

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

**THE MEETING WILL IMMEDIATELY FOLLOWING THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES AT NORTHFIELD BRANCH LIBRARY COMMUNITY ROOM**

AGENDA

Monday, September 16, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Adopt a Resolution to Declare a Vacancy and Appoint a New Library Trustee**
- V. Oath of Office**
- VI. Vote to Approve Consent Agenda***

All items listed will be enacted by one vote. There will be no separate discussion on these items unless a Library Board member so requests, in which event, the item will be removed from the Consent Agenda and added to the Agenda for separate consideration.

 - **Vote to Approve Minutes of August 19, 2019 Regular Meeting***
 - **Vote to Approve Minutes of September 4, 2019 Study Session***
- VII. Financial Report**
 - Approve August 2019 Financial Statements*
 - Approve June 2019 Financial Statements*
- VIII. Library Report**
 - Board President's Comments (President Ruiz-Funes)
 - Director's Report (Director Wolf)*
- IX. Liaisons to Other Organizations – Reports**
 - Winnetka Village
 - Northfield Village (Trustee Shoup)
- X. Unfinished Business**
 - Presentation of the Plan to Address Community Concerns in Northfield*
 - Review of the Summary of Strategic Plan Survey Results and Next Steps*
- XI. New Business**
 - Discussion and Vote to Approve Backflow Valve Replacement*
 - Discussion and Vote to Approve Patio Project Bid*
- XII. Communications**
 - One Book Two Village Event is September 26th

*Attachments

**Winnetka-Northfield Public Library District
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BOARD OF TRUSTEES AT NORTHFIELD BRANCH LIBRARY COMMUNITY ROOM**

XIII. Public Comments

XIV. 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

XV. Return to Open Session

XVI. Adjournment

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2019-2020/2

A RESOLUTION TO DECLARE A VACANCY AND APPOINT A NEW LIBRARY TRUSTEE

(Kathleen Reichert Vacancy/ "Name of Appointed Candidate" Appointment)

WHEREAS, Kathleen Reichert ("Reichert") previously served as a Library Trustee; and

WHEREAS, Reichert resigned; and

WHEREAS, the Library District Act, 75 ILCS 16/30-25, provides that, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

WHEREAS, vacancies shall be filled by appointment of the Library Trustees until the next regular library election.

NOW, THEREFORE, BE IT RESOLVED that the Library Trustees hereby:

A. Declare a vacancy in the office of Library Trustee for a term set to expire in 2023 (the term previously filled by Reichert);

B. Appoint "**Name of Appointed Candidate**" to fill the vacancy effective September 16, 2019 and until the next regular election of Library Trustees in April, 2021.

This Resolution adopted this 16th day of September, 2019

Votes (by Trustee Last Name)

AYES: ____

NAYS: ____

ABSENT: ____

ABSTAIN: ____

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

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

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

August 19, 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 Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Raheela Anwar, Deborah Vandergrift and Brian Johnson; and Library Director Rebecca Wolf.
Absent: Trustee Travis Gosselin

Present were library employees; Nicola White (Administrative Assistant), Courtney Volny (Branch Services Coordinator), Kevin Breese (Human Resources Consultant), Stephanie Girardi (Collection Services Acquisitions Associate), Sarah Quish (Head of Communications & Marketing) and Sydney Clark (Library Associate). Present were Winnetka residents Jeffrey Liss, Elijah Wilde and Rosa. Present were Northfield residents Pat Doherty, Jeanne Doherty, Chuck Hirsch, Carol Hirsch, Nancy Detlefsen, Patricia Andrew, Aidan Andrew, Jeanne Dechovitz, Ronald Taeu, William Kelly, Sue Kelly, and Janet Lagouranis. Present was Wilmette resident Joan Scaccia. Present was Neil Milbert from the Winnetka Current.

III. Public Comments

Northfield residents Jeanne Dechovitz, Chuck Hirsch, Patricia Andrew, Nancy Detlefsen, Pat Doherty, Janet Lagouranis, Carol Hirsch, Aidan Andrew and Wilmette resident Joan Scaccia expressed their concerns regarding the Northfield Branch Library. President Ruiz-Funes thanked those who gave comments for their feedback.

IV. Vote to Approve Minutes of July 8, 2019 Regular Meeting

A MOTION was made by Trustee Anwar to approve the July 8, 2019 Regular Meeting minutes and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf presented the July 2019 financial statements to the Board. She noted that Lauterbach & Amen are continuing to work with Zabinski Consulting Services to provide financial statements for June 2019.

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

The MOTION passed on a voice vote; Trustee Anwar abstained.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The trustees and library management are giving very serious consideration to the issues expressed by the residents of Northfield.
- The Board expects a plan of action from the District at the September meeting.
- President Ruiz-Funes clarified that the role of the trustees is to provide oversight in the following areas:
 - Ensuring the Library operates in compliance with all laws and regulations.
 - Ensuring that the voice of the community is heard by management and acted upon.
 - Ensuring that the Library has a strategic plan with positive community impact.
 - Ensuring that the Library budget is sound and makes the best use of Library revenues.
 - Assessing the performance of the Library Director, who is the Board's sole employee.
- The Winnetka Caucus survey results demonstrated high levels of community usage and satisfaction with the Library District.
- The Library is well-managed financially and is using community funding thoughtfully.
 - The Library's financial management has received the highest marks by independent auditors.
 - Property taxes have been increasing at 1.5% a year, which is well below what the District is authorized to levy.
 - More funds have been shifted over time to collections, programs, and systems that provide better service to patrons.
 - The Winnetka renovation was funded entirely from reserves, as would the Northfield renovation. There is no need for any additional tax burden on residents.
- The Board is supportive in principal of the "two villages, one district" concept.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Youth Services Associate Brian Kulaga shared an impact story from a patron who was thankful to the District for getting her children so excited about Summer Reading.
- Courtney Volny, former Assistant Head of Circulation has accepted the position of Branch Services Coordinator after three years with the District.
- Pages Bea Harvey, Isaac Yon, and Pearl Shing-Roth are heading back to school and therefore leaving the District; and Page Rebecca Ganellen has resigned her position for a full-time opportunity.
- Collection Development librarians Kate Fuentes and Nick Mall presented their plan for ordering and weeding to District librarians.
- Marketing and Outreach
 - The "Cut the Cord" program continues to be very popular.
 - The District attended Wednesdays in the Woods and the Northfield Market and Music.

- Tickets are still on sale for the upcoming One Book Two Villages event.
- The Strategic Planning Committee had their first meeting.
- September is Library Card Sign-Up Month; the District will be hosting a giveaway.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the OneWinnetka development deal has been terminated.
- *Northfield Village*- Trustee Shoup reported that the District will be attending the Northfield Village meeting on August 20, 2019 to give a short presentation on the Library.

VIII. Unfinished Business

- *Discussion of Northfield Community Listening Sessions Feedback*

Director Wolf reported:

- The community concerns that were expressed to her are deeply affecting how the District will move forward.
- The District is having conversations with staff and determining how to look at scheduling. Director Wolf stated that there is still work to be done; she wants to ensure great relationships with community members and staff.
- The District respects the Northfield Branch Library as its own unique space, and plans to maintain the charm, warmth, and familiarity of the building.
- Healing the emotional connection to the community is the number one priority.

- *Update on Patio Project*

Director Wolf reported:

- The District went back out to bid for the Patio Project.

IX. New Business

- *Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2019-2020*

Director Wolf noted that the Board is re-voting due to an error when publishing the previous ordinance.

A MOTION was made by Trustee Anwar to approve the Ordinance Adopting Building and Maintenance Tax for Fiscal Year 2019-2020 and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS:

ABSENT: Trustee Gosselin

MOTION CARRIED

X. Communications

- *No communications.*

XI. Public Comments

Northfield residents Pat Doherty and Sue Kelly, and Winnetka residents Jeffrey Liss and Rosa gave comments regarding the Northfield Branch Library. President Ruiz-Funes thanked those who gave comments for their feedback.

XII. Adjourn to Closed Session

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:29 p.m.

XIII. Return to Open Session

XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Johnson and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:44 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

September 4, 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 7:04 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin and Raheela Anwar; and Library Director Rebecca Wolf.
Absent: Trustee Deborah Vandergrift

Present was library employee Stephanie Girardi (Collection Services Acquisitions Associate). Present were Winnetka residents Robert Leonard and Kate Casale MacNally.

III. Public Comments

Winnetka resident Robert Leonard gave a comment regarding the Northfield Branch Library.

IV. Discussion of Results of the District's Community Strategic Plan Survey

Director Wolf reported the results of the District's Community Strategic Plan Survey to the Board.

V. Public Comments

Winnetka resident Robert Leonard gave a comment regarding the District survey.

VI. Adjourn to Closed Session

A MOTION was made by Trustee Johnson 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 Anwar.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 7:57 p.m.

VII. Return to Open Session

The meeting returned to Open Session at 8:50 p.m.

VIII. Discussion of the Draft of the Northfield Community Concerns Plan

Director Wolf presented a draft of the Northfield Community Concerns Plan. She noted the three main areas of concern given by Northfield patrons:

- Maintaining the unique Northfield Branch Library character and culture

- The Northfield Branch Library renovation
- Overall personnel issues and the impact on patron services

Director Wolf noted the three main objectives of the plan:

- Rebuild the relationship with the community and reconnect with them as a staff
- Development of Northfield Branch Library renovation plans that fully meet the community's needs and address known issues
- Examine the current staffing practices and evaluate the District's personnel needs

