

**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, April 15, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the March 18, 2019 Regular Meeting***
- V. Financial Report**
 - Approve March 2019 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)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
 - Update and Discussion on feedback for the Design of the Northfield Branch Remodel
 - Update on the Strategic Planning Process
- IX. New Business**
 - Discussion and Vote to Engage New Accountant Services*
 - Discussion Regarding Proposed Working Budget for FY 2019-2020*
- X. Communications**
 - Winnetka Plan Design Review Board Meeting at 7:00 p.m. Thursday, April 18. The Winnetka Patio Project will be under review.
 - Statement of Economic Interests for Elected Officials (Ethics Act) deadline is May 1, 2019.
- XI. Public Comments**
- XII. Closed Session**

5 ILCS 120/2(c)(21) To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district
- XIII. Return to Open Session**

*Attachments

- XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act**
- XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act**
- XVI. Vote to Destroy verbatim recordings of closed session meetings older the 18 months in which minutes have been approved.**

- XVII. Adjournment**

Winnetka-Northfield Public Library District
All Funds Summary
July, 2018 - June, 2019
March 2019 - 75%

	Budget 2018-19		Actual March 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through March 2019	March 2019	% of Budget	
Revenues					
Library Fund	\$ 3,978,999	\$ 2,984,249	\$ 3,889,315	97.7%	\$ 905,066
IMRF Fund	\$ 90,000	\$ 67,500	\$ 86,521	96.1%	\$ 19,021
FICA Fund	\$ 20,000	\$ 15,000	\$ 19,227	96.1%	\$ 4,227
Building and Site Fund	\$ 150,000	\$ 112,500	\$ 144,202	96.1%	\$ 31,702
Unemployment Fund	\$ 10	\$ 8	\$ 5	48.9%	\$ (3)
Total Revenues	\$ 4,239,009	\$ 3,179,257	\$ 4,139,270	97.6%	\$ 960,013
Expenses					
Library Fund	\$ 3,721,075	\$ 2,790,806	\$ 2,476,982	66.6%	\$ 313,825
IMRF Fund	\$ 105,000	\$ 78,750	\$ 93,918	89.4%	\$ 15,168
FICA Fund	\$ 125,000	\$ 93,750	\$ 84,847	67.9%	\$ (8,903)
Building and Site Fund	\$ 304,788	\$ 228,591	\$ 205,900	67.6%	\$ 22,691
Unemployment Fund	\$ 1,000	\$ 750	\$ 10,533	1053.3%	\$ (9,783)
Total Expenses	\$ 4,256,863	\$ 3,192,647	\$ 2,872,179	67.5%	\$ 332,998
Total Revenues	\$ 4,239,009	\$ 3,179,257	\$ 4,139,270	97.6%	\$ 960,013
Total Expenses	\$ 4,256,863	\$ 3,192,647	\$ 2,872,179	67.5%	\$ 320,468
Net Operating Income	\$ (17,854)	\$ (13,391)	\$ 1,267,091	-7097.0%	\$ 1,280,481

Winnetka-Northfield Public Library District
General Fund Income Statement
July, 2018 - June, 2019
March 2019 - 75%

	Budget 2018-19		Actual March 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through March 2019	March 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 2,806,419	\$ 3,677,178	98%	\$ 870,759
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 2,806,419	\$ 3,677,178	98%	\$ 870,759
0004500 Interest	18,000	13,500			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			2,175		
1004525 FT Money Market-Interest			786		
1004595 FT Investment Interest Income			68,917		
Total 0004500 Interest	\$ 18,000	\$ 13,500	\$ 71,878	399%	\$ 58,378
1004040 Replacement Tax	\$ 20,000	\$ 15,000	\$ 17,048	85%	\$ 2,048
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	10,580	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 10,580	\$ 22,890	162%	\$ 12,310
1004060 Kenilworth Services	100,000	75,000	72,874	73%	(2,126)
1004100 Fines	35,000				
1014100 Fines - Winnetka			15,176		
1024100 Fines - Northfield			2,106		
Total 1004100 Fines	\$ 35,000	\$ 26,250	\$ 17,282	49%	\$ (8,968)
1004120 Studio Fees	4,500	3,375	1,246	28%	(2,129)
1004150 Lost/Damaged Materials	4,500	3,375			-
1014150 Lost/Damaged Mat.-Winnetka			(231)		
1024150 Lost/Damaged Mat.-Northfield			52		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 3,375	\$ (179)	-4%	\$ (3,554)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	6,750			
1014300 Copy/Printing - Winnetka			4,037		
1024300 Copy/Printing - Northfield			1,432		
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,750	\$ 5,469	61%	\$ (1,281)
1004700 Book Sales	2,000	1,500			
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 1,500	\$ 1,038	52%	\$ (462)
1004775 Miscellaneous Revenue			\$ 1,360		\$ 1,360
1004800 Contributions	30,000	22,500			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			64		
Total 1004800 Contributions	\$ 30,000	\$ 22,500	\$ 64	0%	\$ (22,436)
Total Income	\$ 3,978,999	\$ 2,984,249	\$ 3,889,315	98%	\$ 905,066
Gross Profit	\$ 3,978,999	\$ 2,984,249	\$ 3,889,315	98%	\$ 905,066
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating & OCLC	83,250	62,438	61,658	74%	(779)
1005134 Software	31,000	23,250	22,070	71%	(1,180)

	Budget 2018-19		Actual March 2019		
	Full Year	Prorated	March 2019	% of Budget	Variance vs. Prorated Budget
		Through March 2019			
1005135 LAN Management	55,000	41,250	34,933	64%	(6,317)
1005136 Hardware	1,900	1,425	-	0%	(1,425)
1005177 Technology/Website	2,000	1,500	2,099	105%	599
Total 10.5100 IT Services	\$ 173,150	\$ 129,863	\$ 120,760	70%	(9,102.09)
1005000 Administrative Services					
1005101 Audit Fees	9,800	7,350	8,800	90%	1,450
1005120 Library Supplies	30,000	22,500	25,727	86%	3,227
1005121 Office Supplies	8,000	6,000	6,102	76%	102
1005122 Breakroom Supplies	1,500	1,125	976	65%	(149)
1005123 Postage	6,000	4,500	3,401	57%	(1,099)
1005124 Hospitality	6,000	4,500	2,715	45%	(1,785)
1005131 Accounting and Bookkeeping	15,000	11,250	11,680	78%	430
1005137 Legal Notices	1,500	1,125	372	25%	(753)
1005138 Delivery Service	7,700	5,775	5,502	71%	(273)
1005140 Payroll Services	8,500	6,375	6,448	76%	73
1005150 Liability Insurance Costs	35,000	26,250			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	26,250	20,548	59%	(5,702)
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			33,749		
1025171 Electricity - Northfield			4,535		
Total 1005171 Electricity	45,000	33,750	38,284	85%	4,534
1005172 Water	5,625				
1015172 Water - Winnetka	-		1,667		
1025172 Water - Northfield			420		
Total 1005172 Water	5,625	4,219	2,087	37%	(2,132)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			1,198		
Total 1005173 Storm Sewer	1,900	1,425	1,198	63%	(227)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			8,127		
1025174 Natural Gas - Northfield			993		
Total 1005174 Natural Gas	11,000	8,250	9,120	83%	870
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			7,808		
Total 1005175 Telephone	9,250	6,938	7,808	84%	871
1005176 Internet Services	16,500	12,375	13,728	83%	1,353
Total 1005170 Utilities	89,275	66,956	72,225	81%	5,269
1005700 Public Relations					
1005720 PR E-Marketing	1,500	1,125	185	12%	(940)
1005721 PR Promotional	6,000	4,500	6,363	106%	1,863
1005722 PR Source	25,000	18,750	-	0%	(18,750)
1005723 PR Supplies	8,000	6,000	7,898	99%	1,898
1005724 PR Advertising	3,500	2,625	2,499	71%	(126)
Total 1005700 Public Relations	44,000	33,000	16,946	39%	(16,054)
1005703 ILL Fees	150	113	100	67%	(13)
1005713 Credit Card Processing Fees	-	-	860	0%	860
1005719 Board Expenses	1,000	750	-	0%	(750)

	Budget 2018-19		Actual March 2019		
	Full Year	Prorated	March 2019	% of Budget	Variance vs. Prorated Budget
		Through March 2019			
1005731 Memberships	6,500	4,875	648	10%	(4,227)
1005732 Staff Meetings	5,000	3,750	1,697	34%	(2,053)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	750	300	30%	(450)
1005736 Legal	15,000	11,250	5,173	34%	(6,077)
1005741 Architects		-	17,335		17,335
1005742 Building Appraisal	500	375	-	0%	(375)
1005743 Other Consultations	15,000	11,250		0%	(11,250)
1005744 Investment Fees	-	-	3,033	0%	3,033
1005745 HR Consultant	50,000	37,500	21,328	43%	(16,173)
Total 1005000 Administrative Services	356,425	267,319	231,935	65%	(35,384)
1005100 Personnel					
1005110 Salaries	1,670,000	1,252,500	1,137,976	68%	(114,524)
1005111 Health Insurance	140,000	105,000	88,143	63%	(16,857)
1005112 Flu Vaccination	500	375	-	0%	(375)
1005113 Employee Asst. Program	1,500	1,125	150	10%	(975)
1005114 Conferences	20,000	15,000	10,380	52%	(4,620)
1005115 Flexible Spending Account	3,000	2,250	383	13%	(1,868)
Total 1005100 Personnel	1,835,000	1,376,250	1,237,032	67%	(139,218)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	8,325	2,167	20%	(6,158)
1005716 OBTV	17,000	12,750	14,243	84%	1,493
1005907 Programming - Youth	15,500	11,625	17,474	113%	5,849
1005908 Programming - Adult	20,000	15,000	4,780	24%	(10,220)
1005910 Programming - Studio	10,000	7,500	233	2%	(7,267)
1005913 Studio General Supplies	7,500	5,625	2,982	40%	(2,643)
Total 1005900 Programming-District Initiative	81,100	60,825	41,879	52%	(18,946)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	41,250	45,411	83%	4,161
1015341 Books-Non-Fiction	65,000	48,750	47,621	73%	(1,129)
1015342 Periodicals	28,000	21,000	17,309	62%	(3,691)
1015343 DVDs	37,000	27,750	26,982	73%	(768)
1015344 Audio Books	25,000	18,750	14,211	57%	(4,539)
1015345 Books-Digital	170,000	127,500	152,734	90%	25,234
1015346 Online Database	95,000	71,250	98,320	103%	27,070
Total 1015300 Adult Services - Winnetka	475,000	356,250	402,588	85%	46,338
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	7,875	7,230	69%	(645)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	9,750	10,328	79%	578
101544J Books-Jr. High	6,000	4,500	6,062	101%	1,562
101544N Books-Non Fiction	12,000	9,000	7,150	60%	(1,850)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	23,250	23,540	76%	290
1015443 DVDs	8,000	6,000	5,890	74%	(110)
1015444 Audio Books	7,000	5,250	4,461	64%	(789)
1015445 Music	400	300	841	210%	541
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	42,675	41,961	74%	(714)
1025300 Adult Services - Northfield					

	Budget 2018-19		Actual March 2019		
	Full Year	Prorated	March 2019	% of Budget	Variance vs. Prorated Budget
		Through March 2019			
1025340 Books-Fiction-Adult	24,000	18,000	17,447	73%	(553)
1025341 Books-Non-Fiction-Adult	12,000	9,000	7,710	64%	(1,290)
1025342 Periodicals	-	-	293		293
1025343 DVDs-Adult	16,000	12,000	11,210	70%	(790)
1025344 Audio Books-Adult	9,000	6,750	5,968	66%	(782)
Total 1025300 Adult Services - Northfield	61,000	45,750	42,627	70%	(3,123)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	5,250	4,253	61%	(998)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	3,750	4,143	83%	393
102544J Books-Jr. High	5,500	4,125	3,004	55%	(1,121)
102544N Books-Non Fiction	5,000	3,750	3,242	65%	(508)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	11,625	10,389	67%	(1,236)
1025443 DVDs-Juv	4,500	3,375	2,292	51%	(1,083)
1025444 Audio Books-Juv	5,000	3,750	2,766	55%	(984)
1025445 Music - Juv	500	375	290	58%	(86)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	24,375	19,989	62%	(4,386)
1035800 Capital Outlay					
1005882 Building	155,000	116,250	208,848	135%	92,598
1005884 Equipment/Furniture	400,000	300,000	82,130	21%	(217,870)
1005885 Computer Equipment	95,000	71,250	47,233	50%	(24,017)
Total 1035800 Capital Outlay	650,000	487,500	338,210	52%	(149,290)
Total 1000000 Fund 10 General Expenses	3,721,075	2,790,806	2,476,982	67%	(313,825)
Total Expenses	3,721,075	2,790,806	2,476,982	67%	(313,825)
Net Operating Income	257,924	193,443	1,412,333	548%	1,218,890

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 March 2019 - 75%

	Budget 2018-19		Actual March 2019		
	Full Year	Prorated Through March 2019	March 2019	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes					
Collections	\$ 3,741,892	\$ 2,806,419	\$ 3,677,178	98.3%	\$ 870,759
Total 0004500 Interest	\$ 18,000	\$ 13,500	\$ 71,878	399.3%	\$ 58,378
1004040 Replacement Tax	\$ 20,000	\$ 15,000	\$ 17,048	85.2%	\$ 2,048
Total 1004050 Per Capita Grant	\$ 14,107	\$ 10,580	\$ 22,890	162.3%	\$ 12,310
1004060 Kenilworth Services	\$ 100,000	\$ 75,000	\$ 72,874	72.9%	\$ (2,126)
Total 1004100 Fines	\$ 35,000	\$ 26,250	\$ 17,282	49.4%	\$ (8,968)
1004120 Studio Fees	\$ 4,500	\$ 3,375	\$ 1,246	27.7%	\$ (2,129)
Total 1004150 Lost/Damaged					
Materials	\$ 4,500	\$ 3,375	\$ (179)	-4.0%	\$ (3,554)
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166	\$ -	\$ 1,166
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,750	\$ 5,469	60.8%	\$ (1,281)
Total 1004700 Book Sales	\$ 2,000	\$ 1,500	\$ 1,038	51.9%	\$ (462)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,360		\$ 1,360
Total 1004800 Contributions	\$ 30,000	\$ 22,500	\$ 64	0.2%	\$ (22,436)
Total Revenues	\$ 3,978,999	\$ 2,984,249	\$ 3,889,315	97.7%	\$ 905,066
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	129,863	120,760	69.7%	9,102
Total 1005000 Administrative Services	356,425	267,319	231,935	65.1%	35,384
Total 1005100 Personnel	1,835,000	1,376,250	1,237,032	67.4%	139,218
Total 1005900 Programming-District Initiative	81,100	60,825	41,879	51.6%	18,946
Total 1015300 Adult Services - Winnetka	475,000	356,250	402,588	84.8%	(46,338)
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	42,675	41,961	73.7%	714
Total 1025300 Adult Services - Northfield	61,000	45,750	42,627	69.9%	3,123
Total 1025400 Youth/Children's Sv.- Northfield	32,500	24,375	19,989	61.5%	4,386
Total 1035800 Capital Outlay	650,000	487,500	338,210	52.0%	149,290
Total 1000000 Fund 10 General Expenses	3,721,075	2,790,806	2,476,982	66.6%	313,825
Total Revenues	3,978,999	2,984,249	3,889,315	97.7%	905,066
Total Expenses	3,721,075	2,790,806	2,476,982	66.6%	313,825
Net Operating Income	257,924	193,443	1,412,333	547.6%	\$ 1,218,890

