

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

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

Monday, February 11, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the January 21, 2019 Regular Meeting***
- V. Financial Report**
 - Approve January 2019 Financial Statements*
- VI. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf) *
- VII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
- IX. New Business**
 - Discussion and Vote to Amend Circulation Policy*
 - Discussion and Vote to Amend Fiscal Accountability Policy*
- X. Communications**
- XI. Public Comments**
- XII. Adjournment to Closed Session**
 - 5 ILCS 120/2(c)(21) To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act
- XIII. Return to Open Session**
 - Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act
 - Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act
 - Vote to destroy recordings of closed sessions that are 18 months old or older for which closed session minutes have been approved.
- XIV. Adjournment**

*Attachments

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

January 21, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

Present: President Brian Johnson, and Trustees Suzie Shoup, Lois Neustadt, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.

Absent: Trustees Jean-Paul Ruiz-Funes and Keta McCarthy

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Associate).

III. Public Comments

No public comments.

IV. Vote to Approve Consent Agenda*

- Approval of Minutes of November 19, 2018 Regular Meeting*
- Approval of Minutes of December 10, 2018 Regular Meeting*

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

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that while reviewing the digital spending budget it was discovered that a few invoices were categorized for the current fiscal year that should have been categorized for the last fiscal year. The District is therefore on budget for digital spending.

Trustee Shoup asked about the high interest revenue. Director Wolf responded that it had thought spending during the renovation project would have a greater impact on interest, but it did not; also interest rates continue to be up.

President Johnson asked about the overspending in the public relations marketing and promotional budgets. Director Wolf stated that the LinkedIn database was accidentally placed in the marketing budget line; she will work with our accountant to correct this.

President Johnson also mentioned that the District is overspending in the consultations budget. Director Wolf stated that the human resources consulting invoices have been

added to general consulting, as opposed to their own budget line within consulting line. This will also be corrected.

Trustee Shoup asked about the District's contributions to the Flexible Spending Account; Director Wolf stated that there is an administrative fee paid by the District for each employee that opts in.

A MOTION was made by Trustee Anwar to approve the December 2018 Financial Statements and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that the next District 36 meeting is January 24, 2019 at 7 a.m. Director Wolf and Trustee Anwar will be attending.

President Johnson visited the Winnetka Library on January 20, 2019 and was excited to see how busy it was for finals week.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the District has received great responses to the digital resources. She feels we can keep up with the demand and she is has been impressed with the growth of the digital library.

Director Wolf stated that the District had a great month for programming in December.

Director Wolf stated that the District's social media numbers are up for the year, and there have been wonderful articles written about the Library in the Winnetka Current.

Director Wolf announced that the Morton Grove Public Library has joined the CCS consortium; Indian Trails Public Library will be next to join.

Trustee Shoup asked how the District is affected by new libraries joining the consortium. Director Wolf responded that although there are more users, there is also more content. However, the District has its own eBooks and audiobooks with CloudLibrary, so our patrons have that advantage.

Director Wolf stated that the District is continuing the interviews for the librarian II positions, and she hopes they will be filled soon.

Director Wolf stated that part-time Adult Services Librarian Diana Brown has left the District to work more with her family.

Director Wolf stated that the District is now hosting the Chamber of Commerce board meetings, which she believes is a great opportunity to showcase our libraries and connect with local businesses.

Director Wolf stated that she has given tours of the Library to two of the incoming trustees; Travis Gosselin and Deborah Vandergrift. She is working with Brian Schmisek to schedule a tour.

VII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar stated that she has been out of town for most of the month but will give an update to the Board after the Leaders Conference.
- *Northfield Village*- Trustee Neustadt stated that work is beginning on Northfield Road; they will be adding diagonal parking. She also stated that the Village Hall has started an artist program; their front hall is being used as a gallery space.

VIII. Unfinished Business

- *Discussion of Strategic Plan Process and Next Steps**
Director Wolf stated that the next step for the 2020-2024 Strategic Plan is for District staff to craft a survey focusing on the quality of the user experience, most-used services, and most inquire as to what are the most important library attractions to the community.

Director Wolf stated the proposed guiding principles for the 2020-2024 Strategic Plan:

1. Make data-driven decisions
2. Maintain a sustainable and well-resourced library
3. Engage patrons in both new and existing meaningful ways

Director Wolf stated that after conducting the survey the District will review the data before creating focus groups and committees. We are going hone down what is learned from the survey to create goals and targets.

Director Wolf stated that the District used a consultant for the last strategic plan who was very library focused. She stated that if the Board decides to use a consultant for the next strategic plan, the District would benefit from having someone both library and data focused. This would help to improve the user experience by moving the District forward in a data-driven direction.

President Johnson mentioned that part of the strategic plan will focus on data mining and data analysis. He suggested getting in contact with surrounding universities to see if there are students who could help as part of an internship. Director Wolf agreed that having someone come in and help with baseline metrics would be useful and could help all staff better understand the data.

Director Wolf stated that there is a new movement for librarians to be data driven with all their programs and collections, and the District is heading in that direction.

Trustee Anwar asked when the Board last viewed the quarterly graphical statistics. Director Wolf responded that it was during her presentation at the December 10, 2018

Regular Board Meeting. She stated that the District should be reviewing the statistics quarterly, and that going forward there will be new graphs each month.

Trustee Reichert suggested that the Board consider where they would like the District to be in 2024 and articulate that in terms of resources, major changes, or trends.

Trustee Reichert asked what resources will be used for creating the next strategic plan. Director Wolf responded that she wants to dig into the data that we already have, but do not use. She explained that the District has circulation data from Linda, CloudLibrary, Overdrive, and LibCal. She also stated that Patron Point will pull information from each of those sources and help us better understand patron engagement. The District is starting to focus more on this data and how to use it to increase patron engagement.

President Johnson asked if staff are looking at what other libraries are doing and suggested assigning employees to focus on certain data from other libraries. Director Wolf stated that the District is aiming to do this. She also stated that the management team had wonderful discussions in the librarian II interviews and believes staff are excited to move forward.

Trustee Neustadt asked who will be writing the first draft of the survey. Director Wolf stated that the District has just started, but they plan to review the survey from the last strategic plan and build off of that. Director Wolf has been discussing the survey with Sarah Quish (Head of Communications and Marketing) and Emily Compton-Dzak (Assistant Director and Head of Adult Services.) Staff will also have an opportunity to give feedback and be involved in the process.

Trustee Shoup asked Trustee Anwar for suggestions on how to write good survey. Trustee Anwar stated that you typically bench mark on what has been asked before in order to compare results historically, and change questions based on what is relevant and not relevant. She stated that the response format is important. Trustee Anwar thought Director Wolf did a great job on the last survey; the District received a high rate of return.

Trustee Reichert asked for a timeline on the survey. Director Wolf stated that she will get a group together to start looking at survey questions and plans to finish the survey by the end of March. She feels that the survey should go out in April, due to the high return rate of the last survey that was sent out during that month.

Director Wolf stated that the District will mention the upcoming survey in the next Source.

Trustee Neustadt mentioned the election in the beginning of April and suggested handing out postcards to remind patrons to complete the survey.

Trustee Anwar suggested having a raffle for those who complete the survey and having a ticket to the next One Book Two Villages event as a prize.

IX. New Business

- *Discussion and Vote to Amend Circulation Loan Rule Policy**

Director Wolf stated that Katie Cangelosi (Head of Circulation) has reviewed circulation data and recommended the following changes:

1. Reduce allotted number of renewals from four to three for books, audiobooks, and regular DVD and Blu-ray
2. Allow one renewal for magazines
3. Increase loan period from four days to seven days for new adult DVD and Blu-ray
4. Reduce fine from \$1.00 a day to \$0.20 a day for DVD and Blu-ray
5. Reduce maximum fine from \$25.00 to \$10.00 for all materials.

President Johnson stated that seven days is too long of a loan period for new adult movies. He believes four days is short enough to incentivize patrons to watch the film and does not want the District to need to purchase more materials to meet demand.

Trustee Anwar agreed with President Johnson and stated that if the loan period is going to increase there should be a punitive fine for late returns. She believes that if the fine is only \$0.20 each day patrons will likely keep the DVD or Blu-ray past the return date.

Trustee Neustadt mentioned that the automatic email reminder to return items is sent the day after checking out a new DVD or Blu-ray and suggested changing that feature. Director Wolf responded that the District has no control over those emails, which is partially why they are considering increasing the loan period to seven days.

The Board decided to increase the loan period from four to seven days for new adult DVD and Blu-ray but keep the DVD and Blu-ray late fine at \$1.00 per day.

President Johnson suggested adding a visual to the shelves that will display which new movies are checked out but are still available at the Library and can be placed on hold for patrons.

The Board agreed to amend all other recommendations to the Circulation Loan Rule Policy.

A MOTION was made by Trustee Reichert to approve the Amendment to the Circulation Loan Rule Policy and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

- *Discussion and Vote to Proceed to Design Phase with Product Architecture and Design for the Northfield Branch Remodel**

Director Wolf stated that Product Architecture and Design has proposed to look at the Northfield Branch Library, with priority on the main floor, desk, and upstairs staff area. They will also focus on the glass room, carpet, and lighting.

Trustee Shoup mentioned that Sunset Ridge School will likely start at the end of August and suggested the District keep that in mind when planning the renovation. Director Wolf stated that the ideal time for the renovation would be late July or early August due to the

downturn that occurs during that period. She stated that the Northfield Branch will likely close during the renovation.

Trustee Anwar asked how much time is left on the Northfield Branch lease, and Director Wolf responded that there are two years left on the current five-year lease.

President Johnson asked if there is any indication that the District will not be re-signing the lease. Director Wolf stated that she believes the District will re-sign, but also mentioned that the work done at the Branch Library would be able to be moved if necessary.

A MOTION was made by Trustee Anwar to Proceed to Design Phase with Product Architecture and Design for the Northfield Branch Remodel and seconded by Trustee Neustadt.

ROLL CALL VOTE

AYES: Trustees Johnson, Anwar, Reichert, Neustadt, and Shoup

NAYS:

ABSENT: Trustees Ruiz-Funes and McCarthy

MOTION CARRIED

X. Communications

- *The District appreciation event will be held on January 25, 2019.*

XI. Public Comments

No public comments.