IX. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gosselin and seconded by Trustee Johnson. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:22 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 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	682,189.17	1,797,406.09	43.91 %	1,115,216.92
IMRF Fund	88,200.00	14,700.00	40,453.24	45.87 %	25,753.24
FICA Fund	24,500.00	4,083.33	11,236.99	45.87 %	7,153.66
Building Fund	147,000.00	24,500.00	67,421.90	45.87 %	42,921.90
Unemployment Fund	10.00	1.67	4.48	44.80 %	2.81
Total Revenues	<u>4,352,845.00</u>	<u>725,474.17</u>	<u>1,916,522.70</u>	<u>44.03 %</u>	<u>1,191,048.53</u>
Expenses					
Library Fund	3,798,154.00	633,025.67	500,305.45	13.17 %	(132,720.22)
IMRF Fund	111,000.00	18,500.00	12,010.81	10.82 %	(6,489.19)
FICA Fund	123,000.00	20,500.00	17,570.65	14.29 %	(2,929.35)
Building Fund	286,146.00	47,691.00	49,715.63	17.37 %	2,024.63
Unemployment Fund	1,000.00	166.67	0.00	0.00 %	(166.67)
Total Expenses	<u>4,319,300.00</u>	<u>719,883.33</u>	<u>579,602.54</u>	<u>13.42 %</u>	<u>(140,280.79)</u>
Total Revenues	4,352,845.00	725,474.17	1,916,522.70	44.03 %	1,191,048.53
Total Expenses	<u>4,319,300.00</u>	<u>719,883.33</u>	<u>579,602.54</u>	<u>13.42 %</u>	<u>140,280.79</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>5,590.84</u>	<u>1,336,920.16</u>	<u>3,985.45 %</u>	<u>1,331,329.32</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	639,239.83	1,784,862.80	46.54 %	1,145,622.97
Replacement Tax	20,000.00	3,333.33	6,116.40	30.58 %	2,783.07
Collections	155,696.00	25,949.33	4,073.13	2.62 %	(21,876.20)
Materials	12,000.00	2,000.00	1,982.24	16.52 %	(17.76)
Other Income	70,000.00	11,666.67	371.52	0.53 %	(11,295.15)
Total Operating Revenue	<u>4,093,135.00</u>	<u>682,189.17</u>	<u>1,797,406.09</u>	<u>43.91 %</u>	<u>1,115,216.92</u>
Operating Expenses					
Personnel	1,790,000.00	298,333.33	257,121.32	14.36 %	(41,212.01)
Administration	226,704.00	37,784.00	53,525.41	23.61 %	15,741.41
Utilities	97,700.00	16,283.33	15,058.09	15.41 %	(1,225.24)
IT Services	171,250.00	28,541.67	33,966.64	19.83 %	5,424.97
Public Relations	45,000.00	7,500.00	7,588.87	16.86 %	88.87
Library Materials - Adult	561,000.00	93,500.00	80,125.38	14.28 %	(13,374.62)
Library Materials - Youth	89,900.00	14,983.33	7,062.66	7.86 %	(7,920.67)
Programs	66,600.00	11,100.00	13,540.27	20.33 %	2,440.27
Capital	750,000.00	125,000.00	32,316.81	4.31 %	(92,683.19)
Total Operating Expenses	<u>3,798,154.00</u>	<u>633,025.67</u>	<u>500,305.45</u>	<u>13.17 %</u>	<u>(132,720.22)</u>
Total Revenues	4,093,135.00	682,189.17	1,797,406.09	4,391.00 %	1,115,216.92
Total Expenses	<u>3,798,154.00</u>	<u>633,025.67</u>	<u>500,305.45</u>	<u>1,317.00 %</u>	<u>(132,720.22)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>49,163.50</u>	<u>1,297,100.64</u>	<u>3,074.00 %</u>	<u>1,247,937.14</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	639,239.83	1,776,996.73	46.33 %	1,137,756.90
Property Taxes Collections-Liability	0.00	0.00	5,618.50	0.00	5,618.50
Property Taxes Collections-Audit	0.00	0.00	2,247.57	0.00	2,247.57
Replacement Tax	<u>20,000.00</u>	<u>3,333.33</u>	<u>6,116.40</u>	<u>30.58 %</u>	<u>2,783.07</u>
Total Taxes	<u>3,855,439.00</u>	<u>642,573.17</u>	<u>1,790,979.20</u>	<u>46.45 %</u>	<u>1,148,406.03</u>
Collections					
Per Capita Grant	21,696.00	3,616.00	0.00	0.00 %	(3,616.00)
Kenilworth Services	100,000.00	16,666.67	0.00	0.00	(16,666.67)
Fines - Winnetka	25,000.00	4,166.67	3,300.95	13.20	(865.72)
Studio Fees	4,500.00	750.00	271.04	6.02	(478.96)
Lost/Damaged Mat.-Winnetka	4,500.00	750.00	392.24	8.72	(357.76)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>108.90</u>	<u>0.00</u>	<u>108.90</u>
Total Collections	<u>155,696.00</u>	<u>25,949.33</u>	<u>4,073.13</u>	<u>2.62 %</u>	<u>(21,876.20)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	1,666.67	1,982.24	19.82 %	315.57
Book Sales - Winnetka	<u>2,000.00</u>	<u>333.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(333.33)</u>
Total Materials	<u>12,000.00</u>	<u>2,000.00</u>	<u>1,982.24</u>	<u>16.52 %</u>	<u>(17.76)</u>
Other Income					
Checking Interest Income	45,000.00	7,500.00	186.55	0.41 %	(7,313.45)
Misc. Revenue - Winnetka	0.00	0.00	143.42	0.00	143.42
Contributions	25,000.00	4,166.67	0.00	0.00	(4,166.67)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>41.55</u>	<u>0.00</u>	<u>41.55</u>
Total Other Income	<u>70,000.00</u>	<u>11,666.67</u>	<u>371.52</u>	<u>0.53 %</u>	<u>(11,295.15)</u>
Total Revenue	<u>4,093,135.00</u>	<u>682,189.17</u>	<u>1,797,406.09</u>	<u>43.91 %</u>	<u>1,115,216.92</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Expenses					
Personnel					
Salaries	1,610,000.00	268,333.33	237,346.58	14.74 %	(30,986.75)
Health Insurance	155,000.00	25,833.33	18,229.74	11.76	(7,603.59)
Flu Vaccination	500.00	83.33	0.00	0.00	(83.33)
Employee Asst. Program	1,500.00	250.00	160.00	10.67	(90.00)
Conferences	20,000.00	3,333.33	1,295.00	6.48	(2,038.33)
Flexible Spending Account	<u>3,000.00</u>	<u>500.00</u>	<u>90.00</u>	<u>3.00</u>	<u>(410.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>298,333.33</u>	<u>257,121.32</u>	<u>14.36 %</u>	<u>(41,212.01)</u>
Administration					
Audit Fees	11,050.00	1,841.67	0.00	0.00 %	(1,841.67)
Library Supplies	35,000.00	5,833.33	10,398.78	29.71	4,565.45
Office Supplies	8,000.00	1,333.33	179.36	2.24	(1,153.97)
Breakroom Supplies	1,500.00	250.00	315.00	21.00	65.00
Postage	4,500.00	750.00	215.97	4.80	(534.03)
Hospitality	6,000.00	1,000.00	58.70	0.98	(941.30)
Accounting and Bookkeeping	20,004.00	3,334.00	0.00	0.00	(3,334.00)
Legal Notices	1,000.00	166.67	423.00	42.30	256.33
Delivery Service	8,000.00	1,333.33	1,224.00	15.30	(109.33)
Payroll Services	9,000.00	1,500.00	1,374.05	15.27	(125.95)
Liability Insurance Costs	30,000.00	5,000.00	12,586.00	41.95	7,586.00
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
Studio General Supplies	7,500.00	1,250.00	2,490.49	33.21	1,240.49
ILL Fees	150.00	25.00	0.00	0.00	(25.00)
Board Expenses	1,000.00	166.67	0.00	0.00	(166.67)
Memberships	6,000.00	1,000.00	533.00	8.88	(467.00)
Staff Recognition/Events/Meetings	5,000.00	833.33	786.01	15.72	(47.32)
Director's Expenses	500.00	83.33	0.00	0.00	(83.33)
Legal	12,000.00	2,000.00	1,545.00	12.88	(455.00)
Architects	0.00	0.00	2,000.00	0.00	2,000.00
Building Appraisal	500.00	83.33	0.00	0.00	(83.33)
Other Consultations	15,000.00	2,500.00	7,707.76	51.39	5,207.76
Investment Fees	0.00	0.00	272.52	0.00	272.52
HR Consultant	40,000.00	6,666.67	7,615.00	19.04	948.33
Studio Maintenance/Repair	<u>5,000.00</u>	<u>833.33</u>	<u>498.77</u>	<u>9.98</u>	<u>(334.56)</u>
Total Administration	<u>226,704.00</u>	<u>37,784.00</u>	<u>53,525.41</u>	<u>23.61 %</u>	<u>15,741.41</u>
Utilities					
Electricity - Winnetka	49,000.00	8,166.67	10,604.61	21.64 %	2,437.94
Water - Winnetka	5,700.00	950.00	626.27	10.99	(323.73)
Storm Sewer - Winnetka	1,900.00	316.67	266.32	14.02	(50.35)
Natural Gas - Winnetka	14,000.00	2,333.33	755.97	5.40	(1,577.36)
Telephone - Winnetka	10,000.00	1,666.67	1,302.47	13.02	(364.20)
Internet Services	<u>17,100.00</u>	<u>2,850.00</u>	<u>1,502.45</u>	<u>8.79</u>	<u>(1,347.55)</u>
Total Utilities	<u>97,700.00</u>	<u>16,283.33</u>	<u>15,058.09</u>	<u>15.41 %</u>	<u>(1,225.24)</u>
Information Technology					
CCS Operating	83,250.00	13,875.00	0.00	0.00 %	(13,875.00)
OCLC	0.00	0.00	20,174.84	0.00	20,174.84
Software	35,000.00	5,833.33	8,609.82	24.60	2,776.49
LAN Management	50,000.00	8,333.33	5,084.00	10.17	(3,249.33)
Hardware	0.00	0.00	28.00	0.00	28.00

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Technology/Website	3,000.00	500.00	69.98	2.33	(430.02)
Total Information Technology	<u>171,250.00</u>	<u>28,541.67</u>	<u>33,966.64</u>	<u>19.83 %</u>	<u>5,424.97</u>
Public Relations					
PR E-Marketing	1,500.00	250.00	681.69	45.45 %	431.69
PR Promotional	7,000.00	1,166.67	0.00	0.00	(1,166.67)
PR Source	25,000.00	4,166.67	1,613.94	6.46	(2,552.73)
PR Supplies	8,000.00	1,333.33	3,931.24	49.14	2,597.91
PR Advertising	3,500.00	583.33	1,362.00	38.91	778.67
Total Public Relations	<u>45,000.00</u>	<u>7,500.00</u>	<u>7,588.87</u>	<u>16.86 %</u>	<u>88.87</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	13,166.67	3,817.71	4.83 %	(9,348.96)
Books-Non-Fiction-Adult-Winnetka	77,000.00	12,833.33	3,102.36	4.03	(9,730.97)
Periodicals-Winnetka	28,000.00	4,666.67	1,722.88	6.15	(2,943.79)
DVDs-Adult-Winnetka	53,000.00	8,833.33	3,519.72	6.64	(5,313.61)
Audio Books-Adult-Winnetka	34,000.00	5,666.67	3,214.16	9.45	(2,452.51)
Books-Digital-Winnetka	185,000.00	30,833.33	28,051.91	15.16	(2,781.42)
Online Database	105,000.00	17,500.00	36,696.64	34.95	19,196.64
Total Library Materials - Adult	<u>561,000.00</u>	<u>93,500.00</u>	<u>80,125.38</u>	<u>14.28 %</u>	<u>(13,374.62)</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	3,000.00	528.94	2.94 %	(2,471.06)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	2,833.33	675.13	3.97	(2,158.20)
DVDs-Juv-Winnetka	12,500.00	2,083.33	1,251.46	10.01	(831.87)
Audio Books-Juv-Winnetka	12,000.00	2,000.00	2,727.22	22.73	727.22
Music-Juv-Winnetka	900.00	150.00	(68.97)	(7.66)	(218.97)
Books-Easy-Winnetka	18,500.00	3,083.33	1,603.66	8.67	(1,479.67)
Books-Jr. High-Winnetka	11,000.00	1,833.33	345.22	3.14	(1,488.11)
Total Library Materials - Youth	<u>89,900.00</u>	<u>14,983.33</u>	<u>7,062.66</u>	<u>7.86 %</u>	<u>(7,920.67)</u>
Programs					
Summer Reading	11,100.00	1,850.00	6,981.05	62.89 %	5,131.05
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	2,065.00	0.00	2,065.00
Program Performers Fee-Winnetka	0.00	0.00	300.00	0.00	300.00
OBTV	17,000.00	2,833.33	0.00	0.00	(2,833.33)
Programming - Youth	16,500.00	2,750.00	1,139.37	6.91	(1,610.63)
Programming - Adult	22,000.00	3,666.67	2,343.79	10.65	(1,322.88)
Total Programs	<u>66,600.00</u>	<u>11,100.00</u>	<u>13,540.27</u>	<u>20.33 %</u>	<u>2,440.27</u>
Capital					
Building	155,000.00	25,833.33	0.00	0.00 %	(25,833.33)
Equipment/Furniture	500,000.00	83,333.33	2,283.44	0.46	(81,049.89)
Computer Equipment	95,000.00	15,833.33	30,033.37	31.61	14,200.04
Total Capital	<u>750,000.00</u>	<u>125,000.00</u>	<u>32,316.81</u>	<u>4.31 %</u>	<u>(92,683.19)</u>
Total Expenses	<u>3,798,154.00</u>	<u>633,025.67</u>	<u>500,305.45</u>	<u>13.17 %</u>	<u>(132,720.22)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>49,163.50</u>	<u>1,297,100.64</u>	<u>439.72 %</u>	<u>1,247,937.14</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis

For the 2 Months Ended August 31, 2019

Ideal Budget Percentage: 16.67%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	24,500.00	67,421.90	45.87 %	42,921.90
Total Revenue	<u>147,000.00</u>	<u>24,500.00</u>	<u>67,421.90</u>	<u>45.87 %</u>	<u>42,921.90</u>
Expenses					
Northfield Lease	66,196.00	11,032.67	5,340.21	8.07 %	(5,692.46)
Janitorial Supplies	8,500.00	1,416.67	19,391.43	228.13	17,974.76
Snow Removal	8,000.00	1,333.33	0.00	0.00	(1,333.33)
Photocopier Leases	40,000.00	6,666.67	0.00	0.00	(6,666.67)
Phone Lease	9,600.00	1,600.00	4,534.01	47.23	2,934.01
Building Maintenance Service	110,000.00	18,333.33	10,666.11	9.70	(7,667.22)
Elevators	8,000.00	1,333.33	0.00	0.00	(1,333.33)
Landscaping	5,000.00	833.33	840.00	16.80	6.67
HVAC	10,000.00	1,666.67	3,322.50	33.23	1,655.83
Automatic Doors	3,500.00	583.33	395.41	11.30	(187.92)
Roof	600.00	100.00	0.00	0.00	(100.00)
Alarms	2,750.00	458.33	766.00	27.85	307.67
Equipment	4,000.00	666.67	0.00	0.00	(666.67)
Misc Services	10,000.00	1,666.67	4,459.96	44.60	2,793.29
Total Expenses	<u>286,146.00</u>	<u>47,691.00</u>	<u>49,715.63</u>	<u>17.37 %</u>	<u>2,024.63</u>
 Excess Revenues less Expenses	 <u>\$ (139,146.00)</u>	 <u>\$ (23,191.00)</u>	 <u>\$ 17,706.27</u>	 <u>(12.72)%</u>	 <u>40,897.27</u>

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Amber Mechanical Contractors Inc.				2667	08/09/19	<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				2668	08/09/19	<u>2,889.05</u>
70-0-5799	Misc Services	Inv # 35006651	2,889.05			
Cengage Learning				2669	08/09/19	<u>23,330.34</u>
10-1-5346	Online Database - Winnetka	Inv # 67374159 Acct # 156561	2,945.25			
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			
COOPERATIVE COMPUTER SERVICES				2670	08/09/19	<u>20,174.84</u>
10-0-5133	OCLC	Inv # 1623	20,174.84			
Digicorp, Inc				2671	08/09/19	<u>23,913.00</u>
10-0-5885	Computer Equipment	Inv # 328808	23,913.00			
For the Love of Tidy - Kristyn Ivey				2672	08/09/19	<u>250.00</u>
10-0-5908	Programming - Adult	For the Love of Tidy - Kristyn Ivey	250.00			
Jessica Litman				2673	08/09/19	<u>200.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Jessica Litman - The Organized Mama	200.00			
Leslie Goddard				2674	08/09/19	<u>325.00</u>
10-0-5908	Programming - Adult	Leslie Goddard - Royal Weddings	325.00			
Product Architecture and Design				2675	08/09/19	<u>2,000.00</u>
10-0-5741	Architects	Inv # 1650.0109	2,000.00			
Schillers				2676	08/09/19	<u>4,922.92</u>
10-0-5885	Computer Equipment	Inv # 4203594-01	4,922.92			
Shari Pontillo				2677	08/09/19	<u>375.00</u>
10-0-5908	Programming - Adult	Shari Pontillo - Resin Jewelry	375.00			
Utica National Insurance Group				2678	08/09/19	<u>12,586.00</u>
10-0-5150	Liability Insurance Costs	Acct # 202228254	12,586.00			
Maya Ginn				2705	08/15/19	<u>144.21</u>
10-0-5110	Salaries	Maya Ginn - 8/9 paycheck	144.21			
Computype, Inc.				2706	08/23/19	<u>724.00</u>
10-0-5120	Library Supplies	Inv # 649125	724.00			
Counseling Center of the North Shore				2707	08/23/19	<u>160.00</u>
10-0-5113	Employee Asst. Program	Inv # 2036	160.00			

