulation for the month of February FY 2017/2018 was **3,133** compared to **3,068** for the same month last year.

This represents a net change of **2.12 %**.

Cumulative circulation through February FY 2017/2018 is **274,855** compared to **290,686** for the previous fiscal year to date.

This represents a net change of **-5.45 %**.

	Books	Audio	Video	Grand Total
Initial Totals	80,154	5,855	11,575	97,584
February - Adds	1,016	56	239	1,311
February - W/D	177	0	5	182
February End Total	80,993	5,911	11,809	98,713

**Technology**

**Computer Usage**

There were 835 public computer sessions at Northfield with 21 percent of those occurring on laptops.

Northfield had 1,644 hotspot sessions from 521 distinct devices. The average session time was 39 minutes. These sessions used a total of about 27.45 GB of downstream bandwidth and about 4.09 GB of upstream bandwidth.

We had 7,310 web sessions with 4,155 unique website users as counted by Google Analytics. The sessions number is down from last year’s 10,897 sessions, and the unique visitors count is down from last year’s 6,298 unique users.

**Website: Most Visited Pages**

Home Page

Renovation

Movies  
Digital Library  
New York Times  
Hours and Locations

**Programs and Activities**

**Program Attendance**

Total District Program Attendance for the month of February FY 2017/2018 was **862** compared to **1,225** for the same month last year.

This represents a net change of **-29.63 %**

Cumulative District Program Attendance through February FY 2017/2018 is **10,561** compared to **10,591** for the same month last year.

This represents a net change of **-0.28 %**

Adult Programs Held	Attendees	Youth Programs Held	Attendees
<b>37</b>	<b>395</b>	<b>39</b>	<b>467</b>

**Programming Highlights**

All Youth and Adult programming for the month of February took place at the Northfield Branch Library including:

- Winnetka’s regular weekly storytimes—Bright Beginnings, Toddler Time, and All Ages
- A variety of STEM and STEAM programming, including the Build Guild: Ziplines, Sumi Ink Drawing, and Make Your Own Valentines
- A live performance in celebration of Black History Month by the ASE Youth Storytellers
- Great Decision Series by the League of Women Voters drew 116 participants. In this eight-week series, there were lively discussions centering around a different global topic of interest each week
- Professor Gary Wenstrup’s presentation of “The Beatles: Their History in an Hour” which followed the Beatles career from Liverpool through Beatlemania and their psychedelic phase drew 32 participants

We heard from many patrons who had never been to the Northfield Branch that they were pleased with the service and the space and surprised by how accessible it is, we hope that this will mean an uptick in programming attendance at Northfield in the future.

**Communications and Marketing**

We are continuing our work on the multichannel external communication plan for the rollout of the renovation. Through this effort we aim to inform, engage & excite our patrons. This campaign will be ongoing until the project is completed. We look forward to planning a Grand Re-Opening event in the Summer to celebrate the new space with patrons & highlight the new ways the Library is here to serve them.

We were pleased to coordinate with the Daily North Shore, the Patch and The Winnetka Current for articles about our re-opening after abatement.

We are hoping to hire a graphic designer soon, we have a few great candidates that we are really excited about.

## The Digital Budget

This year the Winnetka-Northfield Public Library District is seeking to once again increase the budget line for Digital Materials. The information below is how we as a District are informing our discussion to grow this budget and provide the board context for why we are asking for consideration.

### Challenges

eBook circulation has grown by 25% between 2015 and 2017. eAudiobook circulation (see chart 1) has shown a more significant increase in circulation, growing by 45% in the same period. We have increased spending on pay-per-use titles (PPU) and for filling holds on licensed copy titles (patron driven acquisition, or PDA) over the last several years. We have no direct control over this spending, short of restricting the criteria we use to purchase (e.g. setting a higher holds ratio). If current circulation rates hold through the end of the FY, we will have spent around \$18,000 more than anticipated on PPU and PDA titles.

There are two significant but separate considerations for budget planning.

1. **Overall expenditures.** Digital circulation is increasing, with a dramatically higher cost per copy than print materials. One digital license averages \$46 while a print version averages \$13. Current collection development standards cannot be maintained without more money to account for increasing demand.
2. **Competing expenditures.** By responding to demand in Hoopla and Overdrive, we fail to develop the Cloud Library catalog into a compelling choice for many of our patrons. By developing Cloud Library, we fail to more aggressively respond to patron demand in Overdrive, the only platform that supports Kindle books. (see charts 2-4)

If we anticipate growth in PPU and PDA demand next FY will match the growth we saw in 2017, we will need an additional \$9,000, on top of the extra \$18,000 we will have had to produce this FY. We will likely need an additional \$6,000 to maintain our recently implemented 1:1 holds ratio in Cloud Library. If we assume we want to continue supporting Cloud Library licensed copies with the same budget as this FY, and then add those extra expenditures, the total digital materials budget would hover around \$174,000. However, we feel that we should move the ratio back to 2:1 which would still be higher than our previous 3:1 ratio.