XII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Anwar and seconded by Trustee Reichert. The MOTION passed on voice vote and President Johnson adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
Library Fund - Cash
July 2018 - June 2019
January 2019 - 58.3%

	Budget 2018-19		Actual January 2019		
	Full Year	Prorated Through January 2019	January 2019	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 2,182,770	\$ 1,801,418	48.1%	\$ (381,352)
Total 0004500 Interest	\$ 18,000	\$ 10,500	\$ 46,520	258.4%	\$ 36,020
1004040 Replacement Tax	\$ 20,000	\$ 11,667	\$ 15,519	77.6%	\$ 3,852
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ 22,890	162.3%	\$ 14,661
1004060 Kenilworth Services	\$ 100,000	\$ 58,333	\$ 48,583	48.6%	\$ (9,751)
Total 1004100 Fines	\$ 35,000	\$ 20,417	\$ 14,455	41.3%	\$ (5,961)
1004120 Studio Fees	\$ 4,500	\$ 2,625	\$ 1,053	23.4%	\$ (1,572)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 2,625	\$ (109)	-2.4%	\$ (2,734)
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166	-	\$ 1,166
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 4,510	50.1%	\$ (740)
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 1,038	51.9%	\$ (129)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 224		\$ 224
Total 1004800 Contributions	\$ 30,000	\$ 17,500	\$ 63	0.2%	\$ (17,437)
Total Revenues	\$ 3,978,999	\$ 2,321,083	\$ 1,957,329	49.2%	\$ (363,754)
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	101,004	97,821	56.5%	3,183
Total 1005000 Administrative Services	356,425	207,915	183,517	51.5%	24,397
Total 1005100 Personnel	1,835,000	1,070,417	970,077	52.9%	100,340
Total 1005900 Programming-District Initiative	81,100	47,308	34,139	42.1%	13,169
Total 1015300 Adult Services - Winnetka	475,000	277,083	346,687	73.0%	(69,604)
Total 1015400 Youth/Children's Svcs.- Winnetka	56,900	33,192	32,618	57.3%	573
Total 1025300 Adult Services - Northfield	61,000	35,583	32,999	54.1%	2,584
Total 1025400 Youth/Children's Sv.- Northfield	32,500	18,958	14,716	45.3%	4,242
Total 1035800 Capital Outlay	650,000	379,167	334,480	51.5%	44,687
Total 1000000 Fund 10 General Expenses	3,721,075	2,170,627	2,047,055	55.0%	123,572
Total Revenues	3,978,999	2,321,083	1,957,329	49.2%	(363,754)
Total Expenses	3,721,075	2,170,627	2,047,055	55.0%	123,572
Net Operating Income	257,924	150,456	(89,726)	-34.8%	\$ (240,182)
Total 2005100 Fund 20 IMRF Expenses	105,000	61,250	81,095	77%	\$ 19,844.55
Total 7005000 Fund 70 Building/Equipment	304,788	177,793	148,280	49%	\$ (29,512.83)
Total 3005100 Fund 30 FICA	125,000	72,917	67,211	54%	\$ (5,705.75)
6005100 Unemployment	1,000	583	5,038	0%	\$ 4,454.67

Winnetka-Northfield Public Library District
General Fund Income Statement
July, 2018 - June, 2019
January 2019 - 58.3%

	Budget 2018-19		Actual January 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through January 2019	January 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 2,182,770	\$ 1,801,418	48%	\$ (381,352)
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 2,182,770	\$ 1,801,418	48%	\$ (381,352)
0004500 Interest	18,000	10,500			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,510		
1004525 FT Money Market-Interest			786		
1004595 FT Investment Interest Income			44,224		
Total 0004500 Interest	\$ 18,000	\$ 10,500	\$ 46,520	258%	\$ 36,020
1004040 Replacement Tax	\$ 20,000	\$ 11,667	\$ 15,519	78%	\$ 3,852
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	8,229	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ 22,890	162%	\$ 14,661
1004060 Kenilworth Services	100,000	58,333	48,583	49%	(9,751)
1004100 Fines	35,000				
1014100 Fines - Winnetka			12,848		
1024100 Fines - Northfield			1,607		
Total 1004100 Fines	\$ 35,000	\$ 20,417	\$ 14,455	41%	\$ (5,961)
1004120 Studio Fees	4,500	2,625	1,053	23%	(1,572)
1004150 Lost/Damaged Materials	4,500	2,625			-
1014150 Lost/Damaged Mat.-Winnetka			(141)		
1024150 Lost/Damaged Mat.-Northfield			32		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 2,625	\$ (109)	-2%	\$ (2,734)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	5,250			
1014300 Copy/Printing - Winnetka			3,119		
1024300 Copy/Printing - Northfield			1,390		
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 4,510	50%	\$ (740)
1004700 Book Sales	2,000	1,167			
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 1,038	52%	\$ (129)
1004775 Miscellaneous Revenue			\$ 224		\$ 224
1004800 Contributions	30,000	17,500			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			63		
Total 1004800 Contributions	\$ 30,000	\$ 17,500	\$ 63	0%	\$ (17,437)
Total Income	\$ 3,978,999	\$ 2,321,083	\$ 1,957,329	49%	\$ (363,754)
Gross Profit	\$ 3,978,999	\$ 2,321,083	\$ 1,957,329	49%	\$ (363,754)
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating & OCLC	83,250	48,563	48,038	58%	(525)

	Budget 2018-19		Actual January 2019		
	Full Year	Prorated	January 2019	% of Budget	Variance vs. Prorated Budget
		Through January 2019			
1005134 Software	31,000	18,083	19,855	64%	1,771
1005135 LAN Management	55,000	32,083	28,134	51%	(3,949)
1005136 Hardware	1,900	1,108	1,034	54%	(74)
1005177 Technology/Website	2,000	1,167	760	38%	(407)
Total 10.5100 IT Services	\$ 173,150	\$ 101,004	\$ 97,821	56%	(3,183.44)
1005000 Administrative Services					
1005101 Audit Fees	9,800	5,717	8,800	90%	3,083
1005120 Library Supplies	30,000	17,500	14,746	49%	(2,754)
1005121 Office Supplies	8,000	4,667	5,562	70%	895
1005122 Breakroom Supplies	1,500	875	735	49%	(140)
1005123 Postage	6,000	3,500	2,767	46%	(733)
1005124 Hospitality	6,000	3,500	138	2%	(3,362)
1005131 Accounting and Bookkeeping	15,000	8,750	11,554	77%	2,804
1005137 Legal Notices	1,500	875	372	25%	(503)
1005138 Delivery Service	7,700	4,492	4,326	56%	(166)
1005140 Payroll Services	8,500	4,958	4,671	55%	(287)
1005150 Liability Insurance Costs	35,000	20,417			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	20,417	20,548	59%	131
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			29,324		
1025171 Electricity - Northfield			3,588		
Total 1005171 Electricity	45,000	26,250	32,912	73%	6,662
1005172 Water	5,625				
1015172 Water - Winnetka	-		1,325		
1025172 Water - Northfield			210		
Total 1005172 Water	5,625	3,281	1,535	27%	(1,747)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			932		
Total 1005173 Storm Sewer	1,900	1,108	932	49%	(176)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			5,154		
1025174 Natural Gas - Northfield			467		
Total 1005174 Natural Gas	11,000	6,417	5,621	51%	(796)
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			6,844		
Total 1005175 Telephone	9,250	5,396	6,844	74%	1,449
1005176 Internet Services	16,500	9,625	10,965	66%	1,340
Total 1005170 Utilities	89,275	52,077	58,809	66%	6,732
1005700 Public Relations					
1005720 PR E-Marketing	1,500	875	-	0%	(875)
1005721 PR Promotional	6,000	3,500	5,701	95%	2,201
1005722 PR Source	25,000	14,583	4,657	19%	(9,926)
1005723 PR Supplies	8,000	4,667	3,071	38%	(1,596)
1005724 PR Advertising	3,500	2,042	31	1%	(2,011)
Total 1005700 Public Relations	44,000	25,667	13,460	31%	(12,207)
1005703 ILL Fees	150	88	100	67%	13
1005713 Credit Card Processing Fees	-	-	727	0%	727

	Budget 2018-19		Actual January 2019		
	Full Year	Prorated	January 2019	% of Budget	Variance vs. Prorated Budget
		Through January 2019			
1005719 Board Expenses	1,000	583	-	0%	(583)
1005731 Memberships	6,500	3,792	193	3%	(3,599)
1005732 Staff Meetings	5,000	2,917	490	10%	(2,427)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	583	300	30%	(283)
1005736 Legal	15,000	8,750	1,924	13%	(6,826)
1005741 Architects		-	12,852		12,852
1005742 Building Appraisal	500	292	-	0%	(292)
1005743 Other Consultations	15,000	8,750		0%	(8,750)
1005744 Investment Fees	-	-	1,928	0%	1,928
1005745 HR Consultant	50,000	29,167	18,498	37%	(10,669)
Total 1005000 Administrative Services	356,425	207,915	183,517	51%	(24,397)
1005100 Personnel					
1005110 Salaries	1,670,000	974,167	899,353	54%	(74,813)
1005111 Health Insurance	140,000	81,667	66,339	47%	(15,328)
1005112 Flu Vaccination	500	292	-	0%	(292)
1005113 Employee Asst. Program	1,500	875	150	10%	(725)
1005114 Conferences	20,000	11,667	4,085	20%	(7,582)
1005115 Flexible Spending Account	3,000	1,750	150	5%	(1,600)
Total 1005100 Personnel	1,835,000	1,070,417	970,077	53%	(100,340)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	6,475	2,145	19%	(4,330)
1005716 OBTV	17,000	9,917	13,906	82%	3,990
1005907 Programming - Youth	15,500	9,042	4,500	29%	(4,541)
1005908 Programming - Adult	20,000	11,667	13,132	66%	1,465
1005910 Studio Maintenance/Repair	10,000	5,833	28	0%	(5,805)
1005913 Studio General Supplies	7,500	4,375	428	6%	(3,947)
Total 1005900 Programming-District Initiative	81,100	47,308	34,139	42%	(13,169)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	32,083	34,502	63%	2,418
1015341 Books-Non-Fiction	65,000	37,917	38,254	59%	337
1015342 Periodicals	28,000	16,333	16,024	57%	(310)
1015343 DVDs	37,000	21,583	21,466	58%	(117)
1015344 Audio Books	25,000	14,583	11,827	47%	(2,757)
1015345 Books-Digital	170,000	99,167	126,480	74%	27,313
1015346 Online Database	95,000	55,417	98,135	103%	42,719
Total 1015300 Adult Services - Winnetka	475,000	277,083	346,687	73%	69,604
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	6,125	5,638	54%	(487)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	7,583	7,447	57%	(136)
101544J Books-Jr. High	6,000	3,500	4,972	83%	1,472
101544N Books-Non Fiction	12,000	7,000	5,629	47%	(1,371)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	18,083	18,048	58%	(36)
1015443 DVDs	8,000	4,667	4,511	56%	(156)
1015444 Audio Books	7,000	4,083	3,581	51%	(502)
1015445 Music	400	233	841	210%	608
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	33,192	32,618	57%	(573)