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Esscoe L.L.C. 70-0-5758	Alarms	inv # 37256 cust # 1900	456.00	2708	08/23/19	<u>456.00</u>
GenX Generator 70-0-5799	Misc Services	RES Air Cooled Silver PMA	225.00	2709	08/23/19	<u>225.00</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 25315697	799.98	2710	08/23/19	<u>799.98</u>
Huntley Public Library 10-0-4150	Lost/Damaged Materials	Item # 36839112763064 - Seinfeld season 5	19.99	2711	08/23/19	<u>19.99</u>
Industrial Appraisal Company 70-0-5799	Misc Services	Inv # 8502670	160.00	2712	08/23/19	<u>160.00</u>
U.S. Postal Service 10-0-5722	PR Source	Postage for the source	723.87	2713	08/23/19	<u>723.87</u>
Utica National Insurance Group 10-0-5153	Workers Compensation Insurance	Acct # 202228254	3,302.00	2714	08/23/19	<u>3,302.00</u>
Aqua Chill of Chicago 10-0-5122 10-0-5122 10-0-5122	Breakroom Supplies Breakroom Supplies Breakroom Supplies	Inv # 2255744 Inv # 2256145 Inv # 2256610	37.00 37.00 37.00	2715	08/23/19	<u>111.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	11,420.50	15053	08/12/19	<u>11,420.50</u>
City Wide of Chicago 70-0-5725	Janitorial Supplies	City Wide of Chicago	9,000.00	15054	08/12/19	<u>9,000.00</u>
BIBLIOTHECA, LLC 10-0-5120	Library Supplies	BIBLIOTHECA, LLC	6,357.78	15055	08/12/19	<u>6,357.78</u>
HR Source 10-0-5745	HR Consultant	HR Source	3,000.00	15056	08/12/19	<u>3,000.00</u>
3 Points, LLC 10-0-5135	LAN Management	3 Points, LLC	2,647.00	15057	08/12/19	<u>2,647.00</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5748	Building Maintenance Service	THYSSENKRUPP ELEVATOR CORP.	1,828.61	15058	08/12/19	<u>1,828.61</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,680.26	15059	08/12/19	<u>1,680.26</u>
HR Source 10-0-5745	HR Consultant	HR Source	610.00	15060	08/12/19	<u>610.00</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	1,301.58	15061	08/09/19	<u>1,301.58</u>
OVERDRIVE INC.				15062	08/09/19	<u>852.87</u>

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	852.87			
DELTA DENTAL PLAN OF ILLINOIS				15063	08/09/19	<u>795.29</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	795.29			
MERCHANTS DELIVERY SERVICE				15064	08/09/19	<u>624.00</u>
10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	624.00			
FIRST COMMUNICATIONS				15065	08/09/19	<u>479.17</u>
10-1-5175	Telephone - Winnetka	FIRST COMMUNICATIONS	479.17			
ANTHONY SCOPELLITI LANDSCAPING, INC.				15066	08/09/19	<u>420.00</u>
70-0-5750	Landscaping	ANTHONY SCOPELLITI LANDSCAPING, INC.	420.00			
OVERDRIVE INC.				15067	08/09/19	<u>330.12</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	330.12			
OVERDRIVE INC.				15068	08/09/19	<u>278.48</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	278.48			
Kanopy				15069	08/09/19	<u>226.00</u>
10-1-5345	Books-Digital-Winnetka	Kanopy	226.00			
CAVENDISH SQUARE PUBLISHING				15070	08/09/19	<u>117.93</u>
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	CAVENDISH SQUARE PUBLISHING	117.93			
OVERDRIVE INC.				15071	08/09/19	<u>168.99</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	168.99			
OVERDRIVE INC.				15072	08/09/19	<u>160.00</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	160.00			
CHICAGO BACKFLOW INC.				15073	08/09/19	<u>150.00</u>
70-0-5799	Misc Services	CHICAGO BACKFLOW INC.	150.00			
NEWEGG BUSINESS, INC.				15074	08/09/19	<u>144.99</u>
10-0-5885	Computer Equipment	NEWEGG BUSINESS, INC.	144.99			
OVERDRIVE INC.				15075	08/09/19	<u>99.98</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	99.98			
OVERDRIVE INC.				15076	08/09/19	<u>55.00</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	55.00			
DEMCO				15077	08/09/19	<u>54.17</u>
10-0-5120	Library Supplies	DEMCO	54.17			
DIGITAL INSURANCE, INC.				15078	08/09/19	<u>45.00</u>
10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	45.00			
AQUA COOLERS				15079	08/09/19	<u>37.00</u>
10-0-5122	Breakroom Supplies	AQUA COOLERS	37.00			
OVERDRIVE INC.				15080	08/09/19	<u>30.98</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	30.98			

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
CDW-G 10-0-5136	Hardware	CDW-G	28.00	15081	08/09/19	<u>28.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	20.99	15082	08/09/19	<u>20.99</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	16.00	15083	08/09/19	<u>16.00</u>
City Wide of Chicago 70-0-5725	Janitorial Supplies	City Wide of Chicago	9,000.00	15084	08/05/19	<u>9,000.00</u>
OVERDRIVE INC. 10-0-5134 10-1-5345	Software Books-Digital-Winnetka	OVERDRIVE INC. OVERDRIVE INC.	6,000.00 2,000.00	15085	08/05/19	<u>8,000.00</u>
The Lakota Group, Inc. 10-0-5743	Other Consultations	The Lakota Group, Inc.	6,457.76	15086	08/05/19	<u>6,457.76</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD	5,340.21	15087	08/05/19	<u>5,340.21</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	3,104.02	15088	08/05/19	<u>3,104.02</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	2,309.29	15089	08/05/19	<u>2,309.29</u>
HR Source 10-0-5745	HR Consultant	HR Source	2,307.50	15090	08/05/19	<u>2,307.50</u>
PROQUEST LLC 10-1-5346	Online Database - Winnetka	PROQUEST LLC	2,142.40	15091	08/05/19	<u>2,142.40</u>
BIBLIOTHECA, LLC 10-1-5346	Online Database - Winnetka	BIBLIOTHECA, LLC	1,651.35	15092	08/05/19	<u>1,651.35</u>
Batteries Plus LLC 70-0-5725	Janitorial Supplies	Batteries Plus LLC	105.31	15093	08/05/19	<u>105.31</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVCS.	665.00	15094	08/05/19	<u>665.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVCS.	1,614.63	15095	08/05/19	<u>1,614.63</u>
VILLAGE OF WINNETKA 10-1-5171 10-1-5171 10-1-5171 10-1-5172 10-1-5172 10-1-5172 10-1-5172	Electricity - Winnetka Electricity - Winnetka Electricity - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka Water - Winnetka	VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA VILLAGE OF WINNETKA	37.76 4,557.29 124.42 125.40 10.20 55.41 2.00	15096	08/21/19	<u>5,117.64</u>

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
COMCAST				15097	08/12/19	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
PITNEY BOWES				15098	08/06/19	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
COMCAST				15099	08/05/19	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
COMED				15100	08/01/19	<u>618.05</u>
10-2-5171	Electricity - Northfield	COMED	618.05			
NORTH SHORE GAS				15101	08/01/19	<u>278.00</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	278.00			
VOGUE PRINTERS				15102	08/28/19	<u>1,362.00</u>
10-0-5724	PR Advertising	VOGUE PRINTERS	1,362.00			
OVERDRIVE INC.				15103	08/28/19	<u>762.46</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	762.46			
CDW-G				15104	08/28/19	<u>745.00</u>
10-0-5884	Equipment/Furniture	CDW-G	745.00			
OVERDRIVE INC.				15105	08/28/19	<u>625.96</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	625.96			
ASSA ABLOY Entrance Systems US Inc.				15106	08/28/19	<u>395.41</u>
70-0-5755	Automatic Doors	ASSA ABLOY Entrance Systems US Inc.	395.41			
OVERDRIVE INC.				15107	08/28/19	<u>372.41</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	372.41			
BIBLIOTHECA, LLC				15108	08/28/19	<u>351.15</u>
10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	351.15			
Warehouse Direct				15109	08/28/19	<u>274.39</u>
70-0-5725	Janitorial Supplies	Warehouse Direct	274.39			
OVERDRIVE INC.				15110	08/28/19	<u>248.56</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	248.56			
OVERDRIVE INC.				15111	08/28/19	<u>229.75</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	229.75			
OVERDRIVE INC.				15112	08/28/19	<u>126.46</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	126.46			
OVERDRIVE INC.				15113	08/28/19	<u>106.99</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	106.99			
Cengage Learning				15114	08/28/19	<u>100.71</u>

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	Cengage Learning	100.71			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	80.00	15115	08/28/19	<u>80.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	78.92	15116	08/28/19	<u>78.92</u>
AQUA COOLERS 10-0-5122 10-0-5122	Breakroom Supplies Breakroom Supplies	AQUA COOLERS AQUA COOLERS	-37.00 -37.00	15117	08/28/19	<u>(74.00)</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	65.00	15118	08/28/19	<u>65.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	57.00	15119	08/28/19	<u>57.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	55.00	15120	08/28/19	<u>55.00</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Cengage Learning	50.23	15121	08/28/19	<u>50.23</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	47.00	15122	08/28/19	<u>47.00</u>
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	36.21	15123	08/28/19	<u>36.21</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	32.00	15124	08/28/19	<u>32.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	18.77	15125	08/28/19	<u>18.77</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	7.68	15126	08/28/19	<u>7.68</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVCS.	665.00	15127	08/28/19	<u>665.00</u>
TODAY'S BUSINESS SOLUTIONS INC. 70-0-5747	Phone Lease	TODAY'S BUSINESS SOLUTIONS INC.	394.70	15128	08/28/19	<u>394.70</u>
COMED 10-2-5171	Electricity - Northfield	COMED	707.64	15129	08/30/19	<u>707.64</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15130	08/31/19	<u>926.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15131	08/31/19	<u>926.00</u>

Winnetka-Northfield Public Library District

Check Register

Byline Bank Checking

August 1, 2019 - August 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15132	08/31/19	<u>926.00</u>
CAVENDISH SQUARE PUBLISHING 10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	CAVENDISH SQUARE PUBLISHING	177.93	15133	08/09/19	<u>177.93</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	7.68	15134	08/19/19	<u>7.68</u>
Check List Total						<u><u>204,100.36</u></u>

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 June 2019 - 100%

	Budget 2018-19		Actual June 2019			
	Full Year	Prorated		June 2019	% of Budget	Variance vs. Prorated Budget
		Through 2019	June			
Revenues						
Total 0004000 Property Taxes						
Collections	\$ 3,741,892	\$ 3,741,892	\$ 3,799,591	101.5%	\$ 57,699	
Total 0004500 Interest	\$ 18,000	\$ 18,000	\$ 99,596	553.3%	\$ 81,596	
1004040 Replacement Tax	\$ 20,000	\$ 20,000	\$ 33,899	169.5%	\$ 13,899	
Total 1004050 Per Capita Grant	\$ 14,107	\$ 14,107	\$ 22,890	162.3%	\$ 8,783	
1004060 Kenilworth Services	\$ 100,000	\$ 100,000	\$ 97,165	97.2%	\$ (2,835)	
Total 1004100 Fines	\$ 35,000	\$ 35,000	\$ 21,904	62.6%	\$ (13,096)	
1004120 Studio Fees	\$ 4,500	\$ 4,500	\$ 1,719	38.2%	\$ (2,781)	
Total 1004150 Lost/Damaged						
Materials	\$ 4,500	\$ 4,500	\$ 109	2.4%	\$ (4,391)	
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166		\$ 1,166	
Total 1004300 Copy/Printing	\$ 9,000	\$ 9,000	\$ 7,661	85.1%	\$ (1,339)	
Total 1004700 Book Sales	\$ 2,000	\$ 2,000	\$ 1,038	51.9%	\$ (962)	
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,380		\$ 1,380	
Total 1004800 Contributions	\$ 30,000	\$ 30,000	\$ 23,129	77.1%	\$ (6,871)	
Total Revenues	\$ 3,978,999	\$ 3,978,999	\$ 4,111,246	103.3%	\$ 132,247	
Expenses						
1000000 Fund 10 General Expenses						
Total 10.5100 IT Services	173,150	173,150	144,349	83.4%	28,801	
Total 1005000 Administrative Services	356,425	356,425	321,069	90.1%	35,356	
Total 1005100 Personnel	1,835,000	1,835,000	1,668,686	90.9%	166,314	
Total 1005900 Programming-District Initiative	81,100	81,100	24,057	29.7%	57,043	
Total 1015300 Adult Services - Winnetka	475,000	475,000	493,262	103.8%	(18,262)	
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	56,900	50,274	88.4%	6,626	
Total 1025300 Adult Services - Northfield	61,000	61,000	68,694	112.6%	(7,694)	
Total 1025400 Youth/Children's Sv.-Northfield	32,500	32,500	33,360	102.6%	(860)	
Total 1035800 Capital Outlay	650,000	650,000	315,968	48.6%	334,032	
Total 1000000 Fund 10 General Expenses	3,721,075	3,721,075	3,119,720	83.8%	601,355	
Total Revenues	3,978,999	3,978,999	4,111,246	103.3%	132,247	
Total Expenses	3,721,075	3,721,075	3,119,720	83.8%	601,355	
Net Operating Income	257,924	257,924	991,527	384.4%	\$ 733,603	

