

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

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

AGENDA

Monday, July 16, 2018
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Presentation and Discussion with Village of Winnetka President Christopher Rintz**
- V. Vote to Approve Minutes of June 18, 2018 Regular Meeting***
- VI. Financial Report**
 - Approve June 2018 Financial Statements*
- VII. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf)*
- VIII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- IX. Unfinished Business**
- X. New Business**
 - Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019*
 - Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019*
 - Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2018-2019*
 - Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2017*
 - Discussion and Vote to Approve Commercial Insurance Policy Renewals*
 - Discussion and Vote to Engage Lakota Group for Patio Project*
- XI. Communications**
 - Distribution of the Fiscal Year 2018-2019 Annual Operating Chronology of the Winnetka-Northfield Public Library District Board of Trustees*
- XII. Public Comments**

*Attachments

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768 OAK STREET, WINNETKA, IL 60093**

XIII. Adjournment

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

June 18, 2018

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 7:02 p.m. A quorum was present.

II. Roll Call

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

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Also present were Winnetka Residents Jeffrey Liss and Ron White as well as Nancy Fox of the League of Women Voters.

III. Public Comments

Winnetka resident Jeffrey Liss asked for the target attendance of an adult program held at the Winnetka Library. Please see a response in the Library Director's Report.

Nancy Fox from the League of Women Voters asked why the budget for the Winnetka Library Renovation went over the original budget by \$400,000. Please see a response in Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project.

IV. Vote to Approve Minutes of May 21, 2018 Regular Meeting*

A MOTION was made by Trustee Reichert to approve the May 21, 2018 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that architecture fees show in the administrative budget line causing that line to go over budget.

Director Wolf stated that renovation expenses are on target with another pay application to be approved by the Board during this meeting.

A MOTION was made by Trustee Ruiz-Funes to approve the April 2018 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that each Trustee will be receiving a separate email address at this meeting which will be posted on the website so that the public may communicate via email to each trustee.

President Johnson attended the Winnetka Music Festival where he received a question regarding what work volunteers will now be able to do at the Library District since the renovation is complete. Director Wolf responded that there are still opportunities for adult volunteers but they are discussed on a one on one basis. The youth Summer Reading volunteer program is still going strong. The District will continue to offer community service hours to the public.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the permanent new book shelving in Winnetka was delayed, but the vendor issued temporary shelving until the permanent shelving arrives.

Director Wolf met with Northfield staff to discuss the refresh to their service desk. Northfield staff will be conducting visits to other libraries to gather ideas to further the discussion.

Director Wolf stated that the combination desk implementation has been a success. Staff have been doing an excellent job of welcoming patrons and providing seamless services to the our patrons.

Trustee McCarthy asked how many people will be staffing the combination desk. Director Wolf stated that there will be two people staffing the combination desk, one reference and one circulation staff member. Discussion continued regarding staffing levels on the combination desk.

Director Wolf stated that the study rooms have already been a success and usage tracking will begin on June 23rd for the Grand Reopening.

In response to Jeffrey Liss's public comment Director Wolf stated that for adult programming the District can generally expect about 8-10 for the Studio and about 20 for an adult lecture-type of program. Discussion followed concerning community engagement in District programming.

Trustee Neustadt asked about ticket sales for One Book Two Villages featuring Jennifer Egan. Director Wolf stated that tickets are selling steadily but not as fast as previous years as expected.

Director Wolf invited the Board of Trustees to the Grand Reopening on June 23rd with the ribbon cutting set for noon. The giveaway for the Grand Reopening will be a Bluetooth speaker. Also an iPad will be raffled to those who attend a brief promotional overview of Kanopy our newest streaming platform. Alongside other programs and treats featured throughout the day.

Director Wolf invited the Board of Trustees to walk in the 4th of July parade. Staff will be carrying their favorite book covers and wearing matching shirts.

Director Wolf stated that the Summer Reading Program has seen a great start with over 900 sign ups so far.

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 Neustadt stated that the Northfield Village will begin resurfacing Happ Road soon. The Northfield Village has also started the Wednesday Farmer's Markets at Clarkson Park usually featuring a free concert in the evening.

VIII. Unfinished Business

- *Discussion and Vote on Fiscal Year 2018-2019 Working Budget**

President Johnson explained that in the original working budget there was about an 8% increase from 2017-2018 actuals to 2018-2019 budget. Since the last meeting, the working budget has decreased for fiscal year 2018-2019, falling closer in line with increase in revenues.

Director Wolf presented a spreadsheet of staff salaries and explained that there were some positions she would like to fill using extra money in the personnel line. The Board agreed that the personnel line should stay at the previously agreed amount presented in the working budget in the Board Packet.

Trustee Ruiz-Funes stated that for the next fiscal year he would like to see a fiscal year plan to go along with the working budget to guide expenditures for the year.

A MOTION was made by Trustee Ruiz-Funes to approve the Fiscal Year 2018-2019 Working Budget and seconded by Trustee Reichert.

ROLL CALL:

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

Nay:

Absent: Trustee Anwar and Shoup

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

President Johnson responded to Nancy Fox's question from the Public Comments stating that after the initial budget for the renovation project was made, the scope of the project expanded to include ceiling, lighting, audiovisual equipment, and furniture in response to patron feedback.

For clarification, in May 2017 the budget for the project was approved at \$1.7 million. Then, as the project continued there were additional design choices that the Board

approved putting the final budget of the project at \$2.1 million, these additional design choices included:

- LED lighting
- Acoustically absorptive wooden ceiling tiles
- Shelving for new materials
- Acoustic paneling for sound absorption
- Updated furniture
- A security system for the Winnetka building
- Audiovisual equipment (including the hearing loop in the Lloyd Room)

A MOTION was made by Trustee McCarthy to approve the Payment Application to Shales McNutt, LLC of \$350,921.90 for the work done on the Renovation Project and seconded by Trustee Reichert.

ROLL CALL:

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

Nay:

Absent: Trustee Anwar and Shoup

- *Vote on Board of Trustees Meeting Calendar for Fiscal Year 2018-2019**
The Board of Trustees decided to move the August 20th, 2018 meeting to August 13th, 2018.

A MOTION was made by Trustee Reichert to approve Ordinance NO. 2017-2018/7 and seconded by Trustee Ruiz-Funes.

ROLL CALL:

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

NAY:

ABSENT: Trustee Anwar and Shoup

- *Vote on District closure dates for Fiscal Year 2018-2019**
A MOTION was made by Trustee Reichert to approve closure dates for Fiscal Year 2018-2019 and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

IX. New Business

- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2017-2018*

Trustees Keta McCarthy and Lois Neustadt volunteered to conduct the annual Board Secretary's Review of Records for Fiscal Year 2017-2018.

X. Communications

- The Winnetka Library will celebrate the Grand Reopening on June 23rd, 2018.
- The Library District will be walking in the 4th of July parade.

XI. Public Comments

Winnetka resident Ron White asked for the total cost of the project and how much money had to be taken from other budget lines. Please see a response in Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project.

Ron White stated that since the windows in the Lloyd Room open like doors there should be a plan to create a patio right outside the Lloyd Room windows to widen the floor space. Director Wolf confirmed that is under consideration as part of a future landscaping project.

XII. Adjournment to Closed Session

A MOTION to adjourn to Closed Session to consider 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, was made by Trustee McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:25 p.m.

XIII. Return to Open Session

The Board returned to Open Session at 9:10 p.m.

XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:13 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
June 2018 - 100%

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June	% of Budget	
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 3,636,694	\$ 3,648,143	100.3%	\$ 11,449
Total 0004500 Interest	\$ 30,000	\$ 30,000	\$ 77,946	259.8%	\$ 47,946
1004040 Replacement Tax	\$ 25,000	\$ 25,000	\$ 28,135	112.5%	\$ 3,135
Total 1004050 Per Capita Grant	\$ 14,107	\$ 14,107	\$ 13,477	95.5%	\$ (630)
1004060 Kenilworth Services	\$ 90,000	\$ 90,000	\$ 103,324	114.8%	\$ 13,324
Total 1004100 Fines	\$ 40,000	\$ 40,000	\$ 27,411	68.5%	\$ (12,589)
1004120 Studio Fees	\$ 4,500	\$ 4,500	\$ 2,704	60.1%	\$ (1,796)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 5,000	\$ 2,983	59.7%	\$ (2,017)
Total 1004300 Copy/Printing	\$ 9,000	\$ 9,000	\$ 13,835	153.7%	\$ 4,835
Total 1004700 Book Sales	\$ 2,000	\$ 2,000	\$ 538	26.9%	\$ (1,462)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,637		\$ 1,637
Total 1004800 Contributions	\$ 32,500	\$ 32,500	\$ 24,973	76.8%	\$ (7,527)
Total Revenues	\$ 3,888,801	\$ 3,888,801	\$ 3,945,106	101.4%	\$ 56,305
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	\$ 171,000	\$ 171,000	\$ 137,560	80.4%	\$ 33,440
Total 1005000 Administrative Services	\$ 308,400	\$ 308,400	\$ 361,554	117.2%	\$ (53,154)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,992,210	\$ 1,745,985	87.6%	\$ 246,225
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 72,100	\$ 65,389	90.7%	\$ 6,711
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 436,000	\$ 444,970	102.1%	\$ (8,970)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 55,900	\$ 55,900	\$ 55,504	99.3%	\$ 396
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 65,000	\$ 62,922	96.8%	\$ 2,078
Total 1025400 Youth/Children's Sv.- Northfield	\$ 30,000	\$ 30,000	\$ 28,363	94.5%	\$ 1,637
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,985,000	\$ 1,915,095	96.5%	\$ 69,905
Total 1000000 Fund 10 General Expenses	\$ 5,115,610	\$ 5,115,610	\$ 4,817,341	94.2%	\$ 298,269
Total Revenues	\$ 3,888,801	\$ 3,888,801	\$ 3,945,106	101.4%	\$ 56,305
Total Expenses	\$ 5,115,610	\$ 5,115,610	\$ 4,817,341	94.2%	\$ 298,269
Net Operating Income	\$ (1,226,809)	\$ (1,226,809)	\$ (872,235)	71.1%	\$ 354,574
70050000 Fund 79 Building/Equipment	\$ 301,807	\$ 0	\$ 256,898	85.1%	\$ 256,898
5005100 Fund 50 Audit	\$ 9,700.00	\$ 0.00	\$ 8,600.00	88.7%	\$ (8,600)
2005100 Fund 30 IMRF	\$ 135,000	\$ 0	\$ 131,661	97.5%	\$ 131,661
4005100 Fund 40 Liability	\$ 36,040	\$ 0	\$ 23,422	65.0%	\$ 23,422
3005100 Fund 30 FICA	\$ 135,000	\$ 0	\$ 119,639	88.6%	\$ 119,639
Unemployment Fund	\$ 1,000	\$ 0	\$ 0	0.0%	\$ -