Winnetka-Northfield Public Library District

CHECK DETAIL

March 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
03/01/2019	Bill Payment (Check)	DD	CALL ONE		R	-409.09 -409.09
03/01/2019	Bill Payment (Check)	DD	COMCAST		R	-256.85 -256.85
03/01/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-13,984.51 -13,984.51
03/01/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,560.02 -1,560.02
03/01/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,986.72 -3,986.72
03/01/2019	Bill Payment (Check)	2561	Aqua Chill of Chicago		R	-37.00 -37.00
03/01/2019	Bill Payment (Check)	2562	Communication Revolving Fund		R	-450.00 -450.00
03/01/2019	Bill Payment (Check)	2563	Fairway Laser Systems Inc.		R	-300.00 -300.00
03/01/2019	Bill Payment (Check)	2564	Midwest Irrigation Co., LLC		R	-583.00 -583.00
03/01/2019	Bill Payment (Check)	2565	Robbins Schwartz		R	-3,150.00 -3,150.00
03/01/2019	Bill Payment (Check)	2566	Wall Street Journal		R	-971.78 -971.78
03/04/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-99.66 -99.66
03/04/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-48.00 -48.00
03/04/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-840.40 -840.40

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/04/2019	Bill Payment (Check)	ACH	Pioneer Press	Voided	R	0.00 0.00
03/04/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-62.99 -62.99
03/04/2019	Bill Payment (Check)	ACH	SENSOURCE		R	-180.00 -180.00
03/04/2019	Bill Payment (Check)	ACH	WT. Cox Subscriptions, Inc.		R	-28.95 -28.95
03/04/2019	Bill Payment (Check)	ACH	Mark Swenson.			-1,167.06 -1,167.06
03/05/2019	Bill Payment (Check)	DD	COMED		R	-471.24 -471.24
03/08/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,822.27 -1,822.27
03/08/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-5,089.25 -5,089.25
03/08/2019	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
03/08/2019	Bill Payment (Check)	2567	Intellicorp Records Inc.		R	-39.60 -39.60
03/08/2019	Bill Payment (Check)	2568	Pioneer Press		R	-32.50 -32.50
03/08/2019	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
03/11/2019	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00 -100.00
03/11/2019	Bill Payment (Check)	ACH	DEMCO		R	-442.26 -442.26
03/11/2019	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-45.00 -45.00
03/11/2019	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-474.88 -474.88

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/11/2019	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-960.39 -960.39
03/11/2019	Bill Payment (Check)	ACH	Kanopy		R	-190.00 -190.00
03/11/2019	Bill Payment (Check)	ACH	Mark Swenson.		R	-31.09 -31.09
03/11/2019	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-576.00 -576.00
03/11/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
03/11/2019	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
03/11/2019	Bill Payment (Check)	ACH	PITNEY BOWES		R	-334.32 -334.32
03/11/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-115.00 -115.00
03/12/2019	Bill Payment (Check)	DD	NICOR		R	-287.47 -287.47
03/15/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,135.76 -3,135.76
03/15/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-5,285.79 -5,285.79
03/15/2019	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-1,753.81 -1,753.81
03/15/2019	Bill Payment (Check)	ACH	3 Points, LLC		R	-3,872.00 -3,872.00
03/15/2019	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-4,657.00 -4,657.00
03/15/2019	Bill Payment (Check)	2569	Cheryl Rich Heisler	Voided	R	0.00 0.00
03/15/2019	Bill Payment (Check)	2570	Grainger	Voided	R	0.00 0.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/15/2019	Bill Payment (Check)	2571	GREAT AMERICA FINANCIAL SERVICES	Voided	R	0.00
						0.00
03/15/2019	Bill Payment (Check)	2572	Julie Marie Gentile	Voided	R	0.00
						0.00
03/15/2019	Bill Payment (Check)	2573	Wayne Endre Contracting, Inc.	Voided	R	0.00
						0.00
03/15/2019	Bill Payment (Check)	2569	Cheryl Rich Heisler		R	-77.87
						-77.87
03/15/2019	Bill Payment (Check)	2570	Grainger		R	-212.58
						-212.58
03/15/2019	Bill Payment (Check)	2571	GREAT AMERICA FINANCIAL SERVICES		R	-799.98
						-799.98
03/15/2019	Bill Payment (Check)	2572	Julie Marie Gentile		R	-150.00
						-150.00
03/15/2019	Bill Payment (Check)	2573	Wayne Endre Contracting, Inc.		R	-2,000.00
						-2,000.00
03/18/2019	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-636.15
						-636.15
03/18/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-74.92
						-74.92
03/18/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,232.37
						-1,232.37
03/18/2019	Bill Payment (Check)	ACH	Rebecca Wolf.		R	-417.12
						-417.12
03/18/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-116.55
						-116.55
03/18/2019	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.		R	-35.96
						-35.96
03/20/2019	Bill Payment (Check)	DD	First Bankcard		R	-8,710.74
						-8,710.74
03/21/2019	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-2,325.80
						-2,325.80

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/22/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63
						-1,614.63
03/22/2019	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
03/22/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,896.88
						-1,896.88
03/22/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-5,112.97
						-5,112.97
03/22/2019	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-12,198.32
						-12,198.32
03/22/2019	Bill Payment (Check)	2574	The Lakota Group, Inc.			-4,482.76
						-4,482.76
03/22/2019	Bill Payment (Check)	2575	Northshore Fireplace			-69.95
						-69.95
03/22/2019	Bill Payment (Check)	2576	New Haven Moving Equipment Corporation			-1,264.00
						-1,264.00
03/22/2019	Bill Payment (Check)	2577	Ivan Figueredo			-210.00
						-210.00
03/22/2019	Bill Payment (Check)	2578	Communication Revolving Fund		R	-450.00
						-450.00
03/22/2019	Bill Payment (Check)	2579	AT&T (Phone Service)		R	-436.85
						-436.85
03/22/2019	Bill Payment (Check)	2580	Amber Mechanical Contractors Inc.		R	-1,125.00
						-1,125.00
03/22/2019	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00
						-1,006.00
03/25/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-354.86
						-354.86
03/25/2019	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		R	-65.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-65.00
03/25/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00
						-665.00
03/25/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-50.03
						-50.03
03/25/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-676.86
						-676.86
03/25/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-60.52
						-60.52
03/26/2019	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00
						-100.00
03/29/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,362.15
						-4,362.15
03/29/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-8,291.62
						-8,291.62
03/29/2019	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,862.57
						-6,862.57
03/29/2019	Bill Payment (Check)	2581	Chicago Sun-Times			-439.04
						-439.04
03/29/2019	Bill Payment (Check)	2582	Najma Deriwala			-250.00
						-250.00
<hr/>						
1001001	GF - Operating Checking - FT					
03/15/2019	Bill Payment (Check)	2393	VILLAGE OF NORTHFIELD		R	-5,297.83
						-5,297.83
<hr/>						

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

March 18, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

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

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were Lakota Group members; Scott Freres and Kevin Clark. Present were Product Architecture + Design members; Tiffany Nash and Dan Pohrte. Present were Trustee candidates Brian Schmisek and Travis Gosselin. Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes of February 11, 2019 Regular Meeting*

A MOTION was made by Trustee Shoup to approve the February 11, 2019 Regular Board Meeting Minutes and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that the second disbursement is now coming in for revenues.

Director Wolf stated that capital outlay continues to run high due to final payments from the remodel last fiscal year.

Director Wolf stated that water and power are running slightly above the anticipated budget due to fluctuations in costs. The District will plan for this in the budget for next year.

Director Wolf stated that the personnel budget line continues to be underbudget because the District did not fill two significant positions. The librarian II positions began in February, and there is discussion about filling another librarian position.

Trustee Ruiz-Funes asked if the increase in healthcare is reflected in the budget. Director Wolf responded that only one staff member took advantage of the family healthcare plan; but even with that addition, the District will still be underbudget.

Director Wolf stated that IMRF is slightly overbudget in cash due to the rate change that went into effect. She expects numbers to fall in line with any overage being nominal.

President Johnson mentioned that donations are running low. Director Wolf responded that the District receives the donations from the Friends of the Library in May.

Director Wolf stated that interest revenue is coming in high and suggested that the Board consider this for next year's budget.

Trustee Ruiz-Funes mentioned that Adult Services is still running overbudget. Director Wolf responded that digital and databases are overbudget due to the timing of payments. She expects Adult Services will be on budget by the end of the fiscal year.

President Johnson asked why the Human Resources consultant budget is running low. Director Wolf responded that HR representative Kevin Breese has been working less hours at the District; he comes in twice a week. She also mentioned that Kevin will be working on a project to assist librarians with recrafting their job descriptions.

A MOTION was made by Trustee McCarthy to approve the February 2019 Financial Statements and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that he received a copy of the Source and was pleasantly surprised to see that his mother-in-law was featured on the cover.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the 43rd Annual Winnetka-Northfield Chamber of Commerce Recognition Lunch will be held on April 10th, 2019 and the District has chosen to honor Mark Swenson, Head of Information Technology as the Librarian of the Year.

Director Wolf stated that District staff met to discuss the strategic plan and the upcoming survey.

Director Wolf announced that Sandy Penn has been promoted from Page to Circulation Associate.

Director Wolf announced that part-time cataloger Jessica Thomson will be leaving the library for a full-time cataloging position at the Wilmette Public Library.

Director Wolf announced that Amanda Garrity has stepped up as the Youth Interim Head while Head of Youth Services Sheila Cody is out on leave.

Director Wolf announced that Studio Associate Jimmy Gonzalez-Vicker has led a complete Studio training initiative. All staff have been retrained.

Director Wolf stated that staff are preparing for another fun season of summer reading.

Director Wolf stated that study room usage is continuing to increase.

Director Wolf stated that circulation is doing well, although the numbers are not comparable to this time last year because the Library was closed.

President Johnson mentioned that initial checkout data is more meaningful and suggested using Collection HQ to run that data. Director Wolf responded that she will find out what Collection HQ can do with initial data.

Trustee Neustadt asked if the ordering procedure will change given the new Librarian II positions. Director Wolf responded that the Collection Development Librarians are gathering data and learning from other libraries and will take over ordering in the next fiscal year.

Trustee Neustadt asked if the staff who are currently ordering will continue to order materials and Director Wolf stated that they will not. Staff will still manage collections by helping with maintaining, weeding and recommending titles. Collection Development Librarians Kate Grabon and Nick Mall will be doing all the ordering and presenting to staff quarterly regarding collections.

Trustee Neustadt asked if anyone who works at Northfield will be ordering for Northfield. Director Wolf stated that Kate is from the Northfield Branch and all librarians including Kate and Nick are scheduled to work shifts at the Northfield desk, and will also understand the branch's collection trends through data and experience.

Trustee McCarthy asked if Amanda Garrity is doing alright juggling the two positions. Director Wolf stated that they are very sensitive to it and are planning for a slower start to her programming responsibilities. She is doing very well.

Trustee Ruiz-Funes mentioned the increase in hot spot sessions and web sessions and asked if these are trends. Director Wolf responded that she believes the new catalogue and website design have made the user experience more friendly which could be influencing the upward trends.

Trustee Ruiz-Funes asked what the District can do with these numbers. Director Wolf responded that she believes the numbers demonstrate that more patrons will be using library services from outside of the library. She is excited to dig into the data from the survey results.

VII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar is absent.
- *Northfield Village*- Trustee Neustadt stated that Northfield Village has started using Smart911. Trustee Neustadt stated that car burglaries are up, and the Village approved a

new sound ordinance. She also stated that a new report was published regarding the Village budget. Trustee Neustadt stated that the construction of the new bank on Willow Road has slowed down due to environmental issues, and that the Best Hardware is for sale.

VIII. Unfinished Business

- *Presentation by Lakota Group of the Patio Materials*

Director Wolf stated that tonight the Board will be reviewing the revised patio project plans and will then vote to proceed to Village commissions.

Trustee Ruiz-Funes asked to be reminded of the budget and Director Wolf responded that it is about \$250,000. Scott Freres from Lakota Group stated that \$250,000 factors in contingencies, and they expect to spend around \$210,000.

Kevin Clark from Lakota Group presented the updated plans for the patio project. He noted that one of the biggest changes was providing a visual barrier between the patio and the street. He also noted the addition of a midcentury inspired sign that states the name and address of the Winnetka Library.

Clark stated that after they go to the Design Review Board and are approved to move forward, they plan to begin construction after the Fourth of July activities. He stated that it should be a three-month process, so the Library will be enjoying the patio by October.

Trustee Reichert asked if there is any part of the plan that the Village has not fundamentally agreed with. Clark stated that there is still some discussion to get approval, but Village planners are generally on board.

Clark stated that the bus shelter is still in discussion. They have spoken with the Village and reached out to Pace to replace it. However, if it is replaced then the District must sign a contract to maintain it.

President Johnson mentioned that the front entrance will not be the ADA entrance; however, the South entrance will be fully ADA compliant. He asked Lakota Group if they are required to post signage at the front entrance mentioning the ADA accessible entrance in back, and if so, are they able to do it in a tasteful and informative way? Clark responded that it would be easy to do.

Trustee McCarthy asked which plantings would be removed and which would be new. Clark stated that most of the plantings are new, but anything they can reuse they will. They will also be keeping the forested grove on the West side.

Trustee Reichert asked if there is currently a sprinkler irrigation system covering the area. Director Wolf responded that there is not, but they can consider the sprinkler option after reviewing the cost.

Trustee McCarthy asked if patrons can sit on the walls near the sidewalk. Lakota Group responded that they can, and they expect people will because of how well-used the walls are in other areas, such as the park in Hubbard Woods.

- *Discussion and Vote to Proceed with the Patio Project to the Village Commissions*
A MOTION was made by Trustee Reichert to proceed with the Patio Project to the Village Commissions and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Presentation by Product Architecture and Design of the Proposed Northfield Branch Remodel*

Director Wolf stated that Product Architecture + Design will be reviewing the first draft of the Northfield renovation plans with the Board. She hopes that the Board will vote to move forward with the budget and the fundamental ideas of the plan that they will show the community.

Tiffany Nash and Dan Pohrte from Product Architecture + Design presented the draft for the Northfield plans, highlighting the remodeled circulation desk, removal of the Glass Room, and the addition of study rooms. They hope to make the desk easier for staff to maneuver through and to add a self-check portal. They also highlighted the new shelving that is more accessible for all patrons.

Trustee Neustadt suggested slowing the process down and collecting usage data and input from the Northfield community before proceeding with the design phase.

Director Wolf stated that ideally, she would like to begin the remodel in August due to the downtrend that occurs in that month. They have done the decibel study and looked at usage and have always had it on the agenda to remodel Northfield after the Winnetka remodel. She also stated that about 15-18 District staff members met on March 6th to review the plans with Product Architecture + Design and give input.

Trustee Ruiz-Funes asked for a reminder of the strategic plan for the Northfield Branch. Director Wolf responded that overall for the District they discussed updating lighting, buildings, carpet, and making sure they are treating both libraries the same regarding updates.