### Strategies

#### Accounting for increased demand

This FY, adding at least \$30,000 to digital collections is justified, and up to an extra \$50,000 could be responsibly spent. Many of our patrons are still experimenting with and transitioning to digital media, so it's crucial that we position ourselves as a viable resource before their habits solidify.

That said, this money will ideally come as a supplement to our overall collections budget. As print collections still represent our core material service, and 90% of our circulation, they justify prioritization to ensure they do not end up underbudgeted. (see chart 5)

#### Preparing for future growth

Separately, we should begin to prepare for a potential consolidation of our digital services. Due to the increased popularity of eAudiobooks, librarian Steve Kline suggested positioning Cloud

Library as our eAudiobook platform, and Overdrive as our eBook platform. This is a suggestion the District's selectors are seriously considering. By reducing eBook expenditures in Cloud Library, we can commit more of our budget to building an eAudiobook collection that can justify a dedicated service. And by embracing eBook demand in Overdrive, we can take advantage of its cost effectiveness, helping to control costs moving forward. This separation would also more clearly distinguish these services, making them easier to market, and easier for patrons to understand.

## Budget Notes for Fiscal Year 2018-2019

### **Income:**

Income is projected to be up roughly 1.9%. The final levy grand tax extension will not be available to us until June, so at this time we are using the anticipated amounts for budgeting purposes.

Of note, we expect to see a drop in the interest income next year, as we will be spending a significant amount from the reserves to complete projects in our current fiscal year.

### **Expenditure Notes:**

In collections, we are recommending holding flat our adult print collection budgets, have a small increase of 4% in youth print and increase the digital collection budget by 21% from \$140,000 to \$170,000. The rationale for our increase in digital collections is included in the directors report.

In programing we have an increase in the youth programing budget of 10.7% Youth services continues to improve there programs and offerings across the District.

This year in the Studio we are planning for a laser tube replacement as a normal part of the replacement schedule. This \$10,000 will come from the Staffileno Money that is reserved for maintaining the space.

### **Capital Projects:**

- As we previously discussed, this year we have plans to renovate the Northfield Branch Library Service Desk and start Landscape Master Plan: Part I. The first areas under consideration are the North Entrance and West Garden. Our estimated costs are from \$400,000 to \$500,000.
- We will also update our Capital Asset Study to make sure we are in line with capital project schedules. Cost estimated at \$11,500.

The majority of our general fund budget is holding flat or with nominal increases, reflecting the cost of living. With the inclusion of capital projects this fiscal year we will run a deficit of just under \$250,000. These planned capital projects may be funded from outside sources, the reserve, and/or become points of discussion during subsequent planning activities in partnership with the Village.