	Budget 2018-19		Actual January 2019		
	Full Year	Prorated	January 2019	% of Budget	Variance vs. Prorated Budget
		Through January 2019			
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000	14,000	13,121	55%	(879)
1025341 Books-Non-Fiction-Adult	12,000	7,000	5,851	49%	(1,149)
1025342 Periodicals	-	-			-
1025343 DVDs-Adult	16,000	9,333	8,757	55%	(576)
1025344 Audio Books-Adult	9,000	5,250	5,270	59%	20
Total 1025300 Adult Services - Northfield	61,000	35,583	32,999	54%	(2,584)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	4,083	3,302	47%	(782)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	2,917	3,197	64%	280
102544J Books-Jr. High	5,500	3,208	2,055	37%	(1,153)
102544N Books-Non Fiction	5,000	2,917	2,392	48%	(525)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	9,042	7,644	49%	(1,398)
1025443 DVDs-Juv	4,500	2,625	1,709	38%	(916)
1025444 Audio Books-Juv	5,000	2,917	1,863	37%	(1,054)
1025445 Music - Juv	500	292	199	40%	(92)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	18,958	14,716	45%	(4,242)
1035800 Capital Outlay					
1005882 Building	155,000	90,417	208,848	135%	118,431
1005884 Equipment/Furniture	400,000	233,333	82,130	21%	(151,203)
1005885 Computer Equipment	95,000	55,417	43,502	46%	(11,915)
Total 1035800 Capital Outlay	650,000	379,167	334,480	51%	(44,687)
Total 1000000 Fund 10 General Expenses	3,721,075	2,170,627	2,047,055	55%	(123,572)
Total Expenses	3,721,075	2,170,627	2,047,055	55%	(123,572)
Net Operating Income	257,924	150,456	(89,726)	-35%	(240,182)

Winnetka-Northfield Public Library District

CHECK DETAIL

January 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Operating Checking - FT						
01/01/2019	Bill Payment (Check)	DD	CALL ONE			-403.33
						-403.33
01/01/2019	Bill Payment (Check)	DD	COMCAST		R	-254.85
						-254.85
01/01/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-727.09
						-727.09
01/01/2019	Bill Payment (Check)	3068	Winnetka-Northfield Public Library Distri			-45.47
						-45.47
01/02/2019	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-329.00
						-329.00
01/02/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-636.75
						-636.75
01/02/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-506.22
						-506.22
01/02/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,140.00
						-1,140.00
01/04/2019	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL		R	-1,852.00
						-1,852.00
01/04/2019	Bill Payment (Check)	EFT	VILLAGE OF WINNETKA		R	-10,691.00
						-10,691.00
01/05/2019	Bill Payment (Check)	EFT	BAKER & TAYLOR		R	-2,039.32
						-2,039.32
01/07/2019	Bill Payment (Check)	ACH	Kanopy		R	-196.00
						-196.00
01/07/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-674.21
						-674.21

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/08/2019	Bill Payment (Check)	DD	NICOR		R	-162.52 -162.52
01/08/2019	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
01/11/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,000.66 -3,000.66
01/11/2019	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00 -100.00
01/11/2019	Bill Payment (Check)	2518	Communication Revolving Fund		R	-450.00 -450.00
01/11/2019	Bill Payment (Check)	2519	GREAT AMERICA FINANCIAL SERVICES		R	-799.98 -799.98
01/11/2019	Bill Payment (Check)	2520	Intellicorp Records Inc.		R	-18.85 -18.85
01/11/2019	Bill Payment (Check)	2521	Martina Jae Mathisen			-300.00 -300.00
01/11/2019	Bill Payment (Check)	2522	Robert Mueller			-150.00 -150.00
01/11/2019	Bill Payment (Check)	2523	Terrence Lynch		R	-275.00 -275.00
01/11/2019	Bill Payment (Check)	2524	Wayne Endre Contracting, Inc.		R	-400.00 -400.00
01/11/2019	Bill Payment (Check)	2525	Zabinski Consulting Services, Inc,			-2,500.00 -2,500.00
01/14/2019	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-474.97 -474.97
01/14/2019	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50 -37.50
01/14/2019	Bill Payment (Check)	ACH	Warehouse Direct		R	-844.97 -844.97
01/14/2019	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/14/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-949.87 -949.87
01/14/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-174.98 -174.98
01/14/2019	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-1,117.61 -1,117.61
01/14/2019	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-552.00 -552.00
01/14/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.			-16.00 -16.00
01/14/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-27.27 -27.27
01/16/2019	Bill Payment (Check)	DD	CALL ONE		R	-409.04 -409.04
01/18/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,792.81 -2,792.81
01/18/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,814.77 -2,814.77
01/18/2019	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,437.00 -2,437.00
01/18/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63 -1,614.63
01/18/2019	Bill Payment (Check)	2526	Audrey Jonas			-150.00 -150.00
01/18/2019	Bill Payment (Check)	2527	Chicago Sun-Times		R	-416.00 -416.00
01/18/2019	Bill Payment (Check)	2528	Jean E. Joslyn			-50.00 -50.00
01/18/2019	Bill Payment (Check)	2529	Leslie Goddard		R	-300.00 -300.00
01/20/2019	Bill Payment (Check)	DD	First Bankcard		R	-4,235.81 -4,235.81

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/21/2019	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-1,942.08 -1,942.08
01/23/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-84.05 -84.05
01/23/2019	Bill Payment (Check)	ACH	IMPACT NETWORKING		R	-299.50 -299.50
01/23/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-75.72 -75.72
01/23/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-760.00 -760.00
01/23/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00 -665.00
01/23/2019	Bill Payment (Check)	ACH	ROTARY CLUB OF WINNETKA-NORTHFIELD		R	-275.00 -275.00
01/25/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-2,746.89 -2,746.89
01/25/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR			-2,398.44 -2,398.44
01/25/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC			-8,323.89 -8,323.89
01/25/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.			-1,678.93 -1,678.93
01/25/2019	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES			-6,862.57 -6,862.57
01/25/2019	Bill Payment (Check)	ACH	LAUTERBACH & AMEN, LLP			-2,250.00 -2,250.00
01/25/2019	Bill Payment (Check)	2530	Annette Bochenek			-200.00 -200.00
01/25/2019	Bill Payment (Check)	2531	AT&T (Phone Service)			-436.85 -436.85
01/25/2019	Bill Payment (Check)	2532	Caitlin Meade			-350.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-350.00
01/25/2019	Bill Payment (Check)	2533	Carolyn-Armenta Davis			-250.00
						-250.00
01/25/2019	Bill Payment (Check)	2534	Peregrine, Stime, Newman, Ritzman & Bruck			-630.00
						-630.00
01/25/2019	Bill Payment (Check)	2535	Roberta Randall			-200.00
						-200.00
01/25/2019	Bill Payment (Check)	2536	The Lyceum Agency			-6,250.00
						-6,250.00
01/28/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-486.75
						-486.75
01/28/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS			-721.65
						-721.65
01/28/2019	Bill Payment (Check)	ACH	QUILL CORPORATION			-40.37
						-40.37
01/31/2019	Bill Payment (Check)	2537	Aqua Chill of Chicago			-37.00
						-37.00
01/31/2019	Bill Payment (Check)	2538	Communication Revolving Fund			-450.00
						-450.00
01/31/2019	Bill Payment (Check)	2539	Karen J. Jared			-50.00
						-50.00
01/31/2019	Bill Payment (Check)	2540	Robbins Schwartz			-225.00
						-225.00
01/31/2019	Bill Payment (Check)	2541	Thompson Elevator Inspection Service, Inc			-100.00
						-100.00
<hr/>						
GF - Operating Checking - FT						
01/25/2019	Bill Payment (Check)	EFT	VILLAGE OF NORTHFIELD		R	-104.88
						-104.88
<hr/>						

Financial Report

- We are waiting on the second installment of property taxes and hope to see them disbursed this month.
- Capital Outlay in the Building GL is running high due to final payments for the remodel being dispersed.
- Utilities costs are running slightly above the anticipated budget; we will have to make adjustments in next year's budget for higher costs in power and water.

One Book Two Villages:

We have chosen an excellent book for OBTV 2019: *The Library Book*, by Susan Orlean! We have also adjusted our regular routine based on recommendations from the Readers' Advisory Committee. The committee suggested a one-night only One Book event rather than a two-day affair. This will allow us to have more than one author or other major event per year. The announcement of the One Book author will happen closer to the event to avoid patron fatigue and disinterest that can happen over a 9-month period. Librarian Jill Bresseur represented the committee and announced the book at the holiday party – many thanks to you, Jill!

Building and Grounds

The building has been responding well to the changing temperatures with only minor issues during the major temperature fluctuations.

We are meeting with Lakota and Product + Architecture and hope to have materials for the patio project to review shortly. Product + Architecture is taking information from staff meetings and working on design ideas from Northfield.

Staff Training and Personnel Updates:

We are excited to announce that the Librarian II positions have been filled. Librarian Kate Grabon has been promoted to Youth Collection Development Librarian II and Librarian Nick Mall has been promoted to Adult Collection Development Librarian II. Kate and Nick will join the newly named Collection Services Department, which also includes Stephanie Girardi (Acquisitions Associate), Anna Jaich-Westine (Collection Services Clerk), and Jessica Thomson (Cataloging Librarian). Mark Swenson also agreed to serve as back-up cataloger when needed, as he has a cataloging background.

Librarian Amanda Garrity has been promoted to Program Specialist Librarian II. Amanda will bring her expertise and enthusiasm for programming across the District. She will be joining our Communications and Marketing Department to truly focus our efforts. We are excited to have these new roles filled and wish our new Librarian II roles great success in bringing our District to the next level.

Susan Kelly, Circulation Services Associate, applied for the open part-time librarian position in Adult Services and accepted the offer to fill it. Susan recently obtained her MLIS from the University of Illinois and she has a strong background in teaching as well as library instruction. Her first day in her new role is February 4, 2019.

Circulation Services

We are finishing training staff on using the inventory wand and will begin the regular rotation and inventory in March. This inventory will be an ongoing process and will help us identify areas of shrink within the District.

Total circulation for the month of January FY 2018/2019 was **39,674** compared to **33,498** for the same month last year. This represents a net change of **18.44 %**

Cumulative circulation through January FY 2018/2019 is **294,357** compared to **234,139** for the previous fiscal year to date. This represents a net change of **25.72 %**.

Virtual Branch circulation for the month of January FY 2018/2019 was **5,319** compared to **3,724** for the same month last year. This represents a net change of **42.83 %**.

Cumulative virtual branch circulation through January FY 2018/2019 is **31,348** compared to **23,053** for the previous fiscal

year to date. This represents a net change of **35.98 %**.

Self-checkout at the Winnetka Library for the month of January was **66.78%**

Technology

Computer Usage

Winnetka had **27,576** recorded hotspot sessions from **2,597** distinct devices. The average session time was 33 minutes. These sessions used a total of 446 GB of downstream bandwidth and 92 GB of upstream bandwidth.

Northfield had 5,989 hotspot sessions from **999** distinct devices. The average session time was 48 minutes. These sessions used a total of about 162 GB of downstream bandwidth and about 11 GB of upstream bandwidth.

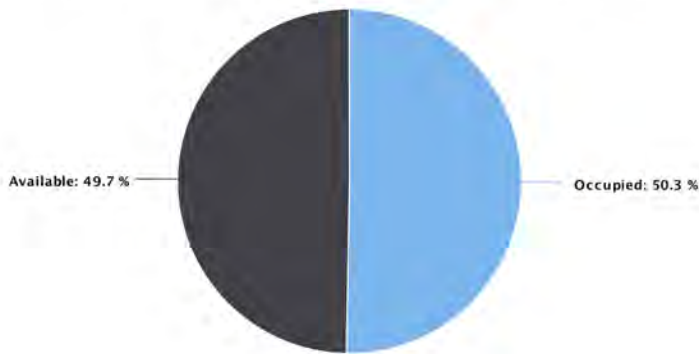
We had 9,365 web sessions with 5,248 unique website users as counted by Google Analytics.