Trustee Ruiz-Funes mentioned that the original budget was not to exceed \$200,000 and asked how it got to be over \$400,000. Director Wolf responded that she needs a Construction Manager and that was not included in the original budget. The actual design comes in around \$212,000, and there are options to remove items from the wish list to prioritize what is needed.

Trustee Reichert asked how the payments will fall in terms of fiscal years and Director Wolf responded that payments will be made in the next fiscal year (2019/2020).

Trustee Neustadt mentioned the Youth Project that was recently completed at Northfield. Director Wolf stated that they will be using that same shelving and just reorganizing the section. She also stated that there was some new lighting added to Northfield that will stay the same.

Director Wolf stated that new lighting will be added in the staff area and desk area, and they plan to retrofit the fixtures in the main room. She stated that the carpet is six years old and is due for replacement.

Trustee McCarthy asked why they are considering flipping the preschool area and the junior high area. Director Wolf responded that they may keep it as is, but the benefit to flipping it would be to make a pathway to the Community Room where the District plans to start holding storytimes and more programs. When she watches patrons go into the current storytime area, they maneuver past shelving into a little corner which is tricky for strollers and caregivers.

The Board expressed concern for young children being distracted by the activity at the desk or running out of the main doors if the preschool area is moved to the front of the library. Director Wolf stated that the District can ask for community input, but she felt it was a good way to highlight picture books and open the space. Demographically she believes Northfield tends to have more junior high aged patrons than preschool patrons.

President Johnson mentioned that a few of the components of the plan involve maintenance that would have to be done anyway, such as replacing the 6-year-old carpet and 20-year-old shelves.

Director Wolf stated that with the new shelving there will be a slight cut to nonfiction. She stated that there should be some weeding to make the collections that circulate pop.

Trustee Ruiz-Funes agreed that Northfield is up for a remodel but stated that they must understand usage and circulation first. He asked for crossover data for Northfield and Winnetka patrons, and asked if there were facts to support the need for study rooms at Northfield.

Trustee Neustadt mentioned that the Glass Room always has people sitting in it and two small study rooms is not enough quiet space. Product Architecture + Design mentioned that besides the fireplace there are no other places with tables to sit at apart from the Glass Room. They would like to add more seating for everyone and include study rooms only for very quiet independent work.

Director Wolf stated that the door to the Glass Room is not ADA compliant, so even if the Board chose to keep it, it would still have to be redone.

Director Wolf stated that the District did a decibel study and found that the only time the Northfield Branch Library was at a high volume was during storytime, which will hopefully begin to take place in the Community Room. She stated that furniture also helps to absorb sound and the shelves in the adult area will help to close off the space.

Trustee Shoup suggested that the District ask the Northfield community for input regarding the study rooms, and if patrons do not want them it would be a very easy thing to remove from the plans.

Trustee Ruiz-Funes asked if the District should create a commonality with the designs at Winnetka and Northfield. Nash stated that there are a few common elements that will carry over, but the Northfield Branch is a different color pallet and a different style of building.

Trustee Ruiz-Funes asked what the District would be able to achieve with the original \$200,000 budget. Nash stated that they could remodel the desk, add new carpet, and tear down the Glass Room. However, they would not be able to remove the overhead ceiling from the desk or add any new lighting.

Trustee Reichert asked if there is flexibility in the budget for next fiscal year to spend more on the renovation. President Johnson responded that the District did underspend this fiscal year, so there would be some extra money there.

Trustee Reichert suggested they ask for community input before voting on an exact budget.

Trustee Ruiz-Funes stated that the Board should review the reserves both currently and projected with and without the remodel before making any big financial decisions, because year after year we are depleting the reserves. Director Wolf responded that we have a capital projection for projects and that the projects just so happen to be running into each other. After this, there will not be any major projects for a while.

President Johnson stated that the Board should consider the relative tax contribution from Northfield patrons.

The Board agreed that it is very important to receive input from the Northfield community before moving forward, and to give them multiple plan options.

Trustee Ruiz-Funes suggested writing the guiding principles for the Northfield Branch remodel clearly and concisely.

- *Discussion and Vote to Proceed with Public Comment and Budget for the Design for the Northfield Branch Remodel*

The Board decided to receive input from the Northfield community in the next thirty days before voting on a budget. There will be a public comment open house at the Northfield Branch Library on April 10th and April 13th.

Trustee Ruiz-Funes asked for comparative numbers for Northfield and Winnetka and any crossover information the District has.

Trustee Reichert asked for a list demonstrating what a \$50,000 or \$100,000 deduction would look like in terms of design.

Trustee Ruiz-Funes asked Product Architecture + Design what the District would be able to add to the design if they increased the budget to \$600,000. Nash and Pohrte stated that they could receive more continuity with the Winnetka design by adding all new shelving,

new desks in the staff area, and potentially remove the entire ceiling above the desk to reveal the wood ceilings throughout the entire building.

Director Wolf stated that spending that amount of money on the ceiling is not necessary right now. She stated that it is worth asking the Northfield community, but she does not believe they will be spending more than the anticipated budget.

Director Wolf stated that if they were to spend more, she would like to enclose the pathway from the main library to the Community Room.

President Johnson suggested that the interior of the Branch could be stage one of the remodel and stage two could be exterior; which would include the pathway to the Community Room.

The Board discussed the possibility of moving the Branch if a location became available and asked if they would still do the remodel if they knew a space would be available in a few years. Director Wolf stated that she would.

Trustee Reichert stated that the Board cannot know what will happen in five years, but right now they should remodel Northfield, so it is a more welcoming space for patrons for at least the next five years.

Trustee Neustadt suggested having Kristin Carlson, Manager of the Northfield Branch Library attend the April board meeting.

The Board is not approving a budget for the Northfield Branch remodel but are going forward with gathering community input. They are committed to doing a nice renovation and will review the budget after better understanding the financial implications and usage factors of the remodel.

- *Update on the Strategic Planning Process*

Director Wolf stated that she sent a draft of the upcoming community survey to staff and the Board and has been reviewing the feedback. They will be revising the survey and sending it back out for another round of feedback.

President Johnson suggested adding an “other” option to the survey question that asks for the participant’s gender and the Board agreed, stating that the District is an inclusive space.

IX. New Business

- *There was no new business to bring before the Board.*

X. Communications

- *Board members should be receiving their Statements of Economic Interest soon.*
- *There will be new Board Officers in May; Director Wolf will be sending out an email to gather information on who would like to be or remain an officer.*

XI. Public Comments

Winnetka Resident Jeffrey Liss had several suggestions including that it would be nice to tie the two libraries together by having similar designs and suggested bringing the round light fixtures to the Northfield Branch for continuity, being transparent with patrons about the percentage of hard materials that they are expecting to cut during the Northfield Branch remodel, to use square tables instead of round and to look at putting the preschool children in the middle of the Northfield Branch Library, so that they are past the doors and staff area, but not all the way in the back.

Mr. Liss asked if the proposed Northfield study rooms will be reserved like Winnetka, or if they will just be small quiet rooms for multiple people to share.

Jeffrey Liss asked if the new Winnetka Public Library sign that is in the patio project plans will be too far from the street.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:19 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Financial Report

- We have now received 97.7% of our library fund tax revenues and a total of 97.6 of our revenues for the year.
- We will receive a check from the Village of Northfield for \$10,000 as part of the permitting process the village had a \$10,000 retainer.
- Utilities costs are running slightly above the anticipated budget; we will have to make adjustments in next year's budget for higher costs in power and water.

Building and Grounds

On April 18th, the Lakota Group will be presenting our Patio plan to the Winnetka Village Design Review Committee. We have updated our website to reflect what they will be presenting.

We have been informed that Mueller Building Services will close the business as of July 1. We are reviewing options for building maintenance and cleaning going forward.

The Northfield Branch Library Renovation Conversations are scheduled for Wednesday, April 10th and Saturday, April 13. We look forward to receiving input regarding our proposed plans.

Strategic Planning

The strategic plan survey will be launched on our website on April 18 to May 3. We will send a postcard to all homes in our District as well as post signs throughout our community. We are excited to see the results and plan for the future of the District.

Staff Training and Personnel Updates:

The Staff Engagement survey will be launched on April 18, 2019. This survey of staff will again be conducted by HR Source (previously the Management Association.)

Collection Development Improvements:

Collection Librarians Nick Mall and Kate Grabon began looking more closely at Northfield collection statistics this month in preparation for collection movement before the Northfield renovation. **Their recommendation is at the end of the Directors report***

Staff Events Committee event:

March 14 marks **Pi Day**, an annual celebration of the mathematical sign **pi**. Founded in 1988 by physicist Larry Shaw, March 14 was selected because the numerical date (3.14) represents the first three digits of **pi**, and it also happens to be Albert Einstein's birthday! Organized by The Staff Events Committee, staff enjoyed a selection of pies as well as an amazing gluten-free slab pie made by our very own Stephanie Girardi (of Cookbook Book club Fame.)

Circulation Services

Total circulation for the month of March FY 2018/2019 was **41,486** compared to **30,672** for the same month last year. This represents a net change of **35.26 %**

Cumulative circulation through March FY 2018/2019 is **373,464** compared to **283,528** for the previous fiscal year to date. This represents a net change of **31.72 %**.

Virtual Branch circulation for the month of March FY 2018/2019 was **5,365** compared to **3,603** for the same month last year. This represents a net change of **48.90 %**.

Cumulative virtual branch circulation through March FY 2018/2019 is **41,455** compared to **29,954** for the previous fiscal year to date. This represents a net change of **38.40 %**.

Self-checkout at the Winnetka Library for the month of March was **67.62%**

Attached to this report is a spreadsheet detailing the start of our inventory process.

Technology

Computer Usage

There were 1033 public computer sessions at Winnetka with 51 percent of those occurring on laptops.

There were 574 public computer sessions at Northfield with 7 percent of those occurring on laptops.

There were 23 Chromebook sessions in the Youth Services department.

Winnetka had 16,719 recorded hotspot sessions from 1,950 distinct devices. The average session time was 34 minutes. These sessions used a total of 234 GB of downstream bandwidth and 64 GB of upstream bandwidth.

Northfield had 5,500 hotspot sessions from 912 distinct devices. The average session time was 42 minutes. These sessions used a total of about 207 GB of downstream bandwidth and about 16 GB of upstream bandwidth.

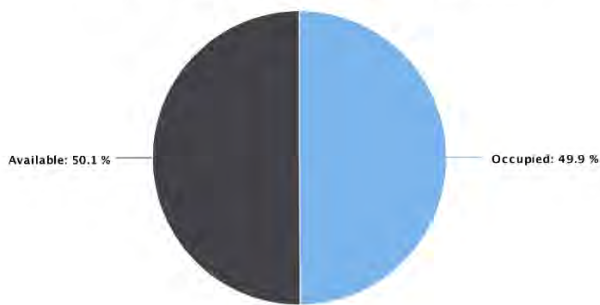
We had 8,846 web sessions with 5,370 unique website users as counted by Google Analytics. The sessions number is down from last year's 9,510 sessions, and the unique visitors count is up slightly from last year's 5,251 unique users.

Website: Most Visited Pages

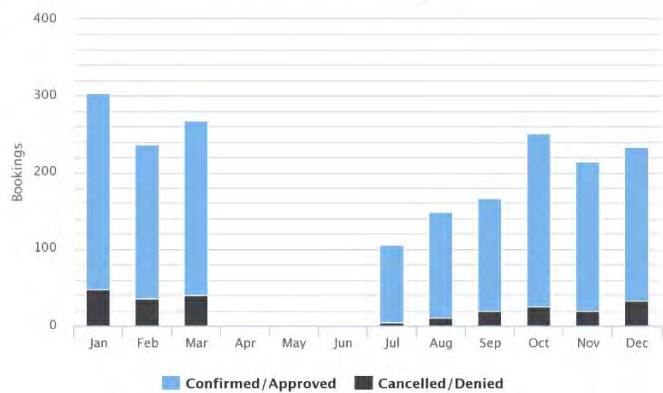
Home Page | Movies | Jobs | eAudiobooks | digital-library/ebooks-eaudiobooks | digital/new-york-times

Study Room Usage

Aggregate Occupancy Ratio for Friday, March 1, 2019 to Sunday, March 31, 2019



Monthly Booking Statistics



Bookings Summary

<i>Unique Users</i>	105
---------------------	-----

Total Bookings	227
Time Available	52,560
Time Booked	26,240
Average Booking Duration	116
User Showed Up - Yes	195
User Showed Up - No	0

Programs and Activities

Summer Reading

The theme has been chosen (super hero theme: "**Reading is our Superpower**") and we are working on the printed and promotional materials to support the program.

One Book Two Villages

We are excited to help drive OBTV again this year and are working on the look and feel of the promotion and in library displays. We also have thought of some fun outreach opportunities that we might try to incorporate, such as scattering a few of the books around town with a note to read and pass it along.

Program Attendance

Total District Program Attendance for the month of March FY 2018/2019 was **1,394** compared to **1,169** for the same month last year. This represents a net change of **19.25 %**

Cumulative District Program Attendance through March FY 2018/2019 is **12,361** compared to **11,530** for the same month last year. This represents a net change of **7.21 %**

Programming Highlights

- **Introduction to Meditation** was attended by **7** patrons. Glenview Meditation talked and information about getting started with a meditation practice.
- **Glow in the Dark Storytime** was attended by **28** patrons. Librarian Allison Phillips led this evening storytime using glow in the dark materials and playful light activities.

Outreach Activities

- Youth Services Associate Brian Kulaga and Librarian Melissa Morgan facilitated STEAM activities using our STEAM kits at the Pi Day Expo at Greeley School on March 14.
- Programming Specialist Librarian II Amanda Garrity led a tour of the Youth Services department for the Math Facilitators from District 36 on March 21.

Communications and Marketing

We are starting the editing and design process for the summer issue of The Source. The next issue will highlight One Book Two Villages and Summer Reading.

The Northfield Branch Renovation Survey is underway; we are gathering feedback from patrons and look forward to in person conversations at the upcoming open houses.

The Strategic Plan Survey draft is in the final stages and will be ready to launch on April 18. Postcards will be mailed to every district home, and we are busy working on the peripheral marketing materials to raise awareness and increase community participation. We will also help analyze the data collected.

Financial Report

- We have now received 97.7% of our library fund tax revenues and a total of 97.6 of our revenues for the year.
- We will receive a check from the Village of Northfield for \$10,000 as part of the permitting process the village had a \$10,000 retainer.
- Utilities costs are running slightly above the anticipated budget; we will have to make adjustments in next year's budget for higher costs in power and water.

Building and Grounds

On April 18th, the Lakota Group will be presenting our Patio plan to the Winnetka Village Design Review Committee. We have updated our website to reflect what they will be presenting.

We have been informed that Mueller Building Services will close the business as of July 1. We are reviewing options for building maintenance and cleaning going forward.

The Northfield Branch Library Renovation Conversations are scheduled for Wednesday, April 10th and Saturday, April 13. We look forward to receiving input regarding our proposed plans.

Strategic Planning

The strategic plan survey will be launched on our website on April 18 to May 3. We will send a postcard to all homes in our District as well as post signs throughout our community. We are excited to see the results and plan for the future of the District.

