

**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, August 19, 2019

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of July 8, 2019 Regular Meeting***
- V. Financial Report**
 - Approve July 2019 Financial Statements*
- VI. Library Report**
 - Board President's Comments (President Ruiz-Funes)
 - Director's Report (Director Wolf)*
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village
 - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
 - Discussion of Northfield Community Listening Sessions Feedback
 - Update on Patio Project
- IX. New Business**
 - Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2019-2020*
- X. Communications**
- XI. Public Comments**
- XII. Adjourn to Closed Session**
 - **Closed Session**
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.
5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)).
- XIII. Return to Open Session**
- XIV. Adjournment**
- XV.**

*Attachments

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

July 8, 2019

I. Call to Order

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

II. Roll Call

Present: President Ruiz-Funes, and Trustees Suzie Shoup, Deborah Vandergrift, Travis Gosselin, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.
Absent:

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present was Product Architecture + Design member Dan Pohrte. Present were Northfield residents; Jeanne Dehovitz, Janet Lagouranis, Jonathan Don, Pat Dietz, Liz Harvey, Amy Richmond, Sue Klock, Lois Neustadt, Yiyi Xu, Myra Xu, Milly, Olivia Cases, Peter, Sue Kelly and Bill Kelly. Present was Wilmette resident Joan Scaccia.

III. Public Comments

Northfield residents Amy Richmond, Liz Harvey, Jeanne Dehovitz, Lois Neustadt, Janet Layouranis, Sue Klock, Pat Dietz, Olivia Cases, Sue Kelly, Myra Xu, Milly, Jonathan Don, Yiyi Xu and Wilmette resident Joan Scaccia expressed their concerns regarding the Northfield Branch Library. President Ruiz-Funes thanked those who gave comments and stated that the Board would take their feedback under serious consideration.

IV. Oath of Office for Incoming Trustee Brian Johnson

Director Wolf swore in incoming trustee, Brian Johnson.

V. Presentation and Discussion with Product Architecture + Design

Dan Pohrte from Product Architecture + Design presented a draft of the revised plans and discussed costs for the Northfield Branch Library renovation.

VI. Public Comments

President Ruiz-Funes allowed for public comments after viewing the updated Northfield Branch renovation plans.

Northfield residents Sue Kelly, Peter, Amy Richmond, Sue Klock, and Yiyi Xu provided input and suggestions regarding the renovation plans. President Ruiz-Funes thanked those who gave comments for their feedback.

VII. Vote to Approve Minutes of June 17, 2019 Regular Meeting

A MOTION was made by Trustee Vandergrift to approve the June 17, 2019 Regular Board Meeting Minutes and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

VIII. Library Report

President Ruiz-Funes reported:

- The Independence Day Parade was an enjoyable event. He commended staff on a job well done.
- The results of the 2019 Winnetka Caucus survey were favorable to the Library. 90% of respondents have used the Library in the last year, however, not all respondents were aware of the digital and Studio offerings. President Ruiz-Funes stated that these results demonstrate the District's achievements but also highlight opportunities for improvement.

Director Wolf reported:

- There will be no financial report this meeting due to the transition to Lauterbach & Amen accounting services; however, there will be two sets of financials to review at the next meeting.
- A separate group from Lauterbach & Amen is starting field work for the 2018-2019 financial audit.
- Amanda Garrity has accepted the position of Head of Youth Services after serving as Programming Librarian II and Interim Head of Youth Services.
- The Board will review the results from both the Library District survey and the Winnetka Caucus survey during the August meeting.
- There are currently over 1,400 patrons registered for Summer Reading.
- Program attendance, study room usage, and total circulation is up for the year.
- The District will be participating in outreach events such as the Northfield Market & Music and the Children's Concert in the Park.
- The Board will be attending an informal meeting of the Northfield Village trustees on August 20, 2019 to discuss upcoming Library events and the new renovation plan.
- The District is investigating loss ratios as a result of the inventory process.

IX. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Reichert stated that there is nothing new to report on the Winnetka Village.
- *Northfield Village*- Trustee Shoup reported that Northfield has an opportunity to create a bike path, and the Village will vote next week to determine which strip of land the path will be assigned to.

X. Unfinished Business

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020*
The Board reviewed the updated draft of the Budget and Appropriation Ordinance for Fiscal Year 2019-2020.

XI. New Business

- *Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2019-2020*
A MOTION was made by Trustee Reichert to approve the Ordinance Adopting the Building and Maintenance Tax (.02% special tax) Ordinance for Fiscal Year 2019-2020 and seconded by Trustee Anwar.

ROLL CALL VOTE

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

NAYS:

ABSENT:

MOTION CARRIED

- *Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019*
The Board reviewed the 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 2019-2020*
A MOTION was made by Trustee Shoup to approve the Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2019-2020 and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS:

ABSENT:

MOTION CARRIED

- *Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2018-2019*
Trustees Johnson and Anwar volunteered to conduct the annual Board Secretary's Review of Records for Fiscal Year 2018-2019.

XII. Adjourn to Closed Session

A MOTION was made by Trustee Reichert to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district, and per 5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)), and seconded by Trustee Shoup.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:37 p.m.

XIII. Return to Open Session

The meeting returned to open session at 9:54 p.m.

XIV. Vote to Approve Accept a Trustee Resignation and Declare a Vacancy
A MOTION was made by Trustee Anwar to Approve Accepting the Resignation of Trustee Reichert and Declaring a Vacancy and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

XV. Vote to Approve Separation Agreement
A MOTION was made by Trustee Gosselin to approve the Separation Agreement Between Kristin Carlson and the Winnetka-Northfield Public Library District and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS:0

ABSENT: 0

MOTION CARRIED

XVI. Communications
No communications.

XVII. Public Comments
No public comments.

XVIII. Adjournment
There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 9:55 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Remaining: 91.67%

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
Revenues					
Library Fund	\$ 882,420.29	\$ 882,420.29	\$ 4,093,135.00	\$ 3,210,714.71	78.44%
IMRF Fund	19,820.17	19,820.17	88,200.00	68,379.83	77.53%
FICA Fund	5,505.59	5,505.59	24,500.00	\$ 18,994.41	77.53%
Building Fund	33,033.52	33,033.52	147,000.00	\$ 113,966.48	77.53%
Unemployment Fund	2.20	2.20	10.00	\$ 7.80	78.00%
Total Revenues	<u>940,781.77</u>	<u>940,781.77</u>	<u>4,352,845.00</u>	<u>3,412,063.23</u>	<u>78.39%</u>
Expenses					
Library Fund	\$ 184,901.97	\$ 184,901.97	\$ 3,798,154.00	\$ 3,613,252.03	95.13%
IMRF Fund	0.00	0.00	111,000.00	111,000.00	100.00%
FICA Fund	8,490.22	8,490.22	123,000.00	114,509.78	93.10%
Building Fund	11,949.84	11,949.84	286,146.00	274,196.16	95.82%
Unemployment Fund	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>100.00%</u>
Total Expenses	<u>205,342.03</u>	<u>205,342.03</u>	<u>4,319,300.00</u>	<u>4,113,957.97</u>	<u>95.25%</u>
Excess Revenues less Expenses	<u>\$ 735,439.74</u>	<u>\$ 735,439.74</u>	<u>\$ 33,545.00</u>	<u>\$ 701,894.74</u>	