Website: Most Visited Pages

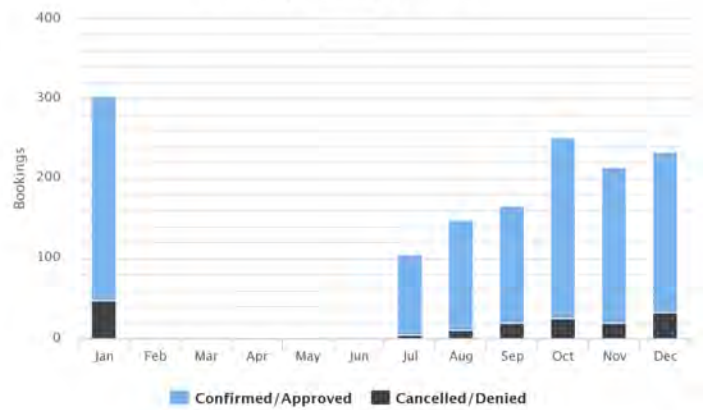
Home Page | Movies | Location-hours | Best of 2018 | Digital – NYT | digital-library/ebooks-eaudiobooks

Study Room Usage

Aggregate Occupancy Ratio for
Tuesday, January 1, 2019 to Thursday, January 31, 2019



Monthly Booking Statistics



Bookings Summary

Unique Users	136
Total Bookings	257
Time Available	56,880
Time Booked	28,605
Average Booking Duration	111
User Showed Up - Yes	208
User Showed Up - No	0

Programs and Activities

Finals

We hosted our students with extended hours during finals week. For New Trier Finals Week, the Library stayed open until 10 PM Sunday, January 20 through Wednesday, January 23. The Library provided Jimmy John’s sandwiches and chips on Sunday. On Monday and Tuesday, the Winnetka Youth Organization partnered with the Alliance for Therapy Dogs to bring in de-stressing dogs for teens to pet while offering snacks and study tips. On Wednesday, the Library offered donuts and hot cocoa. Approximately 75 teens visited the Library to study Sunday, January 20; approximately 110 teens visited the Library Monday, January 21; approximately 70 visited Tuesday, January 22, and approximately 65

visited Wednesday, January 23.

Program Attendance

Total District Program Attendance for the month of January FY 2018/2019 was **1,197** compared to **1,155** for the same month last year. This represents a net change of **3.64 %**

Cumulative District Program Attendance through January FY 2018/2019 is **9,650** compared to **9,499** for the same month last year. This represents a net change of **1.59 %**

Programming numbers are lower than usual this month due to early closure Tuesday 1/29, closure Wednesday 1/30, and late opening Thursday 1/31 for dangerously cold weather. Weather-related closures eliminated three storytimes, one Open Play, and two evening family programs.

	Current Month	Same Month Last FY	Percent Change	Current FY	Last FY to Date	Percent Change
Adult Program Count - Winnetka	23	28	-17.86%	164	156	5.13%
Adult Program Attendance - Winnetka	199	157	26.75%	1,634	1,700	-3.88%
Youth Program Count - Winnetka	36	33	9.09%	252	236	6.78%
Youth Program Attendance - Winnetka	672	587	14.48%	5,123	5,050	1.45%
Adult Program Count - Northfield	6	8	-25.00%	58	65	-10.77%
Adult Program Attendance - Northfield	55	56	-1.79%	561	625	-10.24%
Youth Program Count - Northfield	18	22	-18.18%	174	159	9.43%
Youth Program Attendance - Northfield	271	355	-23.66%	2,332	2,124	9.79%

Programming Highlights

- **The Colorful History of the Little Black Dress** was attended by **44** patrons. In this illustrated lecture, historian Leslie Goddard explored the history of this fashion and explained how Coco Chanel and Audrey Hepburn popularized the LBD and how it has been reinvented by everyone from Betty Boop to Prada.
- **Snowtastic Sensory Playtime** was attended by **20** patrons. Librarian Amanda Garrity created a variety of sensory play experiences for young children including snow slime, snow globes, paper snow, and more.
- **Golden Age of Hollywood** was attended by **28** patrons. Patrons were entertained by a performance of Martina Mathisen as Luella Parsons, Hollywood's most dynamic gossip columnist.

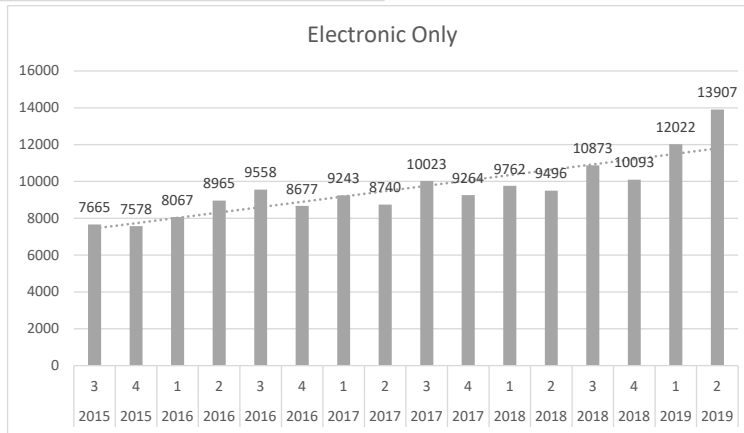
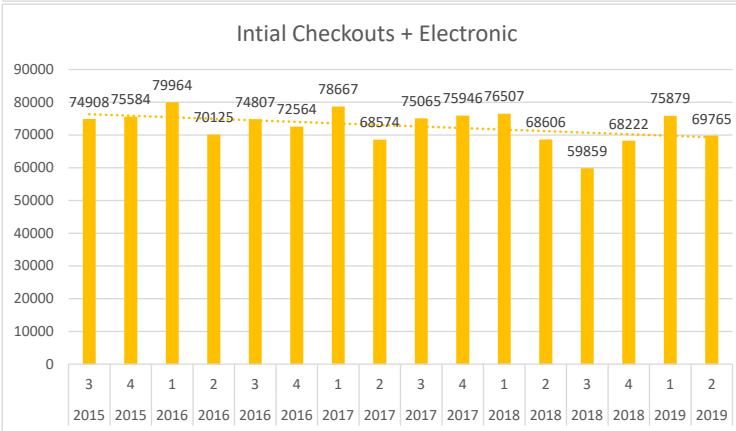
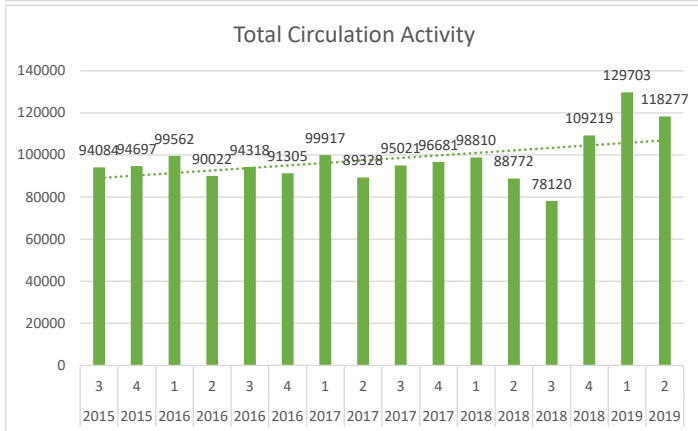
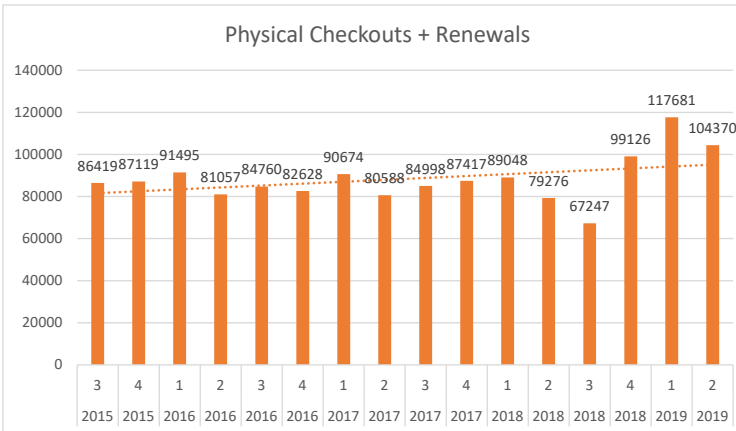
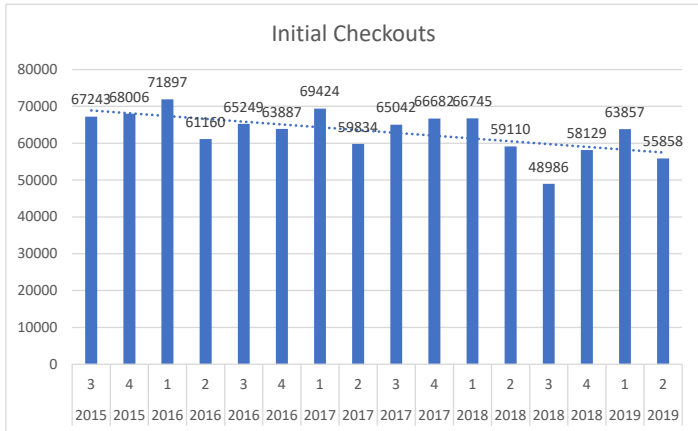
Communications and Marketing

We are underway with the spring issue of The Source. It's coming along nicely and should be delivered to District homes by the end of February.

The Patron Point software switch is getting started and we are anxious to get things moving. The Polaris system has just been connected, we will add our current Constant Contact email lists, and will run an email authentication. We are also starting to develop content for the welcome emails which will highlight some of the many services that are offered free with the WNPLD library card.