Staff Training and Personnel Updates:

The Staff Engagement survey will be launched on April 18, 2019. This survey of staff will again be conducted by HR Source (previously the Management Association.)

Collection Development Improvements:

Collection Librarians Nick Mall and Kate Grabon began looking more closely at Northfield collection statistics this month in preparation for collection movement before the Northfield renovation. **Their recommendation is at the end of the Directors report***

Staff Events Committee event:

March 14 marks **Pi Day**, an annual celebration of the mathematical sign **pi**. Founded in 1988 by physicist Larry Shaw, March 14 was selected because the numerical date (3.14) represents the first three digits of **pi**, and it also happens to be Albert Einstein's birthday! Organized by The Staff Events Committee, staff enjoyed a selection of pies as well as an amazing gluten-free slab pie made by our very own Stephanie Girardi (of Cookbook Book club Fame.)

Circulation Services

Total circulation for the month of March FY 2018/2019 was **41,486** compared to **30,672** for the same month last year. This represents a net change of **35.26 %**

Cumulative circulation through March FY 2018/2019 is **373,464** compared to **283,528** for the previous fiscal year to date. This represents a net change of **31.72 %**.

Virtual Branch circulation for the month of March FY 2018/2019 was **5,365** compared to **3,603** for the same month last year. This represents a net change of **48.90 %**.

Cumulative virtual branch circulation through March FY 2018/2019 is **41,455** compared to **29,954** for the previous fiscal year to date. This represents a net change of **38.40 %**.

Self-checkout at the Winnetka Library for the month of March was **67.62%**

Attached to this report is a spreadsheet detailing the start of our inventory process.

Technology

Computer Usage

There were 1033 public computer sessions at Winnetka with 51 percent of those occurring on laptops.

There were 574 public computer sessions at Northfield with 7 percent of those occurring on laptops.

There were 23 Chromebook sessions in the Youth Services department.

Winnetka had 16,719 recorded hotspot sessions from 1,950 distinct devices. The average session time was 34 minutes. These sessions used a total of 234 GB of downstream bandwidth and 64 GB of upstream bandwidth.

Northfield had 5,500 hotspot sessions from 912 distinct devices. The average session time was 42 minutes. These sessions used a total of about 207 GB of downstream bandwidth and about 16 GB of upstream bandwidth.

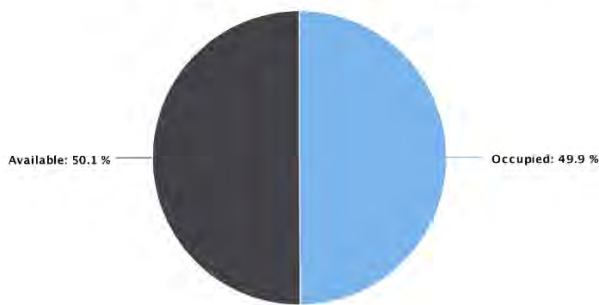
We had 8,846 web sessions with 5,370 unique website users as counted by Google Analytics. The sessions number is down from last year's 9,510 sessions, and the unique visitors count is up slightly from last year's 5,251 unique users.

Website: Most Visited Pages

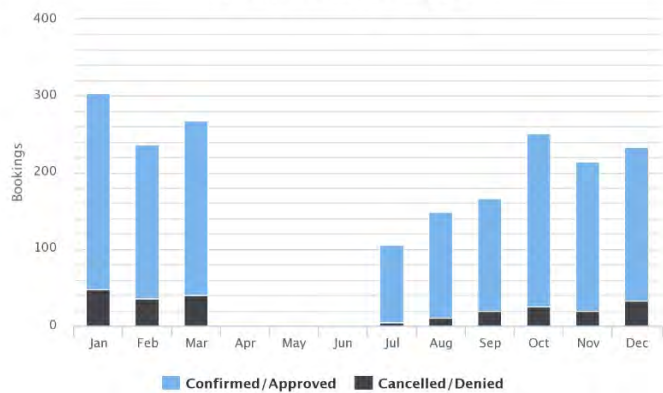
Home Page | Movies | Jobs | eAudiobooks | digital-library/ebooks-eaudiobooks | digital/new-york-times

Study Room Usage

Aggregate Occupancy Ratio for Friday, March 1, 2019 to Sunday, March 31, 2019



Monthly Booking Statistics



Bookings Summary

<i>Unique Users</i>	105
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<i>Total Bookings</i>	227
<i>Time Available</i>	52,560
<i>Time Booked</i>	26,240
<i>Average Booking Duration</i>	116
<i>User Showed Up - Yes</i>	195
<i>User Showed Up - No</i>	0

Programs and Activities

Summer Reading

The theme has been chosen (super hero theme: "**Reading is our Superpower**") and we are working on the printed and promotional materials to support the program.

One Book Two Villages

We are excited to help drive OBTV again this year and are working on the look and feel of the promotion and in library displays. We also have thought of some fun outreach opportunities that we might try to incorporate, such as scattering a few of the books around town with a note to read and pass it along.

Program Attendance

Total District Program Attendance for the month of March FY 2018/2019 was **1,394** compared to **1,169** for the same month last year. This represents a net change of **19.25 %**

Cumulative District Program Attendance through March FY 2018/2019 is **12,361** compared to **11,530** for the same month last year. This represents a net change of **7.21 %**

Programming Highlights

- ***Introduction to Meditation*** was attended by **7** patrons. Glenview Meditation talked and information about getting started with a meditation practice.
- ***Glow in the Dark Storytime*** was attended by **28** patrons. Librarian Allison Phillips led this evening storytime using glow in the dark materials and playful light activities.

Outreach Activities

- Youth Services Associate Brian Kulaga and Librarian Melissa Morgan facilitated STEAM activities using our STEAM kits at the Pi Day Expo at Greeley School on March 14.
- Programming Specialist Librarian II Amanda Garrity led a tour of the Youth Services department for the Math Facilitators from District 36 on March 21.

Communications and Marketing

We are starting the editing and design process for the summer issue of The Source. The next issue will highlight One Book Two Villages and Summer Reading.

The Northfield Branch Renovation Survey is underway; we are gathering feedback from patrons and look forward to in person conversations at the upcoming open houses.

The Strategic Plan Survey draft is in the final stages and will be ready to launch on April 18. Postcards will be mailed to every district home, and we are busy working on the peripheral marketing materials to raise awareness and increase community participation. We will also help analyze the data collected.

Northfield Branch, Adult Collections Weeding Recommendation

The Adult area at Northfield averages 8,750 items on shelf, excluding magazines. The shelves are currently at capacity, making them harder to browse for patrons and out of sync with best practices, which state that shelves should be between 70% and 80% full. We recommend reducing the number of on-shelf items by 20%, to make the collections more accessible for our patrons.

We evaluated the existing collections by looking at their circulation ratio (the number of items circulated to District patrons this FY, excluding renewals, relative to the total number of items in that collection) and by looking at the “Dead” ratio (the portion of each collection that had not circulated in a calendar year). 21.6% of the Adult area has not circulated in the past year

The lowest circulation ratios and highest Dead ratios are in the non-New book collections. Compared to an overall circulation ratio of 1.6 in Adult, the least efficient collections include Adult Fiction (0.5), Adult Mystery (0.7), Large Print (0.4), Adult Nonfiction (0.4) and Teen Fiction (0.3).

By targeting the below areas, we will be able to reach our goal of reducing the overall on-shelf Adult collection by 20%.

Collection	# of items with no circulation in the past year
Adult Fiction	809
Adult Mystery	169
Large Print	21
Adult Nonfiction	955
Teen Fiction	39
Total	1,993

This recommendation assumes Northfield’s current shelving arrangement. When the details on our new shelving are solidified, there may be new opportunities to rearrange, expand, or restructure specific collections, and their distribution should be reconsidered at that time.

Signed,

Kate Grabon and Nick Mall

Youth and Adult Collection Development Librarians

Summary Report for March FY 2018/2019

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 % +/-
Books	10,616	8,073	31.50 %	95,044	71,330	33.25 %	Books	12,674	10,002	26.71 %	118,565	89,457	32.54 %
Book - Fiction	5,456	4,216	29.41 %	51,833	39,339	31.76 %	Book - Fiction	10,348	8,371	23.62 %	100,685	77,333	30.20 %
Book - Nonfiction	5,160	3,857	33.78 %	43,211	31,991	35.07 %	Book - Nonfiction	2,326	1,631	42.61 %	17,880	12,124	47.48 %
Audiobook - CD	718	779	-7.83 %	7,588	7,209	5.26 %	Audiobook - CD	125	128	-2.34 %	1,131	930	21.61 %
Music CD	163	168	-2.98 %	1,373	1,605	-14.45 %	Music CD	108	59	83.05 %	1,092	815	33.99 %
Playaway	211	172	22.67 %	1,919	1,744	10.03 %	Playaway	282	350	-19.43 %	2,437	2,314	5.32 %
DVD/Blu-Ray	7,065	5,247	34.65 %	63,886	42,820	49.20 %	DVD/Blu-Ray	2,794	1,902	46.90 %	26,226	14,981	75.06 %
Magazine	164	92	78.26 %	1,740	1,059	-	Magazine	-	-	-	-	12	-
Other	10	40	-75.00 %	161	428	-62.38 %	Other	58	57	1.75 %	489	587	-16.70 %
Sent Out	1,133	-	-	10,358	19,354	-46.48 %	Sent Out						
Total	20,080	14,571	37.81 %	182,069	144,490	26.01 %	Total	16,041	12,498	28.35 %	149,940	109,084	37.45 %

Kenilworth patron usage for the month of March FY 2018/2019 was **1,274**.

Items borrowed from other libraries for the month of March FY 2018/2019 was **1,595**.

Total circulation for the month of March FY 2018/2019 was **41,486** compared to **30,672** for the same month last year. This represents a net change of **35.26 %**

Cumulative circulation through March FY 2018/2019 is **373,464** compared to **283,528** for the previous fiscal year to date. This represents a net change of **31.72 %**.

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 % +/-
Books	7,037	4,567	54.08 %	61,646	42,782	44.09 %	Books	9,455	5,910	59.98 %	84,959	58,169	46.06 %
Book - Fiction	3,159	1,979	59.63 %	29,414	20,347	44.56 %	Book - Fiction	7,728	5,008	54.31 %	73,024	51,207	42.61 %
Book - Nonfiction	3,878	2,588	49.85 %	32,232	22,435	43.67 %	Book - Nonfiction	1,727	902	91.46 %	11,935	6,962	71.43 %
Audiobook - CD	394	420	-6.19 %	4,415	4,051	8.99 %	Audiobook - CD	88	73	20.55 %	821	578	42.04 %
Music CD	96	100	-4.00 %	863	915	-5.68 %	Music CD	60	31	93.55 %	677	452	49.78 %
Playaway	166	124	33.87 %	1,536	1,358	13.11 %	Playaway	240	254	-5.51 %	1,894	1,652	14.65 %
DVD/Blu-Ray	4,844	3,235	49.74 %	42,703	26,426	61.59 %	DVD	1,736	1,166	48.89 %	15,944	8,959	77.97 %
Magazine	112	33	239.39 %	948	605	56.69 %	Magazine	1	-	-	2	2	0.00 %
Other	9	25	-64.00 %	144	321	-55.14 %	Other	44	47	-6.38 %	424	487	-12.94 %
Sent Out	774	372	108.06 %	7,364	11,240	-34.48 %	Sent Out						
Total	13,432	8,876	51.33 %	119,619	87,698	36.40 %	Total	11,624	7,481	55.38 %	104,721	70,299	48.97 %

Winnetka Library's circulation for the month of March FY 2018/2019 was **25,056** compared to **16,357** for the same month last year. This represents a net change of **53.18 %**.

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 % +/-
Books	3,579	3,506	2.08 %	33,398	28,548	16.99 %	Books	3,219	4,092	-21.33 %	33,606	31,288	7.41 %
Book - Fiction	2,297	2,237	2.68 %	22,419	18,992	18.04 %	Book - Fiction	2,620	3,363	-22.09 %	27,661	26,126	5.88 %
Book - Nonfiction	1,282	1,269	1.02 %	10,979	9,556	14.89 %	Book - Nonfiction	599	729	-17.83 %	5,945	5,162	15.17 %
Audiobook - CD	324	359	-9.75 %	3,173	3,158	0.47 %	Audiobook - CD	37	55	-32.73 %	310	352	-11.93 %
Music CD	67	68	-1.47 %	510	690	-26.09 %	Music CD	48	28	71.43 %	415	363	14.33 %
Playaway	45	48	-6.25 %	383	386	-0.78 %	Playaway	42	96	-56.25 %	543	662	-17.98 %
DVD	2,221	2,012	10.39 %	21,183	16,394	29.21 %	DVD/Blu-Ray	1,058	736	43.75 %	10,282	6,022	70.74 %
Magazine	52	59	-11.86 %	792	454	74.45 %	Magazine	-	-	-	-	10	-
Other	1	15	-93.33 %	17	107	-84.11 %	Other	14	10	40.00 %	65	100	-35.00 %
Sent Out	762	-	-	7,102	11,114	-36.10 %	Sent Out						
Total	6,289	6,067	3.66 %	59,456	49,737	19.54 %	Total	4,418	5,017	-11.94 %	45,221	38,797	16.56 %

Northfield Library's circulation for the month of March FY 2018/2019 was **10,707** compared to **11,084** for the same month last year. This represents a net change of **-3.40 %**.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
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 % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,321	1,845	25.80 %	19,840	15,965	24.27 %	1,309	943	38.81 %	10,483	7,361	42.41 %	1,473	658	123.86 %	9,012	5,357	68.23 %

Videos Downloaded						Music Downloaded					
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 % +/-
187	113	65.49 %	1,534	748	105.08 %	75	44	70.45 %	586	523	12.05 %

Virtual Branch circulation for the month of March FY 2018/2019 was **5,365** compared to **3,603** for the same month last year. This represents a net change of **48.90 %**.

Cumulative virtual branch circulation through March FY 2018/2019 is **41,455** compared to **29,954** for the previous fiscal year to date. This represents a net change of **38.40 %**.