# Winnetka-Northfield Public Library District

## Budget Draft July 2018- June 2019

January 2018 - 58%

	Budget 2017-18	Prorated Through Jan 2018	Jan 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change
<b>Revenues</b>								
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,121,405	\$ 2,536,697	\$ 3,636,694	100.0%	\$ -	\$ 3,725,392	2.4%
<b>50 Audit Collection</b>	\$ 3,748.00	\$ 2,186.33	\$ 2,614.69	\$ 3,748.00	100.0%	\$ -	\$ 4,000	6.7%
<b>40 Liability Collection</b>	\$ 14,996	\$ 8,748	\$ 10,460	\$ 14,996	100.0%	\$ -	\$ 12,500	-16.6%
<b>Fund IMRF Collection</b>	\$ 88,104	\$ 51,394	\$ 61,456	\$ 88,104	100.0%	\$ -	\$ 90,000	2.2%
<b>Fund FICA Collection</b>	\$ 20,620	\$ 12,028	\$ 14,383	\$ 20,620	100.0%	\$ -	\$ 20,000	-3.0%
<b>Fund 79 Building/Equipment Collection</b>	\$ 144,343	\$ 84,200	\$ 100,683	\$ 144,343	100.0%	\$ -	\$ 150,000	3.9%
<b>Unemployment</b>	\$ 10	\$ 6	\$ 0	\$ 10	100.0%	\$ -	\$ 10	0.0%
Total 0004500 Interest	\$ 30,000	\$ 17,500	\$ 42,653	\$ 42,600	142.0%	\$ 12,600	\$ 18,000	-40.0%
1004040 Replacement Tax	\$ 25,000	\$ 14,583	\$ 10,179	\$ 20,000	80.0%	\$ (5,000)	\$ 20,000	-20.0%
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ -	\$ 14,107	100.0%	\$ -	\$ 14,107	0.0%
1004060 Kenilworth Services	\$ 90,000	\$ 52,500	\$ 51,662	\$ 89,462	99.4%	\$ (538)	\$ 100,000	11.1%
Total 1004100 Fines	\$ 40,000	\$ 23,333	\$ 17,635	\$ 34,435	86.1%	\$ (5,565)	\$ 35,000	-12.5%
1004120 Studio Fees	\$ 4,500	\$ 2,625	\$ 1,710	\$ 3,600	80.0%	\$ (900)	\$ 4,500	0.0%
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,917	\$ 2,059	\$ 4,159	83.2%	\$ (841)	\$ 4,500	-10.0%
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 5,140	\$ 8,920	99.1%	\$ (80)	\$ 9,000	0.0%
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 538	\$ 1,378	68.9%	\$ (622)	\$ 2,000	0.0%
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,130	\$ 1,130		\$ 1,130	\$ -	
Total 1004800 Contributions	\$ 32,500	\$ 18,958	\$ 2,830	\$ 25,000	76.9%	\$ (7,500)	\$ 30,000	-7.7%
<b>Total Revenues</b>	<b>\$ 4,160,622</b>	<b>\$ 2,427,030</b>	<b>\$ 2,861,828</b>	<b>\$ 4,153,305</b>	<b>99.8%</b>	<b>\$ (7,317)</b>	<b>\$ 4,239,009</b>	<b>1.9%</b>
<b>Expenses</b>								
<b>1000000 Fund 10 General Expenses</b>								
<b>50 Audit</b>	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	\$ 8,600.00	88.7%	\$ (1,100)	\$ 9,800.00	1.0%
<b>40 Liability</b>	\$ 36,040	\$ 21,023	\$ 23,422	\$ 23,422	65.0%	\$ (12,618)	\$ 35,000	-2.9%
Total 10.5100 IT Services	\$ 171,000	\$ 99,750	\$ 70,680	\$ 172,000	100.6%	\$ 1,000	\$ 173,150	1.3%
Total 1005000 Administrative Services	\$ 308,400	\$ 179,900	\$ 256,249	\$ 385,777	125.1%	\$ 77,377	\$ 311,625	1.0%
Total 1005100 Personnel	\$ 1,992,210	\$ 1,162,123	\$ 1,015,104	\$ 1,871,754	94.0%	\$ (120,456)	\$ 2,022,468	1.5%
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 42,058	\$ 43,539	\$ 72,100	100.0%	\$ -	\$ 81,100	12.5%
Total 1015300 Adult Services - Winnetka	\$ 300,000	\$ 175,000	\$ 212,090	\$ 300,000	100.0%	\$ -	\$ 305,000	1.7%
Total 1015345 - Books-Digital	\$ 140,000	\$ 81,667	\$ 102,781	\$ 161,581	115.4%	\$ 21,581	\$ 170,000	21.4%
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 32,608	\$ 26,580	\$ 55,900	100.0%	\$ 55,900	\$ 56,900	1.8%
Total 1025300 Adult Services - Northfield	\$ 61,000	\$ 35,583	\$ 33,976	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 17,500	\$ 15,227.02	\$ 30,000	100.0%	\$ 32,000	\$ 32,500	8.3%
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,157,917	\$ 119,756	\$ 2,100,000	105.8%	\$ 115,000	\$ 650,000	-67.3%

	Budget 2017-18	Prorated Through Jan 2018	Jan 2018	Projected 6/30/18	% of Budget	Full Year vs. Projected	Budget 18-19	Percentage of Change
<b>Total 1000000 Fund 10 General Expenses</b>	\$ 5,115,610	\$ 2,984,106	\$ 1,895,983	\$ 5,210,113	101.8%	\$ 243,403	\$ 3,908,543	-23.6%
<b>Total Revenues</b>	\$ 4,160,622	\$ 2,427,030	\$ 2,861,828	\$ 4,153,305	99.8%	\$ (7,317)	\$ 4,239,009	1.9%
<b>Total Expenses</b>	\$ 5,688,417	\$ 3,318,243	\$ 2,191,616	\$ 5,773,053	101.5%	\$ 84,636	\$ 4,488,950	-21.1%
<b>Net Operating Income</b>	\$ (1,527,795)	\$ (891,214)	\$ 670,213	\$ (1,619,748)	106.0%	\$ 1,561,426	\$ (249,941)	-83.6%

**Other Funds Expenses:**

<b>2005100 Fund 30 IMRF</b>	\$ 135,000	\$ 78,750	\$ 79,952	\$ 136,652	101.2%	\$ 1,652	\$ 140,000	3.7%
<b>3005100 Fund 30 FICA</b>	\$ 135,000	\$ 78,750	\$ 67,782	\$ 124,482	92.2%	\$ (10,518)	\$ 135,000	0.0%
<b>70050000 Fund 79 Building/Equipment</b>	\$ 301,807	\$ 176,054	\$ 147,900	\$ 301,807	100.0%	\$ -	\$ 304,407	0.9%
<b>6005100 Fund Unemployment</b>	\$ 1,000	\$ 583	\$ 0	\$ -	0.0%	\$ (1,000)	\$ 1,000	0.0%