Winnetka-Northfield Public Library District
General Fund Income Statement
July, 2018 - June, 2019
June 2019 - 100%

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 3,741,892	\$ 3,799,591	102%	\$ 57,699
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 3,741,892	\$ 3,799,591	102%	\$ 57,699
0004500 Interest	18,000	18,000			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			2,642		
1004525 FT Money Market-Interest			1,206		
1004595 FT Investment Interest Income			95,748		
Total 0004500 Interest	\$ 18,000	\$ 18,000	\$ 99,596	553%	\$ 81,596
1004040 Replacement Tax	\$ 20,000	\$ 20,000	\$ 33,899	169%	\$ 13,899
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	14,107	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 14,107	\$ 22,890	162%	\$ 8,783
1004060 Kenilworth Services	100,000	100,000	97,165	97%	(2,835)
1004100 Fines	35,000				
1014100 Fines - Winnetka			19,286		
1024100 Fines - Northfield			2,617		
Total 1004100 Fines	\$ 35,000	\$ 35,000	\$ 21,904	63%	\$ (13,096)
1004120 Studio Fees	4,500	4,500	1,719	38%	(2,781)
1004150 Lost/Damaged Materials	4,500	4,500			-
1014150 Lost/Damaged Mat.-Winnetka			(7)		
1024150 Lost/Damaged Mat.-Northfield			115		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 4,500	\$ 109	2%	\$ (4,391)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	9,000			
1014300 Copy/Printing - Winnetka			4,784		
1024300 Copy/Printing - Northfield			2,876		
Total 1004300 Copy/Printing	\$ 9,000	\$ 9,000	\$ 7,661	85%	\$ (1,339)
1004700 Book Sales	2,000	2,000			
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 2,000	\$ 1,038	52%	\$ (962)
1004775 Miscellaneous Revenue			\$ 1,380		\$ 1,380
1004800 Contributions	30,000	30,000			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			23,129		
Total 1004800 Contributions	\$ 30,000	\$ 30,000	\$ 23,129	77%	\$ (6,871)
Total Income	\$ 3,978,999	\$ 3,978,999	\$ 4,111,246	103%	\$ 132,248
Gross Profit	\$ 3,978,999	\$ 3,978,999	\$ 4,111,246	103%	\$ 132,247
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating & OCLC	83,250	83,250	78,077	94%	(5,173)
1005134 Software	31,000	31,000	22,546	73%	(8,454)

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
1005135 LAN Management	55,000	55,000	38,256	70%	(16,744)
1005136 Hardware	1,900	1,900	3,174	167%	1,274
1005177 Technology/Website	2,000	2,000	2,297	115%	297
Total 10.5100 IT Services	\$ 173,150	\$ 173,150	\$ 144,349	83%	(28,800.92)
1005000 Administrative Services					
1005101 Audit Fees	9,800	9,800	11,050	113%	1,250
1005120 Library Supplies	30,000	30,000	30,967	103%	967
1005121 Office Supplies	8,000	8,000	7,053	88%	(947)
1005122 Breakroom Supplies	1,500	1,500	1,551	103%	51
1005123 Postage	6,000	6,000	3,508	58%	(2,492)
1005124 Hospitality	6,000	6,000	3,088	51%	(2,912)
1005131 Accounting and Bookkeeping	15,000	15,000	14,316	95%	(684)
1005137 Legal Notices	1,500	1,500	409	27%	(1,091)
1005138 Delivery Service	7,700	7,700	6,750	88%	(950)
1005140 Payroll Services	8,500	8,500	8,512	100%	12
1005150 Liability Insurance Costs	35,000	35,000			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	35,000	20,548	59%	(14,452)
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			36,428		
1025171 Electricity - Northfield			5,934		
Total 1005171 Electricity	45,000	45,000	42,362	94%	(2,638)
1005172 Water	5,625				
1015172 Water - Winnetka			1,921		
1025172 Water - Northfield			402		
Total 1005172 Water	5,625	5,625	2,323	41%	(3,302)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			1,465		
Total 1005173 Storm Sewer	1,900	1,900	1,465	77%	(435)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			9,339		
1025174 Natural Gas - Northfield			1,684		
Total 1005174 Natural Gas	11,000	11,000	11,022	100%	22
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			10,400		
Total 1005175 Telephone	9,250	9,250	10,400	112%	1,150
1005176 Internet Services	16,500	16,500	16,590	101%	90
Total 1005170 Utilities	89,275	89,275	84,162	94%	(5,113)
1005700 Public Relations					
1005720 PR E-Marketing	1,500	1,500	530	35%	(970)
1005721 PR Promotional	6,000	6,000	5,678	95%	(322)
1005722 PR Source	25,000	25,000	19,874	79%	(5,126)
1005723 PR Supplies	8,000	8,000	6,467	81%	(1,533)
1005724 PR Advertising	3,500	3,500	3,772	108%	272
Total 1005700 Public Relations	44,000	44,000	36,321	83%	(7,679)
1005703 ILL Fees	150	150	109	73%	(41)
1005713 Credit Card Processing Fees	-	-	925	0%	925
1005719 Board Expenses	1,000	1,000	-	0%	(1,000)

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
1005731 Memberships	6,500	6,500	2,493	38%	(4,007)
1005732 Staff Meetings	5,000	5,000	2,831	57%	(2,169)
1005734 Staff Recognition	-	-	-	-	-
1005735 Director's Expenses	1,000	1,000	300	30%	(700)
1005736 Legal	15,000	15,000	5,303	35%	(9,697)
1005741 Architects	-	-	8,968	-	8,968
1005742 Building Appraisal	500	500	-	0%	(500)
1005743 Other Consultations	15,000	15,000	40,422	269%	25,422
1005744 Investment Fees	-	-	4,570	0%	4,570
1005745 HR Consultant	50,000	50,000	26,915	54%	(23,085)
Total 1005000 Administrative Services	356,425	356,425	321,069	90%	(35,356)
1005100 Personnel					
1005110 Salaries	1,670,000	1,670,000	1,538,022	92%	(131,978)
1005111 Health Insurance	140,000	140,000	115,525	83%	(24,475)
1005112 Flu Vaccination	500	500	-	0%	(500)
1005113 Employee Asst. Program	1,500	1,500	150	10%	(1,350)
1005114 Conferences	20,000	20,000	14,509	73%	(5,491)
1005115 Flexible Spending Account	3,000	3,000	480	16%	(2,520)
Total 1005100 Personnel	1,835,000	1,835,000	1,668,686	91%	(166,314)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	11,100	3,052	27%	(8,048)
1005716 OBTV	17,000	17,000	16,139	95%	(861)
1005907 Programming - Youth	15,500	15,500	1,128	7%	(14,372)
1005908 Programming - Adult	20,000	20,000	380	2%	(19,620)
1005910 Programming - Studio	10,000	10,000	233	2%	(9,767)
1005913 Studio General Supplies	7,500	7,500	3,124	42%	(4,376)
Total 1005900 Programming-District Initiative	81,100	81,100	24,057	30%	(57,043)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	55,000	51,359	93%	(3,641)
1015341 Books-Non-Fiction	65,000	65,000	65,954	101%	954
1015342 Periodicals	28,000	28,000	28,803	103%	803
1015343 DVDs	37,000	37,000	34,473	93%	(2,527)
1015344 Audio Books	25,000	25,000	20,148	81%	(4,852)
1015345 Books-Digital	170,000	170,000	189,468	111%	19,468
1015346 Online Database	95,000	95,000	103,057	108%	8,057
Total 1015300 Adult Services - Winnetka	475,000	475,000	493,262	104%	18,262
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	10,500	8,676	83%	(1,824)
1015441 Books-Non-Fiction, Easy, & JH	-	-	-	-	-
101544E Books-Easy	13,000	13,000	13,249	102%	249
101544J Books-Jr. High	6,000	6,000	6,295	105%	295
101544N Books-Non Fiction	12,000	12,000	7,911	66%	(4,089)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	31,000	27,456	89%	(3,544)
1015443 DVDs	8,000	8,000	7,350	92%	(650)
1015444 Audio Books	7,000	7,000	5,729	82%	(1,271)
1015445 Music	400	400	388	97%	(12)
1015460 Program Supplies	-	-	675	0%	675
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	56,900	50,274	88%	(6,626)
1025300 Adult Services - Northfield					

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
1025340 Books-Fiction-Adult	24,000	24,000	22,940	96%	(1,060)
1025341 Books-Non-Fiction-Adult	12,000	12,000	10,970	91%	(1,030)
1025342 Periodicals	-	-	541		541
1025343 DVDs-Adult	16,000	16,000	14,618	91%	(1,382)
1025344 Audio Books-Adult	9,000	9,000	8,147	91%	(853)
1025360 Program Supplies		-	3,763		3,763
1025361 Program Performers Fees		-	7,715		7,715
Total 1025300 Adult Services - Northfield	61,000	61,000	68,694	113%	7,694
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	7,000	5,895	84%	(1,105)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	5,000	5,542	111%	542
102544J Books-Jr. High	5,500	5,500	4,038	73%	(1,462)
102544N Books-Non Fiction	5,000	5,000	4,516	90%	(484)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	15,500	14,096	91%	(1,404)
1025443 DVDs-Juv	4,500	4,500	3,135	70%	(1,365)
1025444 Audio Books-Juv	5,000	5,000	3,912	78%	(1,088)
1025445 Music - Juv	500	500	426	85%	(74)
1025460 Program Supplies	-	-	851	0	851
1025461 Program Performers Fees	-	-	5,045	0%	5,045
Total 1025400 Youth/Children's Sv.-Northfield	32,500	32,500	33,360	103%	860
1035800 Capital Outlay					
1005882 Building	155,000	155,000	198,848	128%	43,848
1005884 Equipment/Furniture	400,000	400,000	53,011	13%	(346,989)
1005885 Computer Equipment	95,000	95,000	64,110	67%	(30,890)
Total 1035800 Capital Outlay	650,000	650,000	315,968	49%	(334,032)
Total 1000000 Fund 10 General Expenses	3,721,075	3,721,075	3,119,720	84%	(601,355)
Total Expenses	3,721,075	3,721,075	3,119,720	84%	(601,355)
Net Operating Income	257,924	257,924	991,526	384%	733,602

Winnetka-Northfield Public Library District
Building Fund
July, 2018 - June, 2019
June 2019 - 100%

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	\$ 150,000	\$ 150,000	149,013	99%	\$ (987)
Total 0004000 Property Taxes Collections	150,000	150,000	149,013	99%	(987)
Total Income	150,000	150,000	149,013	99%	(987)
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	\$ 8,500	\$ 8,500	7,448	88%	\$ (1,052)
7005732 Snow Removal	8,500	8,500	6,125	72%	(2,375)
7005735 Photocopier Leases	40,000	40,000	34,396	86%	(5,604)
7005736 Phone Lease	9,600	9,600	9,600	100%	(0)
7005737 Building Maintenance Service	111,440	111,440	97,213	87%	(14,228)
7005738 Elevators	8,000	8,000	8,994	112%	994
7005739 Landscaping	15,000	15,000	4,243	28%	(10,757)
7005752 HVAC	12,000	12,000	4,149	35%	(7,852)
7005755 Automatic Doors	3,500	3,500	4,558	130%	1,058
7005756 Roof	600	600	896	149%	296
7005758 Alarms	2,750	2,750	3,362	122%	612
7005782 Equipment	4,000	4,000	1,696	42%	(2,304)
7005799 Misc Services	16,000	16,000	1,453	9%	(14,547)
7025159 Northfield Lease	64,898	64,898	68,775	106%	3,877
Total 7005000 Fund 70 Building/Equipment	304,788	304,788	252,907	83%	(51,881)
Total Expenses	304,788	304,788	252,907	83%	(51,881)
Net Operating Income	(154,788)	(154,788)	(103,895)	67%	51,882
Net Income	(154,788)	(154,788)	(103,895)	67%	51,882

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

June 2019 - 100%

	Budget 2018-19		Actual June 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through June 2019	June 2019	% of Budget	
Revenues					
Library Fund	\$ 3,978,999	\$ 3,978,999	\$ 4,111,246	102.5%	\$ 132,247
IMRF Fund	\$ 90,000	\$ 90,000	\$ 89,408	98.3%	\$ (592)
FICA Fund	\$ 20,000	\$ 20,000	\$ 19,868	98.3%	\$ (132)
Building and Site Fund	\$ 150,000	\$ 150,000	\$ 149,013	98.3%	\$ (987)
Unemployment Fund	\$ 10	\$ 10	\$ 5	-511.0%	\$ (5)
Total Revenues	\$ 4,239,009	\$ 4,239,009	\$ 4,369,540	103.1%	\$ 130,531
Expenses					
Library Fund	\$ 3,721,075	\$ 3,721,075	\$ 3,119,720	72.5%	\$ (601,355)
IMRF Fund	\$ 105,000	\$ 105,000	\$ 118,381	95.7%	\$ 13,381
FICA Fund	\$ 125,000	\$ 125,000	\$ 114,345	74.8%	\$ (10,655)
Building and Site Fund	\$ 304,788	\$ 304,788	\$ 252,907	74.2%	\$ (51,881)
Unemployment Fund	\$ 1,000	\$ 1,000	\$ 11,907	0.0%	\$ 10,907
Total Expenses	\$ 4,256,863	\$ 4,256,863	\$ 3,617,260	85.0%	\$ (639,603)
Total Revenues	\$ 4,239,009	\$ 4,239,009	\$ 4,369,540	103.1%	\$ 130,531
Total Expenses	\$ 4,256,863	\$ 4,256,863	\$ 3,617,260	85.0%	\$ 639,603
Net Operating Income	\$ (17,854)	\$ (17,854)	\$ 752,280	-4213.5%	\$ 770,134

Financial Report

June 2019 report is included in the September Packet. Please note while this is a fair picture of our end of year, we have not completed the Audit process. Our new accountants will be working with us to resolve any issues.