Library Activity Report

Winnetka Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	9,574	0	-	84,557	85,302	-0.87 %	People Counter							9,574
Reference Questions	1,299	560	131.96 %	9,150	7,206	24.68 %	Reference Questions	601	525	14.48 %	5,561	4,881	13.93 %	1,900
Studio	348	356	-2.25 %	3,765	2,315	62.63 %	Studio							348
Genealogy	7	1	600.00 %	50	31	61.29 %	Genealogy							7
Program Attendance	173	125	38.40 %	1,971	1,976	-0.25 %	Program Attendance	786	554	41.88 %	6,660	5,604	18.84 %	959

Northfield Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	5,793	7,331	-20.98 %	42,268	62,943	-32.85 %	People Counter							5,793
Reference Questions	958	1,223	-21.67 %	10,110	8,197	23.34 %	Reference Questions	63	114	-44.74 %	1,057	840	25.83 %	1,021
Program Attendance	32	124	-74.19 %	679	993	-31.62 %	Program Attendance	403	366	10.11 %	3,051	2,957	3.18 %	435

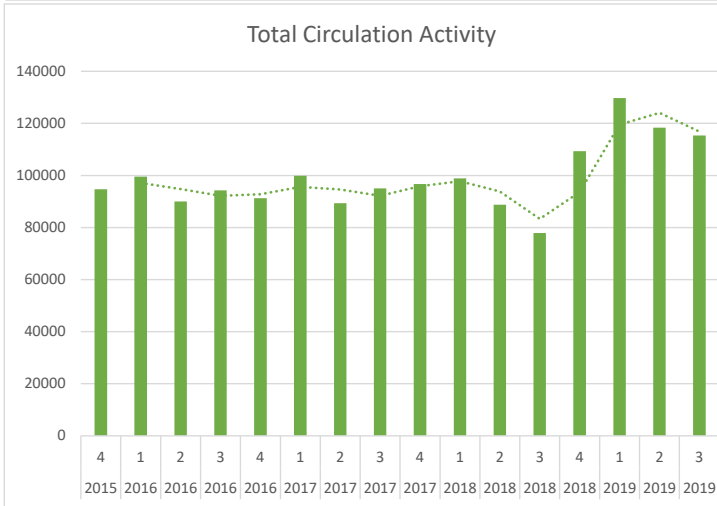
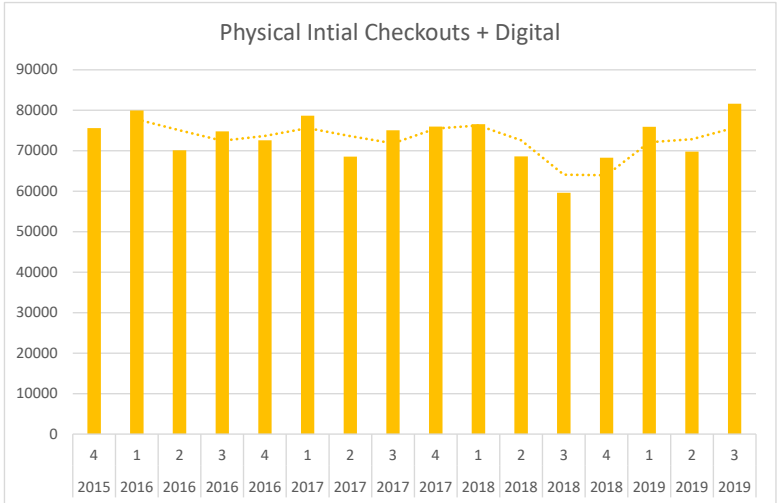
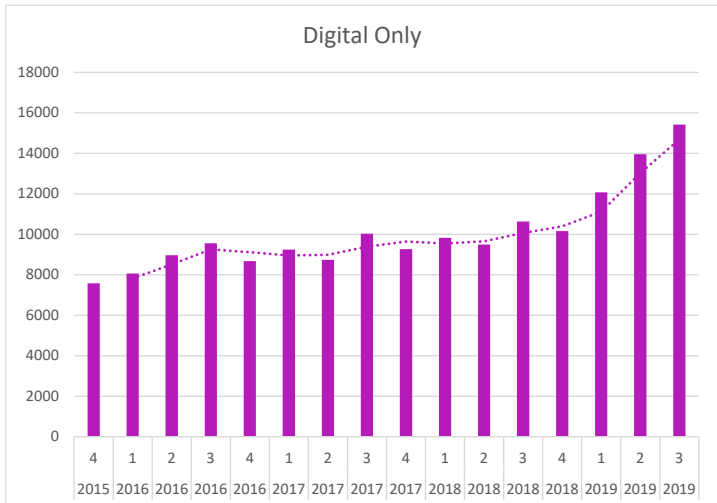
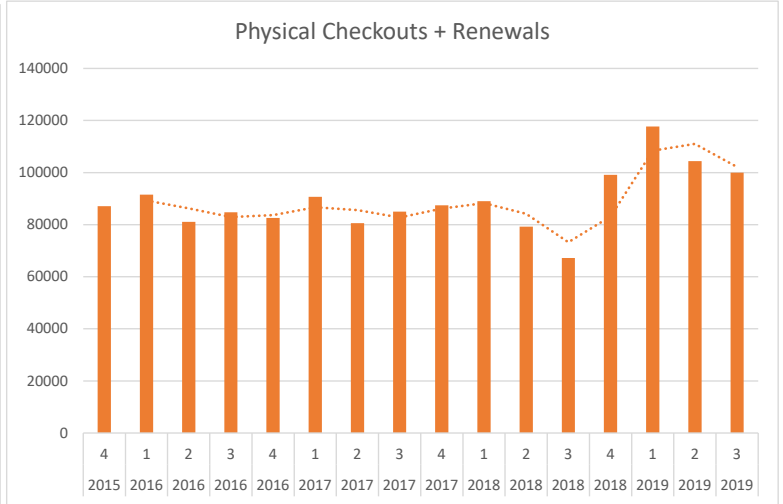
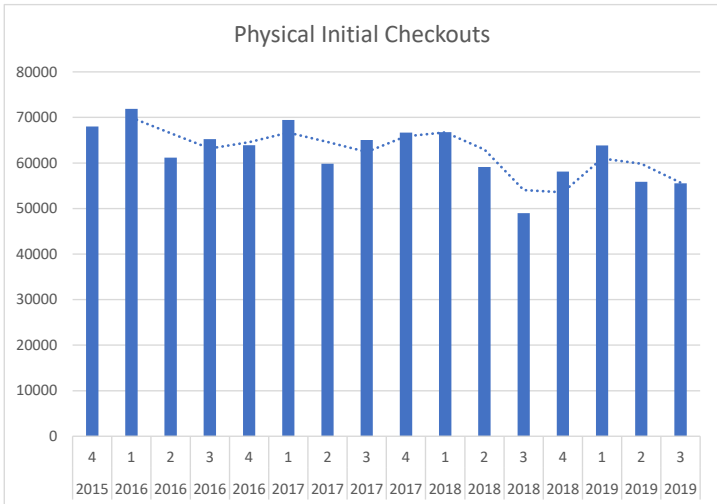
A total of **1,321** holds were placed for patrons in the month of March FY 2018/2019.

There were a total of **8,846** website sessions in the month of March FY 2018/2019.

Total District Program Attendance for the month of March FY 2018/2019 was **1,394** compared to **1,169** for the same month last year. This represents a net change of **19.25 %**

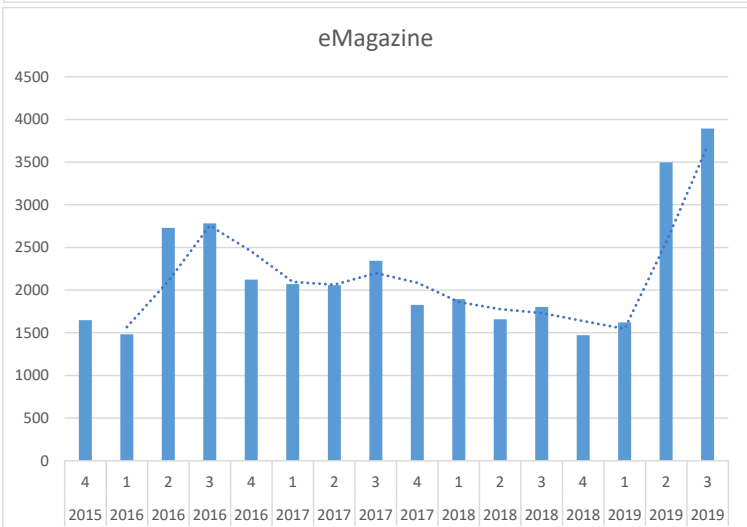
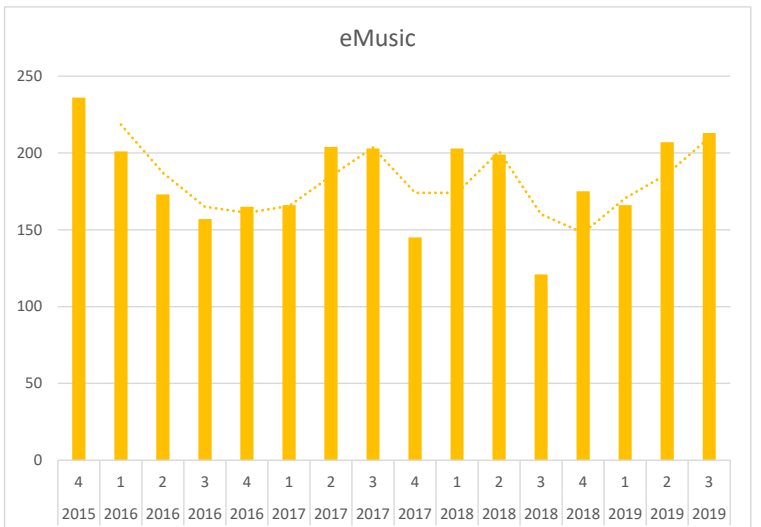
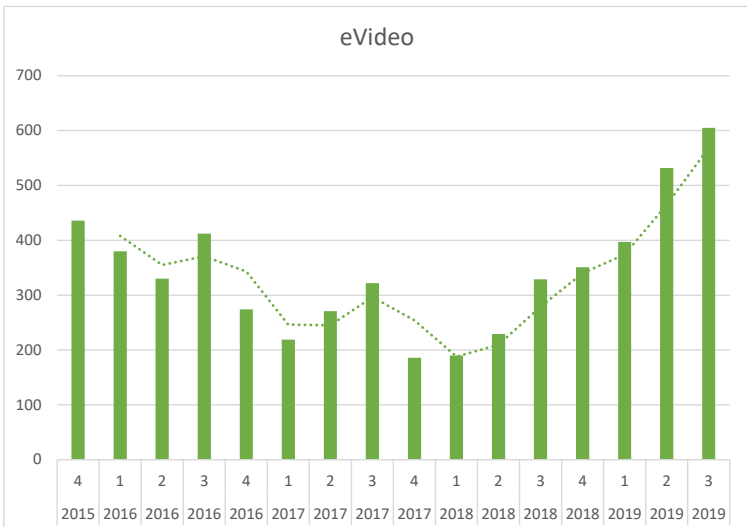
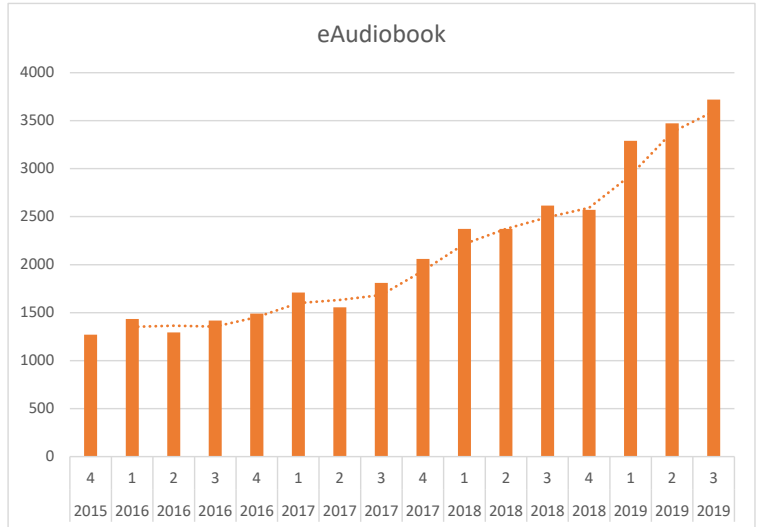
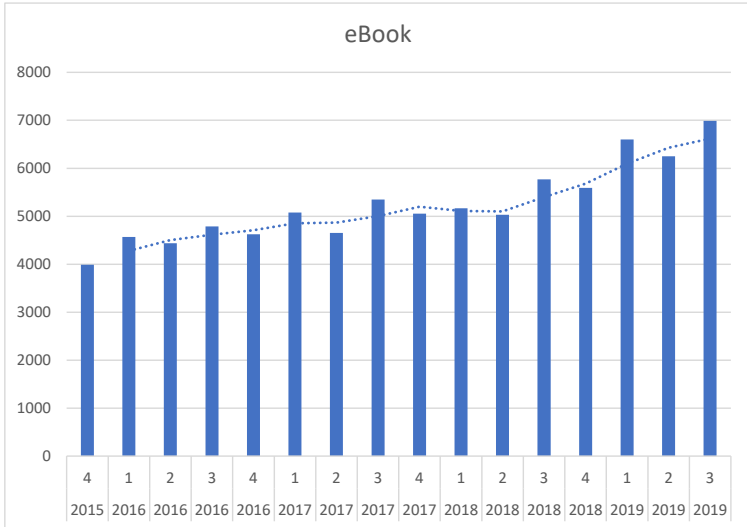
Cumulative District Program Attendance through March FY 2018/2019 is **12,361** compared to **11,530** for the same month last year. This represents a net change of **7.21 %**