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

July, 2017 - June, 2018
June 2018 - 100%

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	3,636,694.00	3,648,143.17	100%	11,449.17
Total 0004000 Property Taxes Collections	\$ 3,636,694.00	\$ 3,636,694.00	\$ 3,648,143.17	100%	11,449.17
0004500 Interest	30,000.00				-
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			2,035.56		
Total 0004501 Checking Interest Income	\$ 0.00		\$ 2,035.56		
1004525 FT Money Market-Interest			1,754.38		
1004595 FT Investment Interest Income			74,155.98		
Total 0004500 Interest	\$ 30,000.00	\$ 30,000.00	\$ 77,945.92	260%	47,945.92
1004040 Replacement Tax	25,000.00	\$ 25,000.00	28,134.58	113%	3,134.58
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	13,477.00	13,476.67	100%	1.00
1004052 Per Capita Grant-KNK	630.00	630.00		0%	-
Total 1004050 Per Capita Grant	\$ 14,107.00	\$ 14,107.00	\$ 13,476.67	96%	(630.33)
1004060 Kenilworth Services	90,000.00	90,000.00	103,324.00	115%	13,324.00
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			21,296.52		
1024100 Fines - Northfield			6,114.54		
Total 1004100 Fines	\$ 40,000.00	\$ 40,000.00	\$ 27,411.06	69%	(12,588.94)
1004120 Studio Fees	4,500.00	4,500.00	2,704.05	60%	(1,795.95)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			2,487.79		
1024150 Lost/Damaged Mat.-Northfield			494.93		
Total 1004150 Lost/Damaged Materials	\$ 5,000.00	\$ 5,000.00	\$ 2,982.72	60%	(2,017.28)
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			11,363.02		
1024300 Copy/Printing - Northfield			2,472.35		
Total 1004300 Copy/Printing	\$ 9,000.00	\$ 9,000.00	\$ 13,835.37	154%	4,835.37
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
Total 1004700 Book Sales	\$ 2,000.00	\$ 2,000.00	\$ 537.91	27%	(1,462.09)
1004775 Miscellaneous Revenue			1,637.44		1,637.44
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	2,500.00	21,900.40	876%	19,400.40
1004885 Gift Fund (under \$100)			289.56	0%	289.56
1004895 Friends Donations	30,000.00	30,000.00	2,783.09	9%	(27,216.91)
Total 1004800 Contributions	\$ 32,500.00	\$ 32,500.00	\$ 24,973.05	77%	(7,526.95)
Total Income	\$ 3,888,801.00	\$ 3,888,801.00	\$ 3,945,105.94	101%	56,304.94
Gross Profit	\$ 3,888,801.00	\$ 3,888,801.00	\$ 3,945,105.94	101%	56,304.94
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	69,000.00	71,115.38	103%	2,115.38
1005133 OCLC	11,000.00	11,000.00	11,717.22	107%	717.22
1005134 Software	31,000.00	31,000.00	18,970.74	61%	(12,029.26)
1005135 LAN Management	56,100.00	56,100.00	29,233.00	52%	(26,867.00)
1005136 Hardware	1,900.00	1,900.00	2,710.49	143%	810.49

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
1005177 Technology/Website	2,000.00	2,000.00	3,813.11	191%	1,813.11
Total 10.5100 IT Services	\$ 171,000.00	\$ 171,000.00	\$ 137,559.94	80%	(33,440.06)
1005000 Administrative Services					
1005120 Library Supplies	30,000.00	30,000.00	44,109.55	147%	14,109.55
1005121 Office Supplies	8,000.00	8,000.00	7,282.96	91%	(717.04)
1005122 Breakroom Supplies	1,500.00	1,500.00	1,152.07	77%	(347.93)
1005123 Postage	6,000.00	6,000.00	3,708.55	62%	(2,291.45)
1005124 Hospitality	6,000.00	6,000.00	1,316.18	22%	(4,683.82)
1005131 Accounting and Bookkeeping	14,500.00	14,500.00	9,870.39	68%	(4,629.61)
1005137 Legal Notices	1,500.00	1,500.00	198.17	13%	(1,301.83)
1005138 Delivery Service	7,700.00	7,700.00	6,888.00	89%	(812.00)
1005140 Payroll Services	8,000.00	8,000.00	8,316.39	104%	316.39
1005170 Utilities					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		32,059.92		
1025171 Electricity - Northfield			7,032.86		
Total 1005171 Electricity	\$ 45,000.00	45,000.00	\$ 39,092.78	87%	(5,907.22)
1005172 Water					
1015172 Water - Winnetka	4,500.00		3,887.82		
1025172 Water - Northfield			547.20		
Total 1005172 Water	\$ 4,500.00	\$ 4,500.00	\$ 4,435.02	99%	(64.98)
1005173 Storm Sewer	1,800.00				-
1015173 Storm Sewer - Winnetka			1,324.73		
Total 1005173 Storm Sewer	\$ 1,800.00	\$ 1,800.00	\$ 1,324.73	74%	(475.27)
1005174 Natural Gas	11,000.00				-
1015174 Natural Gas - Winnetka			7,656.90		
1025174 Natural Gas - Northfield			2,355.44		
Total 1005174 Natural Gas	\$ 11,000.00	\$ 11,000.00	\$ 10,012.34	91%	(987.66)
1005175 Telephone	8,750.00				-
1015175 Telephone - Winnetka			9,931.78		
Total 1005175 Telephone	\$ 8,750.00	\$ 8,750.00	\$ 9,931.78	114%	1,181.78
1005176 Internet Services	16,000.00	16,000.00	17,707.21	111%	1,707.21
Total 1005170 Utilities	\$ 87,050.00	\$ 87,050.00	\$ 82,503.86	95%	0.95
1005700 Public Relations					
1005720 PR E-Marketing	1,500.00	1,500.00	668.82	45%	(831.18)
1005721 PR Promotional	6,000.00	6,000.00	10,596.90	177%	4,596.90
1005722 PR Source	25,000.00	25,000.00	20,573.09	82%	(4,426.91)
1005723 PR Supplies	8,000.00	8,000.00	1,625.29	20%	(6,374.71)
1005724 PR Advertising	3,500.00	3,500.00	1,439.98	41%	(2,060.02)
Total 1005700 Public Relations	\$ 44,000.00	\$ 44,000.00	\$ 34,904.08	79%	\$ (9,095.92)
1005719 Board Expenses	1,000.00	1,000.00	32.26	3%	(967.74)
1005731 Memberships	6,500.00	6,500.00	5,275.00	81%	(1,225.00)
1005732 Staff Meetings	5,000.00	5,000.00	5,239.09	105%	239.09
1005733 Staff Institute Days			455.42		
1005734 Staff Recognition		0.00	286.09		286.09
1005735 Director's Expenses	1,000.00	1,000.00	141.49	14%	(858.51)
1005736 Legal	15,000.00	15,000.00	2,415.00	16%	(12,585.00)
1005741 Architects		0.00	104,902.89		104,902.89
1005742 Building Appraisal	500.00	500.00		0%	(500.00)
1005743 Other Consultations	65,000.00	65,000.00	36,686.25	56%	(28,313.75)
1005744 Investment Fees	150.00	150.00	5,869.94	3913%	5,719.94
Total 1005000 Administrative Services	\$ 308,400.00	\$ 308,400.00	\$ 361,553.63	117%	53,153.63
1005100 Personnel					
1005110 Salaries	1,817,210.00	1,817,210.00	1,601,584.27	88%	(215,625.73)
1005111 Health Insurance	150,000.00	150,000.00	132,349.73	88%	(17,650.27)

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
1005112 Flu Vaccination	500.00	500.00		0%	(500.00)
1005113 Employee Asst. Program	1,500.00	1,500.00	560.00	37%	(940.00)
1005114 Conferences	20,000.00	20,000.00	11,010.65	55%	(8,989.35)
1005115 Flexible Spending Account	3,000.00	3,000.00	480.00	16%	(2,520.00)
Total 1005100 Personnel	\$ 1,992,210.00	\$ 1,992,210.00	\$ 1,745,984.65	88%	(246,225.35)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100.00	11,100.00	3,348.94	30%	(7,751.06)
1005716 OBTV	17,000.00	17,000.00	19,979.89	118%	2,979.89
1005907 Programming - Youth	14,000.00	14,000.00	15,505.88	111%	1,505.88
1005908 Programming - Adult	20,000.00	20,000.00	14,868.02	74%	(5,131.98)
1005910 Programming - Studio	2,500.00	2,500.00	-12.95	-1%	(2,512.95)
1005913 Studio General Supplies	7,500.00	7,500.00	11,699.37	156%	4,199.37
Total 1005900 Programming-District Initiative	\$ 72,100.00	\$ 72,100.00	\$ 65,389.15	91%	0.91
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000.00	55,000.00	52,894.19	96%	(2,105.81)
1015341 Books-Non-Fiction	65,000.00	65,000.00	64,038.58	99%	(961.42)
1015342 Periodicals	24,000.00	24,000.00	25,869.05	108%	1,869.05
1015343 DVDs	37,000.00	37,000.00	32,312.74	87%	(4,687.26)
1015344 Audio Books	25,000.00	25,000.00	24,712.19	99%	(287.81)
1015345 Books-Digital	140,000.00	140,000.00	141,701.55	101%	1,701.55
1015346 Online Database	90,000.00	90,000.00	103,441.49	115%	13,441.49
1015360 Program Supplies		0.00			-
1015361 Program Performers Fees		0.00			-
Total 1015300 Adult Services - Winnetka	\$ 436,000.00	\$ 436,000.00	\$ 444,969.79	102%	1.02
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500.00	10,500.00	10,928.15	104%	428.15
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	12,000.00	12,000.00	11,922.02	99%	(77.98)
101544J Books-Jr. High	6,000.00	6,000.00	6,342.96	106%	342.96
101544N Books-Non Fiction	12,000.00	12,000.00	10,460.93	87%	(1,539.07)
Total 1015441 Books-Non-Fiction, Easy, & JH	\$ 30,000.00	\$ 30,000.00	\$ 28,725.91	96%	(845.94)
1015443 DVDs	8,000.00	8,000.00	7,658.50	96%	(341.50)
1015444 Audio Books	7,000.00	7,000.00	6,841.43	98%	(158.57)
1015445 Music	400.00	400.00	1,099.86	275%	699.86
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies		0.00			-
1015461 Program Performers Fee		0.00			-
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900.00	\$ 55,900.00	\$ 55,504.46	99%	450.40
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000.00	24,000.00	23,124.63	96%	(875.37)
1025341 Books-Non-Fiction-Adult	12,000.00	12,000.00	11,875.22	99%	(124.78)
1025342 Periodicals	4,000.00	4,000.00	3,781.92	95%	(218.08)
1025343 DVDs-Adult	16,000.00	16,000.00	15,415.54	96%	(584.46)
1025344 Audio Books-Adult	9,000.00	9,000.00	8,724.38	97%	(275.62)
1025360 Program Supplies		0.00			-
1025361 Program Performers Fees		0.00			-
Total 1025300 Adult Services - Northfield	\$ 65,000.00	\$ 65,000.00	\$ 62,921.69	97%	(2,078.31)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	5,500.00	5,500.00	5,795.20	105%	295.20
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	5,000.00	5,520.64	110%	520.64
102544J Books-Jr. High	4,500.00	4,500.00	3,257.42	72%	(1,242.58)
102544N Books-Non Fiction	5,000.00	5,000.00	5,355.87	107%	355.87
Total 1025441 Books-Non-Fiction, Easy, & JH	\$ 14,500.00	\$ 14,500.00	\$ 14,133.93	97%	(366.07)
1025443 DVDs-Juv	4,500.00	4,500.00	4,098.33	91%	(401.67)