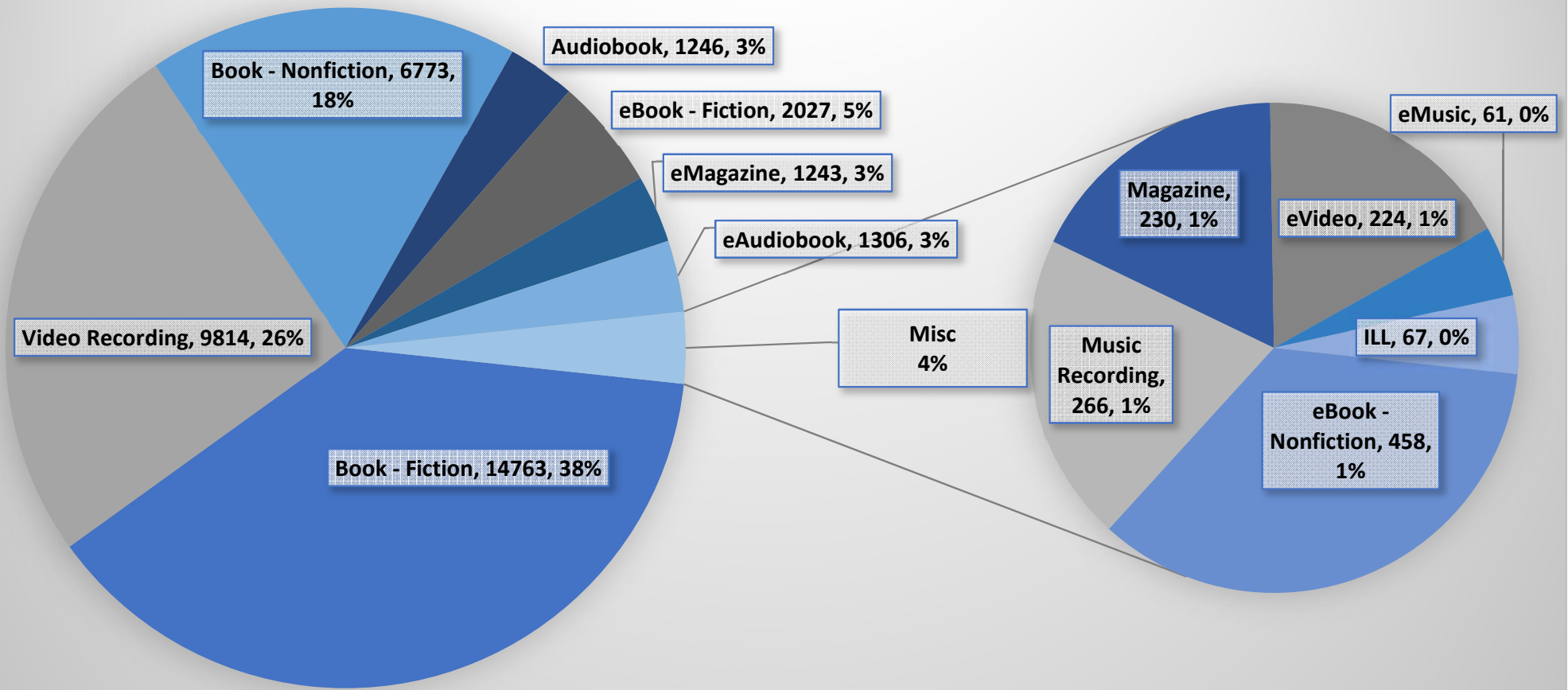
We are also looking forward to welcoming our new Programming Specialist, Amanda Garrity. Amanda will be a wonderful addition to our team, and we look forward to her analysis and tips for enhancing our already robust offerings.

Quarterly Charts



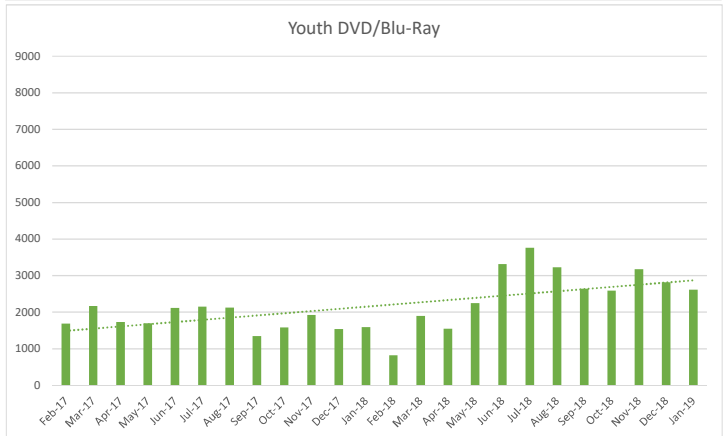
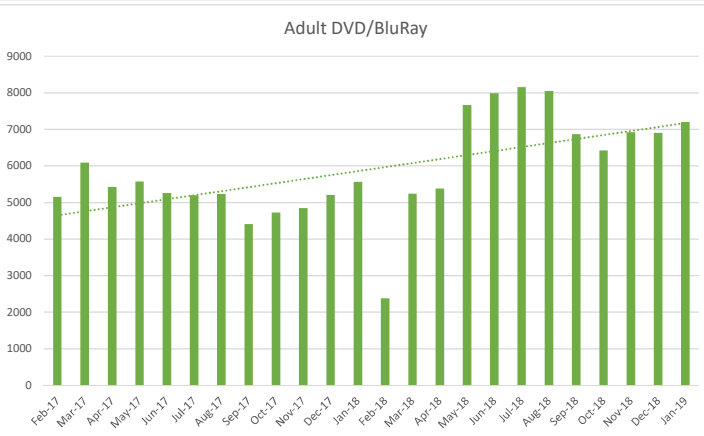
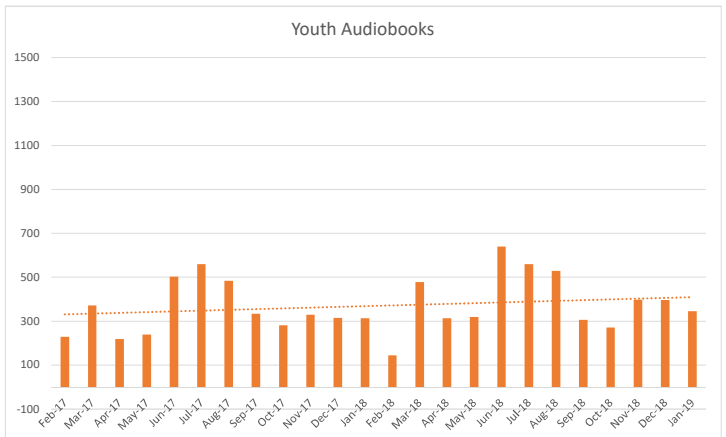
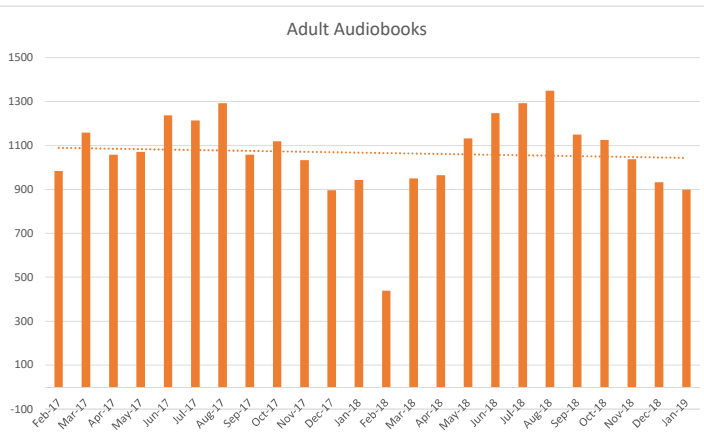
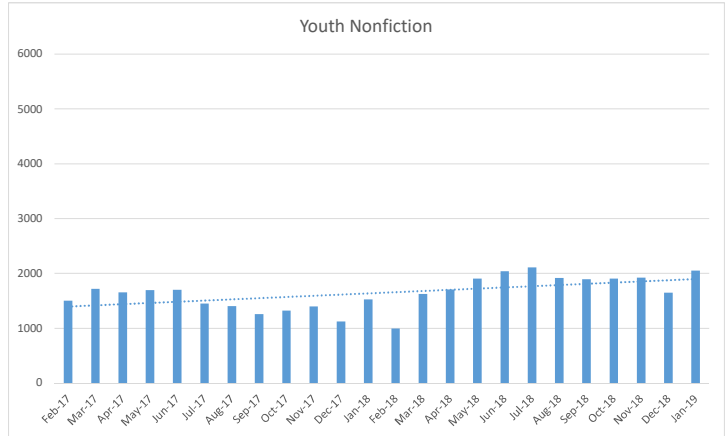
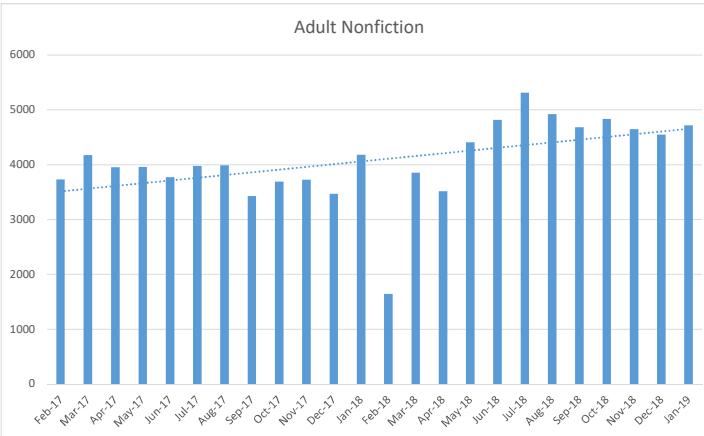
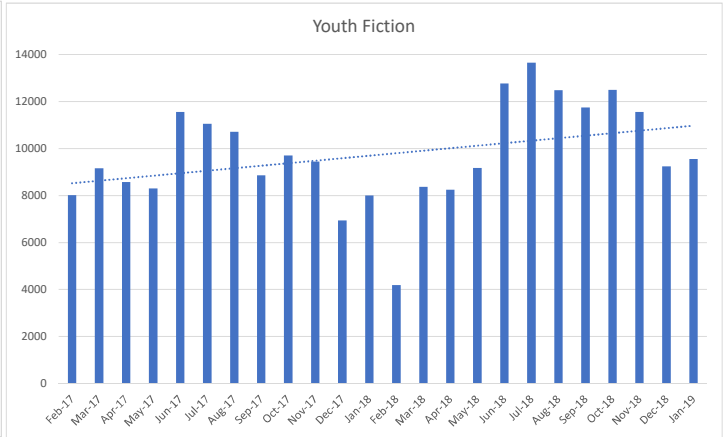
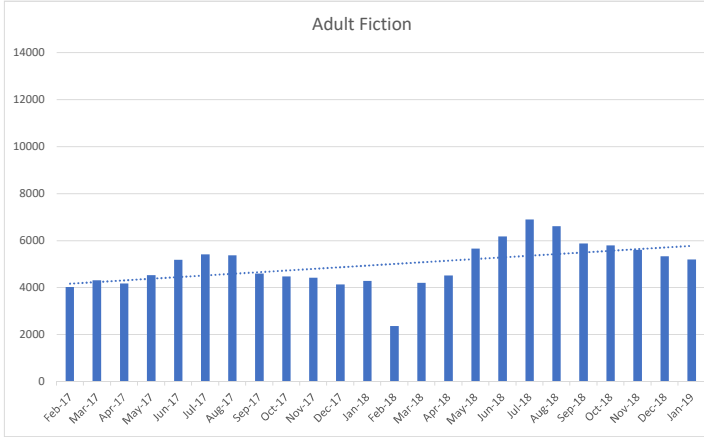
% of Total Circulation for January 2019