Winnetka-Northfield Public Library District

Library Fund Summary

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Spent: 8.33%

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Operating Revenue					
Property Tax	\$ 874,497.73	\$ 874,497.73	\$ 3,835,439.00	\$ 2,960,941.27	22.80%
Replacement Tax	5,461.27	5,461.27	20,000.00	14,538.73	27.31%
Collections	2,093.48	2,093.48	155,696.00	153,602.52	1.34%
Materials	104.49	104.49	12,000.00	11,895.51	0.87%
Other Income	263.32	263.32	70,000.00	69,736.68	0.38%
Total Operating Revenue	<u>882,420.29</u>	<u>882,420.29</u>	<u>4,093,135.00</u>	<u>3,210,714.71</u>	<u>21.56%</u>
Operating Expenses					
Personnel	125,358.34	125,358.34	1,790,000.00	1,664,641.66	7.00%
Administration	7,774.76	7,774.76	226,704.00	218,929.24	3.43%
Utilities	7,084.43	7,084.43	97,700.00	90,615.57	7.25%
IT Services	4,831.88	4,831.88	171,250.00	166,418.12	2.82%
Public Relations	3,406.27	3,406.27	45,000.00	41,593.73	7.57%
Library Materials - Adult	23,278.34	23,278.34	561,000.00	537,721.66	4.15%
Library Materials - Youth	379.27	379.27	89,900.00	89,520.73	0.42%
Programs	10,667.37	10,667.37	66,600.00	55,932.63	16.02%
Capital	<u>2,121.31</u>	<u>2,121.31</u>	<u>750,000.00</u>	<u>747,878.69</u>	<u>0.28%</u>
Total Expenses	<u>184,901.97</u>	<u>184,901.97</u>	<u>3,798,154.00</u>	<u>3,613,252.03</u>	<u>4.87%</u>
 Excess Revenues less Expenses	 <u>\$ 697,518.32</u>	 <u>\$ 697,518.32</u>	 <u>\$ 294,981.00</u>	 <u>\$ (402,537.32)</u>	

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Remaining: 91.67%

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	\$ 870,643.73	\$ 870,643.73	\$ 3,835,439.00	\$ 2,964,795.27	77.30%
Property Taxes Collections-IMRF	19,820.17	19,820.17	88,200.00	68,379.83	77.53%
Property Taxes Collections-FICA	5,505.59	5,505.59	24,500.00	18,994.41	77.53%
Property Taxes Collections-Liability	2,752.80	2,752.80	0.00	(2,752.80)	0.00%
Property Taxes Collections-Audit	1,101.20	1,101.20	0.00	(1,101.20)	0.00%
Property Taxes Collections-Unemployment	2.20	2.20	10.00	7.80	78.00%
Replacement Tax	5,461.27	5,461.27	20,000.00	14,538.73	72.69%
Total Taxes	<u>905,286.96</u>	<u>905,286.96</u>	<u>3,968,149.00</u>	<u>3,062,862.04</u>	<u>77.19%</u>
Collections					
Per Capita Grant	\$ 0.00	\$ 0.00	\$ 21,696.00	\$ 21,696.00	100.00%
Kenilworth Services	0.00	0.00	100,000.00	100,000.00	100.00%
Fines - Winnetka	1,582.72	1,582.72	25,000.00	23,417.28	93.67%
Studio Fees	124.31	124.31	4,500.00	4,375.69	97.24%
Lost/Damaged Mat.-Winnetka	277.55	277.55	4,500.00	4,222.45	93.83%
Library Programs - Winnetka	108.90	108.90	0.00	(108.90)	0.00%
Total Collections	<u>2,093.48</u>	<u>2,093.48</u>	<u>155,696.00</u>	<u>153,602.52</u>	<u>98.66%</u>
Materials					
Copy/Printing - Winnetka	\$ 104.49	\$ 104.49	\$ 10,000.00	\$ 9,895.51	98.96%
Book Sales - Winnetka	0.00	0.00	2,000.00	2,000.00	100.00%
Total Materials	<u>104.49</u>	<u>104.49</u>	<u>12,000.00</u>	<u>11,895.51</u>	<u>99.13%</u>
Other Income					
Checking Interest Income	\$ 186.55	\$ 186.55	\$ 45,000.00	\$ 44,813.45	99.59%
Misc. Revenue - Winnetka	42.27	42.27	0.00	(42.27)	0.00%
Contributions	0.00	0.00	25,000.00	25,000.00	100.00%
Gift Fund (under \$100)	34.50	34.50	0.00	(34.50)	0.00%
Total Other Income	<u>263.32</u>	<u>263.32</u>	<u>70,000.00</u>	<u>69,736.68</u>	<u>99.62%</u>
Total Revenue	<u>907,748.25</u>	<u>907,748.25</u>	<u>4,205,845.00</u>	<u>3,298,096.75</u>	<u>78.42%</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Remaining: 91.67%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
GENERAL FUND					
Expenses					
Personnel					
IMRF Expenses	0.00	0.00	111,000.00	111,000.00	100.00%
FICA	8,490.22	8,490.22	123,000.00	114,509.78	93.10%
Unemployment	0.00	0.00	1,000.00	1,000.00	100.00%
Salaries	115,824.59	115,824.59	1,610,000.00	1,494,175.41	92.81%
Health Insurance	9,188.75	9,188.75	155,000.00	145,811.25	94.07%
Flu Vaccination	0.00	0.00	500.00	500.00	100.00%
Employee Asst. Program	0.00	0.00	1,500.00	1,500.00	100.00%
Conferences	300.00	300.00	20,000.00	19,700.00	98.50%
Flexible Spending Account	45.00	45.00	3,000.00	2,955.00	98.50%
Total Personnel	133,848.56	133,848.56	2,025,000.00	1,891,151.44	93.39%
Administration					
Audit Fees	0.00	0.00	11,050.00	11,050.00	100.00%
Library Supplies	1,475.21	1,475.21	35,000.00	33,524.79	95.79%
Office Supplies	179.36	179.36	8,000.00	7,820.64	97.76%
Breakroom Supplies	37.00	37.00	1,500.00	1,463.00	97.53%
Postage	104.05	104.05	4,500.00	4,395.95	97.69%
Hospitality	58.70	58.70	6,000.00	5,941.30	99.02%
Accounting and Bookkeeping	0.00	0.00	20,004.00	20,004.00	100.00%
Legal Notices	325.00	325.00	1,000.00	675.00	67.50%
Delivery Service	600.00	600.00	8,000.00	7,400.00	92.50%
Payroll Services	690.80	690.80	9,000.00	8,309.20	92.32%
Liability Insurance Costs	0.00	0.00	30,000.00	30,000.00	100.00%
Studio General Supplies	699.55	699.55	7,500.00	6,800.45	90.67%
ILL Fees	0.00	0.00	150.00	150.00	100.00%
Board Expenses	0.00	0.00	1,000.00	1,000.00	100.00%
Memberships	328.00	328.00	6,000.00	5,672.00	94.53%
Staff Recognition/Events/Meetings	125.01	125.01	5,000.00	4,874.99	97.50%
Director's Expenses	0.00	0.00	500.00	500.00	100.00%
Legal	75.00	75.00	12,000.00	11,925.00	99.38%
Building Appraisal	0.00	0.00	500.00	500.00	100.00%
Other Consultations	1,250.00	1,250.00	15,000.00	13,750.00	91.67%
Investment Fees	129.58	129.58	0.00	(129.58)	-%
HR Consultant	1,697.50	1,697.50	40,000.00	38,302.50	95.76%
Studio Maintenance/Repair	0.00	0.00	5,000.00	5,000.00	100.00%
Total Administration	7,774.76	7,774.76	226,704.00	218,929.24	96.57%
Utilities					
Electricity - Winnetka	4,559.45	4,559.45	49,000.00	44,440.55	90.70%
Water - Winnetka	361.26	361.26	5,700.00	5,338.74	93.66%
Storm Sewer - Winnetka	133.16	133.16	1,900.00	1,766.84	92.99%
Natural Gas - Winnetka	477.97	477.97	14,000.00	13,522.03	96.59%
Telephone - Winnetka	807.94	807.94	10,000.00	9,192.06	91.92%
Internet Services	744.65	744.65	17,100.00	16,355.35	95.65%
Total Utilities	7,084.43	7,084.43	97,700.00	90,615.57	92.75%
Information Technology					
CCS Operating	0.00	0.00	83,250.00	83,250.00	100.00%
Software	2,369.90	2,369.90	35,000.00	32,630.10	93.23%
LAN Management	2,437.00	2,437.00	50,000.00	47,563.00	95.13%
Technology/Website	24.98	24.98	3,000.00	2,975.02	99.17%

