

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

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

AGENDA

Monday, November 18, 2019

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
Public comments will be limited to 20 minutes.
- IV. 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.
 - Approval of Minutes of October 21, 2019 Regular Meeting*
 - Approval of Minutes of November 4, 2019 Study Session*
- V. Financial Report**
 - Approve October 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 (Trustee Johnson)
 - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
 - Report on Community Engagement and Responsiveness
 - Next Step from November 4, 2019 Study Session on Board Continuous Improvement
 - Discussion of Strategic Plan*
- IX. New Business**
 - Presentation of Annual Audit by Lauterbach And Amen
 - Discussion and Vote to Approve Annual Audit for Fiscal Year 2018-2019
 - Discussion on Vote on Fiscal Year 2019-2020 Tax Levy*
 - Discussion of Per Capita 2020 Requirements
- X. Communications**
 - District will close at 5 p.m. on Wednesday, November 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.
- XI. Public Comments**
Public comments will be limited to 20 minutes.
- XII. Adjournment**

*Attachments

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

October 21, 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, Brian Johnson, Travis Gosselin, Katherine Casale MacNally and Deborah Vandergrift; and Library Director Rebecca Wolf.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were Winnetka residents Jeffrey Liss and Robert Leonard. Present were Northfield residents Pat Doherty, Jeanne Doherty, Carol Ritchell, Amy Richmond, Margaret Sullivan, Denise Gibson, Nancy Blake, Karen Byrnes, Sue Kelly, Bill Kelly, Jonathan Don, Elizabeth Blodgett, Craig Baxter, Patricia Andrew, Chris Shoup, Jeanine McCarthy, Cricket Hauff, Ken Hauff, Patrick Krohn and Marcia Krohn. Present was Northbrook resident Susan Kelly. Present was Evanston resident Frank Biancalana. Present was Nancy Fox from the League of Women Voters. Present was Karen Ann Cullotta from the Chicago Tribune. Present was Bianca Cseke from 22nd Century Media.

III. Public Comments

Winnetka resident Robert Leonard gave a comment regarding the District's turnover rate.

Northbrook resident Susan Kelly expressed her concerns with the District's turnover rate and management style and gave suggestions regarding the upcoming strategic plan.

Evanston resident Frank Biancalana gave a comment regarding the importance of libraries and stated that his presence at the meeting is to offer support.

Northfield resident Amy Richmond stated her thoughts on the reasoning behind previous staff members' resignations from the District.

Northfield resident Sue Kelly commended staff for their work at Studio Fest. She also expressed her concern regarding the turnover rate, the employee engagement survey, and the resulting impact on taxpayers.

IV. Vote to Approve Consent Agenda

- Vote to Approve Minutes of September 16, 2019 Special Meeting
- Vote to Approve Minutes of September 16, 2019 Regular Meeting

A MOTION was made by Trustee Shoup to approve the Consent Agenda and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf presented the September Financial Statements.

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

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The Board has devoted significant time to the serious matters that have been raised regarding the Northfield Branch Library and has:
 - Implemented a new community engagement plan
 - Put the Northfield renovation on hold
 - Hired a new Human Resources consultant
 - Held three closed board meeting sessions to review the employee survey and discuss personnel issues
 - Asked the District to gather data on the turnover rate
 - Created a special Human Resources Committee of the board
- The District had a very successful One Book Two Villages event that included a beautiful speech by author Susan Orlean.
- The Studio Fest five-year anniversary event was very successful; President Ruiz-Funes commended staff on their hard work.
- A Northfield patron expressed to him that even though she misses old staff members, she is impressed by current staff who are going out of their way to be nice, polite and helpful.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Virtual circulation continues to do well; physical circulation has gone down slightly, but overall circulation is still doing well for the year.
- Youth Services Librarian Allison Philips is resigning her position for her dream job at the Chicago Public Library.
- Brandon Marshall has joined the team as the new Assistant Head of Circulation Services.
- The dates for the upcoming Fireside Chats are set and posted to the website.
- The Indian Trails migration went well; they are now a member of our CCS consortium. Staff worked very hard to make the transition smooth for patrons.
- Virtual Services Coordinator Michael Cianfrani is continuing to work on developing a new District app with an expected launch of Spring 2020.

- The Strategic Planning Committee met to discuss communication and marketing, and the UX group met to brainstorm user experience opportunities. The District has engaged Sarah Keister Armstrong to assist with drafting the Strategic Plan.
- There has been high program attendance, especially for youth programs.
- Head of Youth Services Amanda Garrity visited forty-seven 6th grade Language Arts students at Skokie School; she introduced them to the District and registered some students for library cards.
- The District is working on the next Source and is planning to incorporate more book related information into the issue.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village-* Trustee Johnson reported that marijuana will not be sold in Winnetka.
- *Northfield Village-* Trustee Shoup reported that there is a survey online to gather community input regarding the sale of marijuana in Northfield; a decision has not yet been made. She also reported that there will be an open house at the Northfield Senior Center on October 22, 2019 to showcase the 2040 vision plan.

VIII. Unfinished Business

- *Report on Community Engagement and Responsiveness*
Director Wolf presented the October 2019 Monthly Report on Community Engagement and Responsiveness.
- *Discussion and Vote on Patio Project: Heated Sidewalk Quote*
A MOTION was made by Trustee Ruiz-Funes to approve the Patio Project: Heated Sidewalk Quote and seconded by Trustee Vandergrift.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift, Johnson,
Casale MacNally

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

IX. New Business

- *Discussion on Draft of Proposed Fiscal Year 2019-2020 Proposed Tax Levy*
Director Wolf presented the Draft of the Proposed Fiscal Year 2019-2020 Tax Levy.
- *Discussion and Vote to form a Special Board Committee to Review Human Resources Practices and Procedures*
President Ruiz-Funes stated that the committee will be composed of Trustees MacNally and Vandergrift and assisted by the Human Resources consultant to assess the District's Human Resources environment. They will deliver a conclusion to the Board at the December meeting.

A MOTION was made by Trustee Shoup to form a Special Board Committee to Review Human Resources Practices and Procedures and seconded by Trustee Johnson.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift, Johnson,
Casale MacNally

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

- *Presentation and Discussion on Board & Library Continuous Improvement by Vice President Gosselin*

Trustee Gosselin suggested rescheduling the presentation and discussion on Board and Library Continuous Improvement to a Board Study Session, which will be held on November 4, 2019.

- *Discussion and Vote on Proposal on Network Switch Replacement Recommendation*

A MOTION was made by Trustee Casale MacNally to approve the Proposal on Network Switch Replacement Recommendation and seconded by Trustee Vandergrift.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift, Johnson,
Casale MacNally

NAYS: 0

ABSENT: Trustee Anwar

MOTION CARRIED

X. Communications

- *November Regular Board Meeting scheduled for November 18, 2019 will be held at the Northfield Community Room, Northfield Library. Presentation of annual audit by Lauterbach and Amen.*
- *District will close at 5 p.m. on Wednesday, November 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.*

XI. Public Comments

Northfield resident Margert Sullivan expressed concerns regarding the staffing decisions being made throughout the District.

Northfield resident Denise Gibson expressed her unhappiness with the Library District, Library Director, and Board of Trustees.

Northfield resident Nancy Blake read the online petition from change.org, which asks that Director Wolf be replaced, and that previous staff are given first consideration to apply for any new job openings in the District.

Northfield resident Carol Ritchell expressed her concern with the rotating schedule between District branches and asked why that change was implemented. President Ruiz-Funes asked Director Wolf to respond. Director Wolf responded that the goal of the District is to unite people and processes and to come together as a staff to have a schedule that is equal and fair for all, with a larger pool for to allow for vacation and sick time.

Winnetka resident Jeffrey Liss commented that he is impressed at how quickly the Board is addressing these issues.

Northfield resident Sue Kelly made a comment regarding the District turnover rate statistics.

Evanston resident Frank Biancalana expressed concern regarding the management style of the Library Director and the Board of Trustees.

Northbrook resident Susan Kelly gave a comment regarding the turnover rate statistics and her unhappiness with the management team.

Northfield resident Robert Leonard expressed his concern with the speed at which the Board of Trustees is addressing these issues.

President Ruiz-Funes explained that these are complex issues, and the Board will be as slow as they need in order to be factual, sound, and fair, and to make sure the Board reflects the perspective of the entire community.