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
1025444 Audio Books-Juv	5,000.00	5,000.00	3,656.32	73%	(1,343.68)
1025445 Music - Juv	500.00	500.00	679.44	136%	179.44
1025460 Program Supplies					-
1025461 Program Performers Fees					-
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000.00	\$ 30,000.00	\$ 28,363.22	95%	(1,636.78)
1035800 Capital Outlay					
1005882 Building	155,000.00	155,000.00	174,597.84	113%	19,597.84
1005884 Equipment/Furniture	1,700,000.00	1,700,000.00	1,664,471.30	98%	(35,528.70)
1005885 Computer Equipment	130,000.00	130,000.00	76,025.44	58%	(53,974.56)
Total 1035800 Capital Outlay	\$ 1,985,000.00	\$ 1,985,000.00	\$ 1,915,094.58	96%	(69,905.42)
Total 1000000 Fund 10 General Expenses	\$ 5,115,610.00	\$ 5,115,610.00	\$ 4,817,341.11	94%	(298,268.89)
Total Expenses	\$ 5,115,610.00	\$ 5,115,610.00	\$ 4,817,341.11	94%	(298,268.89)
Net Operating Income	-\$ 1,226,809.00	-\$ 1,226,809.00	-\$ 872,235.17	71%	354,573.83
Net Income	-\$ 1,226,809.00	-\$ 1,226,809.00	-\$ 872,235.17	71%	354,573.83

Winnetka-Northfield Public Library District
Building Fund
July, 2017 - June, 2018
June 2018 - 100%

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	144,343.00	144,796.56	100%	453.56
Total 0004000 Property Taxes Collections	\$ 144,343.00	\$ 144,343.00	\$ 144,796.56	100%	\$ 453.56
Total Income	\$ 144,343.00	\$ 144,343.00	\$ 144,796.56	100%	\$ 453.56
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	8,500.00	8,390.13	99%	(109.87)
7005732 Snow Removal	8,500.00	8,500.00	6,746.00	79%	(1,754.00)
7005735 Photocopier Leases	40,000.00	40,000.00	33,967.44	85%	(6,032.56)
7005736 Phone Lease	9,600.00	9,600.00	10,399.74	108%	799.74
7005737 Building Maintenance Service	109,794.00	109,794.00	106,050.00	97%	(3,744.00)
7005738 Elevators	8,000.00	8,000.00	7,857.68	98%	(142.32)
7005739 Landscaping	15,000.00	15,000.00	7,216.96	48%	(7,783.04)
7005752 HVAC	12,000.00	12,000.00	4,939.49	41%	(7,060.51)
7005755 Automatic Doors	3,500.00	3,500.00	5,704.33	163%	2,204.33
7005756 Roof	600.00	600.00	636.00	106%	36.00
7005758 Alarms	2,750.00	2,750.00	2,544.60	93%	(205.40)
7005782 Equipment	4,000.00	4,000.00	368.20	9%	(3,631.80)
7005799 Misc Services	16,000.00	16,000.00	4,999.95	31%	(11,000.05)
7025159 Northfield Lease	63,563.00	63,563.00	57,077.57	90%	(6,485.43)
Total 7005000 Fund 70 Building/Equipment	\$ 301,807.00	\$ 301,807.00	\$ 256,898.09	85%	-\$ 44,908.91

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

July, 2017 - June, 2018

June 2018 - 100%

	Budget 2017-18		Actual June 2018		
	Full Year	Prorated Through June 2018	June 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	88,104.00	88,104.00	88,381.67	100%	277.67
Total 0004000 Property Taxes Collections	\$ 88,104.00	\$ 88,104.00	\$ 88,381.67	100%	\$ 277.67
Total Income	\$ 88,104.00	\$ 88,104.00	\$ 88,381.67	100%	\$ 277.67
Gross Profit	\$ 88,104.00	\$ 88,104.00	\$ 88,381.67	100%	\$ 277.67
Expenses					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	135,000.00	135,000.00	131,661.26	98%	(3,338.74)
Total 2005100 Fund 20 IMRF Expenses	\$ 135,000.00	\$ 135,000.00	\$ 131,661.26	98%	(3,338.74)
Total Expenses	\$ 135,000.00	\$ 135,000.00	\$ 131,661.26	98%	(3,338.74)

Winnetka-Northfield Public Library District
Audit Fund
July, 2017 - June, 2018
June 2018 - 100%

	Budget 2017-18		Actual June 2018		
	Full Year	Prorated Through June 2018	June 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
5004000 AF-Property Taxes	3,748.00	3,748.00	3,756.20	100.22%	8.20
Total 0004000 Property Taxes Collections	\$ 3,748.00	\$ 3,748.00	\$ 3,756.20	100.22%	\$ 8.20
Total Income	\$ 3,748.00	\$ 3,748.00	\$ 3,756.20	100.22%	\$ 8.20
Gross Profit	\$ 3,748.00	\$ 3,748.00	\$ 3,756.20	100.22%	\$ 8.20
Expenses					
5005100 Fund 50 Audit					
5005101 Audit	9,700.00	9,700.00	8,600.00	88.66%	-1,100.00
Total 5005100 Fund 50 Audit	\$ 9,700.00	\$ 9,700.00	\$ 8,600.00	88.66%	-\$ 1,100.00
Total Expenses	\$ 9,700.00	\$ 9,700.00	\$ 8,600.00	88.66%	-\$ 1,100.00
Net Operating Income	-\$ 5,952.00	-\$ 5,952.00	-\$ 4,843.80	81.38%	\$ 1,108.20
Net Income	-\$ 5,952.00	-\$ 5,952.00	-\$ 4,843.80	81.38%	\$ 1,108.20

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July, 2017 - June, 2018
 June 2018 - 100%

	Budget 2017-18		Actual June 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2018	June 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
4004000 LF-Property Taxes	14,996.00	14,996.00	15,028.67	100%	32.67
Total 0004000 Property Taxes Collections	\$ 14,996.00	\$ 14,996.00	\$ 15,028.67	100%	\$ 32.67
Total Income	\$ 14,996.00	\$ 14,996.00	\$ 15,028.67	100%	32.67
Gross Profit	\$ 14,996.00	\$ 14,996.00	\$ 15,028.67	100%	32.67
Expenses					
4005100 Fund 40 Liability	36,040.00	36,040.00			
4005101 D & O			5,906.00		
4005103 Workers Comp			-43.00		
4005104 Insurance Package			17,558.67		
Total 4005100 Fund 40 Liability	\$ 36,040.00	\$ 36,040.00	\$ 23,421.67	65%	(12,618.33)
Total Expenses	\$ 36,040.00	\$ 36,040.00	\$ 23,421.67	65%	(12,618.33)
Net Operating Income	-\$ 21,044.00	-\$ 21,044.00	-\$ 8,393.00	40%	12,651.00
Net Income	-\$ 21,044.00	-\$ 21,044.00	-\$ 8,393.00	40%	12,651.00

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July, 2017 - June, 2018
 June 2018 - 100%

	Budget 2017-18		Actual June 2018		
	Full Year	Prorated Through June 2018	June 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	20,620.00	20,684.93	100%	64.93
Total 0004000 Property Taxes Collections	\$ 20,620.00	\$ 20,620.00	\$ 20,684.93	100%	64.93
Total Income	\$ 20,620.00	\$ 20,620.00	\$ 20,684.93	100%	64.93
Gross Profit	\$ 20,620.00	\$ 20,620.00	\$ 20,684.93	100%	64.93
Expenses					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	135,000.00	119,639.37	89%	(15,360.63)
Total 3005100 Fund 30 FICA	\$ 135,000.00	#####	\$ 119,639.37	89%	(15,360.63)
Total Expenses	\$ 135,000.00	#####	\$ 119,639.37	89%	-\$ 15,360.63
Net Operating Income	-\$ 114,380.00	#####	-\$ 98,954.44	87%	\$ 15,425.56
Net Income	-\$ 114,380.00	#####	-\$ 98,954.44	87%	\$ 15,425.56

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July, 2017 - June, 2018
 June 2018 - 100%

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

Winnetka-Northfield Public Library District

CHECK DETAIL

June 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001 Operating Checking - FT						
06/04/2018	Bill Payment (Check)	DD	COMCAST		R	-254.85
						-254.85
06/04/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		R	-856.00
						-856.00
06/11/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-479.62
						-479.62
06/11/2018	Bill Payment (Check)	DD	NICOR		R	-162.18
						-162.18
06/19/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		R	-856.00
						-856.00
06/19/2018	Bill Payment (Check)	DD	PITNEY BOWES		R	-100.00
						-100.00
06/21/2018	Bill Payment (Check)	DD	First Bankcard		R	-12,702.04
						-12,702.04
06/22/2018	Bill Payment (Check)	DD	Deluxe Business System		R	-91.03
						-91.03
06/29/2018	Bill Payment (Check)	2328	Shales McNutt Construction		R	-350,921.90
						-350,921.90
1001001 GF - Operating Checking - FT						
06/01/2018	Bill Payment (Check)	ACH	ASSA ABLOY Entrance Systems US Inc.		R	-2,695.35
						-2,695.35
06/01/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
06/08/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85
						-237.85
06/08/2018	Bill Payment (Check)	2304	KATHRYN HARGRAVE.		R	-14.29