Overall for June 2019

- Captured 103% of our budgeted revenues
- Expended of our budgeted expenditures 83.8%
 - Most of our underspending was due unrealized capital expenditures
 - Programs should be coming out of our Initiative GLs so that will be corrected (our new format this is already done)

July 2019 – format corrected

August 2019

- Expenses are as expected
 - Personnel we are running just below the Ideal budget
 - Administration we are running slightly higher with architect fees being a significant factor
 - Utilities are running as expected with Power being slightly higher
 - IT services are running high; this is due to subscription software expenditures.
 - PR is running high as Summer reading is a quarter one expense.

Circulation Services

Total circulation for the month of August FY 2019/2020 was **42,695** compared to **45,008** for the same month last year. This represents a net change of **-5.14 %**

Cumulative circulation through August FY 2019/2020 is **86,726** compared to **91,946** for the previous fiscal year to date. This represents a net change of **-5.68 %**.

Virtual Branch circulation for the month of August FY 2019/2020 was **4,792** compared to **4,154** for the same month last year. This represents a net change of **15.36 %**.

Cumulative virtual branch circulation through August FY 2019/2020 is **9,319** compared to **8,136** for the previous fiscal year to date. This represents a net change of **14.54 %**.

Self-checkout at the Winnetka Library for the month of August was 69.9%

Technology

here were 981 public computer sessions in the month of August at Winnetka with 49% of those occurring on library laptops. There were 752 public computer sessions at Northfield with 14% of those occurring on laptops.

There were 71 Chromebook sessions in Youth Services for August.

Winnetka had 20,284 hotspot sessions from 2,217 distinct devices. The average session time was 41 minutes. These sessions used a total of about 553 GB of downstream bandwidth and about 139 GB of upstream bandwidth. This is an unusually high set of numbers for August and probably is due to the fact that Comcast went down for the entire village at one point in the month.

Northfield had 6,774 hotspot sessions from 941 distinct devices. The average session time was 31 minutes. These sessions used a total of about 251 GB of downstream bandwidth and about 26 GB of upstream bandwidth.

We had 9,730 web sessions with 5,906 website users as counted by Google Analytics. The sessions number is down slightly from last year's 9,963 sessions, and the unique visitors count very slightly from last year's 5,911 unique users.

We have installed Mersive Solstice pods that will allow users to stream directly to the screens in the study rooms and the Lloyd Room.

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>	128
<i>Total Bookings</i>	243
<i>Time Available</i>	53,820
<i>Time Booked</i>	27,721
<i>Average Booking Duration</i>	114
<i>User Showed Up - Yes</i>	219
<i>User Showed Up - No</i>	0

Programs and Activities

Summer Reading came to an end in early August. **As a community, we logged: - 12,850 hours of reading. That is nearly 1.5 years of reading!**

As of the closing date on August 1, we had the following numbers:

1,531 total registered users

- 1,088 kids (birth-11)
- 139 teens (12+)
- 262 adults
- 42 staff members

Our top readers logged:

139 hours (birth-11) | 120 hours (12+) | 82 hours (adults)

Programming Highlights

- **American Girl Be a Hero** was attended by **38** patrons. Kathy Hargrave guided the girls who brought their dolls to make masks, bracelets and baby blankets for children at Evanston Hospital.

Library Director's Report and Staff Activities
for the September 16, 2019 Board Meeting

- ***Storytime with a Local Hero*** was attended by **23** patrons. In partnership with the Village of Winnetka, Kathy Hargrave led a storytime on waste removal with special guest, Refuse Collector Ron Turner.

Communications and Marketing

The Source:

The fall issue of The Source is out, and we are working to push the upcoming programs. We were excited to begin a staff spotlight section and look forward to highlighting some other library and book related news going forward so that the publication is more than just quarterly programming.

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 are looking forward to meeting with the staff subcommittees to create an actionable plan moving forward.

Patron Point:

We are working to transition our emails from Constant Contact to Patron Point, and to get the welcome system up and running. We have set up monthly meetings with the Patron Point staff to troubleshoot problem areas and work through them.

Library Card Sign up Month:

September is Library Card Sign up Month, and we will be promoting in through The Source and other appropriate channels. We are giving away leftover Summer Reading bags to new patrons and offering a chance to win an iPad.

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.

Summary Report for August FY 2019/2020

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	11,440	11,540	-0.87 %	23,215	23,756	-2.28 %	Books	14,052	14,411	-2.49 %	28,960	30,194	-4.09 %
Book - Fiction	6,473	6,615	-2.15 %	13,018	13,515	-3.68 %	Book - Fiction	12,134	12,492	-2.87 %	25,037	26,160	-4.29 %
Book - Nonfiction	4,967	4,925	0.85 %	10,197	10,241	-0.43 %	Book - Nonfiction	1,918	1,919	-0.05 %	3,923	4,034	-2.75 %
Audiobook - CD	881	1,090	-19.17 %	1,716	2,095	-18.09 %	Audiobook - CD	131	150	-12.67 %	280	309	-9.39 %
Music CD	126	121	4.13 %	268	249	7.63 %	Music CD	118	114	3.51 %	224	238	-5.88 %
Playaway	254	260	-2.31 %	532	548	-2.92 %	Playaway	459	380	20.79 %	961	781	23.05 %
DVD/Blu-Ray	6,029	8,049	-25.10 %	12,342	16,208	-23.85 %	DVD/Blu-Ray	3,029	3,229	-6.19 %	6,106	6,990	-12.65 %
Magazine	166	270	-38.52 %	356	480	-	Magazine	-	-	-	-	1	-
Other	15	2	650.00 %	21	5	320.00 %	Other	5	13	-61.54 %	20	18	11.11 %
Non-CCS ILL	41	54	-24.07 %	80	101	-20.79 %	Non-CCS ILL						
Sent Out	1,127	1,158	-2.68 %	2,277	2,290	-0.57 %	Sent Out						
STEAM Kits							STEAM Kits	30	13	130.77 %	49	28	75.00 %
Total	20,079	22,544	-10.93 %	40,807	45,252	-9.82 %	Total	17,824	18,310	-2.65 %	36,600	38,558	-5.08 %

Kenilworth patron usage for the month of August FY 2019/2020 was **1,482**.

Items borrowed from other libraries for the month of August FY 2019/2020 was **1,656**.

Total circulation for the month of August FY 2019/2020 was **42,695** compared to **45,008** for the same month last year. This represents a net change of **-5.14 %**

Cumulative circulation through August FY 2019/2020 is **86,726** compared to **91,946** for the previous fiscal year to date. This represents a net change of **-5.68 %**.

Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	7,554	7,401	2.07 %	15,476	15,335	0.92 %	Books	10,696	10,135	5.54 %	21,853	21,444	1.91 %
Book - Fiction	3,806	3,688	3.20 %	7,754	7,612	1.87 %	Book - Fiction	9,235	8,880	4.00 %	18,899	18,802	0.52 %
Book - Nonfiction	3,748	3,713	0.94 %	7,722	7,723	-0.01 %	Book - Nonfiction	1,461	1,255	16.41 %	2,954	2,642	11.81 %
Audiobook - CD	535	668	-19.91 %	1,042	1,286	-18.97 %	Audiobook - CD	103	100	3.00 %	220	229	-3.93 %
Music CD	90	90	0.00 %	195	182	7.14 %	Music CD	62	64	-3.13 %	128	137	-6.57 %
Playaway	205	228	-10.09 %	422	471	-10.40 %	Playaway	348	292	19.18 %	716	611	17.18 %
DVD/Blu-Ray	4,061	5,528	-26.54 %	8,324	10,951	-23.99 %	DVD	2,014	2,108	-4.46 %	4,005	4,526	-11.51 %
Magazine	82	134	-38.81 %	129	302	-57.28 %	Magazine	-	-	-	-	1	-
Other	14	2	600.00 %	16	4	300.00 %	Other	4	6	-33.33 %	16	11	45.45 %
Non-CCS ILL	30	48	-37.50 %	63	83	-24.10 %	Non-CCS&ILL						
Sent Out	799	818	-2.32 %	1,562	1,548	0.90 %	Sent Out						
STEAM Kits							STEAM&Kits	22	13	69.23 %	37	28	32.14 %
Total	13,370	14,917	-10.37 %	27,229	30,162	-9.72 %	Total	13,249	12,718	4.18 %	26,975	26,987	-0.04 %

Winnetka Library's circulation for the month of August FY 2019/2020 was **26,619** compared to **27,635** for the same month last year. This represents a net change of **-3.68 %**.

Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,886	4,139	-6.11 %	7,739	8,421	-8.10 %	Books	3,356	4,276	-21.52 %	7,107	8,750	-18.78 %
Book - Fiction	2,667	2,927	-8.88 %	5,264	5,903	-10.83 %	Book - Fiction	2,899	3,612	-19.74 %	6,138	7,358	-16.58 %
Book - Nonfiction	1,219	1,212	0.58 %	2,475	2,518	-1.71 %	Book - Nonfiction	457	664	-31.17 %	969	1,392	-30.39 %
Audiobook - CD	346	422	-18.01 %	674	809	-16.69 %	Audiobook - CD	28	50	-44.00 %	60	80	-25.00 %
Music CD	36	31	16.13 %	73	67	8.96 %	Music CD	56	50	12.00 %	96	101	-4.95 %
Playaway	49	32	53.13 %	110	77	42.86 %	Playaway	111	88	26.14 %	245	170	44.12 %
DVD	1,968	2,521	-21.94 %	4,018	5,257	-23.57 %	DVD/Blu-Ray	1,015	1,121	-9.46 %	2,101	2,464	-14.73 %
Magazine	84	136	-38.24 %	227	178	27.53 %	Magazine	-	-	-	-	-	-
Other	1	-	-	5	1	400.00 %	Other	1	7	-85.71 %	4	7	-42.86 %
Non-CCS ILL	11	6	83.33 %	17	18	-5.56 %	Non-CCS&ILL						
Sent Out	328	340	-3.53 %	715	742	-3.64 %	Sent Out						
STEAM Kits							STEAM&Kits	8	-	-	12	-	-
Total	6,370	7,281	-12.51 %	12,846	14,810	-13.26 %	Total	4,567	5,592	-18.33 %	9,613	11,572	-16.93 %

Northfield Library's circulation for the month of August FY 2019/2020 was **10,937** compared to **12,873** for the same month last year. This represents a net change of **-15.04 %**.

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 % +/-
1,973	2,238	-11.84 %	4,005	4,477	-10.54 %	1,244	1,112	11.87 %	2,381	2,187	8.87 %	1,312	589	122.75 %	2,430	1,095	121.92 %

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 % +/-
184	146	26.03 %	366	265	38.11 %	79	69	14.49 %	137	112	22.32 %

Virtual Branch circulation for the month of August FY 2019/2020 was **4,792** compared to **4,154** for the same month last year. This represents a net change of **15.36 %**.

Cumulative virtual branch circulation through August FY 2019/2020 is **9,319** compared to **8,136** for the previous fiscal year to date. This represents a net change of **14.54 %**.

Library Activity Report

Winnetka Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	10,575	10,767	-1.78 %	21,462	21,693	-1.06 %	People Counter							10,575
Reference Questions	1,345	970	38.66 %	2,947	1,756	56.42 %	Reference Questions	617	691	-10.71 %	1,286	1,518	-15.28 %	1,962
Studio	522	593	-11.97 %	1,028	1,095	-6.12 %	Studio							522
Genealogy	4	6	-33.33 %	5	9	-44.44 %	Genealogy							4
Program Attendance	212	147	44.22 %	357	347	2.88 %	Program Attendance	946	764	23.82 %	1,821	1,467	24.13 %	1,158

Northfield Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	6,578	7,331	-10.27 %	13,942	7,331	90.18 %	People Counter							6,578
Reference Questions	673	1,272	-47.09 %	1,364	2,379	-42.66 %	Reference Questions	28	159	-82.39 %	98	313	-68.69 %	701
Program Attendance	41	53	-22.64 %	123	162	-24.07 %	Program Attendance	479	349	37.25 %	986	799	23.40 %	520