Total Circulation for January 2019 = 38,478

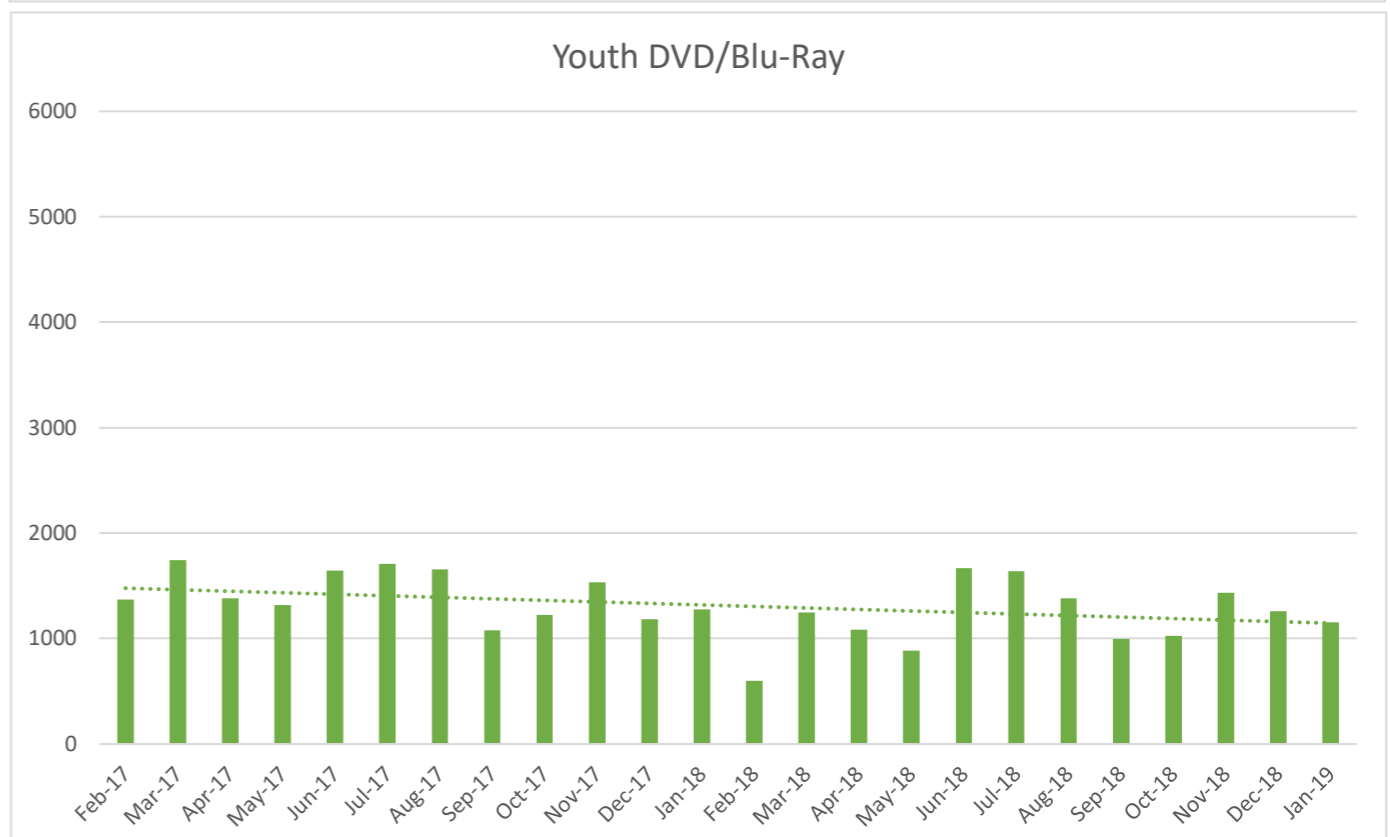
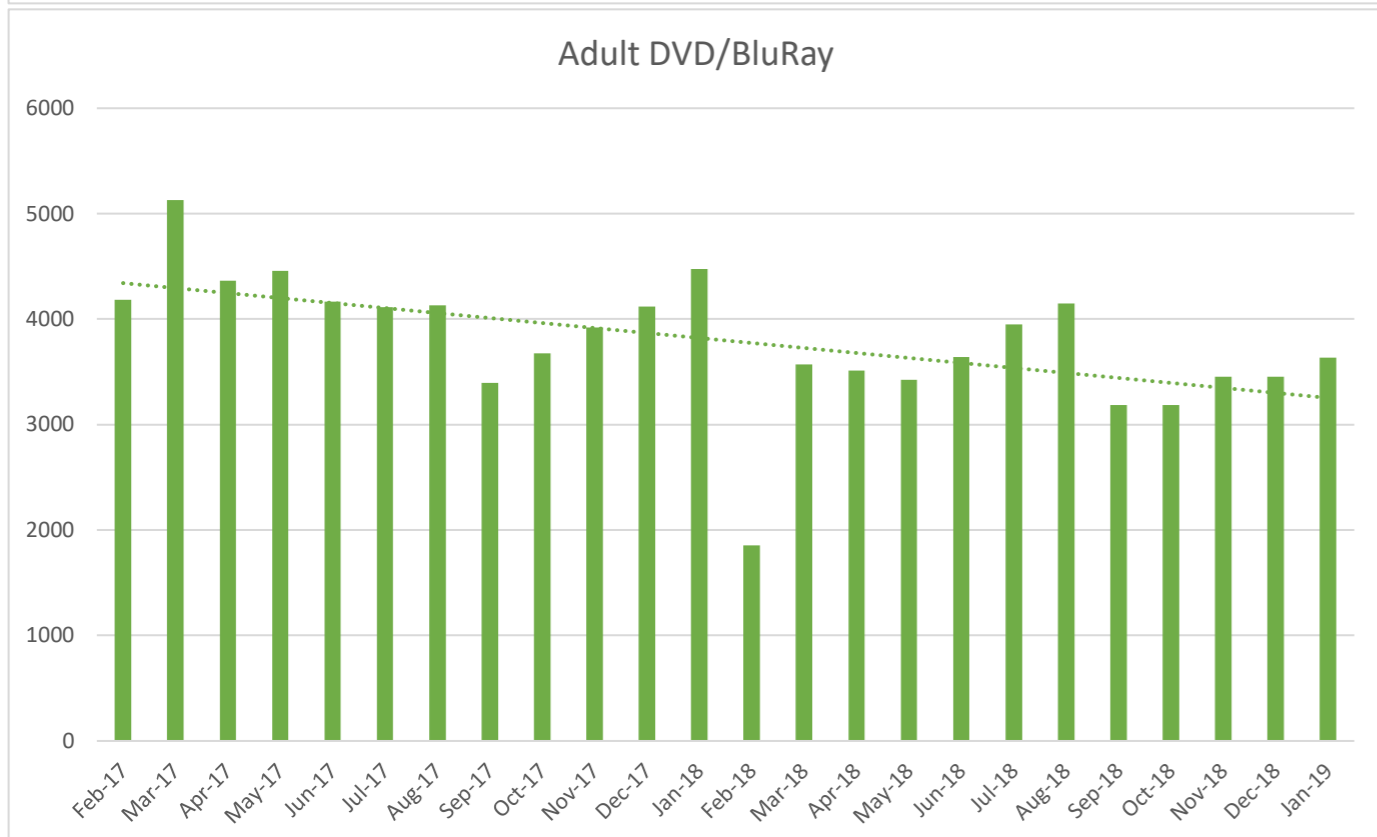
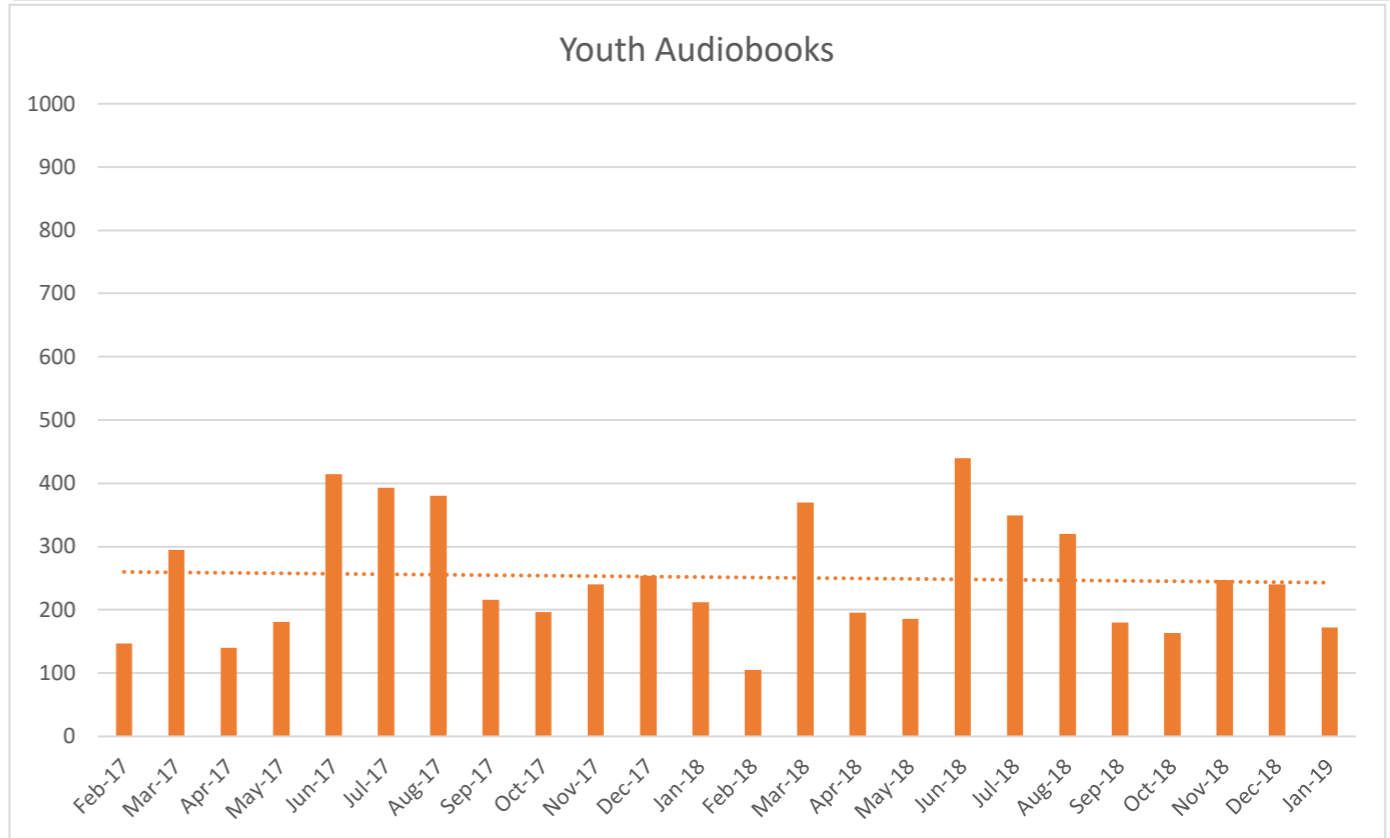