Quarterly March 2019



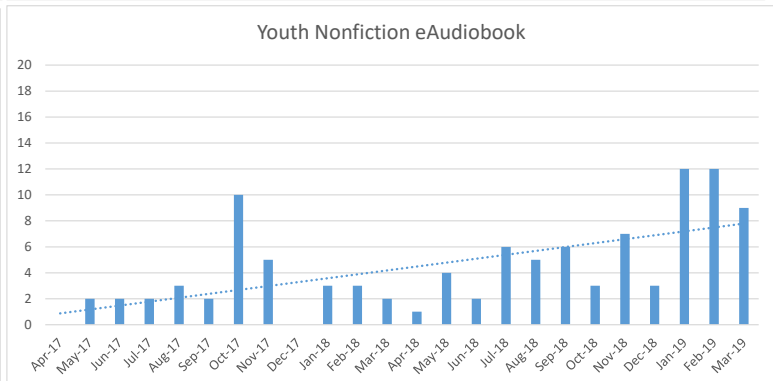
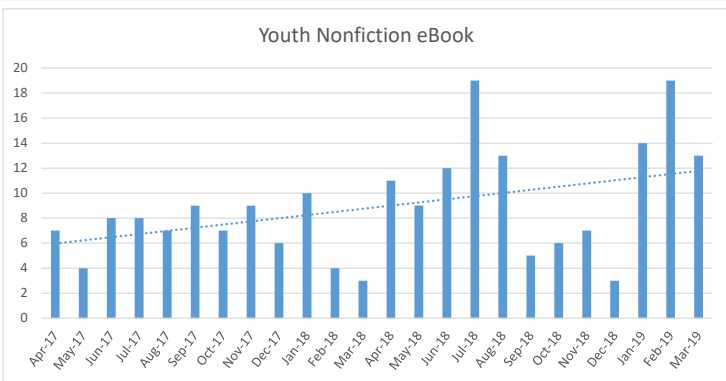
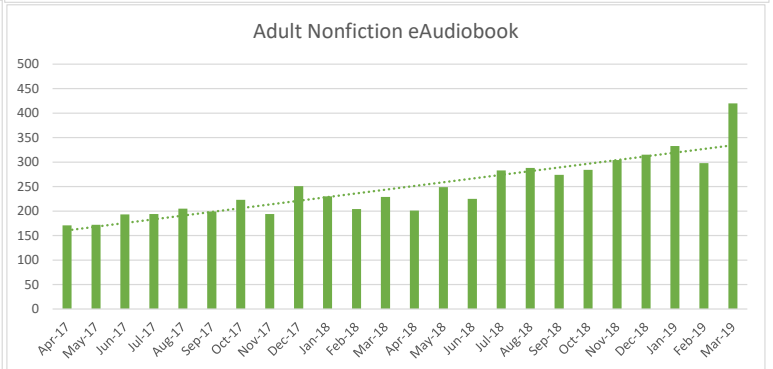
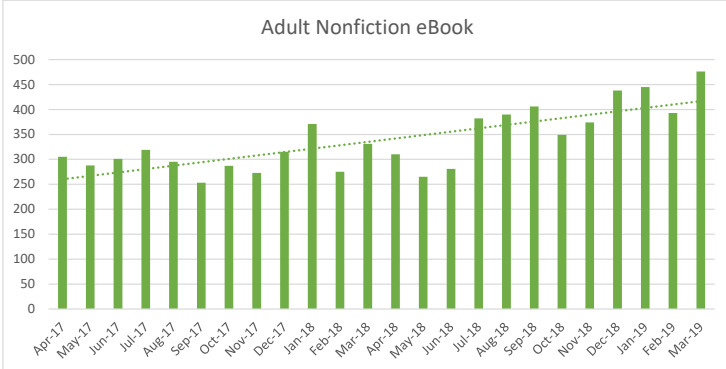
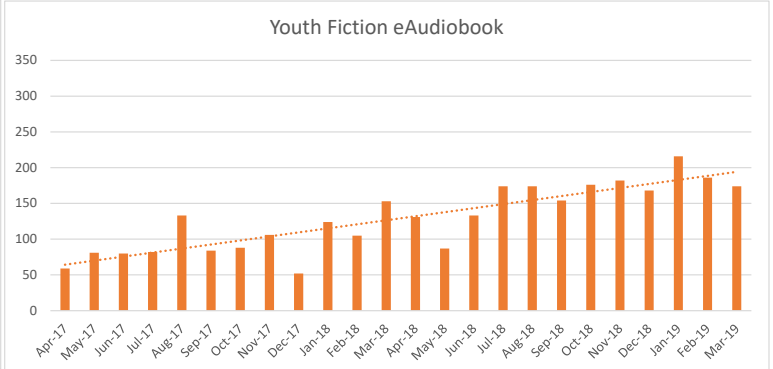
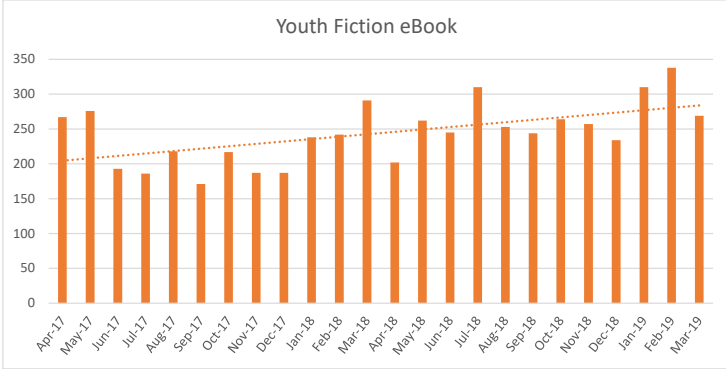
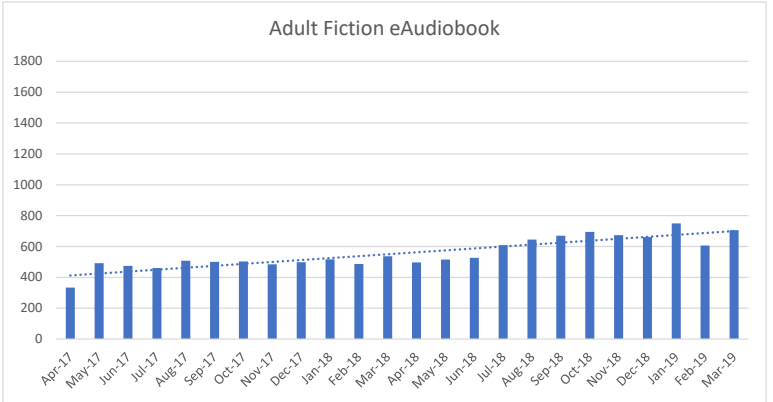
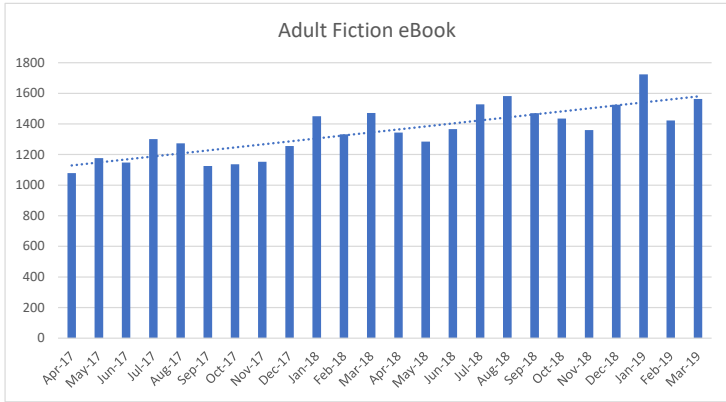
**Q. 1 - July, Aug., Sept.
 Q. 2 - Oct., Nov., Dec.
 Q. 3 - Jan., Feb., March
 Q. 4 - Apr., May, June**

Quarterly Digital Quarter 3

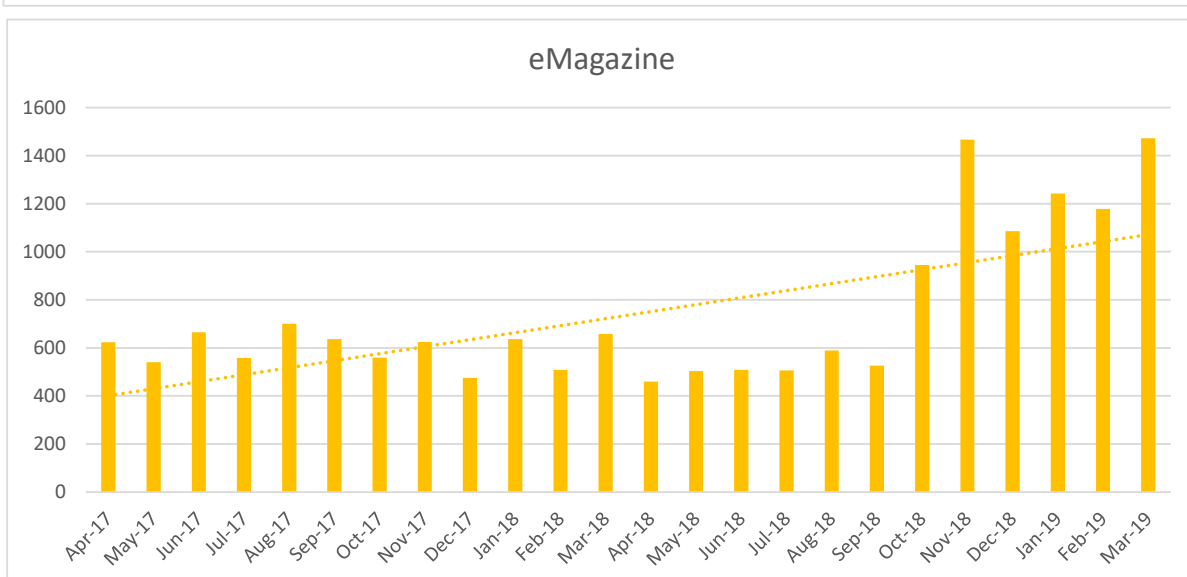
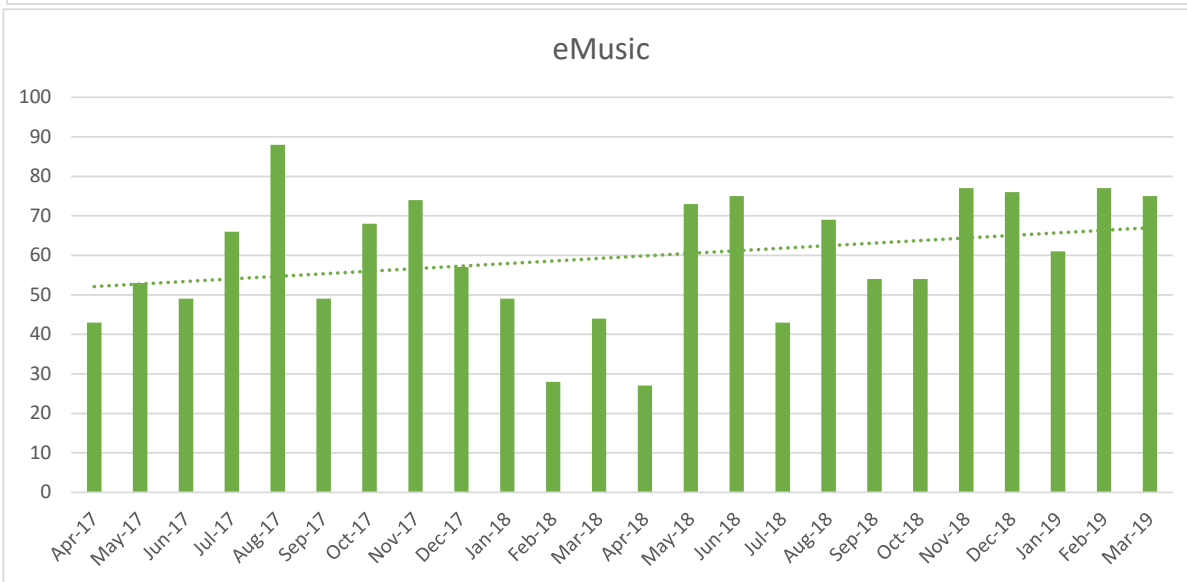
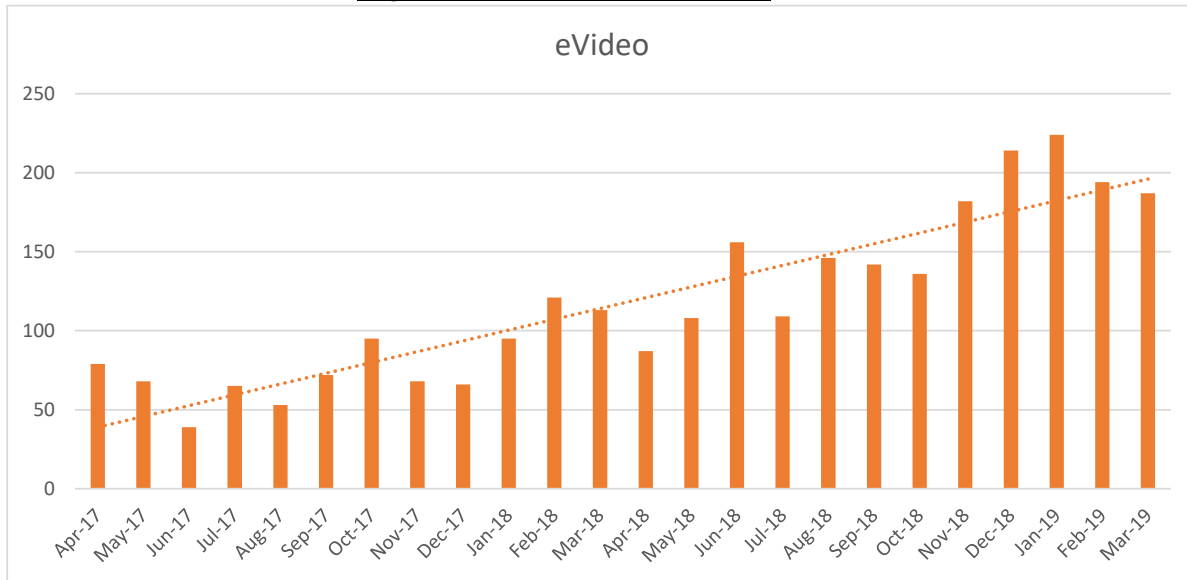


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Q. 2 - Oct., Nov., Dec.
Q. 3 - Jan., Feb., March
Q. 4 - Apr., May, June