Northfield resident Craig Baxter reminded the community that Human Resources issues take time to understand and asked that they allow the trustees the time to figure it out.

Northfield resident Patricia Andrew expressed her unhappiness with the Board and Library Director.

Trustee Gosselin stated that there are dedicated trustees taking on the additional responsibility of putting context to some of the stories and numbers that have been heard. They will work with the District's HR Consultant and will report back to the Board so that they are able to make an informed and rational decision based on facts. He stated that the trustees are taking the appropriate steps going forward and are moving as quickly as possible.

Northfield resident Pat Doherty gave a comment regarding his unhappiness with the Library Director.

President Ruiz-Funes stated that he recognizes the community's passion and emotional tie to the Northfield Branch Library. He thanked those who gave comments for their feedback and stated that the trustees are giving serious consideration to the issues that have been presented to them; they will be addressed in a way that is consistent with their responsibility as a Board.

XII. 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 seconded by Trustee Casale MacNally.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 9:25 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 9:40 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**

November 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 7:06 p.m. A quorum was present.

II. Roll Call

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

Absent:

Present was library employee Nicola White (Administrative Assistant). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Carol Ritchell and Lois Neustadt. Present was Northbrook resident Susan Kelly.

III. Public Comments

No public comments.

IV. Presentation and Discussion on Board & Library Continuous Improvement by Vice President Gosselin

Trustee Gosselin presented his ideas for improving the effectiveness, efficiency and transparency of the Board of Trustees and District operations and services.

Effectiveness

- Implement a midyear review of the Library Director
 - The trustees were all in agreement with this concept
 - Trustee Anwar suggested a more weighted approach for evaluating the Director's performance objectives
 - The trustees discussed having more written documentation of the Director's review
- Create a board policy about handling patron feedback
 - The trustees agreed, believing that they should have one voice
 - President Ruiz-Funes suggested creating a spreadsheet to keep track of patron feedback
- Create a SharePoint site for all patron feedback, news articles, and other library information
 - The Board agreed and plan to meet with Mark Swenson, Head of Information Technology to discuss their options
- Open Meetings Act (OMA)
 - The trustees will be dedicating the next Board Study Session to OMA training

- Create an annual meeting among consortium presidents
 - Trustee Shoup suggested that the Board reach out to Northshore libraries first

Efficiency

- Condense the board packet by eliminating materials rarely discussed in meetings, highlighting only large expenses on the check register, and presenting graphs on a quarterly basis
 - Trustee Anwar suggested keeping all the checks in the board packet; the other trustees agreed
 - Trustee Anwar suggested adding a management discussion and analysis to the budget
 - President Ruiz-Funes suggested holding off on any changes to the board packet until next year

Transparency

- Create board brief emails that patrons can opt into that highlight important topics that were discussed during the board meetings
 - The trustees were very interested in implementing this idea
- Add trustee photos, biographies and a Board FAQ to the website
 - The trustees agreed with this suggestion, and discussed using Evanston Public Library's "Board of Trustees" page as a guideline
- Videotape the board meetings
 - The trustees were all in agreement that they should be videotaping their meetings

Improving Library Operations/Services

- Add a library card value calculator to the website
- Eliminate fines
 - The trustees asked to see data from Indian Trails and other sister libraries
- Make returns more convenient by adding more drop boxes around town
 - The trustees were all in agreement that adding more book drop boxes would be a tremendous benefit to patrons

V. Public Comments

Northbrook resident Susan Kelly gave suggestions regarding the library card value calculator, eliminating fines, and fine forgiveness.

Northfield resident Carol Ritchell thanked Trustee Gosselin for his presentation and stated that she agreed with many of his ideas, such as the board brief emails, trustee biographies, and videotaping the meetings.

Winnetka resident Jeffrey Liss thanked Trustee Gosselin for his impressive presentation, and offered suggestions regarding the Director's evaluation, patron feedback, community surveys and board packets. He also suggested that the trustees consider arranging a fieldtrip to other libraries to see what they are doing.

Northfield resident Lois Neustadt thanked Trustee Gosselin for his presentation. She stated that for transparency purposes she agrees that it is important to keep all the checks printed in the board packets. She also suggested that the District add their Collection Development Policy to the website.

President Ruiz-Funes thanked those who gave comments for their feedback.