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-14.29
06/08/2018	Bill Payment (Check)	2305	Jenny Riddle			-400.00
						-400.00
06/08/2018	Bill Payment (Check)	2306	Improv Playhouse		R	-350.00
						-350.00
06/08/2018	Bill Payment (Check)	2307	Mark Lyons		R	-350.00
						-350.00
06/08/2018	Bill Payment (Check)	2308	Art Excursions, Inc. (Jeff Mishur)		R	-350.00
						-350.00
06/08/2018	Bill Payment (Check)	2309	Christine Thornton		R	-300.00
						-300.00
06/08/2018	Bill Payment (Check)	2310	Cheryl Rich Heisler		R	-175.00
						-175.00
06/08/2018	Bill Payment (Check)	2311	Robert Mueller		R	-150.00
						-150.00
06/08/2018	Bill Payment (Check)	2312	Pioneer Press			-100.28
						-100.28
06/08/2018	Bill Payment (Check)	2313	Barbara Louise Deane		R	-100.00
						-100.00
06/08/2018	Bill Payment (Check)	2314	The Mike Schneider Band		R	-66.00
						-66.00
06/08/2018	Bill Payment (Check)	2315	Agati, Inc.		R	-4,714.85
						-4,714.85
06/08/2018	Bill Payment (Check)	2316	Illinois Library Association		R	-1,650.00
						-1,650.00
06/08/2018	Bill Payment (Check)	2317	Computype, Inc.		R	-678.01
						-678.01
06/08/2018	Bill Payment (Check)	2318	Henrichsen's		R	-110.50
						-110.50
06/08/2018	Bill Payment (Check)	2320	Courtney Volny			-15.00
						-15.00
06/11/2018	Bill Payment (Check)	DD	AT&T (Phone Service)			-877.47
						-877.47

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/11/2018	Bill Payment (Check)	ACH	SENSOURCE		R	-240.00 -240.00
06/11/2018	Bill Payment (Check)	ACH	CCI Solutions		R	-105.70 -105.70
06/11/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-64.22 -64.22
06/11/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-26.99 -26.99
06/11/2018	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		R	-379.00 -379.00
06/11/2018	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00 -100.00
06/12/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-726.50 -726.50
06/12/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,283.08 -1,283.08
06/12/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-624.00 -624.00
06/12/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
06/13/2018	Bill Payment (Check)	ACH	ROTARY CLUB OF WINNETKA-NORTHFIELD		R	-255.00 -255.00
06/13/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-320.12 -320.12
06/13/2018	Bill Payment (Check)	ACH	NIR ROOF CARE, INC.		R	-318.00 -318.00
06/13/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-49.71 -49.71
06/13/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98 -799.98

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/15/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-2,938.75
						-2,938.75
06/15/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-14,509.62
						-14,509.62
06/15/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-4,132.48
						-4,132.48
06/15/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
06/15/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-5,495.00
						-5,495.00
06/15/2018	Bill Payment (Check)	2323	Marty Pants		R	-499.00
						-499.00
06/15/2018	Bill Payment (Check)	2324	Martina Jae Mathisen			-300.00
						-300.00
06/15/2018	Bill Payment (Check)	2325	Brad Conroy		R	-250.00
						-250.00
06/15/2018	Bill Payment (Check)	2326	Ivan Figueredo			-210.00
						-210.00
06/15/2018	Bill Payment (Check)	2327	Carole Smith			-4.74
						-4.74
06/18/2018	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.		R	-410.45
						-410.45
06/18/2018	Bill Payment (Check)	ACH	MICHAEL CIANFRANI.		R	-101.00
						-101.00
06/18/2018	Bill Payment (Check)	ACH	Kristin Carlson.		R	-60.52
						-60.52
06/18/2018	Bill Payment (Check)	ACH	DEMCO		R	-209.46
						-209.46
06/18/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,092.50
						-1,092.50
06/18/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-636.15

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-636.15
06/18/2018	Bill Payment (Check)	ACH	Warehouse Direct		R	-580.08
						-580.08
06/18/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-76.02
						-76.02
06/19/2018	Bill Payment (Check)	DD	CALL ONE		R	-389.40
						-389.40
06/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-3,039.62
						-3,039.62
06/22/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-12,597.19
						-12,597.19
06/22/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-8,207.11
						-8,207.11
06/22/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,418.06
						-3,418.06
06/22/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-13,831.47
						-13,831.47
06/22/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63
						-1,614.63
06/22/2018	Bill Payment (Check)	2329	Interior Investments, LLC			-17,206.04
						-17,206.04
06/22/2018	Bill Payment (Check)	2330	Christine Thornton			-300.00
						-300.00
06/22/2018	Bill Payment (Check)	2331	Henrichsen's		R	-120.00
						-120.00
06/26/2018	Bill Payment (Check)	DD	AT&T (Phone Service)			-1,313.52
						-1,313.52
06/26/2018	Bill Payment (Check)	ACH	CDW-G		R	-933.84
						-933.84
06/26/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00
						-665.00
06/26/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-16.00
06/26/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-0.11
						-0.11
06/26/2018	Bill Payment (Check)	ACH	IMPACT NETWORKING		R	-304.50
						-304.50
06/26/2018	Bill Payment (Check)	ACH	McGraw-Hill Education, Inc.		R	-634.29
						-634.29
06/26/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		R	-663.00
						-663.00
06/26/2018	Bill Payment (Check)	ACH	PITNEY BOWES		R	-334.32
						-334.32
06/26/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-77.22
						-77.22
06/26/2018	Bill Payment (Check)	ACH	Rebecca Wolf.		R	-376.00
						-376.00
06/29/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-12,730.24
						-12,730.24
06/29/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-2,052.10
						-2,052.10
06/29/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-5,961.00
						-5,961.00
06/29/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,798.45
						-6,798.45
06/29/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,591.10
						-3,591.10
06/29/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-6,629.58
						-6,629.58
06/29/2018	Bill Payment (Check)	2332	Gary Wenstrup			-150.00
						-150.00
06/29/2018	Bill Payment (Check)	2333	Pamela Sue Fox			-200.00
						-200.00
06/29/2018	Bill Payment (Check)	2334	Art Excursions, Inc. (Jeff			-350.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Mishur)			-350.00
06/29/2018	Bill Payment (Check)	2335	Chicago Sun-Times			-416.00
						-416.00
06/29/2018	Bill Payment (Check)	2336	Communication Revolving Fund			-450.00
						-450.00
06/29/2018	Bill Payment (Check)	2337	Team One Repair, Inc.			-517.50
						-517.50
06/29/2018	Bill Payment (Check)	2338	Tumbleweed Press, Inc.			-749.46
						-749.46
06/29/2018	Bill Payment (Check)	2339	Northern Illinois Windows Inc.			-3,550.00
						-3,550.00
06/29/2018	Bill Payment (Check)	2340	Illinois State Library-Metro			-35.00
						-35.00
06/29/2018	Bill Payment (Check)	2341	WILIUG C/O Rachel Rohlf			-40.00
						-40.00
06/29/2018	Bill Payment (Check)	2342	Erin Collins			-9.99
						-9.99
06/29/2018	Bill Payment (Check)	2343	Cheryl Rich Heisler			-65.95
						-65.95
06/30/2018	Bill Payment (Check)	DD	COMED			-583.74
						-583.74

2018 WINNETKA CAUCUS SURVEY

“Pulse of Winnetka”

RESPONSE SUMMARY

This document represents the collaborative effort of the 2018 Winnetka Caucus Council to summarize both the quantitative and qualitative verbatim comments from the 2018 Survey, conducted June 4-17, 2018. We hope this captures the “Pulse of Winnetka” as of June 17th, 2018. We present these findings and encourage you to review the entire survey posted on www.winnetkacaucus.org.

Responses: 1,071 survey responses were received, representing about 13% of the target population of approximately 8,400 individuals (or about 4,200 households), the largest response rate in the last 5 years and a 76% increase from last year. The sampling margin of error is 3% at a 95% confidence interval.

Demographics & Communications:

- 58% Female
- 54% between 45-64 years old
- 71% lived in Winnetka 11 years or longer
- 50% have children
- 81% receive information from the Winnetka Current, and 77% via e-mail
- 89% prefer e-mail as the method of communication from Village Boards

VILLAGE OF WINNETKA

Summary: The 2018 survey did not include questions about longer-term issues such as Flooding, One Winnetka and Downtown Revitalization, which have been focal points of previous surveys with solutions in progress. Write-in comments, however, stressed continuing concerns over these issues and the desire for quicker, cost-effective solutions that do not result in property tax increases.

- 74% agree that Winnetka’s holiday lighting inspires a festive spirit, and 37% agree that the holiday lighting encourages them to spend more time downtown.
- 65% feel the current holiday lighting budget is fine the way it is.
- 56% support a voluntary program to identify and designate heritage trees.
- 91% expressed support for the Winnetka Farmer’s Market.
- Best attended downtown events: Fourth of July Parade & Festivities (71%), Winnetka Music Festival (61%), July Sidewalk Sale (51%) and Memorial Day Parade & Observance (49%)
- 40% would support aligning the terms of Village Trustees with other taxing bodies (4-year terms), with 32% having no opinion.
- 66% do not support the introduction of a real estate transfer tax.

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

Summary: The Libraries are assets to the community and the staff is fantastic. Most respondents see the Library first as a resource hub and want adequate resources (shelf space and dollars) to be allocated to books, both hard copy and digital, versus arts & crafts.

- 89% have used the Library in the last year, with 28% visiting at least weekly.
- 60% primarily use the Library as a resource hub.
- 64% prefer to receive information via e-mail and the Library’s website.

- 58% see no benefit in extended hours, with 22% having no opinion.
- 22% have used The Studio to create projects, but 58% have never visited The Studio.
- 24% did not know about the Studio, and 39% have had no reason to use it.
- 48% have checked out digital materials in the last year.

WINNETKA PARK DISTRICT

Summary: The parks play an important role in the life of many Winnetkans. The number of general comments were substantial and focused on Green Bay Trail improvements, beach improvements, the addition of a dog park and additional paddle courts. There is some energy around the elimination of beach user fees for Winnetka residents. Respondents are supportive of finding alternative sources to fund large projects, and don't want any additional taxes.

- 58% are Satisfied or Very Satisfied with Dwyer Park alterations and 12% use it more often.
- 72% are Satisfied or Very Satisfied with Hubbard Woods alterations and 31% use it more often.
- 85% use the beaches, but 46% use the beaches once per month or less during the beach season.
- Beach usage is limited by summer travel (20%), use of other beaches and/or pools (19%), no interest in going to the beach (19%), poor beach quality / beach closures (19%), lack of food & dining options (16%) and poor infrastructure (16%).
- Changes desired to increase beach usage include better infrastructure (31%), more food & dining options (31%) and improved beach quality (30%).
- 76% would likely support Resident Donations & Gifts to fund large projects, 67% would likely support Public/Private Partnerships, and 58% would likely support Sponsorship & Naming Rights.
- 53% are aware of the Winnetka Parks Foundation.
- 81% use of the Green Bay Trail, mostly for bicycling (60%) and jogging (53%)
- 68% Agree or Strongly Agree that we should improve the Green Bay Trail, with many respondents suggesting a volunteer program to help with improvements.

WINNETKA PUBLIC SCHOOLS DISTRICT 36

Summary: Winnetka residents are passionate about D36 schools. Comments indicate a strong desire in keeping neighborhood schools, support for progressive education and an interest in student outcomes. Many expressed that the most important elements of our educational system are the students and teachers, with facilities playing a secondary, supporting role. Respondents generally support many of the Future Ready concepts and want to see a scope for change that is within the current borrowing limits and tax structure.