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Remaining: 91.67%

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	Percent of Budget Remaining
GENERAL FUND					
Total Information Technology	4,831.88	4,831.88	171,250.00	166,418.12	97.18%
Public Relations					
PR E-Marketing	617.17	617.17	1,500.00	882.83	58.86%
PR Promotional	0.00	0.00	7,000.00	7,000.00	100.00%
PR Source	0.00	0.00	25,000.00	25,000.00	100.00%
PR Supplies	2,789.10	2,789.10	8,000.00	5,210.90	65.14%
PR Advertising	0.00	0.00	3,500.00	3,500.00	100.00%
Total Public Relations	3,406.27	3,406.27	45,000.00	41,593.73	92.43%
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	74.72	74.72	79,000.00	78,925.28	99.91%
Books-Non-Fiction-Adult-Winnetka	424.54	424.54	77,000.00	76,575.46	99.45%
Periodicals-Winnetka	1,722.88	1,722.88	28,000.00	26,277.12	93.85%
DVDs-Adult-Winnetka	275.73	275.73	53,000.00	52,724.27	99.48%
Audio Books-Adult-Winnetka	0.00	0.00	34,000.00	34,000.00	100.00%
Books-Digital-Winnetka	12,207.92	12,207.92	185,000.00	172,792.08	93.40%
Online Database	8,572.55	8,572.55	105,000.00	96,427.45	91.84%
Total Library Materials - Adult	23,278.34	23,278.34	561,000.00	537,721.66	95.85%
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	0.00	0.00	18,000.00	18,000.00	100.00%
Books-Non-Fiction, Easy, & JH-Winnetka	379.27	379.27	17,000.00	16,620.73	97.77%
DVDs-Juv-Winnetka	0.00	0.00	12,500.00	12,500.00	100.00%
Audio Books-Juv-Winnetka	0.00	0.00	12,000.00	12,000.00	100.00%
Music-Juv-Winnetka	0.00	0.00	900.00	900.00	100.00%
Books-Easy-Winnetka	0.00	0.00	18,500.00	18,500.00	100.00%
Books-Jr. High-Winnetka	0.00	0.00	11,000.00	11,000.00	100.00%
Total Library Materials - Youth	379.27	379.27	89,900.00	89,520.73	99.58%
Programs					
Summer Reading	6,083.46	6,083.46	11,100.00	5,016.54	45.19%
Program Supplies-Winnetka	463.06	463.06	0.00	(463.06)	-%
Program Performers Fees-Winnetka	2,065.00	2,065.00	0.00	(2,065.00)	-%
OBTV	0.00	0.00	17,000.00	17,000.00	100.00%
Programming - Youth	828.05	828.05	16,500.00	15,671.95	94.98%
Programming - Adult	1,227.80	1,227.80	22,000.00	20,772.20	94.42%
Total Programs	10,667.37	10,667.37	66,600.00	55,932.63	83.98%
Capital					
Building	0.00	0.00	155,000.00	155,000.00	-%
Equipment/Furniture	1,068.85	1,068.85	500,000.00	498,931.15	-%
Computer Equipment	1,052.46	1,052.46	95,000.00	93,947.54	-%
Total Capital	2,121.31	2,121.31	750,000.00	747,878.69	99.85%
Total Expenses	193,392.19	193,392.19	4,033,154.00	3,839,761.81	95.20%
Excess Revenues less Expenses	\$ 714,356.06	\$ 714,356.06	\$ 172,691.00	\$ 541,665.06	

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 1 Month Ended July 31, 2019

Ideal Budget Percentage Remaining: 91.67%

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>Percent of Budget Remaining</u>
BUILDING FUND					
Revenues					
Total Revenue	33,033.52	33,033.52	\$ 147,000.00	113,966.48	77.53%
Expenses					
Northfield Lease	0.00	0.00	66,196.00	66,196.00	100.00%
Janitorial Supplies	1,011.73	1,011.73	8,500.00	7,488.27	88.10%
Snow Removal	0.00	0.00	8,000.00	8,000.00	100.00%
Photocopier Leases	0.00	0.00	40,000.00	40,000.00	100.00%
Phone Lease	394.70	394.70	9,600.00	9,205.30	95.89%
Building Maintenance Service	8,837.50	8,837.50	110,000.00	101,162.50	91.97%
Elevators	0.00	0.00	8,000.00	8,000.00	100.00%
Landscaping	420.00	420.00	5,000.00	4,580.00	91.60%
HVAC	0.00	0.00	10,000.00	10,000.00	100.00%
Automatic Doors	0.00	0.00	3,500.00	3,500.00	100.00%
Roof	0.00	0.00	600.00	600.00	100.00%
Alarms	310.00	310.00	2,750.00	2,440.00	88.73%
Equipment	0.00	0.00	4,000.00	4,000.00	100.00%
Misc Services	975.91	975.91	10,000.00	9,024.09	90.24%
Total Expenses	<u>11,949.84</u>	<u>11,949.84</u>	<u>286,146.00</u>	<u>274,196.16</u>	<u>95.82%</u>
Excess Revenues less Expenses	<u>\$ 21,083.68</u>	<u>\$ 21,083.68</u>	<u>\$ (139,146.00)</u>	<u>\$ 160,229.68</u>	
Excess Revenue less Expenses - All Funds	<u>\$ 735,439.74</u>	<u>\$ 735,439.74</u>	<u>\$ 33,545.00</u>	<u>\$ 701,894.74</u>	

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts
July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Simple Summer Cocktails	102.80	2667	07/12/19	<u>102.80</u>
Esscoe L.L.C. 70-0-5758	Alarms	Inv # 36670 Cust #1900	310.00	2668	07/12/19	<u>310.00</u>
HP Inc. 10-0-5885	Computer Equipment	Inv # 83428700 (Reissued Check)	549.00	2669	07/12/19	<u>549.00</u>
Opportunity Secure Data Destruction, LLC 10-0-5736	Legal	Inv # 26852 - boxes offsite	75.00	2670	07/12/19	<u>75.00</u>
Ralph Covert 10-1-5361	Program Performers Fees-Winnetka	Ralph's World 7/26/19	625.00	2671	07/12/19	<u>625.00</u>
Science Tellers 10-1-5361	Program Performers Fees-Winnetka	Aliens: Escape from Earth 7/13/19	365.00	2672	07/12/19	<u>365.00</u>
Terrence M. Lynch 10-1-5361	Program Performers Fees-Winnetka	Apollo 11: One Giant Leap, A series of firsts 7/13/19	275.00	2673	07/12/19	<u>275.00</u>
Cengage Learning 10-1-5346	Online Database - Winnetka	Inv # 67374159 Acct # 156561	-2,945.25	2674	07/15/19	<u>(23,330.34)</u>
10-1-5346	Online Database - Winnetka	Inv # 67374156 Acct # 156561	-3,133.42			
10-1-5346	Online Database - Winnetka	Inv # 67374161 Acct # 156561	-3,266.73			
10-1-5346	Online Database - Winnetka	Inv # 67374178 Acct # 156561	-4,553.09			
10-1-5346	Online Database - Winnetka	Inv # 67374177 Acct # 156561	-9,431.85			
Cengage Learning 10-1-5346	Online Database - Winnetka	Inv # 67374159 Acct # 156561	2,945.25	2674	07/15/19	<u>23,330.34</u>
10-1-5346	Online Database - Winnetka	Inv # 67374156 Acct # 156561	3,133.42			
10-1-5346	Online Database - Winnetka	Inv # 67374161 Acct # 156561	3,266.73			
10-1-5346	Online Database - Winnetka	Inv # 67374178 Acct # 156561	4,553.09			
10-1-5346	Online Database - Winnetka	Inv # 67374177 Acct # 156561	9,431.85			
Martina Jae Mathisen 10-0-5908	Programming - Adult	7/17/19 - Six Wives of Henry XIII	300.00	2675	07/17/19	<u>300.00</u>
AT&T 10-0-5176	Internet Services	AT&T	436.85	2676	07/26/19	<u>436.85</u>
Cary Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	32.50	2677	07/26/19	<u>32.50</u>
Cengage Learning				2678	07/26/19	<u>226.16</u>