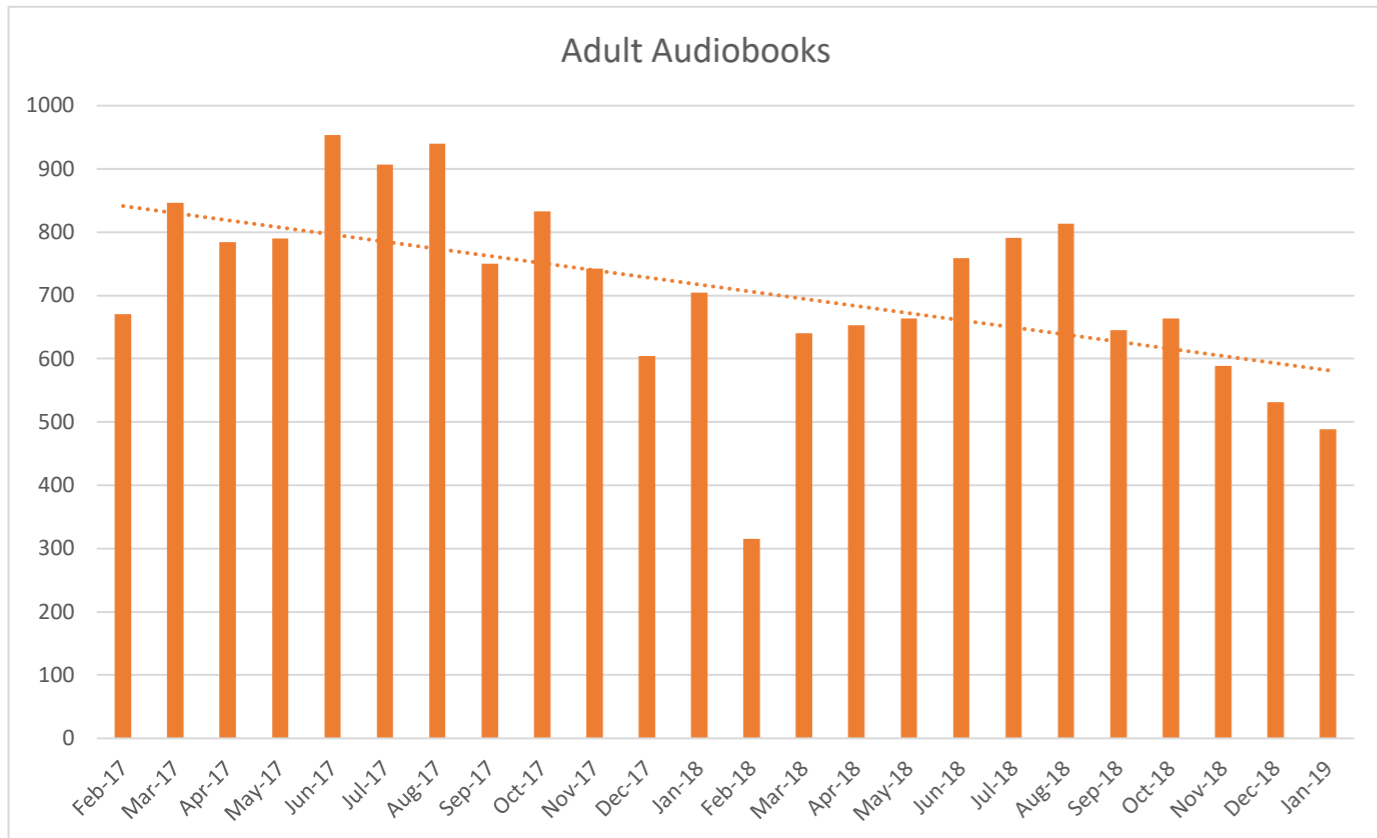
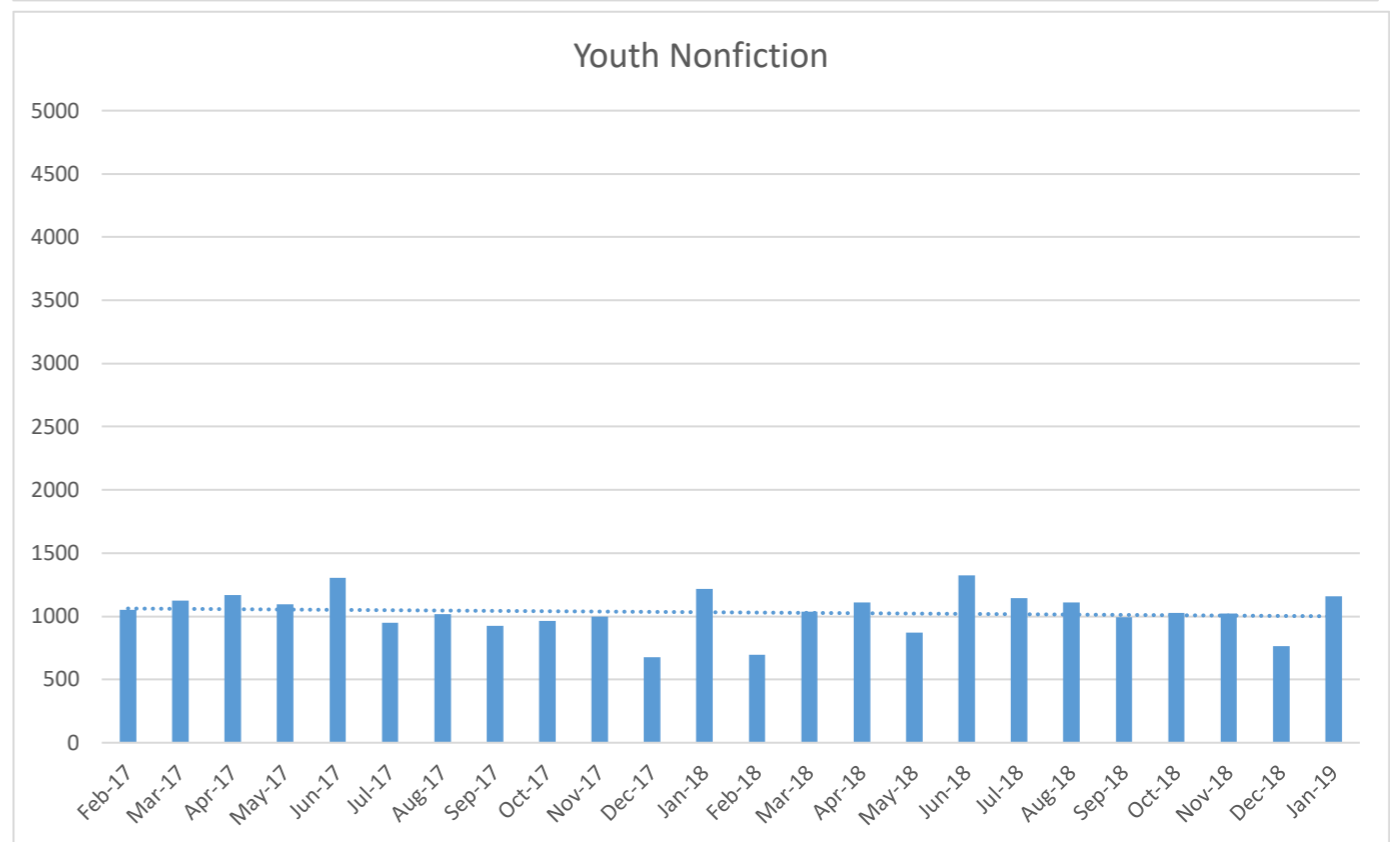
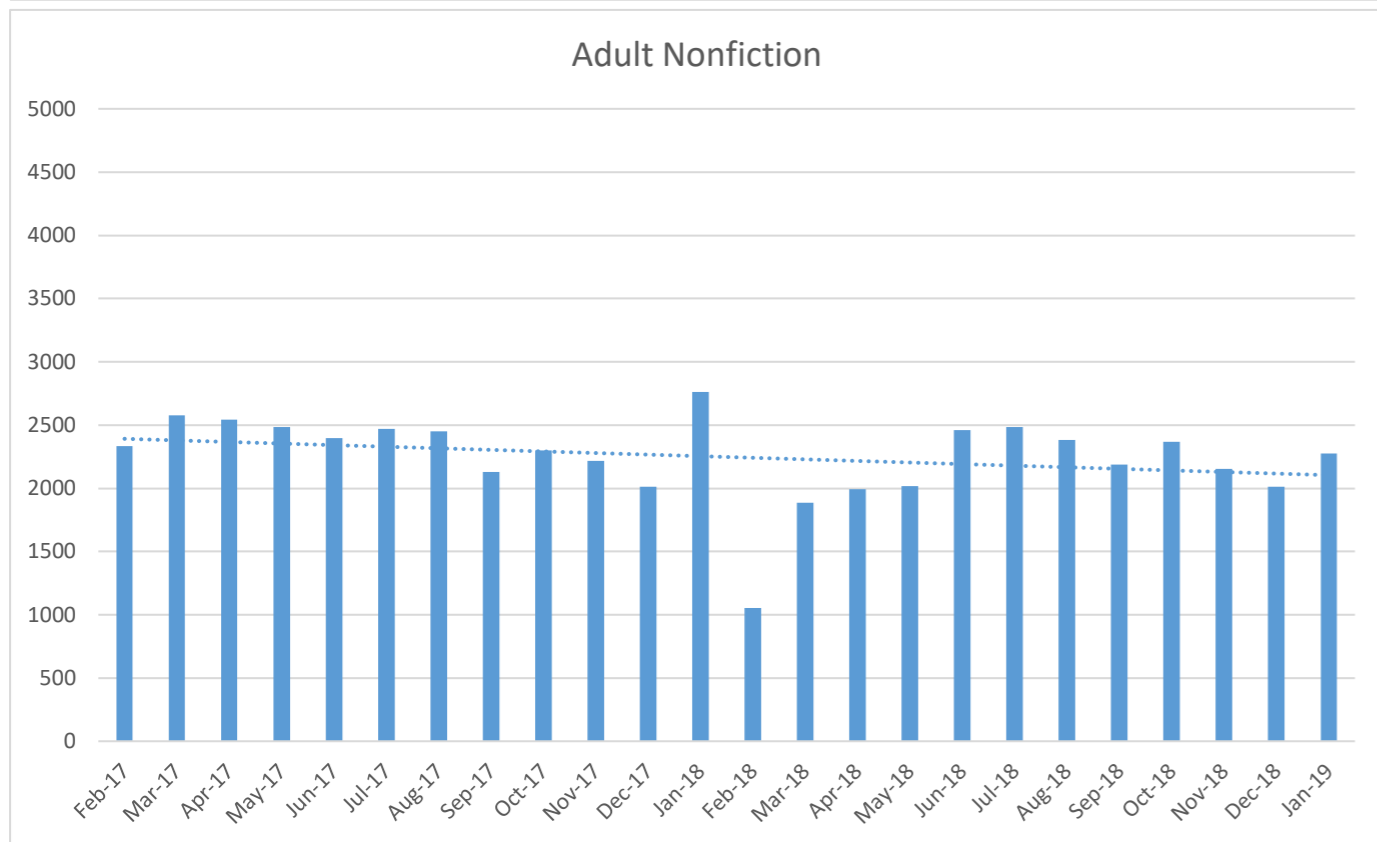
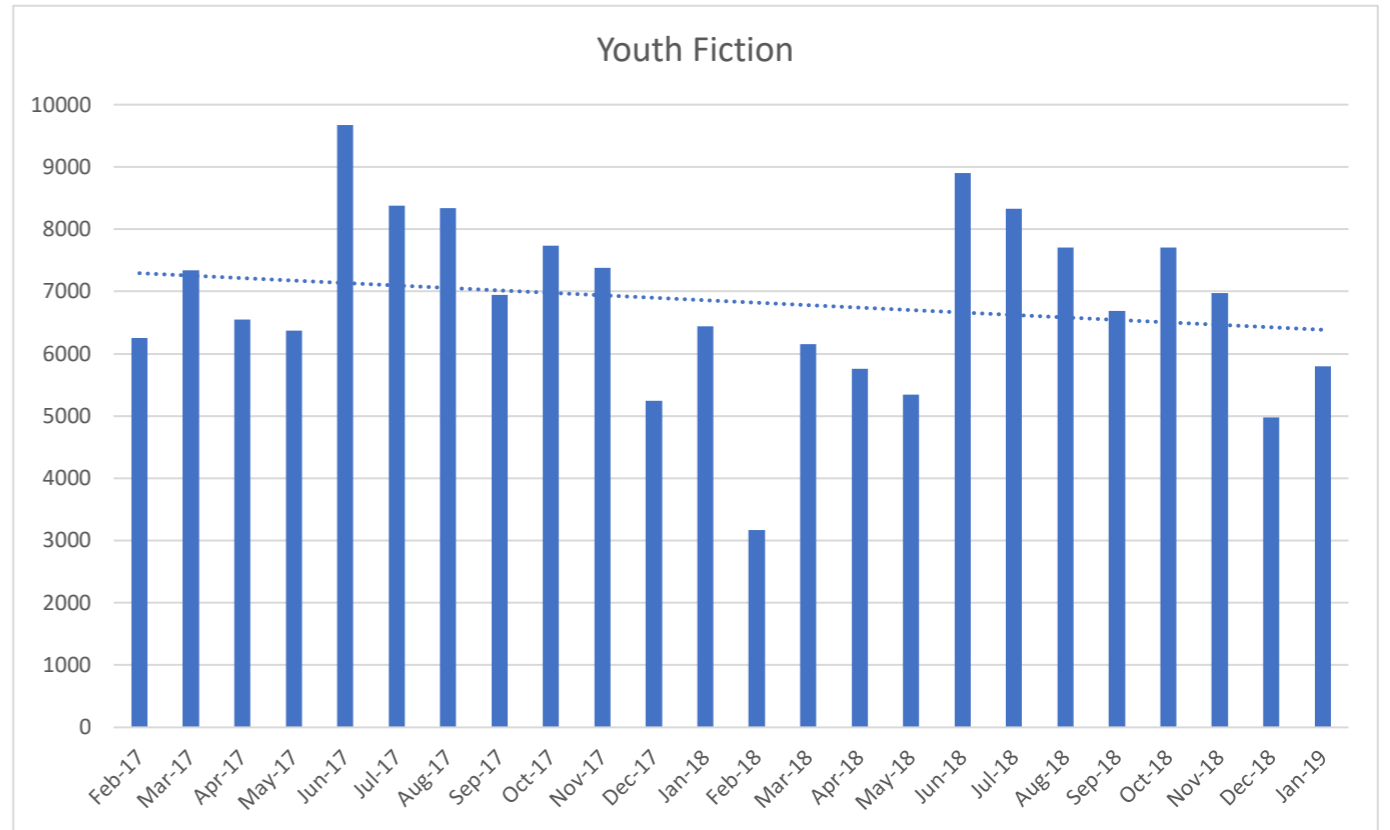
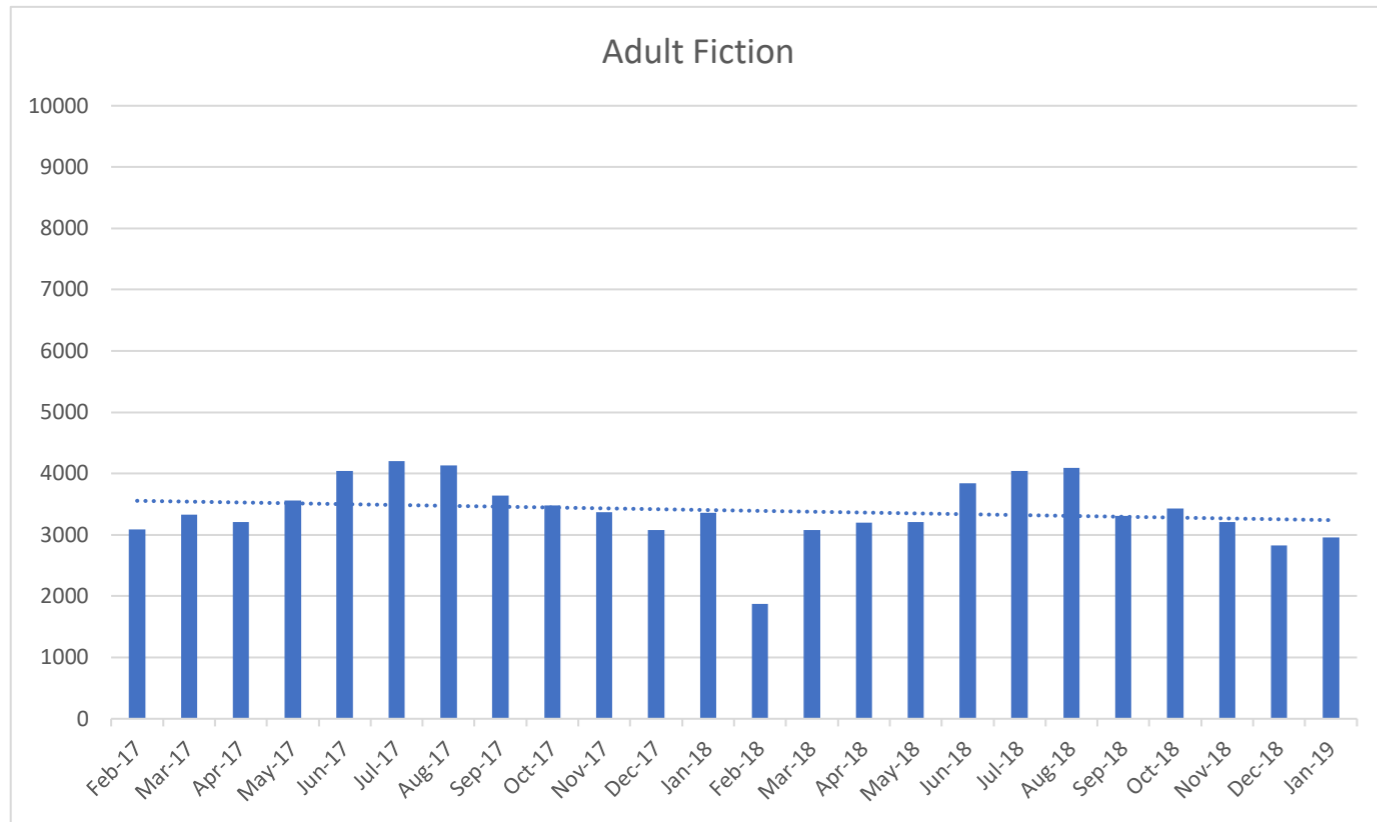