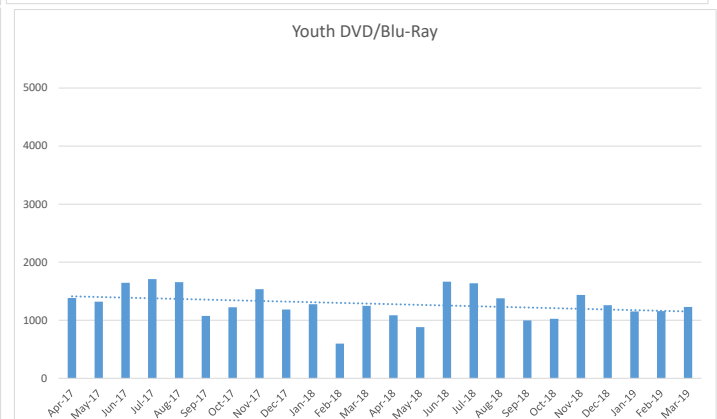
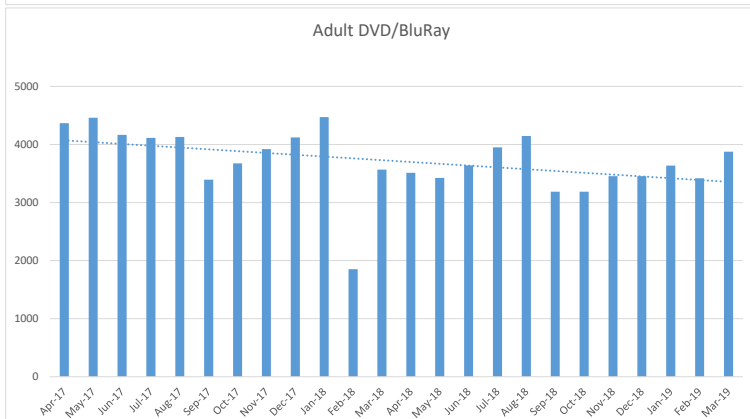
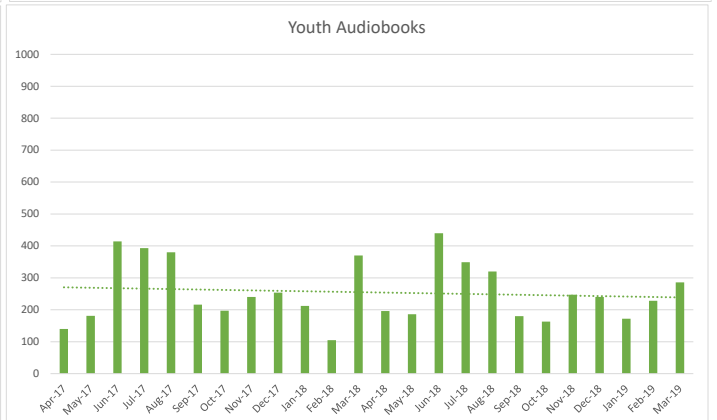
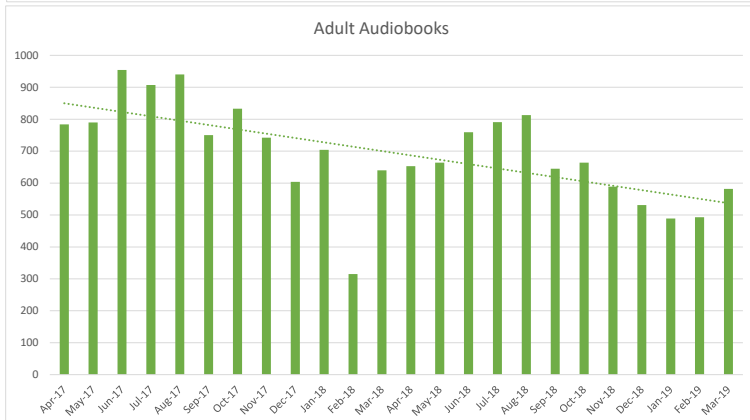
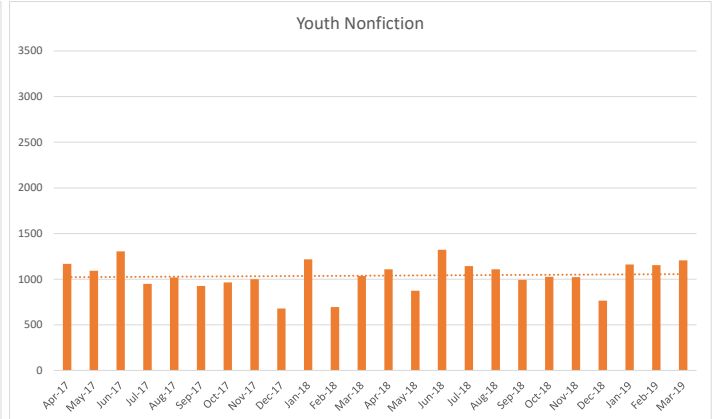
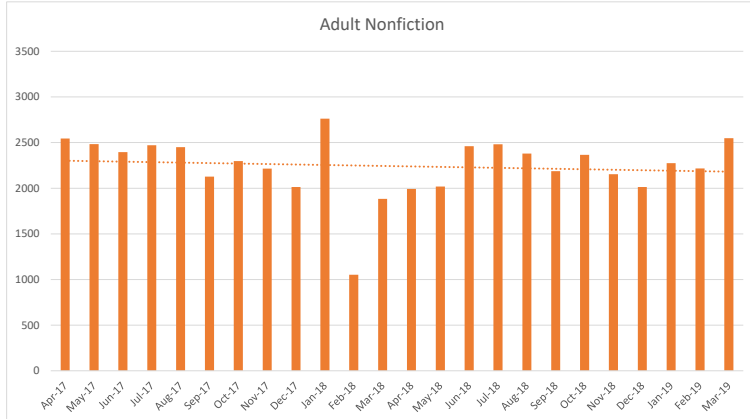
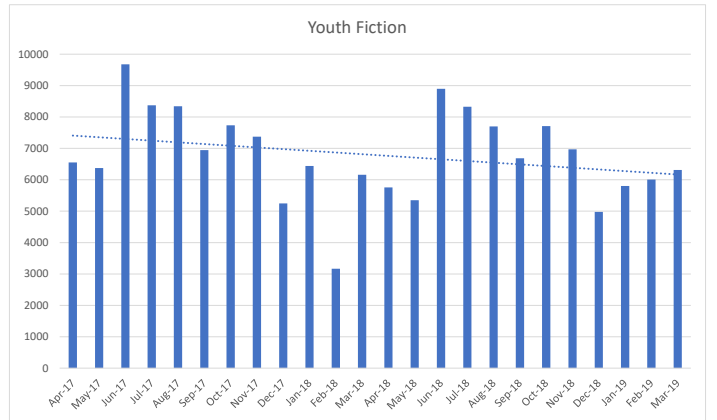
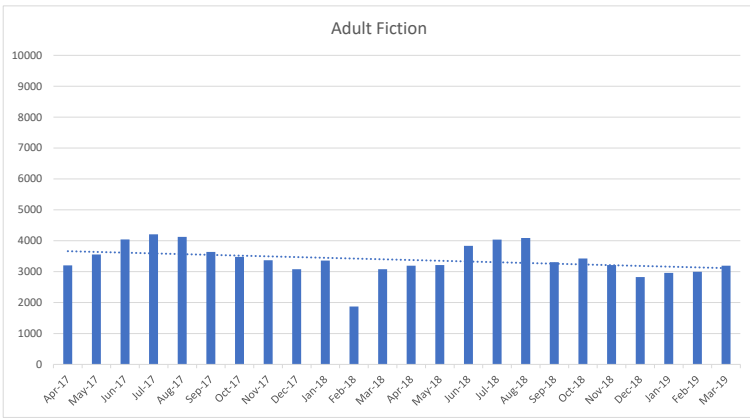
Digital March 2019



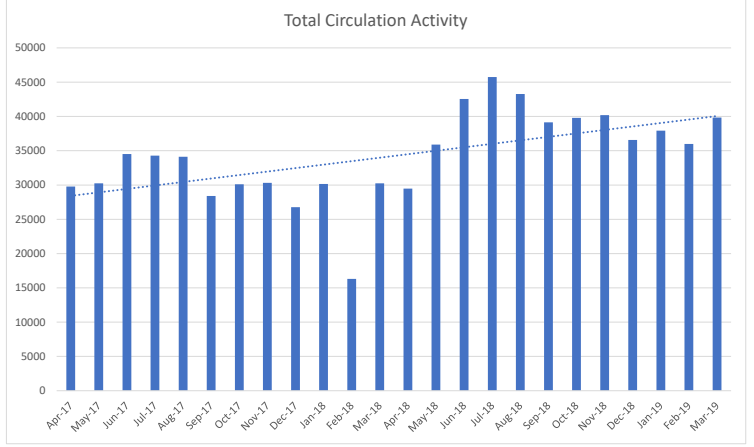
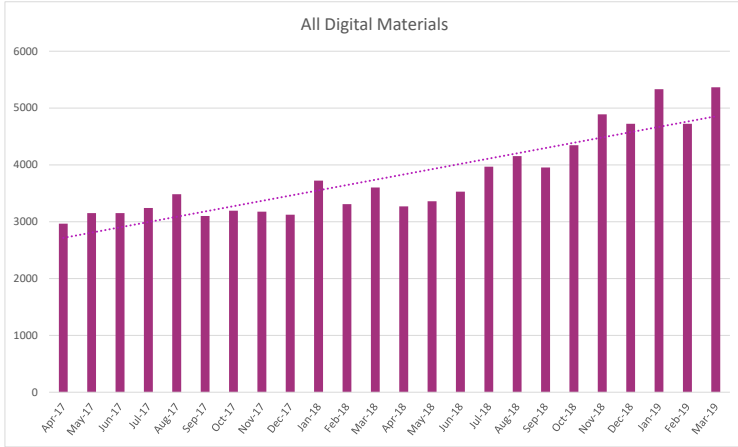
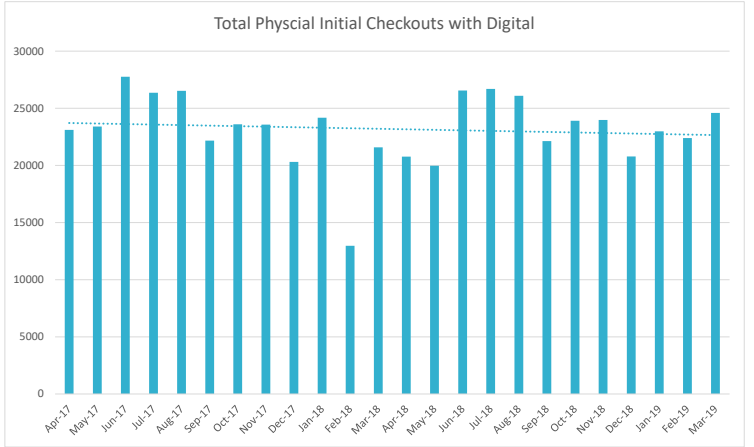
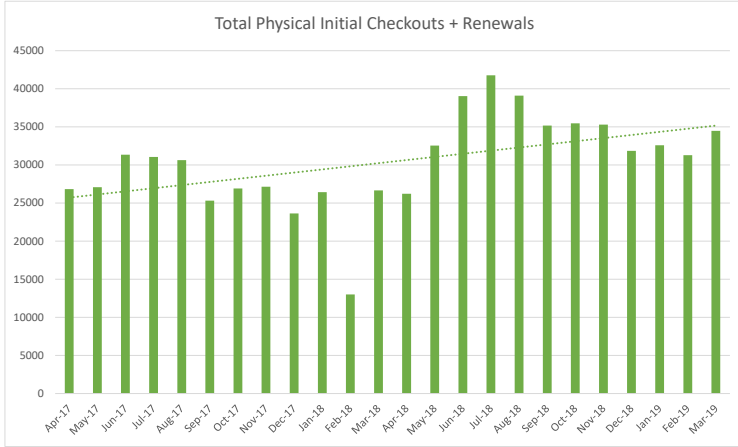
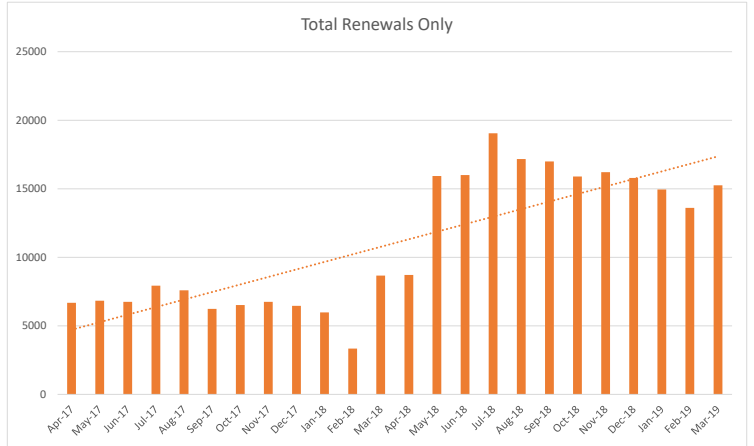
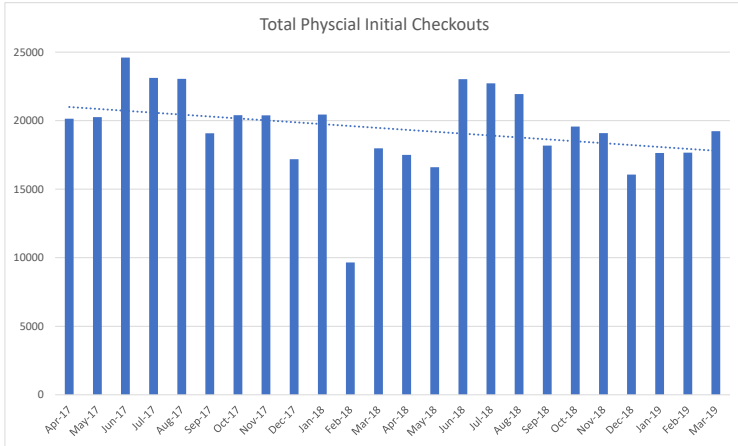
Digital March 2019 Continued



Physical Initial Checkouts March 2019



Totals Graphs March 2019



**Inventory Numbers
March - April 2019**

Material	On Shelf	Checked Out	Total Missing	Missing Last Activity Date Over a Year	Long Overdue	% Checked out	Loss Ratio %	Total Owned
14 Day Fiction	701	352	42	20	8	33.4%	3.8%	1053
14 Day Mystery	217	66	8	0	1	23.3%	2.7%	283
14 Day Non-Fiction	1535	449	20	11	1	22.6%	1.0%	1984
14 Day Science Fiction	69	12	1	0	0	14.8%	1.2%	81
14 Day Short Story	38	5	1	0	0	11.6%	2.3%	43
Adult Audio Book Fiction	917	60	29	11	1	6.1%	2.9%	977
Adult Audio Book Non-Fiction	400	38	2	0	0	8.7%	0.5%	438
Adult Large Type	406	7	9	5	0	1.7%	2.1%	413
Adult Mystery	3347	98	80	59	3	2.8%	2.3%	3445
Adult New Large Type	134	13	4	0	0	8.8%	2.6%	147
Adult Science Fiction	869	45	23	19	1	4.9%	2.5%	914
Adult Short Story	549	15	11	10	0	2.7%	1.9%	564
Bluray	424	25	10	0	0	5.6%	2.2%	449
Bookclub	295	283	30	6	5	49.0%	4.9%	578
DVD	4128	325	49	28	9	7.3%	1.1%	4453
New Adult Fiction Audio Books	50	14	4	4	0	21.9%	5.9%	64
New Adult Non- Fiction Audio Books	110	57	5	5	0	34.1%	2.9%	167
New Bluray	62	86	12	0	3	58.1%	7.5%	148
New DVD	150	243	14	1	2	61.8%	3.4%	393
New Playaway Fiction	34	30	6	6	1	46.9%	8.6%	64
New Playaway Non-Fiction	5	3	0	0	0	37.5%	0.0%	8
New Teen Fiction	39	22	2	0	0	36.1%	3.2%	61
New Teen Media	11	1	0	0	0	8.3%	0.0%	12
New Teen Non Fiction	19	3	0	0	0	13.6%	0.0%	22
Playaway Fiction	229	32	5	3	0	12.3%	1.9%	261
Playaway Non-Fiction	35	16	0	0	0	31.4%	0.0%	51
Teen Fiction	780	81	10	5	5	9.4%	1.1%	861
Teen Graphic Novels	139	20	7	4	1	12.6%	4.2%	159
Teen Media	67	6	2	1	0	8.2%	2.7%	73
Teen Non-Fiction	65	8	1	0	0	11.0%	1.4%	73



March 20, 2019

Board of Trustees
Winnetka-Northfield Public Library District
Winnetka, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Winnetka-Northfield Public Library District.