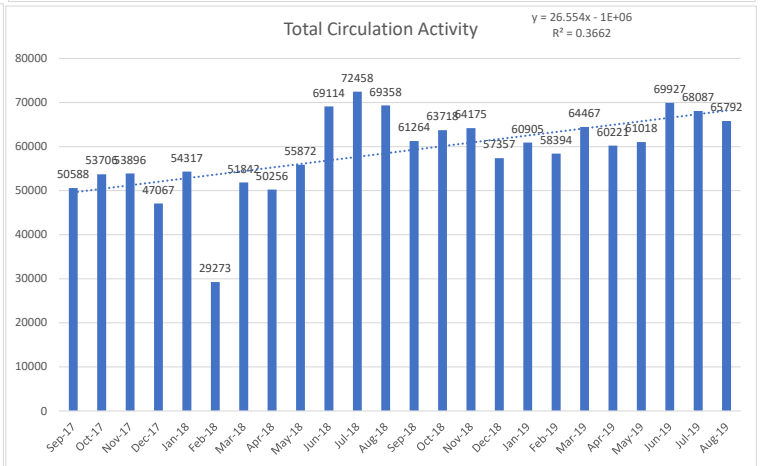
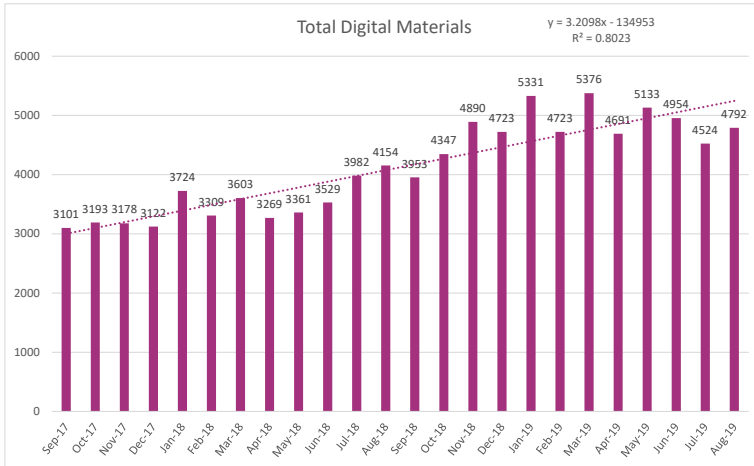
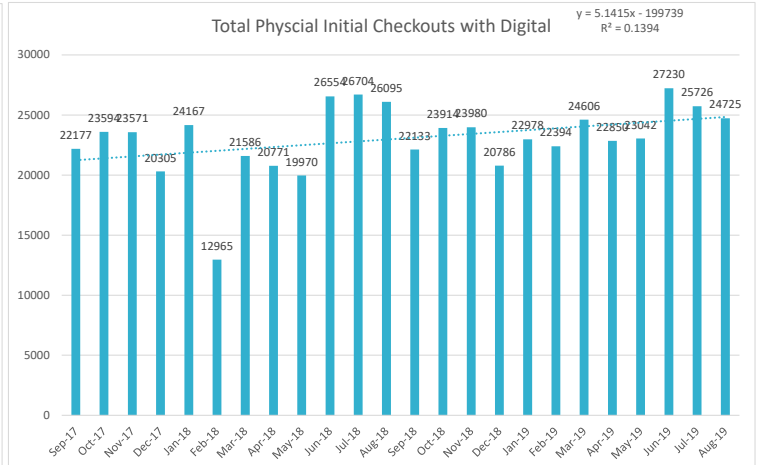
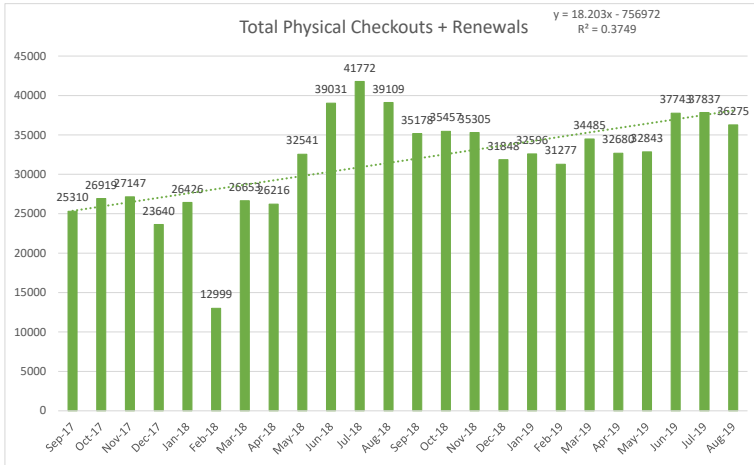
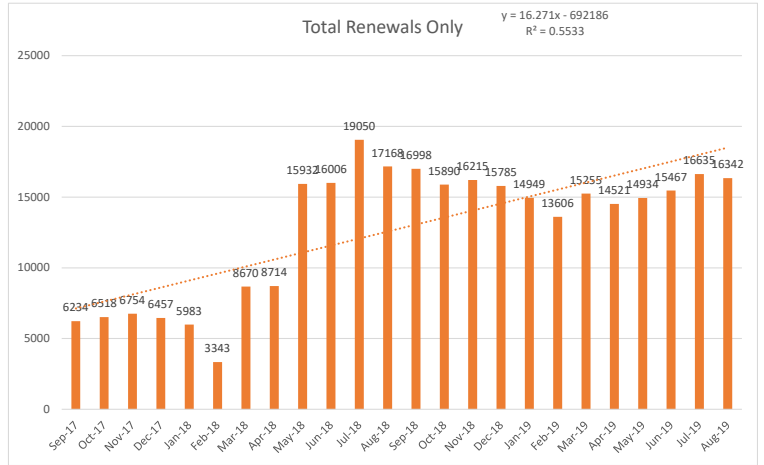
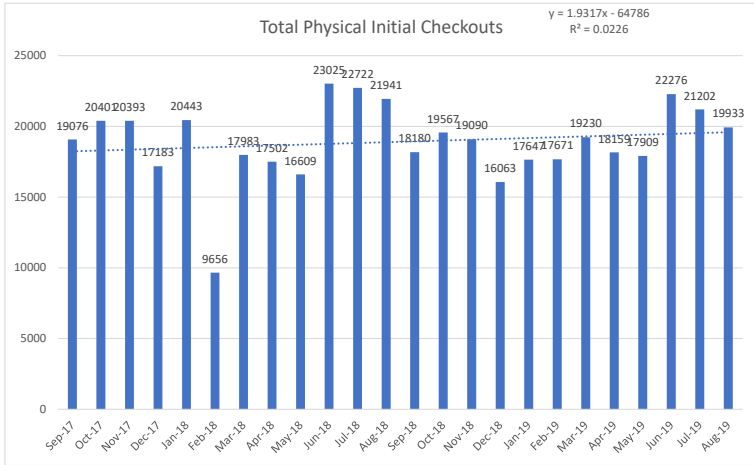
A total of **3,568** holds were placed for patrons in the month of August FY 2019/2020.

There were a total of **9,730** website sessions in the month of August FY 2019/2020.

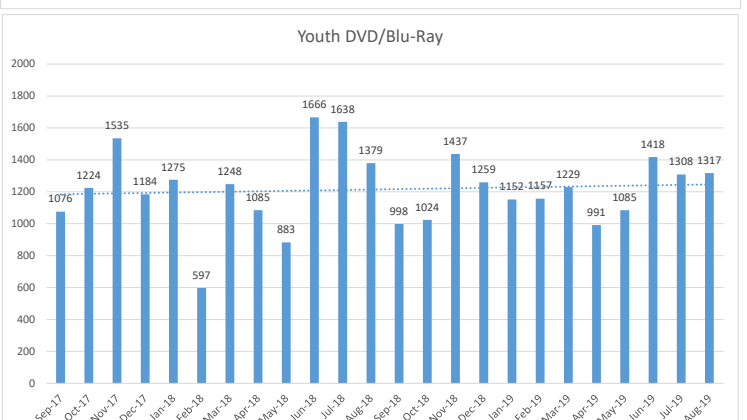
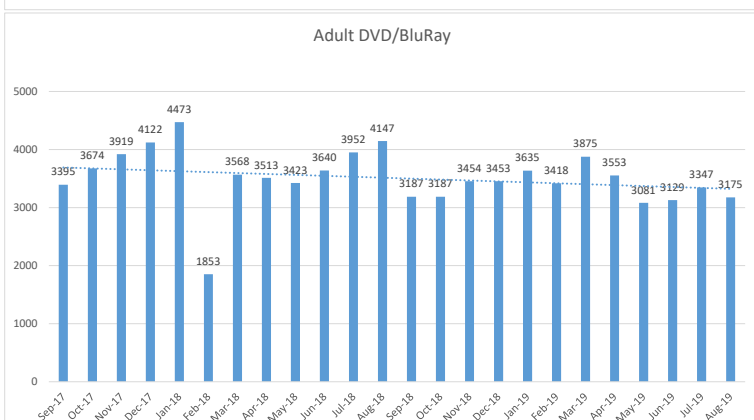
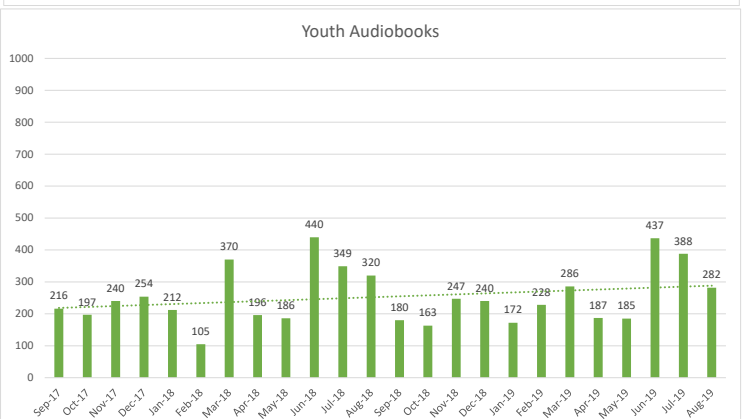
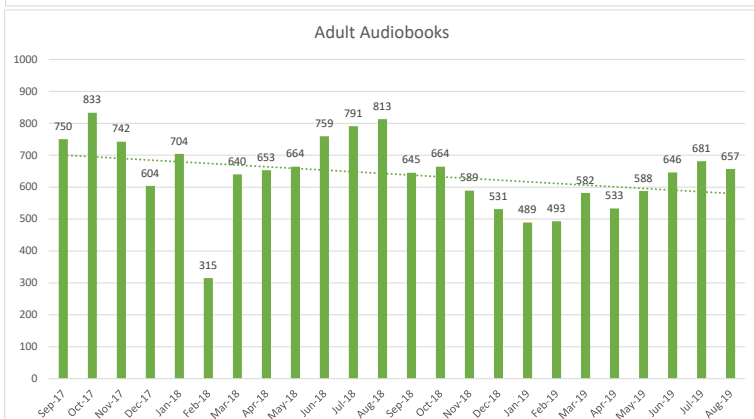
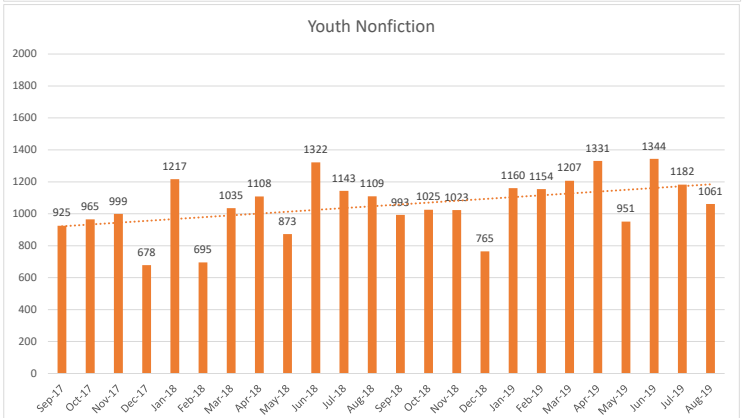
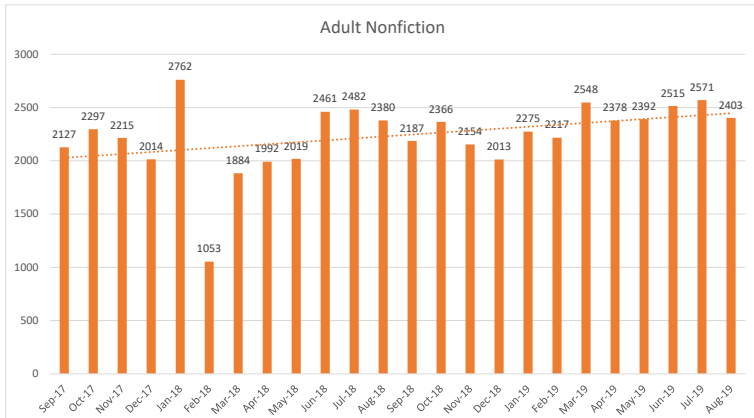
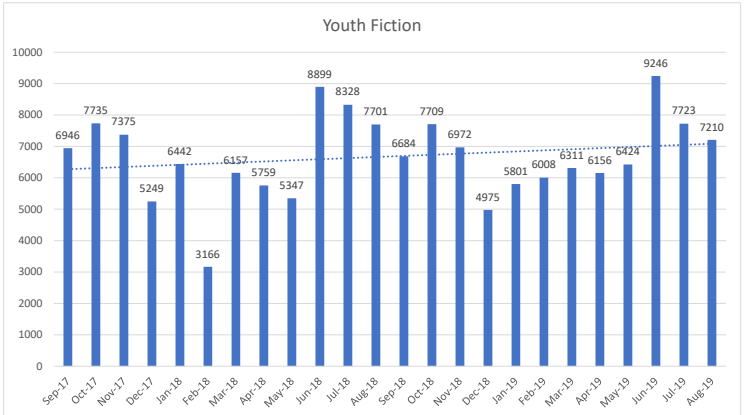
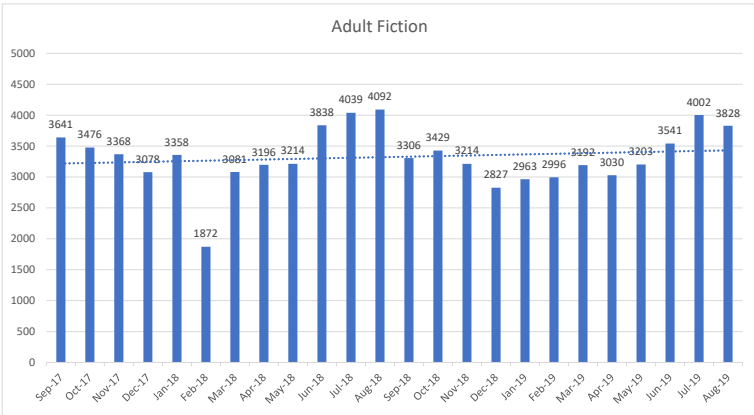
Total District Program Attendance for the month of August FY 2019/2020 was **1,678** compared to **1,313** for the same month last year. This represents a net change of **27.80 %**