Winnetka-Northfield Public Library District**Check Register**

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Inv # 67417907	74.72			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv # 67425615	50.23			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv # 67465150	101.21			
DeFranco Plumbing				2679	07/26/19	<u>975.91</u>
70-0-5799	Misc Services	Inv # 25658	351.80			
70-0-5799	Misc Services	Inv # 25700	624.11			
Des Plaines Public Library				2680	07/26/19	<u>19.99</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	19.99			
Fox River Valley Public Library District				2681	07/26/19	<u>12.99</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	12.99			
GREAT AMERICA FINANCIAL SERVICES				2682	07/26/19	<u>799.98</u>
70-0-5747	Phone Lease	Inv # 25131439	799.98			
Highland Park Public Library				2683	07/26/19	<u>25.00</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	25.00			
Huntley Public Library				2684	07/26/19	<u>18.98</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	18.98			
Illinois Library Association				2685	07/26/19	<u>300.00</u>
10-0-5114	Conferences	Inv # 166486	300.00			
MERCHANTS DELIVERY SERVICE				2686	07/26/19	<u>600.00</u>
10-0-5138	Delivery Service	25 days book transfer	600.00			
New York Times				2687	07/26/19	<u>1,183.00</u>
10-1-5342	Periodicals-Winnetka	Acct # 400227468	1,183.00			
Northbrook Public Library				2688	07/26/19	<u>58.03</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	58.03			
Wall Street Journal				2689	07/26/19	<u>539.88</u>
10-1-5342	Periodicals-Winnetka	Acct # 030894028431 - one year subscription	539.88			
Zion-Benton Public Library District				2690	07/26/19	<u>21.99</u>
10-0-4150	Lost/Damaged Materials	Quarterly Billing	21.99			
Amber Mechanical Contractors Inc.				2691	07/29/19	<u>3,322.50</u>
70-0-5752	HVAC	Inv# W17023	1,323.00			
70-0-5752	HVAC	Inv # C005146	1,999.50			
Amber Mechanical Contractors Inc.				2691	07/29/19	<u>(3,322.50)</u>
70-0-5752	HVAC	Inv # W17023	-1,323.00			
70-0-5752	HVAC	Inv # C005146	-1,999.50			
Associated Electrical Contractors				2692	07/29/19	<u>(2,889.05)</u>
70-0-5799	Misc Services	Inv # 35006651	-2,889.05			
Associated Electrical Contractors				2692	07/29/19	<u>2,889.05</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5799	Misc Services	Inv # 35006651	2,889.05			
COOPERATIVE COMPUTER SERVICES				2693	07/29/19	<u>20,174.84</u>
10-0-5133	OCLC	Inv # 1623	20,174.84			
COOPERATIVE COMPUTER SERVICES				2693	07/29/19	<u>(20,174.84)</u>
10-0-5133	OCLC	Inv # 1623	-20,174.84			
Digicorp, Inc				2694	07/29/19	<u>(23,913.00)</u>
10-0-5885	Computer Equipment	Inv # 328808	-23,913.00			
Digicorp, Inc				2694	07/29/19	<u>23,913.00</u>
10-0-5885	Computer Equipment	Inv # 328808	23,913.00			
Elleen Goodspeed				2695	07/29/19	<u>34.41</u>
10-0-5907	Programming - Youth	Elleen Goodspeed - Math Matters - reimbursement for supply	34.41			
Funny Valentine Press				2696	07/29/19	<u>225.00</u>
10-0-5908	Programming - Adult	Funny Valentine Press - Old Time Radio and the Great Ameircan Songbook	225.00			
ID Cards Unlimited				2697	07/29/19	<u>694.95</u>
10-0-5120	Library Supplies	Inv # 2019102	694.95			
Product Architecture and Design				2698	07/29/19	<u>2,000.00</u>
10-0-5741	Architects	Inv # 1650.0109	2,000.00			
Product Architecture and Design				2698	07/29/19	<u>(2,000.00)</u>
10-0-5741	Architects	Inv # 1650.0109	-2,000.00			
Robert J BersanoJr.				2699	07/29/19	<u>200.00</u>
10-1-5361	Program Performers Fees-Winnetka	Robbie Bersano - Coffee 101	200.00			
Schillers				2700	07/29/19	<u>4,922.92</u>
10-0-5885	Computer Equipment	Inv # 4203594-01	4,922.92			
Schillers				2700	07/29/19	<u>(4,922.92)</u>
10-0-5885	Computer Equipment	Inv # 4203594-01	-4,922.92			
William Pack				2701	07/29/19	<u>300.00</u>
10-0-5908	Programming - Adult	William Pack - Essential Great Chicago Fire	300.00			
Dave DiNaso				2702	07/26/19	<u>375.00</u>
10-0-5907	Programming - Youth	Dave DiNaso - Live Reptile Show	375.00			
Frances Vail				2703	07/31/19	<u>300.00</u>
10-0-5908	Programming - Adult	Painting the Natural World using Watercolor	300.00			
Michael Schneider				2704	07/31/19	<u>330.00</u>
10-0-5907	Programming - Youth	The Michael Schneider Band - pint size Polkas	330.00			
HR Source				15000	07/26/19	<u>1,250.00</u>