VI. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gill Anwar and seconded by Trustee Casale MacNally. President Ruiz-Funes adjourned the meeting at 8:35 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 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<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	1,364,378.33	1,945,864.45	47.54 %	581,486.12
IMRF Fund	88,200.00	29,400.00	41,969.99	47.59 %	12,569.99
FICA Fund	24,500.00	8,166.67	11,658.31	47.58 %	3,491.64
Building Fund	147,000.00	49,000.00	69,949.81	47.58 %	20,949.81
Unemployment Fund	10.00	3.33	4.64	46.40 %	1.31
Total Revenues	<u>4,352,845.00</u>	<u>1,450,948.33</u>	<u>2,069,447.20</u>	<u>47.54 %</u>	<u>618,498.87</u>
Expenses					
Library Fund	3,798,154.00	1,266,051.33	1,087,330.32	28.63 %	(178,721.01)
IMRF Fund	111,000.00	37,000.00	24,459.06	22.04 %	(12,540.94)
FICA Fund	123,000.00	41,000.00	35,091.71	28.53 %	(5,908.29)
Building Fund	286,146.00	95,382.00	105,905.01	37.01 %	10,523.01
Unemployment Fund	<u>1,000.00</u>	<u>333.33</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(333.33)</u>
Total Expenses	<u>4,319,300.00</u>	<u>1,439,766.67</u>	<u>1,252,786.10</u>	<u>29.00 %</u>	<u>(186,980.57)</u>
Total Revenues	4,352,845.00	1,450,948.33	2,069,447.20	47.54 %	618,498.87
Total Expenses	<u>4,319,300.00</u>	<u>1,439,766.67</u>	<u>1,252,786.10</u>	<u>29.00 %</u>	<u>186,980.57</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>11,181.66</u>	<u>816,661.10</u>	<u>2,434.52 %</u>	<u>805,479.44</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<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	1,278,479.67	1,851,784.33	48.28 %	573,304.66
Replacement Tax	20,000.00	6,666.67	15,621.29	78.11 %	8,954.62
Collections	155,696.00	51,898.67	32,835.25	21.09 %	(19,063.42)
Materials	12,000.00	4,000.00	3,012.42	25.10 %	(987.58)
Other Income	<u>70,000.00</u>	<u>23,333.33</u>	<u>42,611.16</u>	<u>60.87 %</u>	<u>19,277.83</u>
Total Operating Revenue	<u>4,093,135.00</u>	<u>1,364,378.33</u>	<u>1,945,864.45</u>	<u>47.54 %</u>	<u>581,486.12</u>
Operating Expenses					
Personnel	1,790,000.00	596,666.67	510,437.66	28.52 %	(86,229.01)
Administration	226,704.00	75,568.00	110,802.30	48.88 %	35,234.30
Utilities	97,700.00	32,566.67	30,111.89	30.82 %	(2,454.78)
IT Services	171,250.00	57,083.33	67,672.50	39.52 %	10,589.17
Public Relations	45,000.00	15,000.00	15,415.98	34.26 %	415.98
Library Materials - Adult	561,000.00	187,000.00	248,520.69	44.30 %	61,520.69
Library Materials - Youth	89,900.00	29,966.67	29,604.78	32.93 %	(361.89)
Programs	66,600.00	22,200.00	28,329.01	42.54 %	6,129.01
Capital	<u>750,000.00</u>	<u>250,000.00</u>	<u>44,068.14</u>	<u>5.88 %</u>	<u>(205,931.86)</u>
Total Operating Expenses	<u>3,798,154.00</u>	<u>1,266,051.33</u>	<u>1,087,330.32</u>	<u>28.63 %</u>	<u>(178,721.01)</u>
Total Revenues	4,093,135.00	1,364,378.33	1,945,864.45	47.54 %	581,486.12
Total Expenses	<u>3,798,154.00</u>	<u>1,266,051.33</u>	<u>1,087,330.32</u>	<u>28.63 %</u>	<u>(178,721.01)</u>
Excess Revenues less Expenses	<u><u>294,981.00</u></u>	<u><u>98,327.00</u></u>	<u><u>858,534.13</u></u>	<u><u>291.05 %</u></u>	<u><u>760,207.13</u></u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	1,278,479.67	1,843,623.32	48.07 %	565,143.65
Property Taxes Collections-Liability	0.00	0.00	5,829.16	0.00	5,829.16
Property Taxes Collections-Audit	0.00	0.00	2,331.85	0.00	2,331.85
Replacement Tax	<u>20,000.00</u>	<u>6,666.67</u>	<u>15,621.29</u>	<u>78.11 %</u>	<u>8,954.62</u>
Total Taxes	<u>3,855,439.00</u>	<u>1,285,146.33</u>	<u>1,867,405.62</u>	<u>48.44 %</u>	<u>582,259.29</u>
Collections					
Per Capita Grant	21,696.00	7,232.00	0.00	0.00 %	(7,232.00)
Kenilworth Services	100,000.00	33,333.33	26,040.88	26.04	(7,292.45)
Fines - Winnetka	25,000.00	8,333.33	6,181.67	24.73	(2,151.66)
Studio Fees	4,500.00	1,500.00	395.54	8.79	(1,104.46)
Lost/Damaged Mat.-Winnetka	4,500.00	1,500.00	95.71	2.13	(1,404.29)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>121.45</u>	<u>0.00</u>	<u>121.45</u>
Total Collections	<u>155,696.00</u>	<u>51,898.67</u>	<u>32,835.25</u>	<u>21.09 %</u>	<u>(19,063.42)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	3,333.33	3,012.42	30.12 %	(320.91)
Book Sales - Winnetka	<u>2,000.00</u>	<u>666.67</u>	<u>0.00</u>	<u>0.00</u>	<u>(666.67)</u>
Total Materials	<u>12,000.00</u>	<u>4,000.00</u>	<u>3,012.42</u>	<u>25.10 %</u>	<u>(987.58)</u>
Other Income					
Checking Interest Income	45,000.00	15,000.00	774.76	1.72 %	(14,225.24)
Byline Bank IMA Interest	0.00	0.00	40,655.46	0.00	40,655.46
Change on Investment Value	0.00	0.00	357.27	0.00	357.27
Money Market-Interest	0.00	0.00	416.18	0.00	416.18
Misc. Revenue - Winnetka	0.00	0.00	338.21	0.00	338.21
Contributions	25,000.00	8,333.33	0.00	0.00	(8,333.33)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>69.28</u>	<u>0.00</u>	<u>69.28</u>
Total Other Income	<u>70,000.00</u>	<u>23,333.33</u>	<u>42,611.16</u>	<u>60.87 %</u>	<u>19,277.83</u>
Total Revenue	<u>4,093,135.00</u>	<u>1,364,378.33</u>	<u>1,945,864.45</u>	<u>47.54 %</u>	<u>581,486.12</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Expenses					
Personnel					
Salaries	1,610,000.00	536,666.67	473,349.04	29.40 %	(63,317.63)
Health Insurance	155,000.00	51,666.67	33,833.84	21.83	(17,832.83)
Flu Vaccination	500.00	166.67	0.00	0.00	(166.67)
Employee Asst. Program	1,500.00	500.00	320.00	21.33	(180.00)
Conferences	20,000.00	6,666.67	2,758.78	13.79	(3,907.89)
Flexible Spending Account	<u>3,000.00</u>	<u>1,000.00</u>	<u>176.00</u>	<u>5.87</u>	<u>(824.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>596,666.67</u>	<u>510,437.66</u>	<u>28.52 %</u>	<u>(86,229.01)</u>
Administration					
Audit Fees	11,050.00	3,683.33	850.00	7.69 %	(2,833.33)
Library Supplies	35,000.00	11,666.67	17,901.92	51.15	6,235.25
Office Supplies	8,000.00	2,666.67	3,418.41	42.73	751.74
Breakroom Supplies	1,500.00	500.00	888.65	59.24	388.65
Postage	4,500.00	1,500.00	738.44	16.41	(761.56)
Hospitality	6,000.00	2,000.00	58.70	0.98	(1,941.30)
Accounting and Bookkeeping	20,004.00	6,668.00	3,334.00	16.67	(3,334.00)
Legal Notices	1,000.00	333.33	597.04	59.70	263.71
Delivery Service	8,000.00	2,666.67	2,472.00	30.90	(194.67)
Payroll Services	9,000.00	3,000.00	2,761.15	30.68	(238.85)
Liability Insurance Costs	30,000.00	10,000.00	18,721.00	62.40	8,721.00
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
Studio General Supplies	7,500.00	2,500.00	3,510.23	46.80	1,010.23
ILL Fees	150.00	50.00	0.00	0.00	(50.00)
Board Expenses	1,000.00	333.33	0.00	0.00	(333.33)
Memberships	6,000.00	2,000.00	1,358.00	22.63	(642.00)
Staff Recognition/Events/Meetings	5,000.00	1,666.67	2,789.64	55.79	1,122.97
Director's Expenses	500.00	166.67	0.00	0.00	(166.67)
Legal	12,000.00	4,000.00	9,599.15	79.99	5,599.15
Architects	0.00	0.00	2,000.00	0.00	2,000.00
Building Appraisal	500.00	166.67	0.00	0.00	(166.67)
Other Consultations	15,000.00	5,000.00	20,282.76	135.22	15,282.76
Investment Fees	0.00	0.00	2,597.71	0.00	2,597.71
HR Consultant	40,000.00	13,333.33	13,018.75	32.55	(314.58)
Studio Maintenance/Repair	<u>5,000.00</u>	<u>1,666.67</u>	<u>602.75</u>	<u>12.06</u>	<u>(1,063.92)</u>
Total Administration	<u>226,704.00</u>	<u>75,568.00</u>	<u>110,802.30</u>	<u>48.88 %</u>	<u>35,234.30</u>
Utilities					
Electricity - Winnetka	49,000.00	16,333.33	19,281.76	39.35 %	2,948.43
Water - Winnetka	5,700.00	1,900.00	1,219.66	21.40	(680.34)
Storm Sewer - Winnetka	1,900.00	633.33	532.64	28.03	(100.69)
Natural Gas - Winnetka	14,000.00	4,666.67	1,426.57	10.19	(3,240.10)
Telephone - Winnetka	10,000.00	3,333.33	3,026.71	30.27	(306.62)
Internet Services	<u>17,100.00</u>	<u>5,700.00</u>	<u>4,624.55</u>	<u>27.04</u>	<u>(1,075.45)</u>
Total Utilities	<u>97,700.00</u>	<u>32,566.67</u>	<u>30,111.89</u>	<u>30.82 %</u>	<u>(2,454.78)</u>
Information Technology					
CCS Operating	83,250.00	27,750.00	20,174.84	24.23 %	(7,575.16)
OCLC	0.00	0.00	18,575.72	0.00	18,575.72
Software	35,000.00	11,666.67	18,640.96	53.26	6,974.29
LAN Management	50,000.00	16,666.67	10,133.00	20.27	(6,533.67)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<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					
Hardware	0.00	0.00	28.00	0.00	28.00
Technology/Website	<u>3,000.00</u>	<u>1,000.00</u>	<u>119.98</u>	<u>4.00</u>	<u>(880.02)</u>
Total Information Technology	<u>171,250.00</u>	<u>57,083.33</u>	<u>67,672.50</u>	<u>39.52 %</u>	<u>10,589.17</u>
Public Relations					
PR E-Marketing	1,500.00	500.00	681.69	45.45 %	181.69
PR Promotional	7,000.00	2,333.33	254.98	3.64	(2,078.35)
PR Source	25,000.00	8,333.33	6,227.94	24.91	(2,105.39)
PR Supplies	8,000.00	2,666.67	6,714.37	83.93	4,047.70
PR Advertising	<u>3,500.00</u>	<u>1,166.67</u>	<u>1,537.00</u>	<u>43.91</u>	<u>370.33</u>
Total Public Relations	<u>45,000.00</u>	<u>15,000.00</u>	<u>15,415.98</u>	<u>34.26 %</u>	<u>415.98</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	26,333.33	27,284.06	34.54 %	950.73
Books-Non-Fiction-Adult-Winnetka	77,000.00	25,666.67	19,263.67	25.02	(6,403.00)
Periodicals-Winnetka	28,000.00	9,333.33	12,942.93	46.22	3,609.60
DVDs-Adult-Winnetka	53,000.00	17,666.67	17,743.79	33.48	77.12
Audio Books-Adult-Winnetka	34,000.00	11,333.33	13,789.23	40.56	2,455.90
Books-Digital-Winnetka	185,000.00	61,666.67	80,314.85	43.41	18,648.18
Online Database	<u>105,000.00</u>	<u>35,000.00</u>	<u>77,182.16</u>	<u>73.51</u>	<u>42,182.16</u>
Total Library Materials - Adult	<u>561,000.00</u>	<u>187,000.00</u>	<u>248,520.69</u>	<u>44.30 %</u>	<u>61,520.69</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	6,000.00	4,550.56	25.28 %	(1,449.44)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	5,666.67	675.13	3.97	(4,991.54)
DVDs-Juv-Winnetka	12,500.00	4,166.67	6,779.86	54.24	2,613.19
Audio Books-Juv-Winnetka	12,000.00	4,000.00	6,110.45	50.92	2,110.45
Music-Juv-Winnetka	900.00	300.00	186.74	20.75	(113.26)
Books-Easy-Winnetka	18,500.00	6,166.67	6,251.34	33.79	84.67
Books-Jr. High-Winnetka	11,000.00	3,666.67	3,309.64	30.09	(357.03)
Books-Non-Fiction-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>1,741.06</u>	<u>0.00</u>	<u>1,741.06</u>
Total Library Materials - Youth	<u>89,900.00</u>	<u>29,966.67</u>	<u>29,604.78</u>	<u>32.93 %</u>	<u>(361.89)</u>
Programs					
Summer Reading	11,100.00	3,700.00	7,038.86	63.41 %	3,338.86
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	5,666.67	7,738.69	45.52	2,072.02
Programming - Youth	16,500.00	5,500.00	3,351.29	20.31	(2,148.71)
Programming - Adult	<u>22,000.00</u>	<u>7,333.33</u>	<u>7,124.11</u>	<u>32.38</u>	<u>(209.22)</u>
Total Programs	<u>66,600.00</u>	<u>22,200.00</u>	<u>28,329.01</u>	<u>42.54 %</u>	<u>6,129.01</u>
Capital					
Building	155,000.00	51,666.67	0.00	0.00 %	(51,666.67)
Equipment/Furniture	500,000.00	166,666.67	2,900.02	0.58	(163,766.65)
Computer Equipment	<u>95,000.00</u>	<u>31,666.67</u>	<u>41,168.12</u>	<u>43.33</u>	<u>9,501.45</u>
Total Capital	<u>750,000.00</u>	<u>250,000.00</u>	<u>44,068.14</u>	<u>5.88 %</u>	<u>(205,931.86)</u>
Total Expenses	<u>3,798,154.00</u>	<u>1,266,051.33</u>	<u>1,087,330.32</u>	<u>28.63 %</u>	<u>(178,721.01)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>98,327.00</u>	<u>858,534.13</u>	<u>291.05 %</u>	<u>760,207.13</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 4 Months Ended October 31, 2019