Cumulative District Program Attendance through August FY 2019/2020 is **3,287** compared to **2,775** for the same month last year. This represents a net change of **18.45 %**

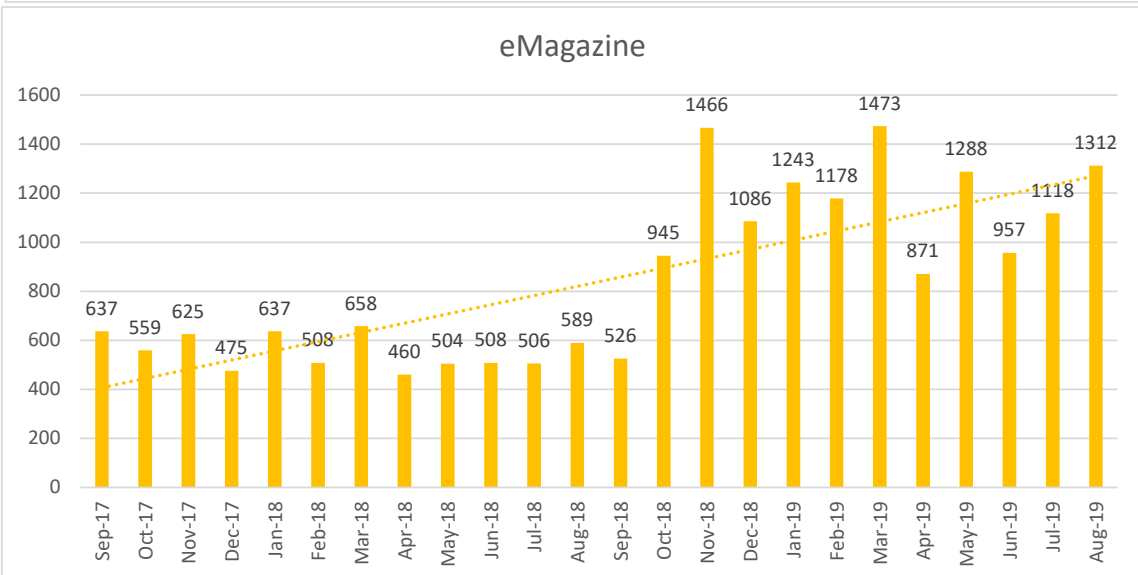
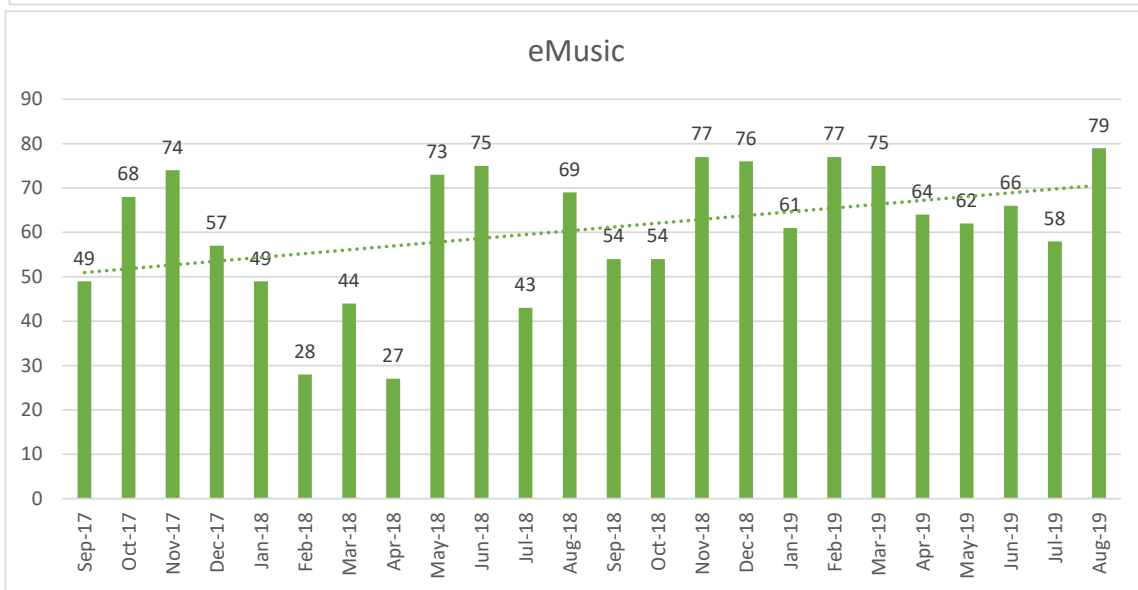
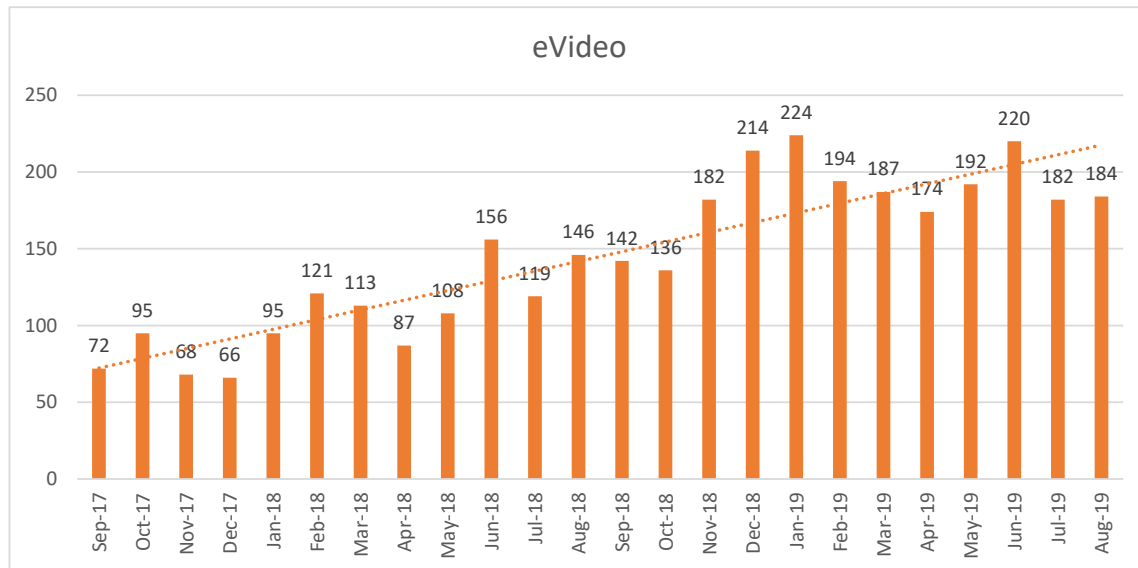
Totals Graphs August 2019



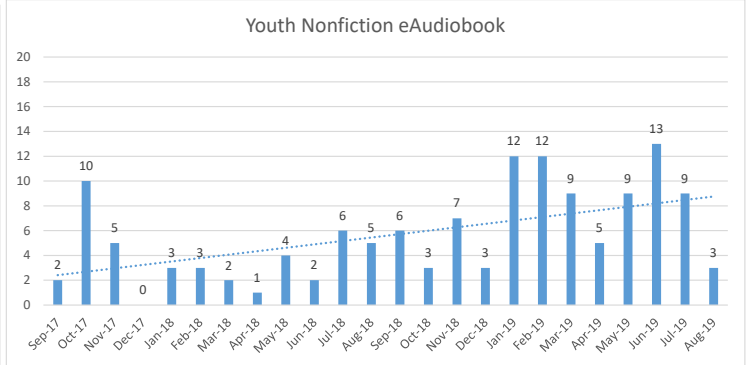
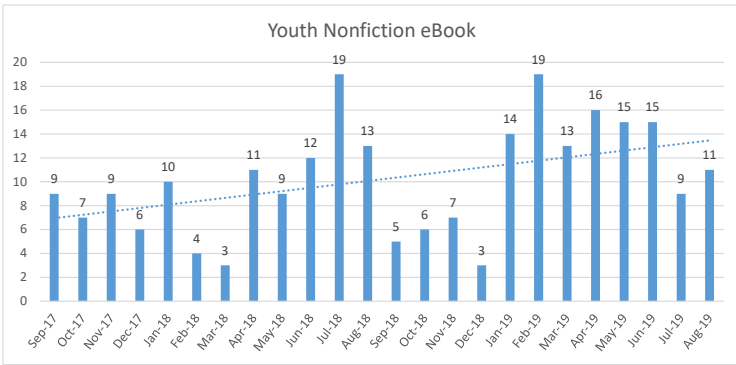
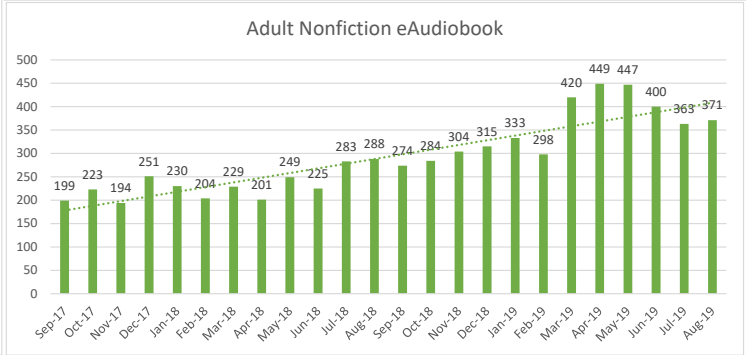
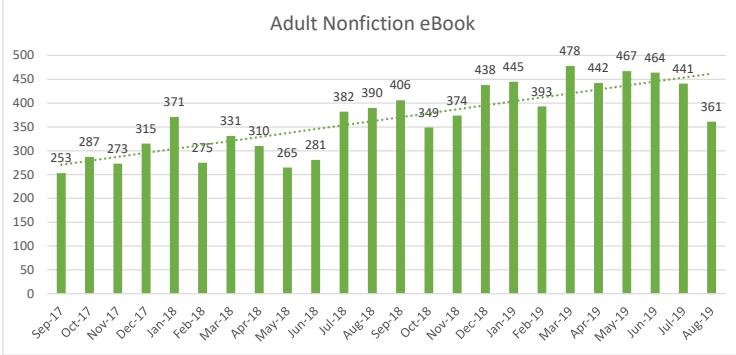
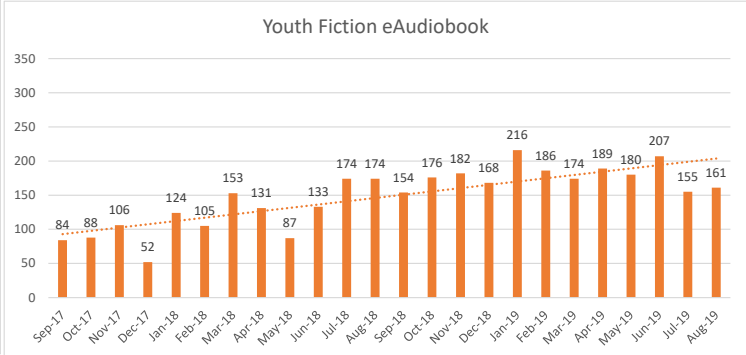
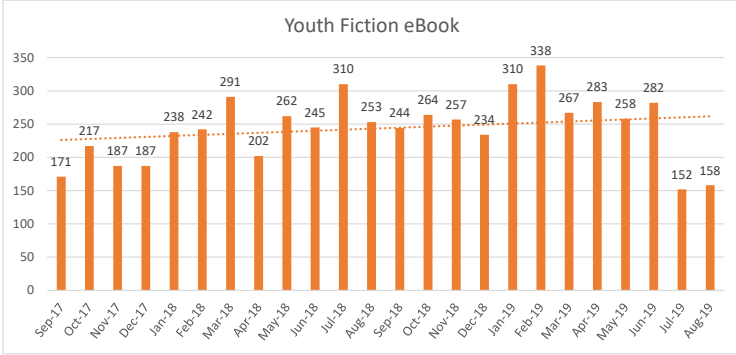
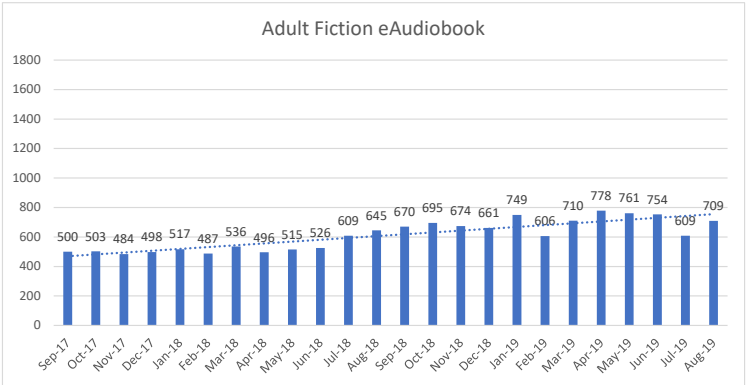
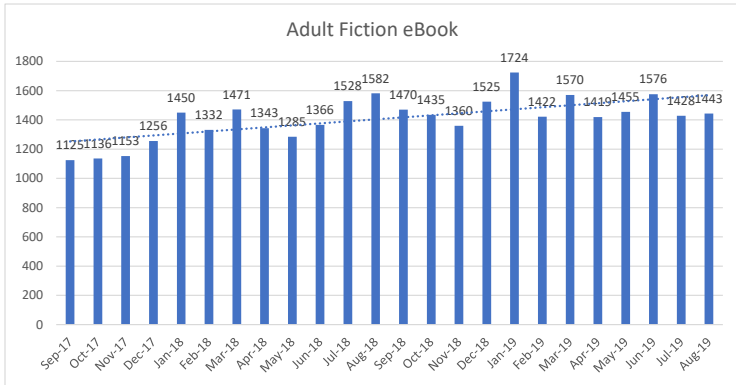
Physical Initial Checkouts August 2019



Digital August 2019 Continued



Digital August 2019



Situation

Patrons expressed concerns in recent emails, board public comments and at Public Discussion Sessions held on August 13 & 14, 2019. The concerns expressed focused on three main areas.