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1000000 · Fund 10 General Expenses					
IT Services					
1005132 · CCS Operating	70,000	69,000	72,000	4.3%	
1005133 · OCLC	8,930	11,000	11,250	2.3%	
1005134 · Software	25,000	31,000	31,000	0.0%	(web dewey, qbo, adobe)
1005135 · LAN Management	55,000	56,100	55,000	-2.0%	
1005136 · Hardware	1,900	1,900	1,900	0.0%	
1005177 · Technology/Website	2,000	2,000	2,000	0.0%	
1005211 · Tab/Reading Devices	2,000				Line Removed 17/18
IT Services	164,830	171,000	173,150	1.3%	
1005100 · Personnel					
1005110 · Salaries	1,764,281	1,817,210	1,844,468	1.5%	
1005111 · Health Insurance	125,000	150,000	153,750	2.5%	New combined pool
1005112 · Flu Vaccination	500	500	500	0.0%	
1005113 · Employee Asst. Program	1,500	1,500	1,500	0.0%	
105105 · Flex Spending Account	3,000	3,000	3,000	0.0%	
Total 1005100 · Personnel	1,894,281	1,972,210	2,003,218	1.6%	
1005114 · Conferences	19,000	20,000	20,000	0.0%	
Personnel	1,913,281	1,992,210	2,023,218	1.6%	
1005000 · Administrative Services					
1005120 · Library Supplies	30,000	30,000	30,000	0.0%	
1005121 · Office Supplies	8,000	8,000	8,000	0.0%	
1005122 · Breakroom Supplies	900	1,500	1,500	0.0%	
1005123 · Postage	6,000	6,000	6,000	0.0%	



	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1005124 · Hospitality	6,000	6,000	6,000	0.0%	
1005131 · Accounting and Bookkeeping	14,000	14,500	15,000	3.4%	
1005137 · Legal Notices	1,500	1,500	1,500	0.0%	
1005138 · Delivery Service	7,500	7,700	7,700	0.0%	
1005140 · Payroll Services	7,500	8,000	8,500	6.3%	
1005719 · Board Expenses	1,000	1,000	1,000	0.0%	
1005732 · Staff Meetings/Events/Recognition	1,000	5,000	5,000	0.0%	
1005735 · Director's Expenses	1,000	1,000	1,000	0.0%	
1005731 · Memberships	6,500	6,500	6,500	0.0%	
1005736 · Legal	15,000	15,000	15,000	0.0%	
1005742 · Building Appraisal	500	500	500	0.0%	
1005743 · Other Consultations	17,000	15,000	15,000	0.0%	
HR- Management Association		50,000	50,000	0.0%	
1005703 · ILL Fees	500	150	150	0.0%	
1005170 · Utilities					
1005171 · Electricity	45,000	45,000	45,000	0.0%	
1005172 · Water	1,700	4,500	5,625	25.0%	
1005173 · Storm Sewer	1,600	1,800	1,900	5.6%	
1005174 · Natural Gas	11,000	11,000	11,000	0.0%	
1005175 · Telephone	8,000	8,750	9,250	5.7%	
1005176 · Internet Services	16,000	16,000	16,500	3.1%	
1005700 · Public Relations					
1005720 · PR E-Marketing	3,000	1,500	1,500	0.0%	
1005721 · PR Promotional	6,000	6,000	6,000	0.0%	
1005722 · PR Source	25,000	25,000	25,000	0.0%	

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	Notes
1005723 · PR Supplies	8,000	8,000	8,000	0.0%	
1005724 · PR Advertising	3,500	3,500	3,500	0.0%	
Public Relations	45,500	44,000	44,000	0.0%	
Administrative Services	257,200	308,400	311,625	1.0%	
1005900 · Programming-District Initiative					
1005308 · Summer Reading	10,500	11,100	11,100	0.0%	
1005716 · OBTV	17,000	17,000	17,000	0.0%	
1005907 · Programming - Youth	16,000	14,000	15,500	10.7%	
1005908 · Programming - Adult	18,000	20,000	20,000	0.0%	
1005910 · Studio Maintenance/Repair	1,500	2,500	10,000	300.0%	Replacement Exp 2019) - expend
1015513 · Studio General Supplies	7,500	7,500	7,500	0.0%	
Programming-District	70,500	72,100	81,100	12.5%	
Materials - District					
Adult Materials	387,000	361,000	366,000	1.4%	
Books-Digital	88,000	140,000	170,000	21.4%	
Youth Materials	91,400	85,900	89,400	4.1%	
Total Materials	566,400	586,900	625,400	6.6%	
1005882 · Building	155,000	155,000	155,000	0.0%	
1005884 · Equipment/Furniture	250,000	1,700,000	400,000	-76.5%	Northfield and Patio Projects
1005885 · Computer Equipment	130,000	130,000	95,000	-26.9%	
Capital Outlay	535,000	1,985,000	650,000	-67.3%	