- 39% of respondents have been in the schools' learning environments. Of the five schools, Washburne is seen most favorably (67% rate the learning environment as Very Good or Excellent), and Skokie is seen least favorably (44% rate the learning environment as Very Good or Excellent).
- The most important skills for our students to develop are Critical Thinking (88% Very Important) and Communication Skills (80%), with Leadership (56%) ranking lowest, but still very important.
- All D36 student outcomes are important, with High School Class placement topping the list (80% Somewhat or Very Important).
- 60% agree or strongly agree that teacher autonomy is important.
- 78% are informed about Future Ready, with their information coming from multiple sources.
- 41% don't have enough information to know the impact of Future Ready on home values, but 62% are unlikely to support additional taxes for the project.

Impact Story: *We got Cinderella Ready for the Ball.*

On June 23, 2018, the Grand reopening day was also a patron's wedding day, and she made her dress from scratch in the Studio! She worked feverishly the week before the wedding, and things were looking dire the morning of the 23rd – would she get it done in time? One of our regular patrons, who had never met the bride, happens to be a talented seamstress and offered to finish the bride's dress. The wedding was scheduled for 4:30 p.m. and the dress was finished 30 minutes ahead of schedule! The bride came to the library in a limousine, had a quick fitting in the Community Room, and left with the seamstress, who attended the wedding. Another success!

Financial Report

Expenditures:

- The last of the fiscal year invoices are coming in and will be reflected in final totals for the fiscal year.

Building and Grounds

We are in the final stages with last minute punch list items in process. Final shelving has been installed in Winnetka.

Staff Training:

Adult Services and Circulation Services staff moved to the permanent combination desk on June 1st, and have utilized training on study room bookings, completing regular rounds, phone etiquette, and providing excellent customer service. Combination desk staff are also checking out using the RFID system and are actively encouraging patrons to try the self-checkout and automated materials return. Naomi Wolfson joined the reference staff weekend rotation, adding valuable insight to the front-desk experience as the Head of Technical Services.

Collection Development Improvements:

The Youth Services team rolled out Summer Reading 2018 on June 8 and launched a pilot program of circulating STEAM kits on June 23. Staff will evaluate the success of STEAM kits and create additional kits accordingly; the Northfield Branch Library will roll out 6 kits in August.

Circulation Services

Total circulation for the month of June FY 2017/2018 was **45,486** compared to **38,162** for the same month last year.

This represents a net change of **19.19 %**.

Cumulative circulation through June FY 2017/2018 is **398,770** compared to **413,453** for the previous fiscal year to date.

This represents a net change of **-3.55 %**.

Winnetka Library's circulation for the month of June FY 2017/2018 was **27,441** compared to **23,176** for the same month last year.

This represents a net change of **18.40 %**.

Northfield Library's circulation for the month of June FY 2017/2018 was **14,535** compared to **11,834** for the same month last year.

This represents a net change of **22.82 %**.

Virtual Branch circulation for the month of June FY 2017/2018 was **3,510** compared to **3,152** for the same month last year.

This represents a net change of **11.36 %**.

Cumulative virtual branch circulation through June FY 2017/2018 is **39,301** compared to **37,211** for the previous fiscal year to date. This represents a net change of **5.62 %**.

Material Totals

	Books	Audio	Video	Grand Total
Initial Totals	81,757	5,810	11,900	99,467
June - Adds	2,997	47	378	3,422
June - W/D	1,420	7	277	1,704
June End Total	83,334	5,850	12,001	101,185

Technology

Computer Usage

There were 1062 public computer sessions at Winnetka with 49 percent of those occurring on laptops.

There were 746 public computer sessions at Northfield with 9 percent of those occurring on laptops.

Winnetka had 21,823 recorded hotspot sessions from 2,024 distinct devices. The average session time was 28 minutes. These sessions used a total of 547 GB of downstream bandwidth and 79 GB of upstream bandwidth.

Northfield had 6,740 hotspot sessions from 1,066 distinct devices. The average session time was 34 minutes. These sessions used a total of about 225 GB of downstream bandwidth and about 16 GB of upstream bandwidth.

We had 11,312 web sessions with 6,403 unique website users as counted by Google Analytics. The sessions number is down slightly from last year's 11,682 sessions, and the unique visitors count is down slightly from last year's 6,648 unique users.

Website: Most Visited Pages

Home Page

Movies

Renovation

Hours and Locations

New York Times

Digital Library – financial consumer resources

Programs and Activities

Summer Reading 2018, "*Reading Can Take You Anywhere*," is shaping up to be a great success! We have 1,615

patrons signed up; last year 1,673 patrons had registered by August 1, and we are well on track to beat our all-time record of 1,703!

Patrons have been very enthusiastic about the registration giveaway bags, and we hear they've been spotted all over the North Shore. Our imaginative travel theme has been the catalyst for well-attended and hotly anticipated programs like the "Passport To..." series, "Escape Room: World Traveler Edition," and "Laser Etch a Bike License Plate." We look forward to drawing the names of patrons who will win toy baskets, movie prize packs, and gift cards to favorite community restaurants!

On June 8 and June 9, Sheila Cody, Kate Grabon, Erin Collins, Emily Compton-Dzak, Natalie Roche, and Allison Phillips staffed a booth at the Winnetka Children's Fair to sign up families for Summer Reading and engage with the community.

Program Attendance

Total District Program Attendance for the month of June FY 2017/2018 was **1,500** compared to **1,396** for the same month last year.

This represents a net change of **7.45 %**

Cumulative District Program Attendance through June FY 2017/2018 is **15,641** compared to **15,877** for the same month last year.

This represents a net change of **-1.49 %**

Programming Highlights

- ***PJ Storytime Travel Bingo*** was attended by **24** patrons. Kathy Hargrave, Youth Library Associate led a musical evening of stories and Bingo for kids of all ages.
- ***OBTV Kick-Off: After Hours Mixology Event*** was attended **17** patrons We celebrated the kick-off of our OBTV programming with mixologist, Cheryl Rich Heisler. Cheryl revealed how to create signature, book-themed cocktails and how to pair them with the perfect foods. The evenings cocktails complemented the themes of Manhattan Beach.
- ***Impressionism and Fashion in Late 19th Century Paris*** was attended by **31** patrons. Art historian Jeff Mishur gave an illustrated lecture that looked at late nineteenth century artists such as Cassatt, Tissot, Caillebotte and Renoir and their relationship to exciting developments in Parisian fashion.
- ***Jackie, Janet and Lee: The Secret Lives of Janet Auchincloss and her Daughters Jacqueline Kennedy Onassis and Lee Radziwell*** was attended **33** adults. Professional storyteller Jenny Riddle revealed the secrets of the Bouvier women in her dramatic review based on Randy Taraborelli's fascinating biography.
- ***Food for Thought Cookbook Club*** was attended **10** patrons. Stephanie Girardi, Acquisitions Associate led the group in discussing cookbook recipes for fruits and vegetables. Participants made recipes from the "Love and Lemons" Cookbook by Jeanine Donofrio.

Communications and Marketing

We are beginning the design process for the fall issue of The Source, which should hit homes in the end of August. Inside this issue will be a recap of the Grand Reopening and a thank you to our Summer Reading sponsors, as well as the regular programming for September through November.

The Grand Reopening was a success and we had over 800 people in attendance. 221 people entered the iPad raffle. 123 were aware that the Library offers streaming services, 84 were not aware, and 14 did not answer the

Library Director's Report and Staff Activities
for the July 16, 2018 Board Meeting

question. From the list we added 82 new contacts to our database.

We are planning to staff a table at the Winnetka Sidewalk sale on July 13th, and will use this opportunity to promote One Book Two Villages. Ticket sales have begun, and we will be increasing the promotion of this event in the coming weeks to boost sales.

Our growing social media networks:

Facebook

- 1,508 followers (up from 1,483 in January)
- Our page views in the last month have gone up 53%
- Page likes up 14%
- Page Followers up 39%

Instagram

- Our followers are up to 812 (from 658 in January) and have grown over 50% in the last year.
- Our followers are 21% men (most fall in the 35-44 age group) and 79% women (most fall into the 25-44 age group)
- Top locations of our followers: Chicago, Winnetka, Wilmette, New York & Evanston

Twitter

- Followers are up to 2,238 (from 2,162 in January)
- Our tweets earned over 4,000 impressions in the last month.
- Highest engagement posts:
 - Summer reading and S.T.E.A.M. kits

Summary Report for June FY 2017/2018

Circulation Report

Winnetka Library/WNK Circulation

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	7,681	5,847	31.37 %	62,500	67,119	-6.88 %	Books	10,320	9,287	11.12 %	83,536	86,185	-3.07 %
Book - Fiction	3,288	3,074	6.96 %	29,352	31,108	-5.64 %	Book - Fiction	8,948	8,318	7.57 %	72,761	75,662	-3.83 %
Book - Nonfiction	4,393	2,773	58.42 %	33,148	36,011	-7.95 %	Book - Nonfiction	1,372	969	41.59 %	10,775	10,523	2.39 %
Audiobook - CD	557	578	-3.63 %	5,544	6,554	-15.41 %	Audiobook - CD	121	80	51.25 %	879	810	8.52 %
Music CD	113	208	-45.67 %	1,288	2,278	-43.46 %	Music CD	62	62	0.00 %	638	666	-4.20 %
Playaway	248	245	1.22 %	1,963	2,312	-15.10 %	Playaway	380	287	32.40 %	2,386	1,876	27.19 %
DVD/Blu-Ray	5,130	3,326	54.24 %	40,129	40,468	-0.84 %	DVD	1,990	1,314	51.45 %	13,332	14,913	-10.60 %
Magazine	95	90	5.56 %	823	1,001	-17.78 %	Magazine	-	-	-	2	12	-83.33 %
Other	3	68	-95.59 %	385	669	-42.45 %	Other	5	74	-93.24 %	529	845	-37.40 %
Non-CCS ILL	30	56	-46.43 %	317	1,147	-72.36 %	Non-CCS ILL						
ILL Lender	706	1,654	-57.32 %	11,743	18,245	-35.64 %	ILL Lender						
Total	14,563	12,072	20.63 %	124,692	139,793	-10.80 %	Total	12,878	11,104	15.98 %	101,302	105,307	-3.80 %

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	938	1,050
Consortial Borrower Count	1,886	2,075

Winnetka Library's circulation for the month of June FY 2017/2018 was **27,441** compared to **23,176** for the same month last year. This represents a net change of **18.40 %**.