Ideal Budget Percentage Spent: 33.33%

	<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	<u>147,000.00</u>	<u>49,000.00</u>	<u>69,949.81</u>	<u>47.58 %</u>	<u>20,949.81</u>
Total Revenue	<u>147,000.00</u>	<u>49,000.00</u>	<u>69,949.81</u>	<u>47.58 %</u>	<u>20,949.81</u>
Expenses					
Northfield Lease	66,196.00	22,065.33	21,360.84	32.27 %	(704.49)
Janitorial Supplies	8,500.00	2,833.33	2,788.66	32.81	(44.67)
Snow Removal	8,000.00	2,666.67	0.00	0.00	(2,666.67)
Photocopier Leases	40,000.00	13,333.33	4,906.07	12.27	(8,427.26)
Phone Lease	9,600.00	3,200.00	11,890.65	123.86	8,690.65
Building Maintenance Service	110,000.00	36,666.67	48,664.47	44.24	11,997.80
Elevators	8,000.00	2,666.67	100.00	1.25	(2,566.67)
Landscaping	5,000.00	1,666.67	1,907.52	38.15	240.85
HVAC	10,000.00	3,333.33	5,322.00	53.22	1,988.67
Automatic Doors	3,500.00	1,166.67	2,049.82	58.57	883.15
Roof	600.00	200.00	0.00	0.00	(200.00)
Alarms	2,750.00	916.67	2,102.15	76.44	1,185.48
Equipment	4,000.00	1,333.33	352.87	8.82	(980.46)
Misc Services	<u>10,000.00</u>	<u>3,333.33</u>	<u>4,459.96</u>	<u>44.60</u>	<u>1,126.63</u>
Total Expenses	<u>286,146.00</u>	<u>95,382.00</u>	<u>105,905.01</u>	<u>37.01 %</u>	<u>10,523.01</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (46,382.00)</u>	<u>\$ (35,955.20)</u>	<u>25.84 %</u>	<u>10,426.80</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2019 - October 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Aqua Chill of Chicago 10-0-5122	Breakroom Supplies	inv # 2257166	37.00	2746	10/04/19	<u>37.00</u>
ASSA ABLOY Entrance Systems US Inc. 70-0-5755	Automatic Doors	inv # SEI/01297449	25.43	2747	10/04/19	<u>25.43</u>
AT&T 10-0-5173	Storm Sewer	August & September	-873.70	2748	10/04/19	<u>(873.70)</u>
AT&T 10-0-5173	Storm Sewer	August & September	873.70	2748	10/04/19	<u>873.70</u>
Cary Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	10.49	2749	10/04/19	<u>10.49</u>
Catered by Design 10-0-5716	OBTV	inv # 16435	435.00	2750	10/04/19	<u>435.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct # 40046140	363.85	2751	10/04/19	<u>363.85</u>
Ela Area Public Library District 10-0-4150	Lost/Damaged Materials	Ela Area Public Library District	27.49	2752	10/04/19	<u>27.49</u>
Esscoe L.L.C. 70-0-5758	Alarms	inv # 38112	350.00	2753	10/04/19	<u>350.00</u>
Evanston Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	29.96	2754	10/04/19	<u>29.96</u>
Fox River Valley Public Library District 10-0-4150	Lost/Damaged Materials	Quarterly Billing	22.99	2755	10/04/19	<u>22.99</u>
Glencoe Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	32.99	2756	10/04/19	<u>32.99</u>
Shari Pontillo 10-0-5908	Programming - Adult	Inspirational Wired Fabric Flowers	350.00	2757	10/04/19	<u>350.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	inv # T2003094	450.00	2758	10/04/19	<u>450.00</u>
Thompson Elevator Inspection Service, Inc 70-0-5749	Elevators	inv # 19-3053	100.00	2759	10/04/19	<u>100.00</u>
Wilmette Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	52.27	2760	10/04/19	<u>52.27</u>
Zion-Benton Public Library 10-0-4150	Lost/Damaged Materials	Quarterly Billing	16.99	2761	10/04/19	<u>16.99</u>
Catered by Design 10-0-5908	Programming - Adult	Cookie Decorating Workshop	350.00	2762	10/10/19	<u>350.00</u>
Betsey Means Wills				2763	10/17/19	<u>300.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2019 - October 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5908	Programming - Adult	Jane Addams "Democracy in America"	300.00			
Amber Mechanical Contractors Inc. 70-0-5752	HVAC	Inv # C005765	1,999.50	2764	10/18/19	<u>1,999.50</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Leonardo at 500	350.00	2765	10/18/19	<u>350.00</u>
Capira Technologies LLC 10-0-5134	Software	50% down payment of total first year cost of CapiraMobile	2,075.00	2766	10/18/19	<u>2,075.00</u>
COOPERATIVE COMPUTER SERVICES 10-0-5132	CCS Operating	Inv #1649	20,174.84	2767	10/18/19	<u>20,174.84</u>
Elise Former 10-0-5907	Programming - Youth	Expense reimbursement - fall programming (decorate a mini pumpkin)	14.22	2768	10/18/19	<u>14.22</u>
Esscoe L.L.C. 70-0-5758	Alarms	Cust # 1900	350.00	2769	10/18/19	<u>350.00</u>
Funny Valentine Press 10-0-5908	Programming - Adult	Lights out, Everybody: Mystery and Horrot During the Golden Age of Radio	225.00	2770	10/18/19	<u>225.00</u>
Grainger 70-0-5782	Equipment	Inv # 9317694918	144.53	2771	10/18/19	<u>144.53</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 25682622	799.98	2772	10/18/19	<u>799.98</u>
Highland Park Public Library 10-0-5114	Conferences	inv # 2 - training for 13 people	743.60	2773	10/18/19	<u>743.60</u>
Intellicorp Records Inc. 10-0-5736	Legal	Inv # 1070836	39.60	2774	10/18/19	<u>39.60</u>
New York Times 10-1-5342	Periodicals-Winnetka	Acct # 400184685 - service period 9/26/19-9/23/20	1,053.00	2775	10/18/19	<u>1,053.00</u>
Robbins Schwartz 10-0-5736 10-0-5736	Legal Legal	Inv # 854526 Inv # 854525	3,993.75 787.50	2776	10/18/19	<u>4,781.25</u>
The Lyceum Agency 10-0-5716	OBTV	Inv # 3645TR	996.34	2777	10/18/19	<u>996.34</u>
USA Today 10-1-5342	Periodicals-Winnetka	acct # 4183221	339.20	2778	10/18/19	<u>339.20</u>
Anette Isaacs 10-0-5908	Programming - Adult	Berlin at 30: Celebrating the fall of the wall	275.00	2779	10/31/19	<u>275.00</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2019 - October 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Aqua Chill of Chicago 10-0-5122	Breakroom Supplies	Inv # 2257602	37.00	2780	10/31/19	<u>37.00</u>
AT&T (Phone Service) 10-0-5176	Internet Services	October	282.80	2781	10/31/19	<u>1,156.50</u>
10-0-5176	Internet Services	August & September	873.70			
Carahsoft Technology Corp 10-1-5346	Online Database - Winnetka	Inv # 17247158INV	7,000.00	2782	10/31/19	<u>7,000.00</u>
Dave Rudolf 10-0-5908	Programming - Adult	British Invasion	350.00	2783	10/31/19	<u>350.00</u>
Grainger 70-0-5782	Equipment	Inv # 9337884325	31.57	2784	10/31/19	<u>31.57</u>
Kaleb Van Rijswijck 10-0-5907	Programming - Youth	Tiny Toes Dance Class	150.00	2785	10/31/19	<u>150.00</u>
Katherine Lenore Leslie 10-0-5907	Programming - Youth	Mother Gooses Garden	150.00	2786	10/31/19	<u>150.00</u>
Kevin Wood 10-0-5908	Programming - Adult	From obscurity to greatness: Illinois and Lincoln	250.00	2787	10/31/19	<u>250.00</u>
Maya Ginn 10-0-5110	Salaries	9/6 Payroll	78.65	2788	10/31/19	<u>78.65</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	Inv # INV02119000	204.00	2789	10/31/19	<u>204.00</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv # T2005961	450.00	2790	10/31/19	<u>450.00</u>
Tee Jay Service Company, Inc 70-0-5755	Automatic Doors	Inv # 165947	780.00	2791	10/31/19	<u>780.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	7.99	15266	10/10/19	<u>7.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	20.00	15267	10/10/19	<u>20.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	21.14	15268	10/10/19	<u>21.14</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.00	15269	10/11/19	<u>25.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.50	15270	10/11/19	<u>25.50</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.92	15271	10/11/19	<u>25.92</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