	FY 16 - 17	FY 17 - 18	FY 18- 19	% Change	
1015300 · Adult Services - Winnetka					
1015340 · Books-Fiction	\$ 45,000	\$ 55,000	\$ 55,000	0.00	0%
1015341 · Books-Non-Fiction	\$ 80,000	\$ 65,000	\$ 65,000	0.00	0%
1015342 · Periodicals	\$ 28,000	\$ 28,000	\$ 28,000	0.00	0%
1015343 · DVDs	\$ 42,000	\$ 37,000	\$ 37,000	0.00	0%
1015344 · Audio Books	\$ 36,000	\$ 25,000	\$ 25,000	0.00	0%
1015346 · Online Database	\$ 95,000	\$ 90,000	\$ 95,000	5,000.00	6%
Total 1015300 · Adult Services - Winnetka	\$ 326,000	\$ 300,000	\$ 305,000	5,000.00	2%
1015345 · Books-Digital	\$ 88,000	\$ 140,000	\$ 170,000	30,000.00	21%
1015400 · Youth/Children's Svcs.-Winnetka					
1015440 · Books-Fiction	\$ 13,000	\$ 10,500	\$ 10,500	0.00	0%
1015441 · Books-Non-Fiction, Easy, & JH					
101544E · Books-Easy	\$ 13,500	\$ 12,000	\$ 13,000	1,000.00	8%
101544J · Books-Jr. High	\$ 6,000	\$ 6,000	\$ 6,000	0.00	0%
1015441 · Books-Non-Fiction	\$ 13,000	\$ 12,000	\$ 12,000	0.00	0%
Total 1015441 · Books-Non-Fiction, Easy, & JH	\$ 32,500	\$ 30,000	\$ 31,000	1,000.00	3%
1015443 · DVDs	\$ 9,000	\$ 8,000	\$ 8,000	0.00	0%
1015444 · Audio Books	\$ 7,000	\$ 7,000	\$ 7,000	0.00	0%
1015445 · Music	\$ 400	\$ 400	\$ 400	0.00	0%
Total 1015400 · Youth/Children's Svcs.-Winnetka	\$ 61,900	\$ 55,900	\$ 56,900	1,000.00	2%
1025300 · Adult Services - Northfield					
1025340 · Books-Fiction-Adult	\$ 24,000	\$ 24,000	\$ 24,000	0.00	0%
1025341 · Books-Non-Fiction-Adult	\$ 11,000	\$ 12,000	\$ 12,000	0.00	0%
1025343 · DVDs-Adult	\$ 16,000	\$ 16,000	\$ 16,000	0.00	0%
1025344 · Audio Books-Adult	\$ 10,000	\$ 9,000	\$ 9,000	0.00	0%
Total 1025300 · Adult Services - Northfield	\$ 61,000	\$ 61,000	\$ 61,000	0.00	0%
1025400 · Youth/Children's Sv.-Northfield					
1025445 · Music - Juv		\$ 500	\$ 500		0%
1025440 · Books-Fiction-Juv	\$ 5,500	\$ 5,500	\$ 7,000	1,500.00	27%
1025441 · Books-Non-Fiction, Easy, & JH					

Materials Breakdown  
 BUDGET 2018-2019

DRAFT March 19, 2018

	<b>FY 16 - 17</b>	<b>FY 17 - 18</b>	<b>FY 18- 19</b>	<b>% Change</b>	
102544E · Books-Easy	\$ 5,500	\$ 5,000	\$ 5,000	0.00	0%
102544J · [Book-JR High/Teen/GN	\$ 4,000	\$ 4,500	\$ 5,500	1,000.00	22%
1025441 · Books-Non-Fiction	\$ 5,000	\$ 5,000	\$ 5,000	0.00	0%
<b>Total 1025441 · Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 15,500</b>	<b>1,000.00</b>	<b>7%</b>
1025443 · DVDs-Juv	\$ 4,500	\$ 4,500	\$ 4,500	0.00	0%
1025444 · Audio Books-Juv	\$ 5,000	\$ 5,000	\$ 5,000	0.00	0%
<b>Total 1025400 · Youth/Children's Sv.-Northfield</b>	<b>\$ 29,500</b>	<b>\$ 30,000</b>	<b>\$ 32,500</b>	<b>2,500.00</b>	<b>8%</b>
<b>Total Materials</b>	<b>FY16-17</b>	<b>FY16-17</b>	<b>FY 18- 19</b>		
Adult Materials	387,000	361,000	366,000	5,000.00	1%
Books-Digital	88,000	140,000	170,000	30,000.00	21%
Youth Materials	91,400	85,900	89,400	3,500.00	4%
<b>Total Materials</b>	<b>566,400</b>	<b>586,900</b>	<b>625,400</b>	<b>38,500.00</b>	<b>7%</b>

Restricted Fund: Building and Sites Breakdown  
 BUDGET 2018-2019

DRAFT MARCH 19, 2018

	FY 16 - 17	FY 17 - 18	FY 18 - 19	% Change	Notes
7005000 · Fund 70 Building/Equipment					
7005725 · Janitorial Supplies	\$ 6,500	\$ 8,500	\$ 8,500	0.0%	
7005732 · Snow Removal	\$ 9,000	\$ 8,500	\$ 8,500	0.0%	
7005735 · Photocopier Leases	\$ 38,000	\$ 40,000	\$ 40,000	0.0%	
7005736 · Phone Lease	\$ 9,600	\$ 9,600	\$ 9,600	0.0%	
7005737 · Building Maintanace Service	\$ 108,171	\$ 109,794	\$ 111,440	1.5%	
7005738 · Elevators	\$ 7,000	\$ 8,000	\$ 8,000	0.0%	
7005739 · Landscaping	\$ 10,000	\$ 15,000	\$ 15,000	0.0%	
7005752 · HVAC	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	
7005755 · Automatic Doors	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	
7005756 · Roof	\$ -	\$ 600	\$ 600	0.0%	
7005758 · Alarms	\$ 2,500	\$ 2,750	\$ 2,750	0.0%	
7005782 · Equipment	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	
7005799 · Misc Services	\$ 13,000	\$ 16,000	\$ 16,000	0.0%	
7025159 · Northfield Lease	\$ 62,624	\$ 63,563	\$ 64,517	1.5%	
Total 7005000 · Fund 70 Building/Equipment	\$ 285,895	\$ 301,807	\$ 304,407	5.6%	