- I. The unique Northfield Branch Library character and culture
- II. Northfield Branch Library renovation
- III. Overall library personnel issues and impact on patron service

Overall objectives of plan

- Establish community dialogue and augment community engagement around stakeholder concerns; expand community outreach
- Defer Northfield renovation; review and refine plans in response to community dialogue and concerns
- Conduct a more robust internal dialogue about library culture, practices and staffing

Constraints

- Prioritization in context of overall strategic plan initiatives (in development)
- Resource availability

I. THE UNIQUE NORTHFIELD BRANCH CHARACTER AND CULTURE

Issues voiced by patrons

- Impersonal environment, presence of familiar faces
- Lack of concern for patrons, a need for staff to establish rapport
 - Greeting and welcoming patrons as they come into the building
- Unique identity of Northfield with respect to Winnetka
- Community input regarding renovation plans
- Traditional spaces for quiet study
- Inclusion of children's space
- Priority registration for local taxpayers

Potential ideas to address (preliminary)

- Increase presence of top-level staff
- Adjust schedules with respect to "familiar faces" at Northfield
- Expand discussions of spaces and needs of the Northfield Branch
- Enhance staff training on customer service training
- Dedicated Northfield Branch Services Coordinator (in place)

II. NORTHFIELD BRANCH RENOVATION

Summary of patron feedback on initial renovation plans

- A desire for quiet space with rules for that space
- Keep children's areas in the main library as they are

- Prefer personal service over self-check machine
- A concern that materials on the bottom shelves may be difficult to reach for some
- Improve lighting in the fireplace area
- Shelving of Graphic Novels, and a warm/inviting feel for shelving in general
- Consider accessibility
- Reflection of the unique Northfield feel (cozy, warm)

Implications/specs for future plan (preliminary)

Address some areas needing maintenance and of high staff concern, including:

- Graphic novel shelving
- Carpet
- Paint and touchup in the Community room, staff area and glass room

Areas with major impacts:

- Youth and Adult shelving
- Electrical work
- Service Point
- Display
- Glass room configuration
- Lighting and ceiling work

Next steps (preliminary)

- Defer any major work until additional community dialogue is conducted and patron relationship is assessed and considered
- Review and refine our process, including the development of new plans and budget for at least two options: a) minimal renovation; and b) full renovation

III. OVERALL LIBRARY PERSONNEL ISSUES AND IMPACT ON PATRON SERVICE

Issues voiced by patrons

- Turnover and staff member retention
- Director Wolf's management of personnel and staff
- Concern for employee needs, work/personal life balance
- "Safe" channels for employees to express their issues/concerns
- Consultation with employees regarding plans (e.g., renovation) and opportunities to improve library management, service to patrons

Potential ideas to address (preliminary)

- Review and refine HR practices and resources available to staff.
 - New independent diagnosis/situation assessment of library HR personnel policies and procedures and practices, including pay and benefits
- Staff customer service training
- Ongoing tracking and monitoring of patrons' feedback, improved reporting, and greater transparency regarding feedback
- Review and refine process for library director annual performance review and performance objectives plan
- Include an internal communication plan as part of the Strategic Plan initiatives

Winnetka-Northfield Public Library District
Summary of Strategic Plan Survey Results and Next Steps

RESPONSE SUMMARY

The Community Survey was conducted from April 17, 2019 to May 5, 2019. Communication of the survey was done via the library newsletter, a postcard to every home, advertising in the libraries, outreach to various locations in the community as well as on social media.

Responses: 1,025 survey responses were received, 783 (about 76%) of respondents were community members representing Winnetka and Northfield. This is about 5% of the target population of approximately 17,807 individuals (or about 6,430 households)¹

In this summary the focus is on characteristics that are Winnetka/Northfield Residents only unless otherwise specified.

Demographics of Respondents:

	Total	Total
Female	74%	583
Male	23%	177
Prefer Not to Answer	2%	18
Left Blank	1%	5
Under 18	1%	6
18-34	3%	27
35-44	14%	110
45-54	21%	168
55-65	24%	187
65+	36%	278
Blank	1%	7
Have children Under 18	37%	288

Satisfaction

The community survey indicates that the majority of patrons are satisfied with the library or satisfied for the most part: 69% reported that they are entirely satisfied and 28% reported that they are satisfied for the most part.

Usage of the libraries is strong: mean Annual Visits at 29

- Visited Both Buildings 64%
- Visited Only Winnetka 26%
- Visited Only Northfield 9%
- Only used the Website 1%
- Haven't Visited either or the website 1%

¹ <https://www.census.gov/quickfacts/fact/table/winnetkavillageillinois,northfieldvillageillinois/PST045218>

Winnetka-Northfield Public Library District
Summary of Strategic Plan Survey Results and Next Steps

The most used services are:

- Traditional adult materials: printed books, DVDS
- Library Spaces – space to work, study, read
- Programs
- Digital Materials

If a participant indicated that they do not use the library, we ask them to select: (10 responses)

- I go to another Library (3)
- I buy eBooks, printed books, receive as gifts (2)
- I don't have children (1)
- I don't have time to go to the library (1)
- None of these reasons (5)

Open ended answer:

One respondent indicated that limited/poor selection was a reason that discouraged them from visiting

One respondent indicated that parking is occasionally a problem

Children's Programs

Of the respondents, 22% (173) indicated that they participated in programming for children. The majority reported that the children participating were under the age of 8 years old. Satisfaction of those who attended Youth programs:

- 87% (150) were either very satisfied or satisfied
- 9% (15) neutral and 3% (5) dissatisfied.

Adult Programs

Of the respondents, 38% (288) indicated that they attended adult programs. Satisfaction of those who attended Adult programs:

- 88% (251) were either very satisfied or satisfied
- 8% (21) neutral and 5% (4) dissatisfied
- 51% (147) Age 65+
- 25% (72) Age 55 to 64
- 13% (38) Age 45 to 54
- 7% (19) Age 35 to 44
- 2% (6) Age 35 to 44
- .7% (2) Under 18

The Studio

Overall awareness of the Studio is 81% (636) of those who responded to the question, with 60% having used the Studio and 40% not having used the Studio.

Growth:

For those who indicated they were aware but had not visited, How likely will you be to use The Studio in the future?:

- 25% (423) Very/Somewhat likely
- 35% (271) Not Likely
- 10% (77) Don't Know

Winnetka-Northfield Public Library District
Summary of Strategic Plan Survey Results and Next Steps

Digital Usage

Digital circulation over the past several years has continued to increase. 44% (341) of survey respondents indicated that they have downloaded materials in the last 12 months.

- 78% (266) eBooks
- 45% (153) eAudiobooks
- 26% (89) eMagazines
- 14% (47) eMovies
- 3% (10) eMusic

Percent of Material Checked out by Downloaders (340) that was Digital		
0 to 25%	140	41%
26 to 50%	77	23%
51 to 75%	78	23%
76 to 100%	45	13%

Age of respondents who downloaded 25% (200) and more

- 7.0% (14) 18 to 34
- 17.5% (35) 35 to 44
- 21.5% (43) 45 to 54
- 25.5% (51) 55 to 64
- 28.0% (56) 65 or older

Database Usage

Surprising that 61% of respondents answered none of the above for database usage.

Consumer Reports	116	12%
Lynda.com	42	4%
Mango Languages	30	3%
Morningstar	40	4%
Value Line	29	3%
New York Times	100	11%
None of the Above	571	61%
No Response	15	2%

Words and Phrases

Words and Phrases		
Forward Thinking	313	40%
Community Place	638	81%
Children	502	64%
Encourages Creativity	313	40%
Friendly	609	78%
Teens	113	14%
Fun	157	20%

Winnetka-Northfield Public Library District
Summary of Strategic Plan Survey Results and Next Steps

Comfortable	559	71%
Enriching	419	54%
Family Oriented	410	52%
Seniors	303	39%
Workspace	223	28%
Relaxed	0	0%
None of These	30	4%
No Response	14	2%

Hours Change

The indication for those Age 65+ was that additional hours on Sundays would not be beneficial, while those in other age groups saw some benefit.

Benefit of Opening Earlier on Sunday		
A Lot	117	15%
A Little	270	34%
Not At All	382	49%
blank	14	2%

The Committee's Next Steps

The planning committee will dig deeper into the data from both our survey and the Winnetka Caucus survey. We want to focus on understanding usage and attitudes of groups by pulling key questions about usage and attitudes and comparing results.

Split data into categories that will allow us to:

- determine the profiles/demographics for each of those visitorship frequencies
- determine what characterizes of users who are fully satisfied and those who are not fully satisfied (in terms of demographics and usage)
- determine the profile/demographics of moderately satisfied users
- creating a list of fixed-rate databases vs. pay-per-use databases, so the District can focus on driving usage for the fixed-rate databases.
- Integrate data from other libraries and our own library systems to understand users/non-users

Questions to Answer

What do we innovate and improve based on usage, needs, and trends?

How do we expand and deepen community-centered initiatives and partnerships?

How do we fit into patrons' lives?

What are our sister libraries and neighbors doing?

- Makerspace
- Programming
- Resident/non-resident restrictions
- Fees

What is the data of the future: What are we collecting now and how should we use that data?



Building | Maintenance | Solutions

Date: August 21, 2019

By: City Wide Maintenance of Chicago
666 Dundee Road, Suite 306
Northbrook, IL 60062
Jason Kolisch
jkolisch@gocitywide.com
(630) 538-1265

To: Winnetka Public Library
768 Oak Street
Winnetka, IL 60093
847.446.7220
Rebecca Wolf
rwolf@winnetkalibrary.org
Library Director

Re: Installation of 4" Wilkins 475STDA Reduced Pressure Detector Assembly and Spool piece on Fire protection.

Scope of Work:

Furnish the labor and materials to complete the following work:

- 1. Shut off main water supply to the building and remove the existing 4" backflow device from the fire protection system.**
- 2. Install a new 4" Wilkins 475STDA Reduced Pressure Detector Assembly and spool piece.**
- 3. Restore water to the building**
- 4. Install PVC drain piping from both device air gaps to the floor drain next to device.**
- 5. Certify the new devices.**

Note:

- 1. Proposed Price does not include costs of plumbing permit or device recording fees which will be added to the Proposed Price.**
- 2. City Wide of Chicago will take precaution when restoring water to the building. There is always the chance that mineral debris from within the existing piping may get caught and not flushed out from building faucets, flush valves, etc. Any labor or material required to disassemble, flush or repair such occurrence would be in addition to Proposed Price.**

With payments to be made as follows: 50% Down Payment and Balance Due on Completion

Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the Proposed Price.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Cost: \$ 10,200

PROPOSAL ACCEPTED:

The prices, specifications and conditions contained within this Proposal are satisfactory and hereby accepted. Should any plans or instructions not be adequately detailed or can be interpreted in more than one way, Customer acknowledges and agrees to allow City Wide to use best judgment and industry accepted practices and standards to determine methods of installation and workmanship. Any additional work, alterations or deviations requested or required by Customer may, with permission, be charged at the cost of labor and materials plus 15% overhead and 15% profit. All changes, whether or not verbally agreed to, must be confirmed and accepted in writing by both parties.

Winnetka Public Library

City Wide Maintenance of Chicago

By: _____
Authorized Representative

By: _____
Authorized Representative

Print: _____

Print: _____

Date: _____

Date: _____

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

LETTER OF RECOMMENDATION

DATE: September 12, 2019
TO: Rebecca Wolf, Library Director
FROM: Kevin Clark , The Lakota Group
RE: Winnetka Public Library North Entrance

This letter is in regard to the recommendation of a contractor for the Winnetka Public Library North Entrance project.

The project was put out to bid on August 8, 2019 with bids received on September 6, 2019. The low bidder for the project was Landworks Ltd., 751 N. Bolingbrook Drive, Link 17, Bolingbrook, Illinois. Landworks Ltd. recently completed improvements to Dwyer Park in Winnetka and the reference from the Park District spoke highly of their work.

After reviewing the bid submitted by Landworks Ltd., The Lakota Group recommends them for the Winnetka Public Library North Entrance project for the amount of **\$295,531.00**. This amount is broken down as follows:

Base Bid:	\$221,291.00
Add Alternate #2: Irrigation	\$6,850.00
Add Alternate #3: Ipe Utility Screenwall	\$8,800.00
Add Alternate #4: Coping Lighting	\$39,590.00
Add Alternate #5: Heated Paving	\$19,000.00

Not recommended:	
Add Alternate #1: New Pace Bus Stop	\$4,260,00

Kevin Clark, PLA, AICP
 Principal
 The Lakota Group