It is our understanding that Lauterbach & Amen, LLP will provide accounting assistance for the Winnetka-Northfield Public Library District as described in our proposal at the fees noted below. Rate increases in subsequent years will not exceed 3.5% on an annual basis unless the nature of the services we are providing changes. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

Services Provided	For the Year Ended June 30, 2020	For the Year Ended June 30, 2021	For the Year Ended June 30, 2022
Monthly Accounting, 1099's and Audit Preparation	\$1,667 Monthly	\$1,667 Monthly	\$1,667 Monthly
Annual Fee	\$20,004	\$20,004	\$20,004

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Winnetka-Northfield Public Library District:

Accepted by: _____

Title: _____

Winnetka-Northfield Public Library District
 DRAFT WORKING BUDGET July 2019- June 2020

	Budget 2018-19	Projected 6/30/19	% of Budget	Full Year vs. Projected	Budget 19-20	
Revenues						Levy 19-20
Total 0004000 Property Taxes Collections	\$ 3,725,392	\$ 3,644,156	97.8%	\$ (81,236)	\$ 4,125,000	\$ 3,953,470 Operating
						\$ 282,510 other Funds
						\$ 4,235,980 Total
Fund IMRF Collection	\$ 90,000	\$ 88,286	98.1%	\$ (1,714)	\$ 90,000	\$ 4,151,260 Antcipated (98%)
Fund FICA Collection	\$ 20,000	\$ 20,662	103.3%	\$ 662	\$ 20,000	0.0%
Fund 79 Building/Equipment Collection	\$ 150,000	\$ 144,639	96.4%	\$ (5,361)	\$ 150,000	0.0%
Unemployment	\$ 10	\$ 10	100.0%	\$ -	\$ 10	0.0%
Total 0004500 Interest	\$ 18,000	\$ 65,000	361.1%	\$ 47,000	\$ 45,000	60.0% Based on Previous
1004040 Replacement Tax	\$ 20,000	\$ 17,000	85.0%	\$ (3,000)	\$ 20,000	0.0%
Total 1004050 Per Capita Grant	\$ 14,107	\$ 14,107	100.0%	\$ -	\$ 14,107	0.0%
1004060 Kenilworth Services	\$ 100,000	\$ 87,493	87.5%	\$ (12,507)	\$ 100,000	0.0%
Total 1004100 Fines	\$ 35,000	\$ 27,422	78.3%	\$ (7,578)	\$ 30,000	-16.7%
1004120 Studio Fees	\$ 4,500	\$ 2,887	64.2%	\$ (1,613)	\$ 4,500	0.0%
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 3,104	69.0%	\$ (1,396)	\$ 4,500	0.0%
Total 1004300 Copy/Printing	\$ 9,000	\$ 13,284	147.6%	\$ 4,284	\$ 9,000	0.0%
Total 1004700 Book Sales	\$ 2,000	\$ 738	36.9%	\$ (1,262)	\$ 2,000	0.0%
1004775 Miscellaneous Revenue	\$ -	\$ 1,617		\$ 1,617	\$ -	
Total 1004800 Contributions	\$ 30,000	\$ 25,000	83.3%	\$ (5,000)	\$ 25,000	-20.0% Unknown
Total Revenues	\$ 4,222,509	\$ 4,155,405	98.4%	\$ (67,104)	\$ 4,639,117	9.0%
Expenses						
1000000 Fund 10 General Expenses						
50 Audit	\$ 9,800	\$ 11,050	113%	\$ 1,250	\$ 10,000	2.0%
40 Liability	\$ 35,000	\$ 23,000	66%	\$ (12,000)	\$ 30,000	-16.7%
Total 10.5100 IT Services	\$ 173,150	\$ 151,917	88%	\$ (21,233)	\$ 178,250	2.9%
Total 1005000 Administrative Services	\$ 311,625	\$ 375,000	120%	\$ 63,375	\$ 329,654	Archctects fees in this line, as 5.5% well as materials processing
Total 1005100 Personnel	\$ 1,835,000	\$ 1,633,650	89%	\$ (201,350)	\$ 1,830,000	-0.3%
2005100 Fund 30 IMRF	\$ 105,000	\$ 108,000	103%	\$ 3,000	\$ 115,000	rate up to 9.07% (from 8.7% 6.89%)

	Budget 2018-19	Projected 6/30/19	% of Budget	Full Year vs. Projected	Budget 19-20	
3005100 Fund 30 FICA	\$ 125,000	\$ 101,817	81%	\$ (23,183)	\$ 125,000	0.0%
Total 1005900 Programming-District Initia	\$ 81,100	\$ 61,250	76%	\$ (19,850)	\$ 79,100	-2.5%
Total 1015300 Adult Services - Winnetka	\$ 305,000	\$ 310,000	102%	\$ 5,000	\$ 315,000	3.2%
Total 1015345 · Books-Digital	\$ 170,000	\$ 170,000		\$ -	\$ 185,000	8.1% See Materials
Total 1015400 Youth/Child-Winnetka	\$ 56,900	\$ 57,900	101.8%	\$ 55,900	\$ 57,400	0.9%
Total 1025300 Adult - Northfield	\$ 61,000	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%
Total 1025400 Youth/Children's Sv.-Northfield	\$ 32,500	\$ 32,500	100.0%	\$ 32,000	\$ 32,500	0.0%
Total 1035800 Capital Outlay	\$ 650,000	\$ 335,056	51.5%	\$ (314,944)	\$ 750,000	13.3%
Total 1000000 Fund 10 General Expenses	\$ 3,951,075	\$ 3,432,139	86.9%	\$ (371,036)	\$ 4,097,904	3.6% Patio/Northfield
No Capital Outlay	\$ 3,301,075	\$ 3,097,084	93.8%	\$ (56,091)	\$ 3,347,904	1.4%
Total Revenues	\$ 4,222,509	\$ 4,155,405	98.4%	\$ (67,104)	\$ 4,639,117	9.0%
Total Expenses	\$ 4,253,882	\$ 3,734,139	87.8%	\$ (519,743)	\$ 4,409,699	3.5%
Net Operating Income	\$ (31,373)	\$ 421,266	-1342.8%	\$ 310,933	\$ 229,418	113.7%
Other Funds Expenses:						
70050000 Fund 79 Building/Equipment	\$ 301,807	\$ 302,000	100.1%	\$ 193	\$ 310,795	2.9%
6005100 Fund Unemployment	\$ 1,000	\$ -	0.0%	\$ (1,000)	\$ 1,000	0.0%

	FY 17 - 18	FY 18- 19	FY 19- 2020	% Change	Notes
1000000 · Fund 10 General Expenses					
IT Services					
1005132 · CCS Operating & OCLC	80,000	83,250	83,250	0.0%	
1005134 · Software	31,000	31,000	35,000	11.4%	(web dewey,patron point, Expanded adobe)
1005135 · LAN Management	56,100	55,000	55,000	0.0%	
1005136 · Hardware	1,900	1,900			Move to capital
1005177 · Technology/Website	2,000	2,000	5,000	60.0%	Development
IT Services	171,000	173,150	178,250	2.9%	
1005100 · Personnel					
1005110 · Salaries	1,817,210	1,670,000	1,650,000	-1.2%	
1005111 · Health Insurance	150,000	140,000	155,000	9.7%	
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	1,972,210	1,815,000	1,810,000	-0.3%	
1005114 · Conferences	20,000	20,000	20,000	0.0%	
Personnel	1,992,210	1,835,000	1,830,000	-0.3%	
1005000 · Administrative Services					
1005120 · Library Supplies	30,000	30,000	35,000	14.3%	Expanded Pre-processing
1005121 · Office Supplies	8,000	8,000	8,500	5.9%	
1005122 · Breakroom Supplies	1,500	1,500	1,500	0.0%	
1005123 · Postage	6,000	6,000	6,000	0.0%	
1005124 · Hospitality	6,000	6,000	6,000	0.0%	
1005131 · Accounting and Bookkeeping	14,500	15,000	20,004	25.0%	Includes audit prep
1005137 · Legal Notices	1,500	1,500	1,500	0.0%	
1005138 · Delivery Service	7,700	7,700	8,000	3.8%	
1005140 · Payroll Services	8,000	8,500	9,500	10.5%	
1005719 · Board Expenses	1,000	1,000	1,000	0.0%	
1005732 · Staff Meetings/Events/Recognition	5,000	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	12,000	-25.0%	
1005742 · Building Appraisal	500	500	500	0.0%	
1005743 · Other Consultations	15,000	15,000	15,000	0.0%	
HR- Management Associator	50,000	50,000	50,000	0.0%	
1005703 · ILL Fees	150	150	150	0.0%	
1005170 · Utilities					
1005171 · Electricity	45,000	45,000	49,000	8.2%	Change in NF and Winn rates
1005172 · Water	4,500	5,625	5,500	-2.3%	
1005173 · Storm Sewer	1,800	1,900	1,900	0.0%	
1005174 · Natural Gas	11,000	11,000	14,000	21.4%	
1005175 · Telephone	8,750	9,250	10,000	7.5%	
1005176 · Internet Services	16,000	16,500	17,100	3.5%	

	FY 17 - 18	FY 18- 19	FY 19- 2020	% Change	Notes
1005700 · Public Relations					
1005720 · PR E-Marketing	1,500	1,500	1,500	0.0%	
1005721 · PR Promotional	6,000	6,000	7,000	14.3%	
1005722 · PR Source	25,000	25,000	25,000	0.0%	
1005723 · PR Supplies	8,000	8,000	8,000	0.0%	
1005724 · PR Advertising	3,500	3,500	3,500	0.0%	
Public Relations	44,000	44,000	45,000	2.2%	
Administrative Services	308,400	311,625	329,654	5.5%	
1005900 · Programming-District Initiative					
1005308 · Summer Reading	11,100	11,100	11,100	0.0%	
1005716 · OBTV	17,000	17,000	17,000	0.0%	
1005907 · Programming - Youth	14,000	15,500	16,500	6.1%	
1005908 · Programming - Adult	20,000	20,000	22,000	9.1%	
1005910 · Studio Maintenance/Repair	2,500	10,000	5,000	-100.0%	
1015513 · Studio General Supplies	7,500	7,500	7,500	0.0%	
Programming-District	72,100	81,100	79,100	-2.5%	
Materials - District					
Adult Materials	361,000	366,000	376,000	2.7%	
Books-Digital	140,000	170,000	185,000	8.1%	
Youth Materials	85,900	89,400	89,900	0.6%	
Total Materials	586,900	625,400	650,900	3.9%	
1005882 · Building	155,000	155,000	155,000	0.0%	
1005884 · Equipment/Furniture	1,700,000	400,000	500,000	20.0%	Northfield and Patio Projects
1005885 · Computer Equipment	130,000	95,000	95,000	0.0%	
Capital Outlay	1,985,000	650,000	750,000	13.3%	

Materials Breakdown
BUDGET 2019-2020

Winnetka-Northfield Public Library District
DRAFT WORKING BUDGET July 2019- June 2020

	FY 16 - 17	FY 17 - 18	FY 18- 19	FY 19 - 20	% Change
1015300 · Adult Services - Winnetka					
1015340 · Books-Fiction	\$ 45,000	\$ 55,000	\$ 55,000	\$ 55,000	0%
1015341 · Books-Non-Fiction	\$ 80,000	\$ 65,000	\$ 65,000	\$ 65,000	0%
1015342 · Periodicals	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0%
1015343 · DVDs	\$ 42,000	\$ 37,000	\$ 37,000	\$ 37,000	0%
1015344 · Audio Books	\$ 36,000	\$ 25,000	\$ 25,000	\$ 25,000	0%
1015346 · Online Database	\$ 95,000	\$ 90,000	\$ 95,000	\$ 105,000	11%
Total 1015300 · Adult Services - Winnetka	\$ 326,000	\$ 300,000	\$ 305,000	\$ 315,000	3%
1015345 · Books-Digital	\$ 88,000	\$ 140,000	\$ 170,000	185,000.00	9%
1015400 · Youth/Children's Svcs.-Winnetka					
1015440 · Books-Fiction	\$ 13,000	\$ 10,500	\$ 10,500	\$ 11,000	5%
1015441 · Books-Non-Fiction, Easy, & JH					
101544E · Books-Easy	\$ 13,500	\$ 12,000	\$ 13,000	\$ 13,000	0%
101544J · Books-Jr. High	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0%
1015441 · Books-Non-Fiction	\$ 13,000	\$ 12,000	\$ 12,000	\$ 12,000	0%
Total 1015441 · Books-Non-Fiction, Easy, & JH	\$ 32,500	\$ 30,000	\$ 31,000	\$ 31,000	0%
1015443 · DVDs	\$ 9,000	\$ 8,000	\$ 8,000	\$ 8,000	0%
1015444 · Audio Books	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	0%
1015445 · Music	\$ 400	\$ 400	\$ 400	\$ 400	0%
Total 1015400 · Youth/Children's Svcs.-Winnetka	\$ 61,900	\$ 55,900	\$ 56,900	\$ 57,400	1%
1025300 · Adult Services - Northfield					
1025340 · Books-Fiction-Adult	\$ 24,000	\$ 24,000	\$ 24,000	24,000.00	0%
1025341 · Books-Non-Fiction-Adult	\$ 11,000	\$ 12,000	\$ 12,000	12,000.00	0%
1025343 · DVDs-Adult	\$ 16,000	\$ 16,000	\$ 16,000	16,000.00	0%
1025344 · Audio Books-Adult	\$ 10,000	\$ 9,000	\$ 9,000	9,000.00	0%
Total 1025300 · Adult Services - Northfield	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	0%
1025400 · Youth/Children's Sv.-Northfield					
1025445 · Music - Juv		\$ 500	\$ 500	\$ 500	0%
1025440 · Books-Fiction-Juv	\$ 5,500	\$ 5,500	\$ 7,000	\$ 7,000	0%
1025441 · Books-Non-Fiction, Easy, & JH					

Materials Breakdown
BUDGET 2019-2020

Winnetka-Northfield Public Library District
DRAFT WORKING BUDGET July 2019- June 2020

	FY 16 - 17	FY 17 - 18	FY 18- 19	FY 19 - 20	% Change
102544E · Books-Easy	\$ 5,500	\$ 5,000	\$ 5,000	\$ 5,000	0%
102544J · E Book-JR High/Teen/GN	\$ 4,000	\$ 4,500	\$ 5,500	\$ 5,500	0%
1025441 · Books-Non-Fiction	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Total 1025441 · Books-Non-Fiction, Easy, & JH	\$ 14,500	\$ 14,500	\$ 15,500	\$ 15,500	0%
1025443 · DVDs-Juv	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0%
1025444 · Audio Books-Juv	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
Total 1025400 · Youth/Children's Sv.-Northfield	\$ 29,500	\$ 30,000	\$ 32,500	\$ 32,500	0%
Total Materials	FY16-17	FY16-17	FY 18- 19		
Adult Materials	387,000	361,000	366,000	376,000	3%
Books-Digital	88,000	140,000	170,000	185,000	9%
Youth Materials	91,400	85,900	89,400	89,900	1%
Total Materials	566,400	586,900	625,400	650,900	4%

Restricted Fund: Building and Sites Breakdown
 BUDGET 2019-2020

Winnetka-Northfield Public Library District
 DRAFT WORKING BUDGET July 2019- June 2020

	FY 16 - 17	FY 17 - 18	FY 18 - 19	FY 19-20	% Change	Notes
7005000 · Fund 70 Building/Equipment						
7005725 · Janitorial Supplies	\$ 6,500	\$ 8,500	\$ 8,500	\$ 8,500	0.0%	
7005732 · Snow Removal	\$ 9,000	\$ 8,500	\$ 8,500	\$ 8,500	0.0%	
7005735 · Photocopier Leases	\$ 38,000	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	
7005736 · Phone Lease	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	0.0%	
7005737 · Building Maintanace Service	\$ 108,171	\$ 109,794	\$ 111,440	\$ 115,000	3.2%	Change in Company
7005738 · Elevators	\$ 7,000	\$ 8,000	\$ 8,000	\$ 8,000	0.0%	
7005739 · Landscaping	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	
7005752 · HVAC	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.0%	
7005755 · Automatic Doors	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.0%	
7005756 · Roof	\$ -	\$ 600	\$ 600	\$ 600	0.0%	
7005758 · Alarms	\$ 2,500	\$ 2,750	\$ 2,750	\$ 2,750	0.0%	
7005782 · Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	
7005799 · Misc Services	\$ 13,000	\$ 16,000	\$ 16,000	\$ 16,500	3.1%	
7025159 · Northfield Lease	\$ 62,624	\$ 63,563	\$ 64,898	\$ 66,845	3.0%	
Total 7005000 · Fund 70 Building/Equipment	\$ 285,895	\$ 301,807	\$ 304,789	\$ 310,795	2.0%	