## Recommendation for the purchase of Lloyd Room Hearing Assistance and AV Equipment

It is our recommendation that the District purchase and install the following new audio visual and accessibility equipment for the remodeled Lloyd Room. This will include:

- ceiling mounted projector with ceiling hardware
- (4) white ceiling speakers & (1) new amplifier within Plenum ceiling box above the ceiling
- installation and programming of Kramer Wall Controller
- (1) wireless handheld & (1) wireless lapel mic system and antennae
- installation of Hearing Loop system

We feel the opportunity to provide a seamless option for those in need of hearing assistance to be within the scope of our project. Installation of the hearing loop is \$3,719, only nominally more (about \$2400) than a less optimal solution that would be more staff intensive.

The total cost will not exceed \$13,000, to come from the computer equipment capital outlay fund.

Respectfully submitted

Rebecca Wolf

Library Director

AV TechSource, Inc.  
Green Oaks, IL 60048-4840



# Quote

Phone # 847-557-8449  
Fax # 847-557-8451

Date	Quote #
2/22/2018	5347

Name / Address
Winnetka Public Library Rebecca Wolf 768 Oak St. Winnetka, IL 60093 847-446-7220

Ship To
Winnetka Public Library Rebecca Wolf 768 Oak St. Winnetka, IL 60093 RWolf@winnetkalibrary.org

P.O. No.	Terms	Due Date	Rep	FOB	Project
		2/22/2018	TGH		

Item	Description	Qty	Total
	<p>Rebecca, thank you for the opportunity to provide this revised quotation on AV upgrades for the Lloyd Room.</p> <p>We are not authorized to provide the Hearing Loop system. This can be provided by the other vendor you have a quote from.</p> <p>If you decide the Hearing Loop is a better solution, we can just delete the items for the Listen Assistive System in quote as below. We can run mono line level output that will be sent from the new audio system to the owner furnished Hearing Loop System.</p> <p>We will install the following:</p> <ul style="list-style-type: none"> <li>-install a ceiling mounted projector with ceiling hardware ( projection screen by others)</li> <li>-Install (4) White ceiling speakers &amp; new amplifier within Plenum ceiling box above the ceiling</li> <li>-Install Listen Assisted Listening System</li> <li>-Install/Program Kramer Wall Controller</li> <li>-Install (1)Wireless Handheld &amp; (1) Wireless Lapel Mic systems and antennas</li> </ul>		
Non-inventory Part	NEC NP-P554U, 1920 x 1200, 5,600 Lumen Projector	1	2,240.00
CHI CMS440	Chief CMS440 Suspended Ceiling Mount	1	101.00
CHI RSAUW	Chief RSAUW White Projector Mount	1	150.00
CHI CMS006W	Chief CMS006W Pipe 6"	1	14.00

**Subtotal**

**Sales Tax (7.0%)**

**Total**

Signature

AV TechSource, Inc.  
Green Oaks, IL 60048-4840



# Quote

Phone # 847-557-8449  
Fax # 847-557-8451

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2/22/2018	5347

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Winnetka Public Library Rebecca Wolf 768 Oak St. Winnetka, IL 60093 RWolf@winnetkalibrary.org

P.O. No.	Terms	Due Date	Rep	FOB	Project
		2/22/2018	TGH		
Item	Description	Qty	Total		
Non-inventory Part	Chief CMA473 XL, Plenum Ceiling Box	1	134.00		
KRA C-HM/HM-15	Kramer C-HM/HM-15 15' HDMI CABLE	1	24.00		
KRA C-HM/HM-3	Kramer C-HM/HM-3 Cable 3'	2	22.00		
Non-inventory Part	Kramer PT-2H, HDMI Equalizer	1	68.00		
Non-inventory Part	Contemporary Research 232-AMP-Plus Stereo Amplifier	1	267.00		
RDL STD-10K	RDL STD-10K Audio Divider / Combiner	1	62.00		
Non-inventory Part	Atlas FAP40T Ceiling Speakers	4	337.00		
SHU SLX24/SM58	Shure SLX24/SM58-H50 Handheld Wireless Microphone System	1	553.00		
Non-inventory Part	Shure SLX14/85-H50 Lapel Wireless Mic System	1	605.00		
Non-inventory Part	Shure UA221, Passive Antenna Splitter/Combiner Kit	1	131.00		
Non-inventory Part	Shure UA8-518-570, 1/2 Wave Omnidirectional Receiver Antenna	2	56.00		
Non-inventory Part	RDL-TX-8A, Audio Interface	2	152.00		
Non-inventory Part	Kramer RC-78R Wall Controller	1	425.00		
Non-inventory Part	Liberty Single Wall Plate, Male XLR Connector, Output for Listen System	1	39.00		
Non-inventory Part	C2G 12' Male-Female XLR Cable	1	21.00		
Non-inventory Part	Listen Tech LT-800-072-P1, Assisted Listening Transmitter System	1	734.00		
Non-inventory Part	Listen Tech LR-4299-072-P1, Assisted Listening Receiver Package	2	318.00		
Hardware / Misc Insta...	Hardware / Misc Install Parts	1	150.00		
	Subtotal		6,603.00		
Design	Design Services	4	440.00		
CAD	CAD Services	4	440.00		
Installation	Installation Services	16	1,520.00		
Programming	Programming-Kramer Controller	8	880.00		
				<b>Subtotal</b>	
				<b>Sales Tax (7.0%)</b>	
				<b>Total</b>	