Northfield Library/WBK

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	4,624	3,126	47.92 %	40,489	37,850	6.97 %	Books	4,591	3,983	11.85 %	43,230	38,650	11.85 %
Book - Fiction	2,903	2,120	36.93 %	26,864	25,927	3.61 %	Book - Fiction	3,833	3,245	18.12 %	35,942	32,351	11.10 %
Book - Nonfiction	1,721	1,006	71.07 %	13,625	11,923	14.27 %	Book - Nonfiction	758	738	2.71 %	7,288	6,299	15.70 %
Audiobook - CD	401	377	6.37 %	4,311	4,231	1.89 %	Audiobook - CD	21	60	-65.00 %	411	430	-4.42 %
Music CD	41	67	-38.81 %	774	1,032	-25.00 %	Music CD	50	16	212.50 %	484	689	-29.75 %
Playaway	42	37	13.51 %	517	572	-9.62 %	Playaway	118	77	53.25 %	892	738	20.87 %
DVD	2,859	1,932	47.98 %	24,075	22,901	5.13 %	DVD/Blu-Ray	1,323	802	64.96 %	8,908	8,151	9.29 %
Magazine	60	64	-6.25 %	600	701	-14.41 %	Magazine	-	3	-	10	6	66.67 %
Other	-	12	-	119	140	-15.00 %	Other	4	14	-71.43 %	120	306	-60.78 %
Non-CCS ILL	8	27	-70.37 %	105	425	-75.29 %	Non-CCS ILL						
ILL Lender	393	1,237	-68.23 %	8,430	14,320	-41.13 %	ILL Lender						
Total	8,428	6,879	22.52 %	79,420	82,172	-3.35 %	Total	6,107	4,955	23.25 %	54,055	48,970	10.38 %

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	116	78
Consortial Borrower Count	1,113	1,232

Northfield Library's circulation for the month of June FY 2017/2018 was **14,535** compared to **11,834** for the same month last year. This represents a net change of **22.82 %**.

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 % +/-
1,890	1,650	14.55 %	21,202	20,165	5.14 %	881	749	17.62 %	9,473	7,031	34.73 %	508	665	-23.61 %	6,829	8,299	-17.71 %

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 % +/-
156	39	300.00 %	1,099	998	10.12 %	75	49	53.06 %	698	718	-2.79 %

Virtual Branch circulation for the month of June FY 2017/2018 was **3,510** compared to **3,152** for the same month last year. This represents a net change of **11.36 %**.

Cumulative virtual branch circulation through June FY -1/2018 is **39,301** compared to **37,211** for the previous fiscal year to date. This represents a net change of **5.62 %**.

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	12,305	8,973	37.13 %	102,989	104,969	-1.89 %	Books	14,911	13,270	12.37 %	126,766	124,835	1.55 %
Book - Fiction	6,191	5,194	19.20 %	56,216	57,035	-1.44 %	Book - Fiction	12,781	11,563	10.53 %	108,703	108,013	0.64 %
Book - Nonfiction	6,114	3,779	61.79 %	46,773	47,934	-2.42 %	Book - Nonfiction	2,130	1,707	24.78 %	18,063	16,822	7.38 %
Audiobook - CD	958	955	0.31 %	9,855	10,785	-8.62 %	Audiobook - CD	142	140	1.43 %	1,290	1,240	4.03 %
Music CD	154	275	-44.00 %	2,062	3,310	-37.70 %	Music CD	112	78	43.59 %	1,122	1,355	-17.20 %
Playaway	290	282	2.84 %	2,480	2,884	-14.01 %	Playaway	498	364	36.81 %	3,278	2,614	25.40 %
DVD/Blu-Ray	7,989	5,258	51.94 %	64,204	63,369	1.32 %	DVD/Blu-Ray	3,313	2,116	56.57 %	22,240	23,064	-3.57 %
Other	3	80	-96.25 %	504	809	-37.70 %	Other	9	88	-89.77 %	649	1,151	-43.61 %
ILL Lender	1,099	2,891	-61.99 %	20,173	32,565	-38.05 %	ILL Lender						
Total	22,798	18,714	21.82 %	202,267	218,691	-7.51 %	Total	18,985	16,056	18.24 %	155,345	154,259	0.70 %

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	1,054	1,128
Consortial Borrower Count	2,999	3,307

Total circulation for the month of June FY 2017/2018 was **45,486** compared to **38,162** for the same month last year. This represents a net change of **19.19 %**.

Cumulative circulation through June FY 2017/2018 is **398,770** compared to **413,453** for the previous fiscal year to date. This represents a net change of **-3.55 %**.

Library Activity Report

Winnetka Library/WNK

Adult							Youth						
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 % + / -
People Counter	3,805	13,861	-72.55 %	89,107	149,858	-40.54 %	People Counter						
Reference Questions	924	1,162	-20.48 %	9,631	12,634	-24.73 %	Reference Questions	932	940	-0.85 %	6,888	8,473	-18.71 %
WNK Holds	517	2,975	-82.62 %	22,907	32,758	-30.07 %	WNK Holds						
Website Usage	11,312	11,682	-3.17 %	118,584	129,832	-8.66 %	Website Usage (no. of sessions)						
Studio	642	277	131.77 %	3,705	2,630	40.87 %	Studio						
Genealogy	1	5	-80.00 %	32	45	-28.89 %	Genealogy						
Program Attendance	265	160	65.63 %	2,790	2,799	-0.32 %	Program Attendance	734	755	-2.78 %	7,468	7,695	-2.95 %

Total

Grand Total

3,805
1,856
517
11,312
642
1
999

Northfield Library/WBK

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	-	8,348	-	67,803	84,523	-19.78 %	People Counter							-
Reference Questions	1,118	948	17.93 %	11,416	11,372	0.39 %	Reference Questions	169	225	-24.89 %	1,145	1,800	-36.39 %	1,287
WBK Holds	389	1,090	-64.31 %	19,148	19,946	-4.00 %	WBK Holds							389
Program Attendance	91	137	-33.58 %	1,386	1,782	-22.22 %	Program Attendance	410	344	19.19 %	3,997	3,601	11.00 %	501

Total District Program Attendance for the month of June FY 2017/2018 was **1,500** compared to **1,396** for the same month last year. This represents a net change of **7.45 %**

Cumulative District Program Attendance through June FY 2017/2018 is **15,641** compared to **15,877** for the same month last year. This represents a net change of **-1.49 %**

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2018-2019/1**

**ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

WHEREAS, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2018-2019 fiscal year, commencing July 1, 2018 and ending June 30, 2019 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the library.

Section 7: A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 16th day of July 2018 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

Brian Johnson
President of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Suzanne Shoup
Secretary of the Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

**THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2018-2019/2:

AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2018-2019 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2018-2019 fiscal year for the purposes herein before set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Winnetka-Northfield Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2018-2019.

FURTHER, a copy of this Ordinance shall be published in a newspaper of general circulation within the District within fifteen (15) days after the date of adoption of the Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 16th day of July 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

Brian Johnson, President, Board of Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

ATTEST:

Suzanne Shoup, Secretary, Board of Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF AUTHENTICITY

I, Suzanne Shoup, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 16th day of July 2018, at a meeting of the Board of Trustees of the Winnetka-Northfield Public Library District. I further certify that the Ordinance will be published in a newspaper of general circulation within the District by the 31st day of July 2018.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and corporate seal of the Winnetka-Northfield Public Library District, Cook County, Illinois, on this 16th day of July 2018.

Suzanne Shoup, Secretary
Board of Trustees
Winnetka-Northfield Public Library District
Cook County, IL

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 16th day of July, 2018, the Board of Trustees of the Winnetka-Northfield Public Library District determined to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2018-2019 fiscal year. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 1,571 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is November 1, 2018.

Suzanne Shoup, Secretary
Board of Trustees
Winnetka-Northfield Public Library District
Cook County, IL

(SEAL)

**Winnetka-Northfield Public Library District
Certified Estimate of Anticipated Revenue by Source**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019:

Tax Receipts	\$	4,001,902
Interest	\$	18,000
Kenilworth Service Contract	\$	100,000
Corporate Replacement Tax	\$	20,000
Fines	\$	35,000
Friends of the Library	\$	27,500
Illinois Public Library Per Capita Grant	\$	14,107
Gifts	\$	2,500
Other Income	\$	<u>20,000</u>
Total Anticipated Revenue	\$	4,239,009

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka-Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

Date

Jean-Paul Ruiz-Funes, Treasurer
Library Board of Trustees
Winnetka-Northfield Public Library District

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2018-2019/3

A RESOLUTION TO DETERMINE AN ESTIMATE
OF FUNDS NEEDED FOR FISCAL YEAR 2018-2019

WHEREAS, The Winnetka-Northfield Public Library District must adopt on or before December 4, 2018 and file on or before December 25, 2018 its Levy Ordinance for the 2018-2019 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, The Winnetka-Northfield Public Library District must determine not fewer than 20 days prior to adoption of its Levy Ordinance the amount of money, exclusive of any portion of the levy attributable to election costs, necessary to be raised by taxation for the 2018-2019 fiscal year;

NOW, THEREFORE BE IT RESOLVED AND DETERMINED by the Board of Trustees of The Winnetka-Northfield Public Library District that the estimated amounts of money, exclusive of election costs, to be raised by taxation for the 2018-2019 fiscal year shall be no greater than 3.0% percent above the prior year's tax extension grand total as determined by the Office of the Clerk of Cook County, Illinois.

ADOPTED on the 16th day of July 2018.

Brian Johnson, President
Board of Trustees
Winnetka-Northfield Public Library District

Suzanne Shoup, Secretary
Board of Trustees
Winnetka-Northfield Public Library District

AYES:

NAYS:

ABSENT:

**The Board of Trustees of the Winnetka-Northfield
Public Library District, Cook County, Illinois**

Ordinance No. 2018-2019/2

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSE FOR THE FISCAL YEAR 2018-2019

WHEREAS, the Illinois Municipal Budget Law, 50 ILCS 330/1 et seq., as amended, requires all Illinois municipal corporations to adopt a combined annual budget and appropriations ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/1-1 et seq. provides procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and

WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in a tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said budget and appropriation ordinance has been held prior to final action hereon, and notice of said hearing was advertised in a newspaper published within the District;

NOW, THEREFORE BE IT ORDAINED by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of said Library District, and of expenditures therefrom, is hereby adopted as the budget for said District for the Fiscal Year beginning July 1, 2018 and ending on June 30, 2019; and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of this Library District, for the objects and purposes indicated for the said Fiscal Year:

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2018-2019

CASH ON HAND BEGINNING OF FISCAL YEAR: \$ -

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING THE FISCAL YEAR:

		Budget 17-18	FY 2017-18 Appropriation
1.	Tax Receipts	\$ 4,001,902	\$ 4,300,000
2.	Corporate Replacement Tax	\$ 25,000	\$ 50,000
3.	Per Capita Grant	\$ 14,107	\$ 25,000
4.	Gift Fund	\$ 2,500	\$ 300,000
5.	Friends of the Library	\$ 27,500	\$ 50,000
6.	Kenilworth Service Contract	\$ 100,000	\$ 110,000
7.	Other Income	\$ 73,000	\$ 200,000
TOTAL ESTIMATED REVENUE:		\$4,244,009	\$5,035,000

ESTIMATE OF EXPENDITURES FROM GENERAL FUND:

		Budget 17-18	FY 2017-18 Appropriation		
1.	Salaries	\$ 1,690,000	\$ 1,775,000	\$ 1,859,000	10% 5%
2.	Employer Paid Health Insurance & Benefits	\$ 145,000	\$ 160,000	\$ 159,500	10%
3.	Administrative Services	\$ 178,350	\$ 200,000	\$ 196,185	12%
4.	Utilities	\$ 89,275	\$ 98,000	\$ 98,203	10%
5.	Public Relations	\$ 44,000	\$ 60,000	\$ 48,400	36%
6.	Insurance	\$ 20,000	\$ 30,000	\$ 22,000	50%
7.	IT Services	\$ 173,150	\$ 200,000	\$ 190,465	16%
8.	Capital Outlay	\$ 650,000	\$ 800,000	\$ 715,000	23%
9.	Library Programming	\$ 81,100	\$ 100,000	\$ 89,210	23%
10.	Materials	\$ 625,400	\$ 700,000	\$ 687,940	12%
11.	Contingency	\$ -	\$ 200,000	\$ -	

TOTAL GENERAL FUND

BUDGET AND APPROPRIATION: \$ 3,696,275 \$ 4,323,000

ESTIMATE OF EXPENDITURES FROM SPECIAL TAX FUNDS:

1.	IMRF	\$ 105,000	\$ 200,000
2.	FICA	\$ 125,000	\$ 150,000
3.	Unemployment Insurance Fund	\$ 1,000	\$ 20,000
4.	Liability Insurance	\$ 15,000	\$ 30,000
5.	Audit	\$ 9,800	\$ 20,000
6.	Building and Equipment (.02%)	\$ 304,789	\$ 500,000

TOTAL SPECIAL TAX FUNDS: \$ 560,589 \$ 920,000

TRANSFER OF FUNDS FROM GENERAL FUND

TO SPECIAL RESERVE FUND: \$ 500,000 \$ 1,000,000

TOTAL LIBRARY APPROPRIATION: \$ 6,243,000

ESTIMATED YEAR END CASH ON HAND JUNE 30, 2018:



Section 2. There is hereby appropriated from the taxes to be levied for the Fiscal Year and other sources of income the sum of SIX MILLION, TWO-HUNDRED FORTY-THREE THOUSAND DOLLARS (\$6,243,000) the same to be divided among the several corporate objects and purposes for the aforesaid Fiscal Year.

Section 3. Except as otherwise provided by law, no further appropriations shall be made at any time within such Fiscal Year, provided that this Board may from time to time make transfers between the various items in any Fund, or appropriate in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency, by two-thirds (2/3) vote of all the trustees, as provided by 75 ILCS 16/40-50, et seq., and this Board may amend this budget and appropriation ordinance from time to time by the same procedures as prescribed by statute for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the Fiscal Year shall be available until August 30 for the authorization of the payment of obligations incurred prior to the close of the Fiscal Year, and until September 30 for the payment of such obligations or for the transfer of unexpected balances thereof to be accumulated, as provided by 75 ILCS 16/30-90.

Section 4. The Board has established a Special Reserve Fund, in accordance with appropriate statutes, in which case the unexpended balances from the proceeds received from the library taxes may be accumulated in the Special Reserve Fund.

Section 5. A Copy of this ordinance in tentative form has been available for public inspection at the Winnetka-Northfield Public Library District for thirty (30) days, and notice of said hearing has been given by posting for thirty (30) days, and by publication in a newspaper published within this District in substantially the following form:

THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD
PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS

Public notice is hereby given that a public hearing will be held on the proposed Annual Budget and Appropriation Ordinance for the Fiscal Year July 1, 2018 to June 30, 2019, at the following place and time: Winnetka-Northfield Public Library District, Main Library, 768 Oak Street, Winnetka, Illinois, at 7:00 p.m. on the 18th day of September 2017. The said ordinance shall be available for public inspection for at least thirty (30) days prior thereto at Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 during regular business hours.

Dated this 18th day of September 2017.

Suzanne Shoup, Secretary

Section 6. This ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/35-5, et seq., and 16/40-50; and the Illinois Revenue Code, 35 ILCS 205/157, et seq; and other statutes appertaining thereto.

Section 7. This ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict with this are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provision or parts of this act, which shall be severable therefrom.

PASSED by the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois on the 18th day of September 2017 by a vote of

AYES:

NAYS:

ABSENT or NOT VOTING:

APPROVED:

Brian Johnson
President, the Board of Library Trustees
of the Winnetka-Northfield Public Library District,
Cook County, Illinois

ATTEST:

Suzanne Shoup
Secretary, the Board of Library Trustees
of the Winnetka-Northfield Public Library District,
Cook County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATE OF AUTHENTICITY

I, Suzanne Shoup, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Winnetka-Northfield Public Library District of Cook County, Illinois.

I do further certify that the attached is a true and correct copy of that certain Budget and Appropriation Ordinance appropriating funds for said Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2017 which was adopted by said Board of Trustees at a meeting held on September 18, 2017.

I do further certify that the attached Budget and Appropriation Ordinance has not been amended, altered, changed, or repealed and is still in full force and effect.

IN WITNESS THEREOF, I have hereunto affixed my official signature and the corporate seal of said Winnetka-Northfield Public Library District, Cook County, Illinois, at Winnetka, Illinois, on the 18th day of September 2017.

(SEAL)

Suzanne Shoup, Secretary
Board of Trustees
Winnetka-Northfield Public Library District

**Winnetka - Northfield Public Library District
2018 Insurance Review**

Property Coverage	Chubb	Chubb	Utica
	2017-2018	2018-2019	2018-2019
Building	\$5,432,500	\$5,649,800	\$5,649,800
Business Personal Property - Premises 1	\$802,056	\$834,138	\$834,138
Business Personal Property - Premises 2	\$203,692	\$211,840	\$211,840
Collection Premises 1	\$8,006,587	\$8,006,587	\$3,100,000
Collection Premises 2	\$719,579	\$719,579	\$719,579
Computer Coverage	\$310,000	\$310,000	\$385,000
Property Deductible	\$2,500	\$2,500	\$2,500
Business Income	Actual loss Sustained	Actual loss Sustained	Actual loss Sustained
General Liability			
General Liability Per Occurance	\$1,000,000	\$1,000,000	\$1,000,000
General Aggeragate	\$2,000,000	\$2,000,000	\$2,000,000
Advertising/ Personal Injury	\$1,000,000	\$1,000,000	\$1,000,000
Medical Expense Limit	\$10,000	\$10,000	\$10,000
Damage to Rented Premises	\$1,000,000	\$1,000,000	\$500,000
Employee Benefits Liability	\$1,000,000	\$1,000,000	\$1,000,000
Abuse or Molestation Liability	N/A	N/A	\$1,000,000
Hired & Non Owned Auto	\$1,000,000	\$1,000,000	\$1,000,000
Workers Compensation (Loc 1 & 2)	Hartford	Hartford	Utica
Limits	\$500,000 / \$500,000 / \$500,000	\$500,000 / \$500,000 / \$500,000	\$500,000 / \$500,000 / \$500,000
8810 (Clerical)	\$1,620,522	\$1,687,000	\$1,687,000
9101 (All Other)	\$0	\$0	\$0
Total	\$1,620,522	\$1,687,000	\$1,687,000
Catastrophic Coverages			
Umbrella	\$4,000,000	\$4,000,000	\$4,000,000
Earthquake	\$1,000,000	\$1,000,000	\$1,000,000
Flood	\$1,000,000	\$1,000,000	\$1,000,000
Professional Liability	Philadelphia	Philadelphia	Philadelphia
Directors & Officers	\$2,000,000	\$2,000,000	\$2,000,000
Employment Practices Liability	\$2,000,000	\$2,000,000	\$2,000,000
Fiduciary	\$1,000,000	\$1,000,000	\$1,000,000
Treasurers Bond / Commercial Crime	\$2,025,000	\$2,025,000	\$2,025,000
Premium Summary			
Commercial Package	\$12,574	\$12,781	\$7,656
Workers Comp	\$2,673	\$2,766	\$3,330
Umbrella	\$4,150	\$4,150	\$968
Directors & Officers Liability	\$5,906	TBD	TBD
Crime	Included	Included	Included
Business Auto (Hired & Non Owned Auto)	\$842	\$874	Included
Total	\$26,145	\$20,571	\$11,954

January 11, 2018

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

Rebecca Wolf
Library Director
Winnetka-Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Dear Rebecca,

On behalf of **The Lakota Group and Gewalt Hamilton Associates, Inc.**, I want to thank you for the opportunity to present our professional services proposal to develop detailed design, produce construction documents, assist with permitting, and facilitate contractor bids for enhancements to the library's north entrance.

Upon completion of the preferred concept plan dated March 14, 2017, we developed a rough order of magnitude cost range for the anticipated work. For budgeting purposes and based on current construction costs, this work, inclusive of design fees, will likely be in the \$200,000 to \$300,000 range. Certainly, we can tailor our design, details, and specifications to meet your budget goals and/or implement the project in phases.

We are excited to help you and your board achieve this new vision for the library's outdoor spaces. Please feel free to call with any additional questions. I can be reached at 312-467-5445, ext. 202.

Sincerely,



Scott Freres, PLA
President

December 22, 2017

Winnetka Public Library North Entry Redesign
Winnetka, Illinois

116 West Illinois Street
Floor 7
Chicago, Illinois 60654
p 312.467.5445
f 312.467.5484
thelakotagroup.com

Professional Services Agreement between THE LAKOTA GROUP and WINNETKA
PUBLIC LIBRARY

PROJECT SCOPE:

The Lakota Group (Lakota) is pleased to provide our professional landscape architectural design proposal to Winnetka Public Library (Client) to assist them with preparation of refined landscape concept plans for required Village submittals, attendance and facilitation of required public meetings and hearings, and coordination of a project team to complete a full set of site hardscape and landscape drawings for our defined focus area. As part of this work scope, and as needed by design, approvals and permits, Lakota will engage our project team Civil Engineering consultant, **Gewalt Hamilton**, into the following detailed work scope.

Lakota will also initiate discussions with Village staff, involving the incorporation of Village streetscape improvements in the public ROW at our project location. The project study area is limited to the northern entrance arrival sequence area and the west garden area, as indicated in the approved concept plan dated 3/17/17. Areas in the public ROW will be *excluded* from the final construction documents. These areas may be developed as an additional service to be coordinated with the Village of Winnetka.

Site construction permits are anticipated to be required by the Village. Because the site's storm system is tributary to a Metropolitan Water Reclamation District of Greater Chicago (MWRD) interceptor sewer, a sewer construction permit from that agency will be needed.

PROJECT TASKS:

PHASE 1: REFINED DESIGN DEVELOPMENT

The goal of Phase 1 is to advance the concept plan previously designed and approved by the Winnetka Public Library Board. As indicated above, the target work areas include the north front entry arrival area and the west garden areas.