October 1, 2019 - October 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NEWEGG BUSINESS, INC. 10-0-5885	Computer Equipment	NEWEGG BUSINESS, INC.	29.95	15272	10/11/19	<u>29.95</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	39.99	15273	10/11/19	<u>39.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	44.18	15274	10/11/19	<u>44.18</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	45.00	15275	10/11/19	<u>45.00</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Cengage Learning	48.73	15276	10/11/19	<u>48.73</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	49.99	15277	10/11/19	<u>49.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	60.00	15278	10/11/19	<u>60.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	65.99	15279	10/11/19	<u>65.99</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	66.38	15280	10/11/19	<u>66.38</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	73.07	15281	10/11/19	<u>73.07</u>
Erin Collins 10-0-5908	Programming - Adult	Expense Reimbursement	100.38	15282	10/11/19	<u>100.38</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	124.99	15283	10/11/19	<u>124.99</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	136.04	15284	10/11/19	<u>136.04</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	136.83	15285	10/11/19	<u>136.83</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	170.00	15286	10/11/19	<u>170.00</u>
VOGUE PRINTERS 10-0-5724	PR Advertising	VOGUE PRINTERS	175.00	15287	10/11/19	<u>175.00</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Kanopy	221.00	15288	10/11/19	<u>221.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	306.44	15289	10/11/19	<u>306.44</u>
OVERDRIVE INC.				15290	10/11/19	<u>350.97</u>

Winnetka-Northfield Public Library District

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All Bank Accounts

October 1, 2019 - October 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	350.97			
HR Source				15291	10/11/19	<u>462.50</u>
10-0-5745	HR Consultant	HR Source	462.50			
ANTHONY SCOPELLITI LANDSCAPING, INC.				15292	10/11/19	<u>525.00</u>
70-0-5750	Landscaping	ANTHONY SCOPELLITI LANDSCAPING, INC.	525.00			
DE LAGE LANDEN FINANCIALSVCS.				15293	10/11/19	<u>665.00</u>
70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVCS.	665.00			
DELTA DENTAL PLAN OF ILLINOIS				15294	10/11/19	<u>752.84</u>
10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	752.84			
ROTARY CLUB OF WINNETKA-NORTHFIELD				15295	10/11/19	<u>825.00</u>
10-0-5731	Memberships	ROTARY CLUB OF WINNETKA-NORTHFIELD	825.00			
OVERDRIVE INC.				15296	10/11/19	<u>894.97</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	894.97			
CDW-G				15297	10/11/19	<u>1,077.02</u>
10-0-5885	Computer Equipment	CDW-G	1,077.02			
OVERDRIVE INC.				15298	10/11/19	<u>1,461.84</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,461.84			
OVERDRIVE INC.				15299	10/11/19	<u>1,540.43</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,540.43			
OVERDRIVE INC.				15300	10/11/19	<u>1,573.39</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,573.39			
Lauterbach & Amen, LLP				15301	10/15/19	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Lauterbach & Amen, LLP	1,667.00			
DE LAGE LANDEN FINANCIALSVCS.				15302	10/15/19	<u>1,693.70</u>
70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVCS.	1,693.70			
3 Points, LLC				15303	10/15/19	<u>2,437.00</u>
10-0-5135	LAN Management	3 Points, LLC	2,437.00			
WT. Cox Subscriptions, Inc.				15304	10/15/19	<u>3,682.13</u>
10-1-5342	Periodicals-Winnetka	WT. Cox Subscriptions, Inc.	3,682.13			
Sphere PR Group				15305	10/15/19	<u>4,000.00</u>
10-0-5743	Other Consultations	Sphere PR Group	4,000.00			
WT. Cox Subscriptions, Inc.				15306	10/15/19	<u>5,749.37</u>
10-1-5342	Periodicals-Winnetka	WT. Cox Subscriptions, Inc.	5,749.37			
BIBLIOTHECA, LLC				15307	10/15/19	<u>6,666.59</u>
10-0-5885	Computer Equipment	BIBLIOTHECA, LLC	6,666.59			
RECORDED BOOKS, INC.				15308	10/11/19	<u>65.47</u>

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10-1-5344	Audio Books-Adult-Winnetka	RECORDED BOOKS, INC.	65.47			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 008871CO19186644	17.99	15309	10/25/19	<u>17.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 088710CO19193862	20.00	15310	10/25/19	<u>20.00</u>
Philadelphia Insurance Companies 10-0-5150	Liability Insurance Costs	October Invoice	25.00	15311	10/25/19	<u>25.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19194472	26.99	15312	10/25/19	<u>26.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19188596	28.99	15313	10/25/19	<u>28.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	36.46	15314	10/25/19	<u>36.46</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19191064	39.99	15315	10/25/19	<u>39.99</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	Inv # 7041	43.00	15316	10/25/19	<u>43.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19189457	49.95	15317	10/25/19	<u>49.95</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Inv # 68681734	51.73	15318	10/25/19	<u>51.73</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19189396	54.99	15319	10/25/19	<u>54.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19194414	59.99	15320	10/25/19	<u>59.99</u>
RECORDED BOOKS, INC. 10-1-5344	Audio Books-Adult-Winnetka	RECORDED BOOKS, INC.	65.47	15321	10/25/19	<u>65.47</u>
RECORDED BOOKS, INC. 10-1-5344	Audio Books-Adult-Winnetka	RECORDED BOOKS, INC.	65.47	15322	10/25/19	<u>65.47</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19191201	67.50	15323	10/25/19	<u>67.50</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19190181	84.93	15324	10/25/19	<u>84.93</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # US25515	104.99	15325	10/25/19	<u>104.99</u>