Winnetka-Northfield Public Library District**Check Register**

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5743	Other Consultations	HR Source	1,250.00			
Warehouse Direct				15001	07/26/19	<u>1,011.73</u>
70-0-5725	Janitorial Supplies	Warehouse Direct	1,011.73			
DEMCO				15002	07/26/19	<u>929.85</u>
10-0-5884	Equipment/Furniture	DEMCO	929.85			
PROQUEST LLC				15003	07/26/19	<u>915.20</u>
10-1-5346	Online Database - Winnetka	PROQUEST LLC	915.20			
OVERDRIVE INC.				15004	07/26/19	<u>729.94</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	729.94			
TODAY'S BUSINESS SOLUTIONS INC.				15005	07/26/19	<u>394.70</u>
70-0-5747	Phone Lease	TODAY'S BUSINESS SOLUTIONS INC.	394.70			
CALL ONE				15006	07/26/19	<u>379.27</u>
10-1-5175	Telephone - Winnetka	CALL ONE	379.27			
Thompson Reuters				15007	07/26/19	<u>273.10</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	Thompson Reuters	273.10			
BIBLIOTHECA, LLC				15008	07/26/19	<u>240.17</u>
10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	240.17			
CDW-G				15009	07/26/19	<u>139.00</u>
10-0-5884	Equipment/Furniture	CDW-G	139.00			
CCI Solutions				15010	07/26/19	<u>93.55</u>
10-0-5120	Library Supplies	CCI Solutions	93.55			
NEWEGG BUSINESS, INC.				15011	07/26/19	<u>84.90</u>
10-0-5885	Computer Equipment	NEWEGG BUSINESS, INC.	84.90			
OVERDRIVE INC.				15012	07/26/19	<u>79.99</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	79.99			
AMERICAN LIBRARY ASSOCIATION				15013	07/26/19	<u>65.00</u>
10-0-5731	Memberships	AMERICAN LIBRARY ASSOCIATION	65.00			
AMERICAN LIBRARY ASSOCIATION				15014	07/26/19	<u>65.00</u>
10-0-5731	Memberships	AMERICAN LIBRARY ASSOCIATION	65.00			
DEMCO				15015	07/26/19	<u>46.28</u>
10-0-5120	Library Supplies	DEMCO	46.28			
QUILL CORPORATION				15016	07/26/19	<u>19.35</u>
10-0-5121	Office Supplies	QUILL CORPORATION	19.35			
OVERDRIVE INC.				15017	07/26/19	<u>16.99</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	16.99			
OVERDRIVE INC.				15018	07/26/19	<u>14.53</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	14.53			
VILLAGE OF WINNETKA				15019	07/15/19	<u>11,390.42</u>
10-0-5111	Health Insurance	VILLAGE OF WINNETKA	11,390.42			
MUELLER BUILDING SERVICES INC.				15020	07/15/19	<u>8,837.50</u>
70-0-5748	Building Maintenance Service	MUELLER BUILDING SERVICES INC.	8,837.50			
3 Points, LLC				15021	07/15/19	<u>2,437.00</u>
10-0-5135	LAN Management	3 Points, LLC	2,437.00			
OVERDRIVE INC.				15022	07/15/19	<u>9,690.73</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	9,690.73			
EBSCO Information Services				15023	07/15/19	<u>6,985.00</u>
10-1-5346	Online Database - Winnetka	EBSCO Information Services	6,985.00			
BIBLIOTHECA, LLC				15024	07/15/19	<u>2,000.00</u>
10-0-5134	Software	BIBLIOTHECA, LLC	2,000.00			
HR Source				15025	07/15/19	<u>1,697.50</u>
10-0-5745	HR Consultant	HR Source	1,697.50			
HOOPLA (MIDWEST TAPE)				15026	07/12/19	<u>1,172.60</u>
10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	1,172.60			
DEMCO				15027	07/12/19	<u>121.23</u>
10-0-5120	Library Supplies	DEMCO	121.23			
DIGITAL INSURANCE, INC.				15028	07/12/19	<u>45.00</u>
10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	45.00			
DELTA DENTAL PLAN OF ILLINOIS				15029	07/12/19	<u>710.39</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	710.39			
FIRST COMMUNICATIONS				15030	07/12/19	<u>428.67</u>
10-1-5175	Telephone - Winnetka	FIRST COMMUNICATIONS	428.67			
Kanopy				15031	07/12/19	<u>188.00</u>
10-1-5345	Books-Digital-Winnetka	Kanopy	188.00			
QUILL CORPORATION				15032	07/12/19	<u>168.26</u>
10-0-5120	Library Supplies	QUILL CORPORATION	168.26			
QUILL CORPORATION				15033	07/12/19	<u>145.19</u>
10-0-5120	Library Supplies	QUILL CORPORATION	145.19			
AQUA COOLERS				15034	07/12/19	<u>37.00</u>
10-0-5122	Breakroom Supplies	AQUA COOLERS	37.00			
NCPERS GROUP LIFE INS.				15035	07/12/19	<u>16.00</u>
10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	16.00			
ENCYCLOPAEDIA BRITANNICA, INC.				15036	07/12/19	<u>740.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5346	Online Database - Winnetka	ENCYCLOPAEDIA BRITANNICA, INC.	740.00			
McGraw-Hill Education, Inc.				15037	07/12/19	<u>672.35</u>
10-1-5346	Online Database - Winnetka	McGraw-Hill Education, Inc.	672.35			
SENSOURCE				15038	07/12/19	<u>600.00</u>
10-0-5134	Software	SENSOURCE	600.00			
ANTHONY SCOPELLITI LANDSCAPING, INC.				15039	07/05/19	<u>420.00</u>
70-0-5750	Landscaping	ANTHONY SCOPELLITI LANDSCAPING, INC.	420.00			
CDW-G				15040	07/05/19	<u>418.56</u>
10-0-5885	Computer Equipment	CDW-G	418.56			
GALE/CENGAGE LEARNING				15041	07/05/19	<u>74.97</u>
10-1-5345	Books-Digital-Winnetka	GALE/CENGAGE LEARNING	74.97			
VILLAGE OF WINNETKA				15042	07/19/19	<u>4,414.37</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.76			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,900.26			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	100.10			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	48.69			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	110.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.20			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
COMED				15043	07/02/19	<u>521.33</u>
10-2-5171	Electricity - Northfield	COMED	521.33			
PITNEY BOWES				15044	07/03/19	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				15045	07/05/19	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
NICOR				15046	07/09/19	<u>64.20</u>
10-2-5174	Natural Gas - Northfield	NICOR	64.20			
NORTH SHORE GAS				15047	07/10/19	<u>413.77</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	413.77			
COMCAST				15048	07/11/19	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
VILLAGE OF NORTHFIELD				15049	07/26/19	<u>118.17</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	118.17			
NATIONWIDE RETIREMENT SOLUTIONS				15050	07/31/19	<u>1,006.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,006.00			
NATIONWIDE RETIREMENT SOLUTIONS				15051	07/31/19	<u>1,006.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

July 1, 2019 - July 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	1,006.00			
Deluxe 10-0-5121	Office Supplies	Deluxe	97.93	15052	07/31/19	<u>97.93</u>
Check List Total						<u><u>74,106.91</u></u>

Library Director's Report and Staff Activities for the August 19, 2019 Board Meeting

Impact Story

Impact story from Youth Services Associate Brian Kulaga: "This is what a Mom said to me: 'The kids came home from school and told ME about the summer reading program. They knew everything about it - I didn't have to do any research. It's great that it's so simple and that you guys go to the schools and promote it like that! We just came here and signed up at the table.'"

Financial Report

Lauterbach and Amen accountants are still working with our former accountants to conclude the June financial statements. The report presented is for July 2019.

- Property tax distributions have begun to come in, the first distribution when complete will represent 45% of our expected collection for fiscal year 19-20.
- Summer reading expenditures are high due to the nature of summer reading bridging two fiscal years (starting in June and ending in August.)

As this is the first report submitted by the new accountants, any feedback would be appreciated.

Building and Grounds

The Winnetka Patio Project has been sent back out for rebidding. We expect bids to be returned on September 5, 2019.

Personnel Update

We are very excited to announce our that our new Branch Services Coordinator is Courtney Volny. Courtney has worked with the District for over three years. We look forward to the community coming to know her as a friendly, warm and welcoming face at the Northfield Branch Library.

Some of our fabulous pages (Bea, Isaac, and Pearl) will be heading back to school! We look forward to seeing you during breaks and hopefully next summer. Library Page Rebecca Ganellen will also be leaving us as she takes on a full-time position.

Circulation Services

Total circulation for the month of July FY 2019/2020 was **44,028** compared to **47,432** for the same month last year. This represents a net change of **-7.18 %**

Cumulative circulation through July FY 2019/2020 is **44,028** compared to **47,222** for the previous fiscal year to date. This represents a net change of **-6.76 %**.

Virtual Branch circulation for the month of July FY 2019/2020 was **4,524** compared to **3,982** for the same month last year.

This represents a net change of **13.61 %**.

Self-checkout at the Winnetka Library for the month of July was 70.83%

Technology

There were 1025 public computer sessions at Winnetka with 49 percent of those occurring on laptops.

There were 682 public computer sessions at Northfield with 15 percent of those occurring on laptops.

There were 71 Chromebook sessions in Youth Services for July.