Task 1.1: Refinement of Design Development Plans

Further refine and develop the approved concept plan with more detailed hardscape and landscape plans, including details and material choices for specific site elements. Drawings will include preliminary quantities of the site features and provide a basis for establishing a preliminary estimate

of construction costs. This work scope will formally coordinate and engage our team engineer into the development of all design development, construction documentation, and permitting. Included in the engineer's scope will be a determination of the improvements needed to satisfy Village and County stormwater regulations.

The plans will be prepared using an existing condition and topographic survey prepared by Gewalt Hamilton Associates, Inc. for the Library in 2012. The scope includes one day of field work to update/enhance the survey in the redevelopments areas. In addition, the scope includes one soil boring in the redevelopment areas to determine the seasonal high ground water elevation. (This is a recent requirement of the stormwater analysis).

Task 1.2: Order of Magnitude Cost Estimate

Based on the refined Design Development plans, prepare an Order of Magnitude Cost Estimate for the Target Area landscape and hardscape plans.

Task 1.3: Attend Design Review Meeting (Meeting #1)

Meet with project team and Client to discuss scope of work, material options, and Order of Magnitude Cost Estimate; coordinate project schedule.

Task 1.4: Preparation of Final Design Development Package (Meeting #2)

Refine the plans and Order of Magnitude Cost Estimate, per the Design Development set. Develop outline specifications (as needed) and preliminary plant lists, hardscape/site element materials palette, preliminary grading or utility needs, costs, and quantities to share with the Client for review prior to initiating the Village approval process.

Phase 1 Total Meetings: (2) Project Team Meetings

PHASE 2: VILLAGE APPROVAL PROCESS

The goal of Phase 2 is to guide the refined plans through the Village approvals process, enabling our team to move towards construction design and implementation.

Task 2.1: Preliminary review of plans with Village Staff (Meeting #3)

Meet with Village Staff to discuss the proposed plans. This discussion may include any potential Village improvements to the adjacent public ROW, including potential cost sharing opportunities. Formalize application exhibits and narrative as required by formal application.

In addition, we will confirm Village requirements for stormwater management and Village utility connections (if any). It is anticipated that detention will be required by the Village for any net increase in impervious area and Runoff Volume Reduction (RVR) storage will be required for any impervious area in the redevelopment zones.

Task 2.2: Attendance at Required Village Meetings (Meetings #4 through #8)

Present to each of the following reviewing, recommendation, and approval boards and commissions (presentations made by appropriate team members). This task includes the identified number of appearances for each meeting listed below:

- Plan Commission (2)
- Village Design Review Board (2)
- Zoning Board of Appeals (1)

Task 2.3: Final Plan Refinement

Refine plans, as needed, to address staff and board comments received from the above-mentioned Boards and Committees to move through the approval process.

Task 2.4: Village Council Approval (Meetings #9-10)

Present to the Village Council for formal approval and final reading, as required.

Additional meetings beyond those outlined in Phase 2, as part of the Village Approval process, will be considered additional services, and will be conducted on an as needed basis per the hourly billing rates.

Phase 2 Total Meetings: (8) Project Team Meetings**PHASE 3: CONSTRUCTION DOCUMENTS**

The goal of Phase 3 is to further explore, in detail, the landscape plan and individual elements, such as plant materials, site features and furnishings, and final quantities/costs. The completion of this phase will provide a Final Site/Landscape Plan and Construction Documents/Details. The Construction Documents package will provide a framework for developing final costs and for contractor bidding.

Task 3.1: Site and Landscape Construction Documents

Prepare full sets of Site, Engineering, and Landscape Construction Documents with submittals for review planned at 50, 75, and 90% completion. The set will include but is not limited to the following:

- Detailed final landscape plan(s)
- Site layout and dimension plans
- Related planting details, plant schedules, and general notes
- Tree preservation plan
- Tree replacement plan and calculations
- Site detail sheets- layout/dimensioning of all related special site elements, if applicable
- Related technical landscape specifications (as required by owner)
- Site grading/drainage/stormwater management plans and related details (by civil engineer)
- Site utility/foundation plans and related details (by civil engineer)
- Site electrical/lighting plans and related details (locations only—electrical by others)
- Coordinate site/landscape plan with engineers
- Layout plan for irrigation limits if applicable (detailed irrigation plans by others)

Task 3.2: Refined Cost Estimates

Revise construction cost estimates to reflect any adjustments to Final Landscape Plan.

Task 3.3: Team Review Meeting (Meeting #11)

Meet with project team to review 75% construction set.

Task 3.4: Construction Submittals/Village Staff/Other Agency Review

Submit Final Site/Landscape Plan Construction set to Client, Village Staff, and MWRD as needed, for review at 90% completion. If other agency review is required, our team will provide these meetings on an as needed hourly rate basis. At this time, we don't believe the current concept plan directions will require other agency review.

Task 3.5: Final Construction Document Package Revisions

Make revisions based on Client, project team, and Village Staff input and submit 100% set of construction documents to Client and Village Staff, as needed.

Complete minor revisions to final Construction Documents prior to any resubmission to Village Staff. Minor revisions to final plans and detail drawings are included as part of this work scope and fee proposal. Substantial changes to the general design intent, site plan, or its related elements/features shall be considered outside of the work scope of this proposal. Lakota will be pleased to provide a more specific fee estimate/proposal for any additional services requested by the Client as determined necessary due to project conditions.

Phase 3 Total Meetings: (1) Project Team Meeting

PHASE 4: PERMITTING AND BID ASSISTANCE

The goal of Phase 4 is to help package and distribute construction drawing sets and specifications to selected contractors for pricing. Bids will be reviewed, assessed, and clarified with the project team to assist in the selection of a contractor(s).

Task 4.1: Team Review Meeting and Bid Issuance (Meeting #12)

Meet with the Client and project team to review construction set prior to bid issuance. Determine select list of contractors and distribute all bid materials.

Task 4.2: Issue Addenda

Issue addenda, as appropriate, to interpret, clarify, or expand the construction documents.

Task 4.3: Bid Analysis (Meeting #13)

Prepare a landscape/hardscape/softscape Bid Analysis for comparison of bids and assist the Client in selecting a contractor. The Lakota team will conduct a meeting or conference call to discuss recommendations.

Phase 4 Total Meetings: (2) Project Team Meetings

PHASE 5: CONSTRUCTION OBSERVATION (FUTURE PHASE - NOT INCLUDED IN CONTRACT)

The goal of Phase 5 is to provide on-site review and observation of site/landscape construction related to the landscape construction package and specifications to observe that the plan intent is adhered to by the selected contractor(s).

Task 5.1: Provide On-site Site and Landscape Construction Observation (Meetings #14-17)

Provide on-site observation of site/landscape construction. Visit site at construction kick-off and at intervals appropriate to the stage of site/landscape construction to review construction methods.

Assumes 4 visits/construction meetings.

Task 5.2: Site Observation Reports

Make written reports regarding site construction progress.

Task 5.3: Construction Document Clarification

Provide interpretations and clarifications for the construction documents, as needed.

Task 5.4: Submittals, Shop Drawings, and Sample Submission Reviews

Review and approve submittals, samples of materials, shop drawings, and assess change order requests.

Task 5.5: Contractor Requests for Information

Review and respond to contractor's requests for information.

Task 5.6: Punch List Walk Thru (Meeting # 18)

Conduct a final on-site observation/inspection of site/landscape construction with project team and contractor. Based on observations, prepare a final punch list prior to final acceptance of job.

Task 5.7: Final Acceptance (Meeting # 19)

Prepare final sign-off after completion of all punch list items.

Phase 5 Total Meetings: (4) Construction Site Visits and (1) Punch List Walk Thru and (1) Final Acceptance Walk Thru

PROJECT TIMELINE:

Lakota will work with the Client to assure completion of the above tasks in a reasonable timeframe.

FEE SCHEDULE:

The above services will be provided on a lump sum basis with a not to exceed fee of \$43,331 plus reimbursable expenses.

Total Estimated Fees by Phase are as follows:

Phase 1: Refined Design Development	\$ 12,227
Phase 2: Village Approval Process	\$ 7,042
Phase 3: Construction Documents	\$ 17,202
Phase 4: Permitting and Bid Assistance	\$ 6,860
Phase 5: Construction Observation	\$ NIC
Professional Fees:	\$ 43,331
Reimbursable Expenses:	\$ 1,350
Total	\$ 44,681

Total Estimated by Firm are as follows:

The Lakota Group	\$ 26,765
Gewalt Hamilton Associates	\$ 16,566

Any additional services requested of Lakota beyond those listed above will be conducted on an hourly basis and billed per Lakota's current billing rates. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Lakota Billing Rates (2017):

Principal	\$260
Associate Principal	\$230
Vice President	\$205
Senior Associate	\$180
Project Planner/Designer/Manager	\$155
Planner/Urban Designer/Landscape Architect	\$130
Research/Operations Staff	\$90

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- Travel for field work/site visits to review landscape installation (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)
- Delivery (faxes/postage/messenger/express)
- Copying/Reproduction
- Computer plots
- Long distance communication
- Renderings/Models (if requested by Client)
- Special supplies (if extra markers/graphics needed)
- Miscellaneous (municipal documents, special reports, data)

ADDITIONAL TERMS:

EXCLUSIONS:

Services or meetings not outlined in the project scope or project tasks will be considered additional services. If conditions arise during the performance of the outlined services that require additional services Lakota will notify the Client promptly. This proposal does not include the following tasks:

- Tree survey (by civil engineer or arborist)
- Irrigation design (by others)
- Structural, traffic, utility, soils or environmental studies/engineering (by others as needed)
- Property or legal surveys (by surveyor)
- Public entitlement process with the municipality (other than those identified in this proposal)
- Illustrative graphics (other than those identified in this proposal)
- Major revisions are not included in this scope of services. Revisions exceeding 25 percent of the original time spent on the document or task are considered major revisions. Minor revisions requiring less than 25 percent of the original time spent on the document or task are included as part of this agreement.

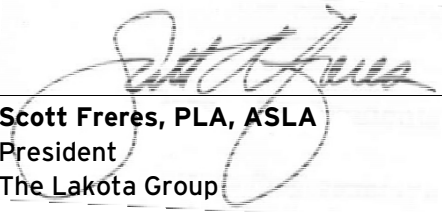
MISCELLANEOUS TERMS:

Professional fees and expenses will be billed monthly for work completed. Unpaid invoices will bear 1.5% interest per month past 30 days.

Either party may terminate this agreement 15 days after written notice. Lakota shall be compensated for all services performed up to this date.

Please indicate acceptance of this agreement by signing one copy and returning it to our office listed above. Lakota will begin work after receiving written authorization to proceed via fax, mail or email.

The Lakota Group appreciates the opportunity to provide Winnetka Public Library with Professional Landscape Architectural Design Services.



Scott Freres, PLA, ASLA
President
The Lakota Group

Signature

Printed Name

Title

Date