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DEMCO 10-0-5723	PR Supplies	Inv # 6700965	120.55	15326	10/25/19	<u>120.55</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # US25512	160.00	15327	10/25/19	<u>160.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19196112	164.99	15328	10/25/19	<u>164.99</u>
Cengage Learning 10-1-5340	Books-Fiction-Adult-Winnetka	Inv # 68673574	173.48	15329	10/25/19	<u>173.48</u>
Batteries Plus LLC 70-0-5782	Equipment	Inv # P19480278	176.77	15330	10/25/19	<u>176.77</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19194621	239.99	15331	10/25/19	<u>239.99</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv # 100004556	270.00	15332	10/25/19	<u>270.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19188221	297.98	15333	10/25/19	<u>297.98</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # US25513	327.08	15334	10/25/19	<u>327.08</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO19190491	444.93	15335	10/25/19	<u>444.93</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	600.00	15336	10/25/19	<u>600.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871CO1919835	713.92	15337	10/25/19	<u>713.92</u>
ASSA ABLOY Entrance Systems US Inc. 70-0-5755	Automatic Doors	Inv # SCI/00056687	848.98	15338	10/25/19	<u>848.98</u>
Lauterbach & Amen, LLP 10-0-5101	Audit Fees	Inv # 39778	850.00	15339	10/25/19	<u>850.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv# 10000-4557	1,328.36	15340	10/25/19	<u>1,328.36</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19193552	1,450.88	15341	10/25/19	<u>1,450.88</u>
Sarah Keister Armstr 10-0-5743	Other Consultations	Sarah Keister Armstr	1,700.00	15342	10/25/19	<u>1,700.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	Inv # 08871DA19188220	1,882.73	15343	10/25/19	<u>1,882.73</u>

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BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # US25514	1,948.77	15344	10/25/19	<u>1,948.77</u>
HR Source 10-0-5745	HR Consultant	Inv # 10379	2,375.00	15345	10/25/19	<u>2,375.00</u>
DocuFree Corporation 10-0-5121	Office Supplies	Inv # 201901733	2,400.00	15346	10/25/19	<u>2,400.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv # US25516	4,991.78	15347	10/25/19	<u>4,991.78</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	Inv # 2019152	5,340.21	15348	10/25/19	<u>5,340.21</u>
Patron Point 10-0-5134	Software	Inv # WNPKD-02	5,900.00	15349	10/25/19	<u>5,900.00</u>
VALUE LINE PUBLISHING LLC 10-1-5346	Online Database - Winnetka	Inv # KF-759040-1911	5,925.00	15350	10/25/19	<u>5,925.00</u>
Sphere PR Group 10-0-5743	Other Consultations	Inv # 2019-10-WNL	6,875.00	15351	10/25/19	<u>6,875.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv # I00004518	9,000.00	15352	10/25/19	<u>9,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Inv # 2019-000000 10 - monthly health insurance	10,557.00	15353	10/25/19	<u>10,557.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5747	Phone Lease	Inv # 65341564.	1,693.70	15354	10/25/19	<u>1,693.70</u>
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	100.00	15355	10/01/19	<u>100.00</u>
COMED 10-2-5171	Electricity - Northfield	COMED	634.57	15356	10/01/19	<u>634.57</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15357	10/04/19	<u>69.95</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	36.75	15358	10/08/19	<u>36.75</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	308.56	15359	10/08/19	<u>308.56</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15360	10/08/19	<u>237.85</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.76	15361	10/21/19	<u>4,285.23</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,755.92			

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10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	109.82			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	114.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	50.37			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
VILLAGE OF NORTHFIELD				15362	10/25/19	<u>118.17</u>
10-2-5172	Water - Northfield	VILLAGE OF NORTHFIELD	118.17			
COMED				15363	10/30/19	<u>596.68</u>
10-2-5171	Electricity - Northfield	COMED	596.68			
				Check List Total		<u><u>162,051.27</u></u>

Library Director's Report and Staff Activities for the November 18, 2019 Board Meeting

Impact Stories

A regular Studio patron attended a jewelry making class with her mother-in-law from out of the country. She pulled me aside the next day to tell me how much they enjoyed that class and that she appreciates that we offer such fun and creative programs for adults. She said she was grateful to have something she and her relative could do and be creative together outside of the house. -Erin Collins, Adult Services Librarian

Katie Cangelosi, Head of Circulation, was working in the Youth Services department and had a delightful interaction with a young patron. As the patron was leaving, she said "Mom, I made a new friend today!" her mom responded, "oh yeah, did you?" and the young patron said "Yes! Her name is Miss Katie!"

Financial Report

November 2019

Financial highlights

- Revenues are coming in slightly higher than budgeted at 47.5%
- Expenses are running under with the library fund at 28.63%; this is due to the lack of capital expenditures
- The building fund is running slightly high at 37%, this is mainly due to maintenance issues that were addressed in the building
- In IT We are now paying our CCS consortia payments quarterly and will see them be combined in the next report (CCS Operating and OCLC)
- Studio Supplies will be moved into the programs category and from the administration category.

Circulation Services

Total circulation for the month of October FY 2019/2020 was **40,336** compared to **41,574** for the same month last year. This represents a net change of **-2.98 %**.

Cumulative circulation through October FY 2019/2020 is **165,382** compared to **173,852** for the previous fiscal year to date. This represents a net change of **-4.87 %**.

Virtual Branch circulation for the month of October FY 2019/2020 was **4,745** compared to **4,347** for the same month last year. This represents a net change of **9.16 %**.

Cumulative virtual branch circulation through October FY 2019/2020 is **18,772** compared to **16,436** for the previous fiscal year to date. This represents a net change of **14.21 %**.

Self-checkout at the Winnetka Library for the month of October was **67.16%**.

Personnel

We are currently hiring two more part-time Circulation Associates to replace the hours from the recent promotions of Meghan White, Librarian, and Lindsay Goldstein, Librarian. Congratulations to both staff members who are continuing their careers with our Library District.

In addition, Maddy Belk has joined our team as a Youth Services Librarian. We are thrilled to have her join our team.

Youth Services Associate Kathy Hargrave has retired as of Tuesday, October 29. Kathy was with the District for more than 13 years and her contributions will be greatly missed. She is looking forward to traveling and spending more time with her family.

Library Director's Report and Staff Activities for the November 18, 2019 Board Meeting

We are formally reviewing our Staff Policy manual with HR Source. We hope to have policy changes for the Board to review in January.

Fireside Chat Date

We are excited to get to know the community at a series of Fireside Chats at the Northfield Branch Library.

Name	Title	Date	Time
Mark Swenson	Head of Information Technology	Thursday, Dec. 12	7-8pm
Katie Cangelosi	Head of Circulation	Tuesday, Jan. 7	2-3pm
Emily Compton-Dzak	Assistant Director	Tuesday, Feb. 4	4-5pm
Sarah Quish	Head of Marketing & Communications	Tuesday, March 10	1-2pm

Technology

There were 1180 public computer sessions in the month of October at Winnetka with 57% of those occurring on library laptops. There were 699 public computer sessions at Northfield with 16 percent of those occurring on laptops. There were 10 Chromebook sessions in Youth Services.

Winnetka had 21,291 hotspot sessions from 2,210 distinct devices. The average session time was 37 minutes. These sessions used a total of about 664 GB of downstream bandwidth and about 142 GB of upstream bandwidth.

Northfield had 6,857 hotspot sessions from 983 distinct devices. The average session time was 31 minutes. These sessions used a total of about 363 GB of downstream bandwidth and about 29 GB of upstream bandwidth.

We had 9,399 web sessions with 5,866 website users as counted by Google Analytics. The sessions number is up from last year's 8,881 sessions, and the unique visitors count is up from last year's 5,276 unique users.