Signature



AV TechSource, Inc.  
Green Oaks, IL 60048-4840



# Quote

Phone # 847-557-8449  
Fax # 847-557-8451

Date	Quote #
2/22/2018	5347

Name / Address
Winnetka Public Library Rebecca Wolf 768 Oak St. Winnetka, IL 60093 847-446-7220

Ship To
Winnetka Public Library Rebecca Wolf 768 Oak St. Winnetka, IL 60093 RWolf@winnetkalibrary.org

P.O. No.	Terms	Due Date	Rep	FOB	Project
		2/22/2018	TGH		
Item	Description	Qty	Total		
On Site Fee	On Site Fee (Flat rate which covers travel labor to and from the site, vehicle costs, mileage, gas, insurance, etc.)	3	495.00		
Freight	Freight/Handling Charge will be attached to invoice.		0.00		
				<b>Subtotal</b>	\$10,378.00
				<b>Sales Tax (7.0%)</b>	\$0.00
				<b>Total</b>	\$10,378.00

Signature \_\_\_\_\_

Rebecca Wolf  
Winnetka /Northfield Public Library  
768 Oak Street  
Winnetka, IL 60093

March 9, 2018

Re: Induction Loop Installation Proposal

Dear Rebecca:

Thank you for meeting with us about installing several hearing induction loops in your facilities. We thank you also for the opportunity to examine both library locations and to conduct the testing necessary to help us engineer and design induction loop systems that perform properly and in accordance with the International Electrotechnical Commission (IEC) standard 60118-4. It is critical that all public/commercial loops meet this standard to ensure users have a uniform and satisfactory experience.

After calculating and evaluating the design parameters of your loop, we have determined that we will be able to install a loop system that will encompass entire main space of each room. With these loop systems installed, any person in the looped areas with a T-coil in their hearing aid or using a provided hearing loop receiver will be able to pick up the signal and hear the talker clearly. Specifically, the loop system enhances speech while greatly reducing the impact of background noise and reverberation.



### Electrical Noise

We tested electromagnetic background noise at your facilities. This noise typically comes from power wiring and is heard as a low frequency hum when listening to the loop system. We found that this noise level varied in each space we tested.

**Winnetka Community Room - Meets Standard:** In this room, all areas were within the standard, but several areas were right at the top end of the standard.

**Lloyd Room - Meets Standard:** Noise levels were very low. It's possible the noise could go up after construction is finished, but in our experience that would only happen if the electrical wiring was completed incorrectly.

**Northfield Community Room - Borderline:** From our testing it is believed that the outside power lines are causing high noise levels in this room. However, based on our measurements and listening tests, the noise is very low frequency in nature and may not cause any real issues because many hearing aids will roll off these low frequencies. We suggest contacting your electrical service provider and requesting they come take a look, as they may be hindering your facility from following ADA compliancy. Note, that regardless of the type of assistive listening used, the ADA law requires t-coil compatibility and this noise effects all t-coils, not just ones used with hearing loops. We have experienced where the power company has fixed a bad transformer in the area and it solved the issue with no cost to the facility.

Our proposal is based on using Ampetronic loop drivers. Ampetronic is recognized as the leading worldwide manufacturer of induction loop equipment. This equipment comes with a 5-year manufacturer's warranty. All the work we do comes with our 100% satisfaction guarantee and a one-year warranty against defects in workmanship. We are also able to **guarantee IEC compliance for at least 93% of seats.**

**Winnetka Lloyd Room:**

We plan to install the hearing loop wires during your renovation. Our special flat copper wire will be installed on the bare floor using a specially marked adhesive tape. Besides holding the wire in place, this tape will provide added protection to the wire from everyday wear and tear. This installation method will also hold up to regular carpet cleanings. The hearing loop driver will be rack mounted in your AV rack or can be wall mounted in your choice of location. A feeder cable line will run from the hearing loop system to the AV rack/driver mounting location. Care will be needed by the finish flooring contractor during finish floor installation to ensure no damage is incurred to the hearing loop wires.

**Winnetka Community Room:**

We plan to install the hearing loop wires on the floor using our special flat copper wire. This installation method will hold up to regular carpet cleanings and if care is taken, flooring replacement in the future. The hearing loop driver will be rack mounted in your AV rack or can be wall mounted in your choice of location. A feeder cable line will run from the hearing loop system to the AV rack/driver mounting location.