Library Director’s Report and Staff Activities
for the August 19, 2019 Board Meeting

Winnetka had 21,091 recorded hotspot sessions from 2,114 distinct devices. The average session time was 34 minutes. These sessions used a total of 505 GB of downstream bandwidth and 77 GB of upstream bandwidth.

Northfield had 8,025 hotspot sessions from 1,063 distinct devices. The average session time was 32 minutes. These sessions used a total of about 222 GB of downstream bandwidth and about 15 GB of upstream bandwidth.

We had 9,672 web sessions with 5,878 unique website users as counted by Google Analytics. The sessions number is down from last year’s 10,543 sessions, and the unique visitors count is up slightly from last year’s 5,730 unique users.

Collection Development Improvements:

Kate Grabon, Youth Collection Development Librarian, and Nick Mall, Adult Collection Development Librarian, presented their transition plan to the District’s current selection team this July. The plans detail how Nick and Kate will take over ordering responsibilities, weeding procedures for the District, and a materials promotion plan. The plans also include purchasing schedules to make the flow of received materials more even throughout the year. Kate and Nick will incrementally take over all ordering for the District, completing the transition by November 1.

Website: Most Visited Pages

Home Page | digital-library/ebooks-eaudiobooks | Jobs| Movies| digital/ New York Times

Study Room Usage

Bookings Summary

<i>Unique Users</i>	114
<i>Total Bookings</i>	204
<i>Time Available</i>	55,260
<i>Time Booked</i>	22,290
<i>Average Booking Duration</i>	109
<i>User Showed Up - Yes</i>	184
<i>User Showed Up - No</i>	0

Programs and Activities

Programming Highlights

- **Apollo 11: One Giant Leap** was attended by **19** patrons. Actor Terry Lynch portrayed astronaut Neil Armstrong as he recounted the lead up to the first moon landing, as well as the other “series of firsts” associated with that historic mission, including: the first color TV transmission from Earth and the first time a customs report was filled out from another planet.
- **Cut the Cord – Alternatives to Premium Cable Services** was attended by **17** patrons. IT Specialist George Lowman presented various alternatives to traditional cable television.

Communications and Marketing

The Source:

Library Director's Report and Staff Activities for the August 19, 2019 Board Meeting

We are busy putting the finishing touches on the next issue of The Source, which should arrive in District homes around August 24. The Studio 5 Year Anniversary and Library Card Sign-Up Month will be highlighted.

Outreach:

Our staff had a fun time connecting with community members at several of our outreach opportunities at the sidewalk sale, Wednesdays in the Woods and Northfield Market & Music.

One Book Two Villages:

Tickets are continuing to sell; we are currently on track for ticket sales in comparison to previous years. As the event gets closer, we will do another round of advertising via social media, local calendars and constant contact emails.

Strategic Plan:

We have been combing through the data from the survey and the strategic plan committee had its first meeting, discussing the overview of the community survey results. Staff are being sorted into subcommittees for a targeted approach to the plan.

Patron Point:

The expiring card email system had a few minor glitches. The queries for subsequent emails (we had 4 set up: 30 days before expiration, 7 days before expiration, 7 days after expiration and 30 days after expiration) have pulled patrons who already renewed their cards after the first email. Michael Cianfrani, Virtual Services Coordinator, helped troubleshoot this issue and it has been resolved.

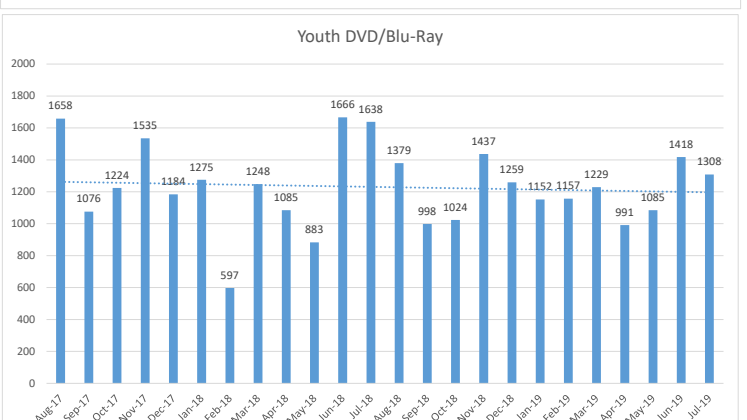
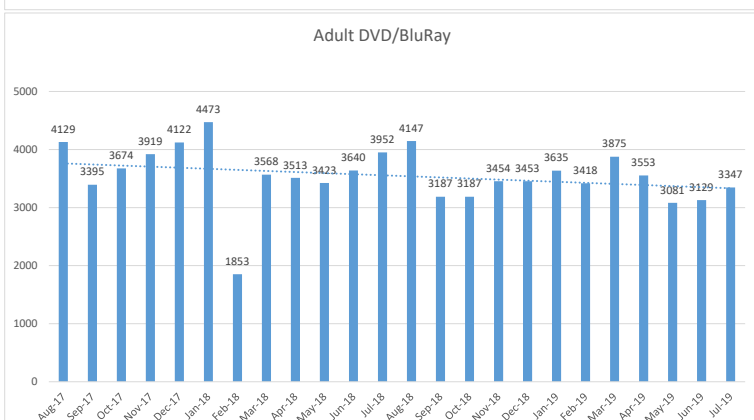
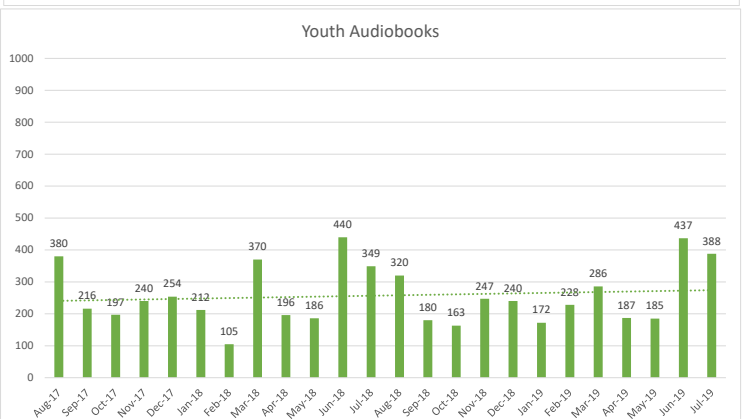
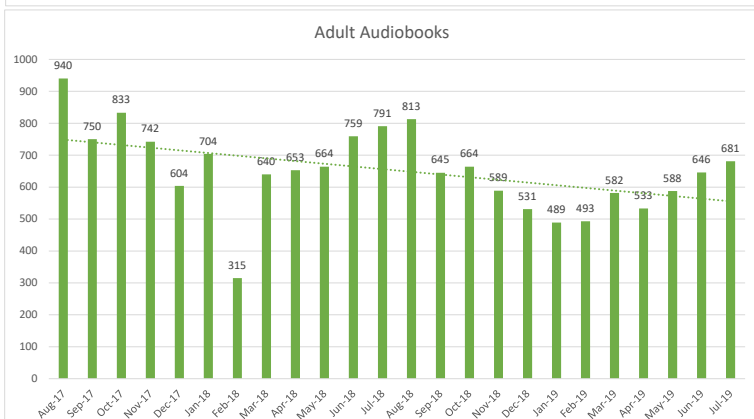
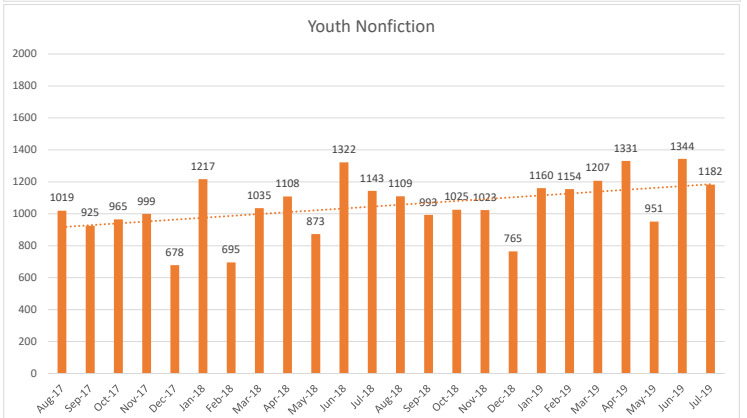
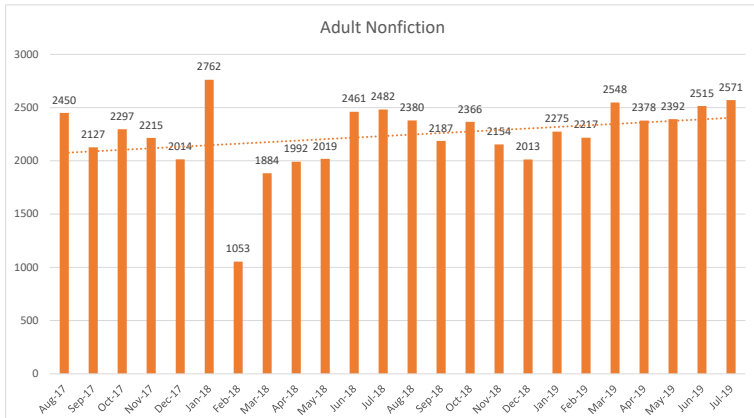
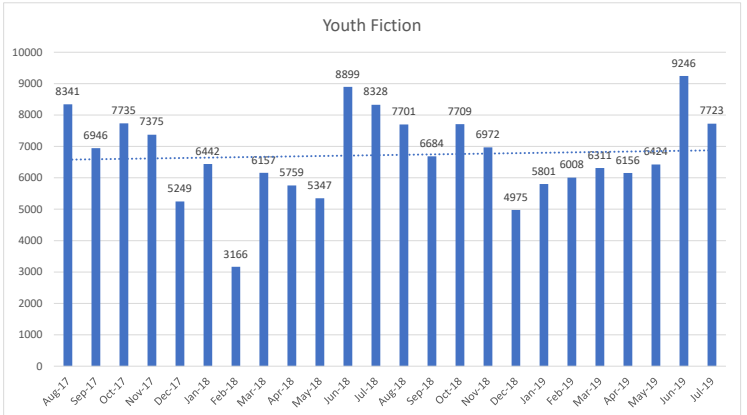
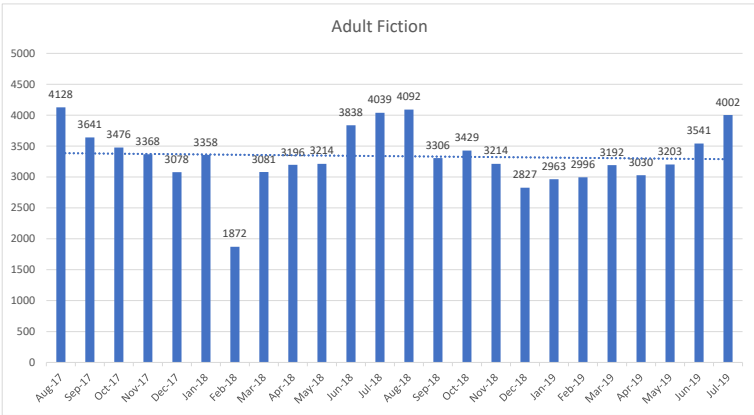
Library Card Sign up Month:

September is Library Card Sign up Month, and we will be promoting it through The Source and other appropriate channels. We are looking into promotional products to offer as incentive to get a Library card.

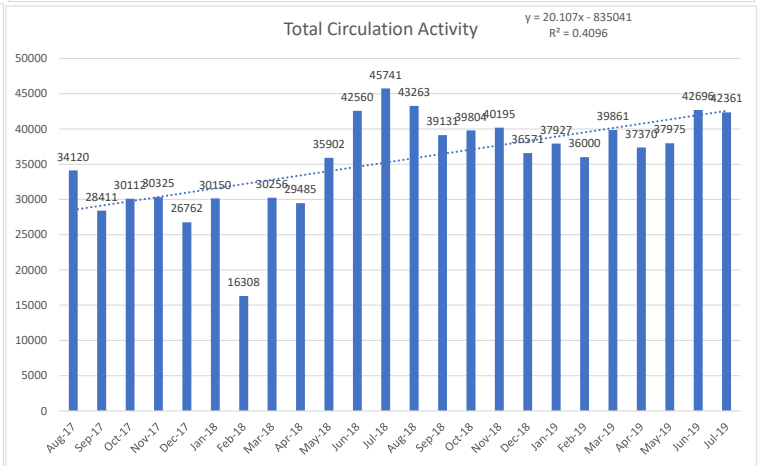
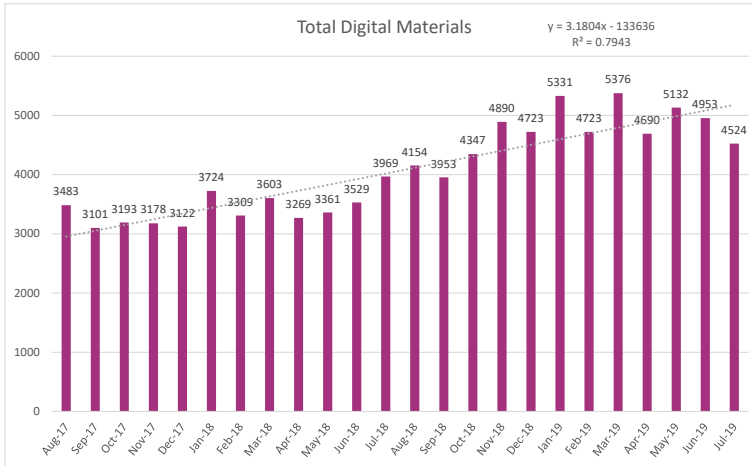
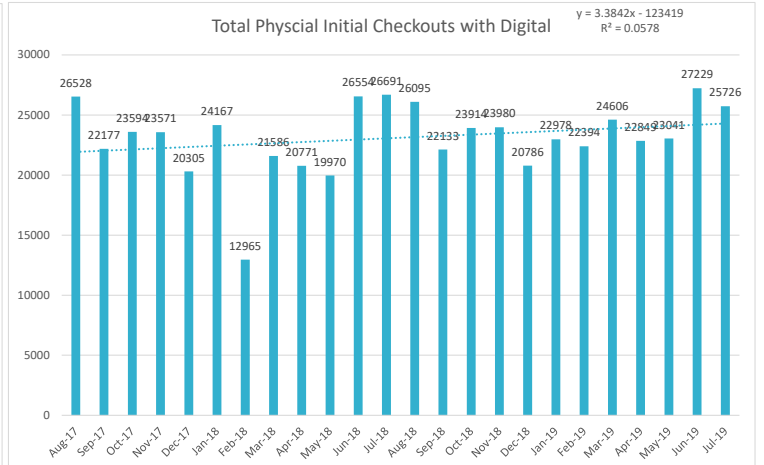
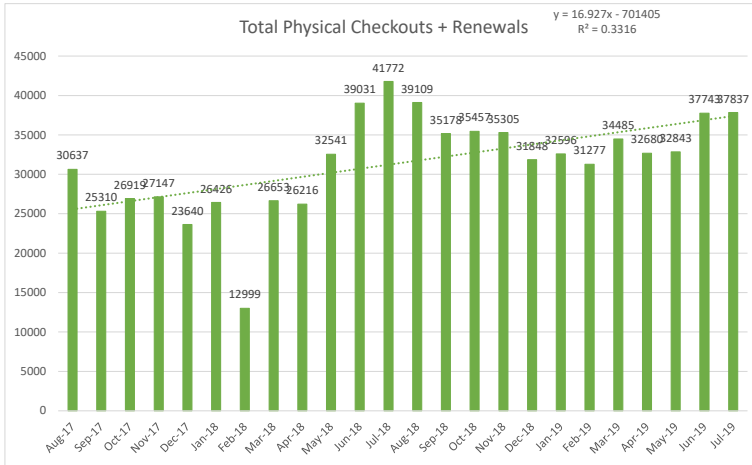
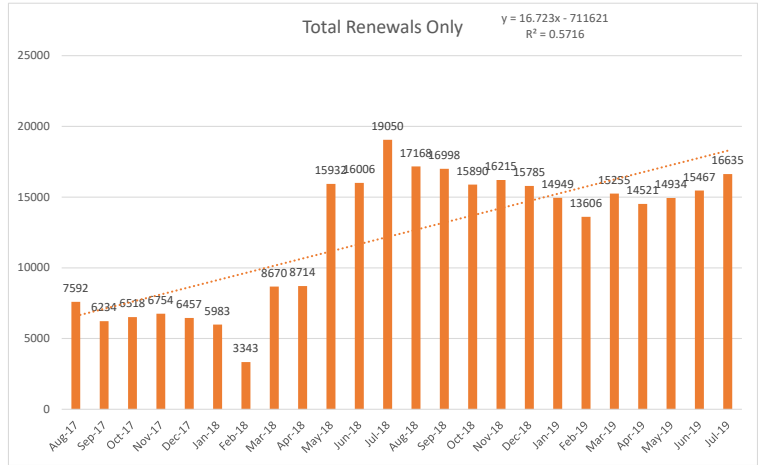
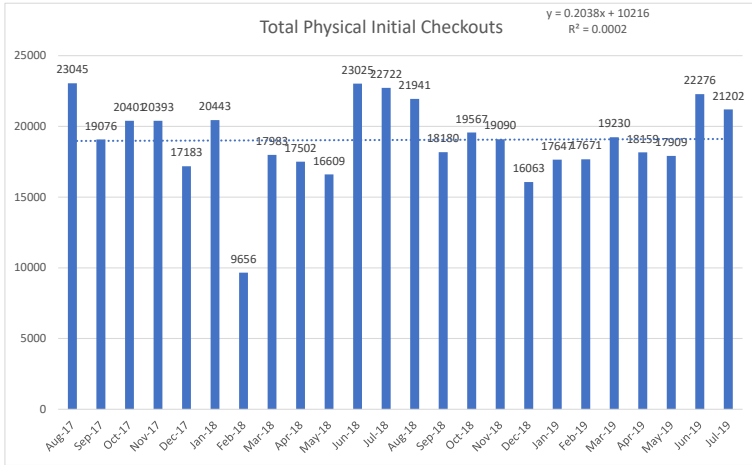
General Signage:

We continue to develop and post signage to promote Library events and collections. We are working with the Northfield Branch to streamline the signage and combine efforts among the District.

Physical Initial Checkouts July 2019



Totals Graphs July 2019



Report on Northfield Community Listening Sessions

The goal of the Community Listening Sessions was to obtain community feedback (both positive and negative) and to get the community's ideas for the proposed renovation of the Northfield Branch Library.

Our guiding principle for the Northfield Branch Library renovation project is to maintain and update the facility while maintaining its unique spirit, charm and small community feel. Our commitment is to ensure that we will address the long-standing needs of the Northfield Library for major maintenance items in the same way that we have at the Winnetka Library. We have been working on this project for the past two years, collecting feedback and meeting as a staff. We recognized that any true movement on the remodel of the main area of the Northfield Library space would be completed after the renovation of the Winnetka Library was complete to minimize disruption of service and have ample time to gather feedback and consider options.

The listening sessions were held as an open and honest way to listen and learn more about how to reassess our plans to better fit the needs of the community before moving forward. We communicated that there are some general maintenance items (new carpeting, new lighting, replacement of some shelving) that are planned for general upkeep, but that we are looking forward to discussing the community's thoughts about the larger scale renovation options.

We had seven topics we hoped to hear feedback on: the glass room/quiet space, shelving, staff desk, self-check, staffing, collections, and the link between the Community Room and the Library.

What We Heard:

Several who attended were deeply disappointed that Trustees of the Library were not present at the sessions. We assured those who attended that our intention was to listen as the Director, Assistant Director, Branch Coordinator and Head of Communications and report to the Board what we learned so that we could come up with strategies for next steps. It was generally expressed that this was not satisfactory.

The majority present were deeply concerned with the staffing changes at the Northfield Branch Library. They expressed that they missed the familiar faces and that they had built relationships with and felt disconnected by the rotation of new faces. Preserving the neighborhood feel is what was expressed as the most important issue facing the Northfield Branch. There were many questions regarding why staff rotate between the branches and why the scheduling of staff outside of the Northfield Branch was necessary. It was also asked why Northfield is part of a District.

Many felt strongly that Winnetka staff members do not provide the same level of service as the previous Northfield Staff. It was stated that Winnetka is cold and unfriendly and that the library was ruined by the renovation. It was stated that the Northfield Library was a unique and special place, and part of its character and charm had been destroyed by the departure of some of its former staff members. The new faces at the Branch were not acceptable to these participants. There were questions regarding retention rates at the Library and concerns regarding staff who had worked at Northfield and left.

There were also some comments and questions regarding other topics beyond staffing. Those included

- Wanting a traditional quiet space with rules for quiet
- Keeping children's areas in the main library

Report on Northfield Community Listening Sessions

- Preferring personal service over self-check machine
- Asking for something to be done so it is not so difficult to reach materials on the bottom shelves
- Fixing the noisy fan in the glass room.
- Making the entrance to the glass room accessible
- Preferring wood shelving
- Suggesting a rearrangement so seating is not directly next to the youth-side windows, which get cold in the wintertime

We also had several patrons comment that they did not feel comfortable expressing their thoughts or concerns in the meetings, as they felt the overall tone was toxic.

Next Steps:

From the expressed concerns of the Northfield Community, we feel the need to step back and reassess how we rebuild our relationships with the community and reconnect as a staff to them. We are going to have to work hard as a staff to establish a consistent rapport and open dialogue with our community in Northfield. As the Director of the District I am focused on building an open and honest communication channel.

As retention was highlighted as a concern, I felt compelled to review our retention rates. Typically, we compare ourselves to the national norms for both retail, education and service environments. While we are within the appropriate ranges, we do look seriously at any employee departure. As we value our employees, even in our small organization we engage a professional human resources consultant. Who is continuously using the feedback gathered from exit interviews, staff conversations and surveys to help us engage our team.

Our scheduling philosophy is to provide appropriate coverage at all service areas while remaining fair to public service staff. In order to achieve this, the district distributes evening and weekend shifts fairly among public service staff, accounts for off-desk needs of full-time professional staff in the schedule, and cross-trains public service staff to allow for rotation among the district. Rotating staff is necessary so all public service staff can have time off, to cover for staff illness, to allow for a robust program schedule at both buildings, and to encourage familiarity with both Winnetka and Northfield communities.

We need to demonstrate the value of the connection of both libraries to our communities and share the ways our connections guarantee premier library services to both Winnetka and Northfield.

Respectfully Submitted by Rebecca Wolf, Library Director

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

ORDINANCE NO. 2019-2020/1:

AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL
TAX OF .02% FOR THE 2019-2020 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 2019-2020.

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 19th day of August 2019, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR NOT VOTING:

APPROVED:

Jean Paul Ruiz-Funes, 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 19th day of August 2019, 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 August 2019.

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 19th day of August 2019.

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 19th day of August, 2019, 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 2019-2020 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, 2019.

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

(SEAL)