New Library App

Michael Cianfrani, Virtual Services Coordinator completed required documentation for settings for the new app. He worked with staff around structure of the app and concerns about accessibility for patrons with vision issues, to ensure that icons and text are clear vs. just looking cool.

Website: Most Visited Pages

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

Study Room Usage

Bookings Summary

<i>Unique Users</i>	141
<i>Total Bookings</i>	279
<i>Time Available</i>	55,440
<i>Time Booked</i>	30,030
<i>Average Booking Duration</i>	118

<i>User Showed Up - Yes</i>	249
<i>User Showed Up - No</i>	1

Programs and Activities

Total District Program Attendance for the month of October FY 2019/2020 was **2,171** compared to **1,805** for the same month last year.

This represents a net change of **20.28 %**.

Cumulative District Program Attendance through October FY 2019/2020 is **7,373** compared to **5,981** for the same month last year.

This represents a net change of **23.27 %**.

Programming Highlights

- ***Just Twenty Feet from Safety: The Story of SS Eastland*** was attended by **30** patrons. In this unique program, actor and historian Terry Lynch took on the persona of Ollie Sanders, a Western Electric employee who was an eyewitness to the sinking of the Eastland on the Chicago River on July 24th, 1915.
- ***A Haunting We Will Go Storytime*** was attended by **75** patrons. Kathy Hargrave, Youth Services Associate, Amanda Garrity, Head of Youth Services and Courtney Volny, Branch Services Coordinator celebrated Halloween with stories, skits, and games for young children.
- ***Cut the Cord – Alternatives to Premium Cable Services*** was attended by **46** patrons. IT Specialist George Lowman provided an overview and demonstration of the alternatives to conventional cable TV service.
- ***Food for Thought Cookbook Book Club*** was attended by **19** patrons. Stephanie Girardi led a potluck meal and book discussion about Cozy Mystery recipes.

Outreach Activities

Head of Youth Services, Amanda Garrity presented with Andrea Vaughn Johnson, Head of Youth Services at the Wilmette Public Library, and Ann Finstad, Head of Children's Services at the Glencoe Public Library on early reader materials and services for preschool teachers at the Alliance for Early Childhood event "What's New in Children's Literature" on Thursday, October 3. Pictures can be found at

https://www.instagram.com/p/B3K8iMJB_Sq/ and

<https://www.facebook.com/theallianceforec/photos/a.269372955381/10156592491695382/?type=3&theater>

Head of Youth Services Amanda Garrity provided family-friendly spooky stories at the Winnetka Park District Family Campfire event on the evening of Friday, October 25. Pictures can be found at

<https://www.instagram.com/p/B4NNWdLH-pf/> and

https://www.facebook.com/pg/winnetkaparkdistrict/photos/?tab=album&album_id=10157993251372625&ref=page_internal

Communications and Marketing

The Source:

The winter issue of *The Source* should be in District homes by November 23. We are adding more book related and library news to the publication to better represent the breadth of Library services to all postal residents. We look forward to continuing to evolve the publication to fully represent the Library's services and engage our patrons.

NOVEMBER 2019 MONTHLY UPDATE ON COMMUNITY ENGAGEMENT AND RESPONSIVENESS

SUMMARY: STRATEGY & STATUS.

Work continues on our multifaceted response to community concerns. The main elements of this program are:

1. Direct responses to specific concerns raised in meetings and listening sessions.

Goal: Respond to community concerns with transparency and in accordance with overall Library strategy.

2. Enhanced active community engagement and listening.

Goal: Identify and engage community concerns and perceptions; use that information to drive strategy, service, and programming.

3. Internal (staff) dialogue on culture, practices, priorities and customer experience.

Goal: Ensure open communication with staff; ensure passionate commitment to customer service; establish standards to assess performance of staff and management towards goals.

The following items are highlights of our actions and plans on these issues.

1. Direct responses to specific concerns raised in meetings and listening sessions.

We have compiled information regarding disconnection and its impact on the library, its operations, and community costs.

2. General directions for community engagement.

We are continuing our expanded community engagement and listening campaign.

3. Internal (staff) dialogue around community concerns and customer experience.

Our dialogue on values and customer experience has continued and enhanced our Draft Strategic Plan. We continue to collaborate with and support the work of our human resources representative from HR Source.

NOVEMBER ACTIONS ON PLAN

The following are specific and noteworthy actions taken in execution of the plan.

Enhanced active community engagement and listening.

We have continued the following community engagement actions:

- Community Engagement and Listening Meetings;
- Fireside chats (two have been held);
- The first event on “how the library works” has been scheduled and posted; and
- Names are being received for the Community Advisory Task Force.

Community Engagement and Listening Meetings.

Goals: Hold 3–5 meetings with top community leaders.

Timeframe: by November board meeting.

Status: In addition to last month’s meetings (with the Northfield Village President; the Winnetka-Northfield Chamber Executive Director; and the District 29 Superintendent) we met this month with the North Shore Senior Center, Northfield Community Church, and Northfield’s Church of the Ascension.

Outcomes: We continued to hear a high sense of satisfaction in the Library, its programs and its facilities. We heard that people in the community are proud of their library and enjoy their experience when they use it.

Key Milestones: Six meetings have been completed. There is discussion of a collaborative lunch with community leaders to continue discussions regarding the Library, community perceptions, and community engagement.

Next steps: Plan additional community meetings and explore a Leaders Lunch event.

Fireside Chats.

Goals: To give community members an opportunity to meet with the Library Director and key staff for wide-ranging discussions about the Library’s operations, facilities, its programs, and the overall experience. These discussions will give Library management more information regarding community concerns and priorities.

Timeframe: These events will be monthly for the next few months, at which time their role will be evaluated.

Key Milestones: Two fireside chats have been held, and additional chats are scheduled, and the dates posted.

Next Steps: Following the December Fireside Chats, we will compile key findings and concerns, and develop action items to address those issues as appropriate.

Presentations, lectures and workshops on “how the library works.”

Goals: To create greater transparency of the Library’s operations, and to better inform the Library’s customers regarding operational options and constraints.

Timeframe: By the beginning of year, we will develop an initial set of programs on these topics, post them on our website and in the libraries, and hold an inaugural event by the end of the year.

Status: The inaugural event has been scheduled and posted. The event will address collections: the library’s goals and practices.

Key Milestones: Statement of purpose for these events; announcement of initial events; and an inaugural event by end of year.

Next Steps: Planning and holding the first event and subsequent events, posting, and conducting subsequent meetings.

Suggested Action: Community Advisory Task Force.

Concept: We are moving ahead on the creation of a seven- to ten-person Community Advisory Task Force to facilitate better community engagement and responsiveness by the Library.

Charge: The task force will discuss and evaluate community responsiveness, customer experience, facilities, programs and broad library policy issues. The Task Force will report back to the Board within six months.

Composition: Seven to ten persons, with a balance of members from each village. In order to ensure the autonomy of this body, the Library will not nominate its members. Nominations will be made by public leaders from each community (*e.g.*, Village president, chamber executive, school superintendent or Rotary), and one at large from each community.

Timing: We have obtained a number of nominations from those public leaders and we are confirming their willingness to serve, so that the Advisory Task Force can convene at the beginning of the new year.

Term: The Task Force shall have a term of six months, at which time it can recommend to the Board that it be disbanded or that it be made a standing institution.

Key Milestones: The Task Force shall report its findings at or before the April Board meeting.

Internal (staff) dialogue on culture, practices, priorities and customer experience.

Internal (staff) dialogue and engagement.

Goals: To establish an open dialogue with staff regarding the priorities and values of the Library, in order to ensure alignment with and open dialogue regarding the customer and staff experience. We value our staff's insights and experiences, and seek their feedback in order to respect staff's front-line role in creating that experience.

Timeframe: There are bi-weekly management meetings to address the business of the library. At this month's District all-staff meeting we addressed staff priorities with respect to workplace conditions. By the end of year, we will develop a set of values to guide workplace culture and expectations.

Status: We are incorporating this discussion in our staff meetings. We have also established an independent and confidential process whereby staff can communicate with our outside HR consultant; to date no issues have presented through this channel.

Outcomes: Following HR Source's employee dialogues, the library environment was found to be not atypical for an institution of its size and nature. Although every organization can improve its employee culture, nothing immoral, illegal or unethical was found, and we did not hear any reports of a toxic work environment. Like most organizations, employee concerns are focused on scheduling, compensation and rewards.