**Northfield Community Room:**

We plan to install the hearing loop wires above the ceiling tiles in this room. Tiles will be removed where needed and wires will be placed in plenum space. Plenum rated wiring will be used to follow code requirements. A feeder cable line will run from the hearing loop system to the AV rack/driver mounting location.

**Interference**

Please note that due to the nature of hearing loop operation there is a chance of interference with single-coil pickups, most commonly found in electric guitars. However, in general, humbucker pickups can be used. Many guitars have both humbuckers and single-coils. Requiring the use of humbuckers is likely the simplest solution for these rooms. However, we can also design/install a system with a low-spill area for use with single-coil pickups for an additional \$1,500 per room.

**Training Presentation**

An added benefit to using AHS as your installer is that we provide you additional materials to help bring awareness to the community and your frequent visitors about your newly installed state-of-the-art hearing loop. We can also connect you with a local audiologist to assist your users with any t-coil questions they may have once the system has been installed. A training presentation for staff, frequent visitors, and other users is also included.

The equipment and design includes the loop driver, audio cables, mounting equipment, design, two signal monitoring loop receivers per room, 1 pair of LoopBuds for testing purposes and hearing loop signs. The installation and materials include all labor, loop wire, feeder cable, and other costs. To begin the project we request a 50% deposit, with the balance due 14 days after installation.

	Equipment & Design	Installation & Materials	Total*	Approximate Time on Site
Winnetka Community Room	\$1,549	\$1,905	\$3,454	1 Day
Winnetka Lloyd Room	\$1,767	\$1,952	\$3,719	1 Day
Northfield Community Room	\$2,251	\$1,696	\$3,947	1 day

### Audio Systems

In order for any type of assistive listening to work, a basic audio system is needed in each space. While it is possible to plug a microphone directly into our system, we highly recommend the use of an audio system in order to encourage the best microphone use. We have provided several system options to choose from. All options include the noted equipment, speaker wires, and all labor.

#### **Tier 1**

This system is a basic system that offers the minimum functionality for effective use. It includes one wireless microphone, one very wide dispersion wall mount speaker, a combo mixer/amplifier, a basic A/V rack, a wall mounted volume control, and a basic power conditioner. We will also pull the audio signal from your HDMI connection to route into the PA system.

#### **Tier 2**

This system offers enhanced functionality over the tier 1 system. The system design includes all the functionality/parts from Tier 1, but also adds a basic DSP (Digital Signal Processor), another wireless microphone, an additional speaker, a 4U rack drawer with lock, and a higher quality power conditioner. The DSP will offer more possibilities for system control/setup in the future and importantly adds feedback reduction technology for easier use. The additional wireless microphone will enhance usability as well. For example, a presenter can have one microphone, while the audience has the other.

#### **Tier 3**

Again, this system includes everything from tiers 1 & 2, but adds two more wireless microphones, an automatic mixer, and an upgraded rack. This system would be great if there are many group discussions in the room, as all four microphones can be shared. The automatic mixer keeps noise levels low for the best intelligibility.

	Equipment & Design	Installation & Materials	Total*	Approximate Time on Site
Small Room Audio System – Tier 1	\$1,280	\$1,713	\$2,993	1 Day
Small Room Audio System – Tier 2	\$2,297	\$1,937	\$4,234	1 Day
Small Room Audio System – Tier 3	\$3,989	\$2,001	\$5,990	1 day

Rebecca, we look forward to installing state-of-the-art hearing systems that will greatly increase speech intelligibility and ease of listening to those with hearing aids or receivers. Please call me if you need any clarification, more detail, or would like to adjust the coverage or installation of the system, thank you.

Sincerely,



Stephen Thunder, BSE, COHC  
Induction Loop Engineer & AHS President

# Study Room Policy

Study rooms are available free of charge to individuals and small non-profit groups regardless of the beliefs or affiliations of the individuals or groups requesting their use. **Reservations are first come first served to any individual with a valid Winnetka-Northfield Public Library District card.**

The Library has 3 study rooms. Maximum capacity for Room A is 3 people. Maximum capacity for Rooms B and C is 6 people each. Study Rooms can be reserved up to one week in advance. Registrants may reserve one study room per day for a maximum of two hours per day. If there are no other reservations, an additional hour is available subject to staff discretion. When all Study Rooms are reserved, individuals and small non-profit groups may reserve either the Winnetka Community Room or Lloyd Room, subject to availability, for up to two hours per day.

Registrants must check in at the Circulation/Reference desk before their reservation. Reservations will be held for fifteen minutes past the reservation time before the room is released to another user. Study Rooms and Meeting Rooms shall be vacated **15 minutes prior to Library closing.**

Study rooms are not available for commercial use, including private tutoring sessions, non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others.

## **LIABILITY**

Individuals and organizations using study rooms shall indemnify and hold harmless the Winnetka-Northfield Public Library District, its Board of Trustees and employees, from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization or individual's use of the facility.

Organizations or individuals using study rooms agree to pay for all damages and losses associated with their use in regards to the Library building, contents, and equipment.

The Library is not responsible for the equipment, materials or personal possessions of study room registrants.

Approved March 19, 2018