Key Milestones: Develop a statement of staff priorities with respect to workplace conditions. Establish formal statement of workplace values and expectations.

Next Steps: The goals and values dialogue will be a recurring event at staff meetings. The open line to our outside HR consultant remains open.

Update on HR and Personnel Issues.

Goals: To respect the commitment and initiative of our staff as the front line of our service to our customers, with all appropriate openness and transparency.

Timeframe: We have compiled data from the past six years.

Status: These figures show that by far the biggest reason why people leave the library is for a better job: According to the data in our payroll service files, employees left for a variety of reasons, most of which were for positive life changes: better job, retirement, or moving out of state accounts for 63% of departures.

Context: Our staff is largely part-time. We are located in a community with high cost of living, and in a time of low unemployment: it is a seller's market for labor. We are proud and happy when our pages and library assistants move up in their careers: many of them are in school in order to enter more lucrative careers, and many of them leverage the skills and experience they get with us to move up their own career ladder.

A number of libraries in northeastern Illinois recently received FOIA requests regarding their turnover rates. While their reporting methods varied, the following table shows their size (average headcount), annual turnover (average departures divided by average headcount over 2014–18) and the Paylocity benchmark.

	Headcount	Aggregate Annual Turnover	Paylocity Benchmark
Wilmette	93	7%	38%
Glenview	118	18%	38%
Palatine	101	23%	38%
Fox River	58	29%	38%
Cary	41	7%	38%
Libertyville	135	8%	38%
Skokie	167	29%	38%
Glencoe	36	5%	38%
Aggregate averages	107	18%	38%
Winnetka-Northfield	53	25%	38%

While this is a small sample size, it shows a range of turnover rates, in which three of these libraries have lower rates, and three have similar or higher rates.

TAKEAWAYS.

We are pleased with the results of our ongoing community engagement. We continue to confirm high levels of satisfaction with the library, its programming, its levels of service, and most of all with the current Winnetka-Northfield district.

We continue to hear validation of the feedback we received in our caucus survey: the library is a valued institution, with high customer satisfaction. We are continuing this process of engaging with the larger Northfield and Winnetka communities.



Winnetka-Northfield Public Library District

STRATEGIC PLAN: 2020 – 2022

OUR MISSION

The Winnetka-Northfield Public Library District is a community resource for the advancement of knowledge, and a provider of innovative and informative cultural enrichment for all ages.

OUR VISION

We aspire to be a recognized leader and collaborative partner in our communities, and an innovator in library best practices.

STRENGTHEN OUR CAPACITY TO ENGAGE WITH OUR COMMUNITY AND WITH EACH OTHER

Use a comprehensive approach to marketing and communications for all audiences.

- Rebrand and create a visual identity that can be used across all communications platforms.
- Strengthen internal communications and committee structure.
- Develop communications that target niche audiences.
- Implement engaging social media strategies.
- Develop robust and experiential physical displays.

EXPAND LIBRARY SERVICE BEYOND ITS WALLS

Incorporate a philosophy of facing outward to expand the library's reach.

- Develop new and expand existing community-centered partnerships.
- Explore ways to issue library cards outside the library buildings.
- Develop preliminary homebound delivery program.
- Pilot offsite programming to attract non- and infrequent users.

ENHANCE THE LIBRARY'S ABILITY TO FIT INTO COMMUNITY MEMBERS' LIVES

Prioritize experiences and opportunities that provide value and impact.

- Develop and promote programming that reflects community demand.
- Balance programming and service offerings at Winnetka and Northfield locations.
- Increase promotion and engagement around books and reading.
- Promote the library's Readers 'Advisory services.

ADOPT A DATA-INFORMED DECISION MAKING FRAMEWORK

Regularly utilize data and community feedback to provide optimal user experience.

- Collect and incorporate patron stories and relevant qualitative data into decision making.
- Explore ways to provide digital resources that best align with community demand.
- Identify best practices and implement procedures for the systematic collection and analysis of data regarding library space, collection, programming, and technology usage.
- Develop strategies to consistently communicate the library's value to the Winnetka-Northfield community.

TAX LEVY ORDINANCE

ORDINANCE NO. 2019-2020/3

**ORDINANCE OF WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

Whereas, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes;

Now, therefore, be it ordained by the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois as follows:

Section 1: Ordinance No. 2019-2020/2 (Budget and Appropriation Ordinance) passed previously by the Board is incorporated by reference.

Section 2: A tax in the sum of \$4,350,510 is levied upon all taxable property with the Library District, said tax levied to defray expenses and liabilities of the Library District for the fiscal year beginning July 1, 2019 and ending June 30, 2020 for the specific objects and purposes indicated as follows:

CORPORATE FUND

	<u>Account</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$ 153,920	\$ 160,000
2.	Administrative Services	\$ 310,288	\$ 351,000
3.	Personnel Salaries and Benefits	\$ 1,756,688	\$ 1,824,000
4.	Programming	\$ 100,000	\$ 115,000
5.	Insurance	\$ 30,000	\$ 30,000
6.	Materials	\$ 725,000	\$ 758,000
7.	Capital Outlay	\$ 500,000	\$ 500,000
8.	Contingency	\$ 300,000	\$ 300,000
		<u>\$ 3,875,896</u>	<u>\$ 4,038,000.00</u>

Levied for the foregoing expenses from the General Public Library Tax: \$ 4,038,000

ILLINOIS MUNICIPAL RETIREMENT FUND

Illinois Municipal Retirement Fund \$ 200,000.00

Levied for the foregoing expense of Illinois Municipal Retirement Fund from a SPECIAL TAX in addition to all other taxes levied by the District: \$100,000.00

FICA

FICA \$ 150,000.00

Levied for the foregoing expense of FICA from a SPECIAL TAX in addition to all other taxes levied by the District: \$40,000.00

UNEMPLOYMENT INSURANCE

Unemployment Insurance \$ 20,000.00

Levied for the foregoing expense of Unemployment Insurance from a SPECIAL TAX in addition to all other taxes levied by the District: \$10.00

LIABILITY INSURANCE

Liability Insurance \$ 30,000.00

Levied for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes levied by the District: \$13,000.00

AUDIT

Audit \$ 15,000.00

Levied for the foregoing expense of Audit from a SPECIAL TAX in addition to all other taxes levied by the District: \$7,500.00

BUILDING AND EQUIPMENT (.02%)

Building and Equipment \$ 300,000.00

Levied for the foregoing expense of Building and Equipment from a SPECIAL TAX in addition to all other taxes levied by the District: \$152,000.00

TRANSFER OF FUNDS FROM BUILDING AND EQUIPMENT TO SPECIAL RESERVE FUND

Transfer of Funds \$ 1,000,000.00

Levied for the foregoing transfer of funds \$0.00

SUMMARY

Corporate Fund	\$	3,875,896.00	\$4,038,000.00
IMRF	\$	200,000.00	\$100,000.00
FICA	\$	150,000.00	\$40,000.00
Unemployment Insurance	\$	20,000.00	\$10.00
Liability Insurance	\$	30,000.00	\$13,000.00
Audit	\$	15,000.00	\$7,500.00
Building and Equipment	\$	300,000.00	\$152,000.00
Transfer of Funds from Building and Equipment to Special Reserve Fund	\$	1,000,000.00	\$0.00
	\$	<u>5,590,896.00</u>	<u>\$4,350,510.00</u>

Section 3: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: This Ordinance is in full force and effect from and after its passage.

ADOPTED this 18th day of November 2019, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

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

ATTEST:

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

CERTIFICATE OF COMPLIANCE

I, Jean Paul Ruiz-Funes, certify that I am the presiding officer of the Winnetka-Northfield Public Library District and as such presiding officer I certify that the attached Tax Levy Ordinance was adopted pursuant to and in all respects in compliance with the provisions of the Illinois Property Tax Code 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the "Truth in Taxation Law".

This Certificate applies to the 2019-2020 Levy.

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

Date Signed: November 18, 2019

(Library District Seal)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF AUTHENTICITY

I, Suzanne Shoup, the duly qualified and acting Secretary of the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

TAX LEVY ORDINANCE

ORDINANCE NO. 2019-2020/3

**ORDINANCE OF WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020.**

adopted at a meeting of the said Board of Library Trustees held on the 18th day of November, 2019.

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

(Library District Seal)