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- Music Recording ■ eAudiobook ■ Magazine ■ eVideo ■ eMusic ■ ILL ■

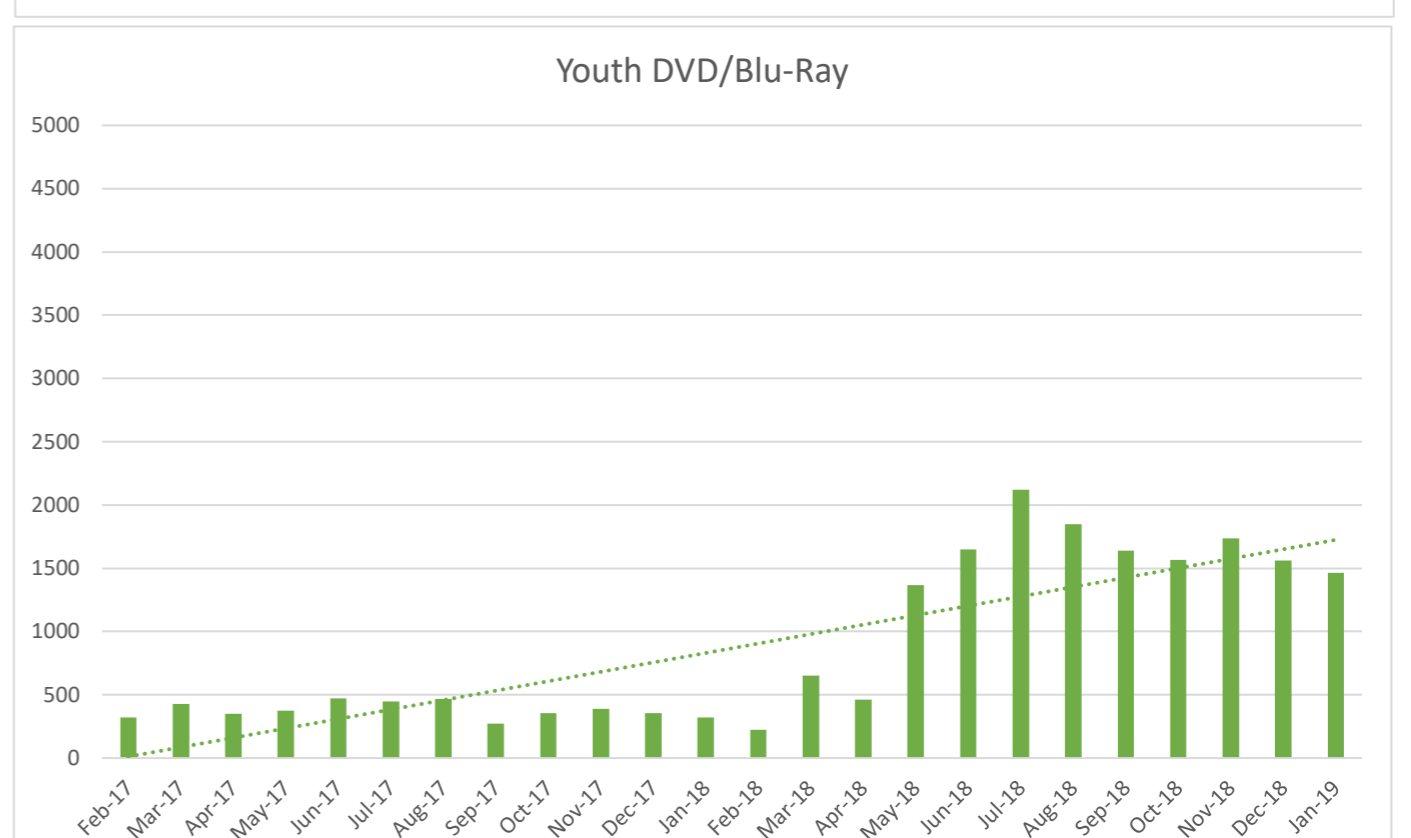
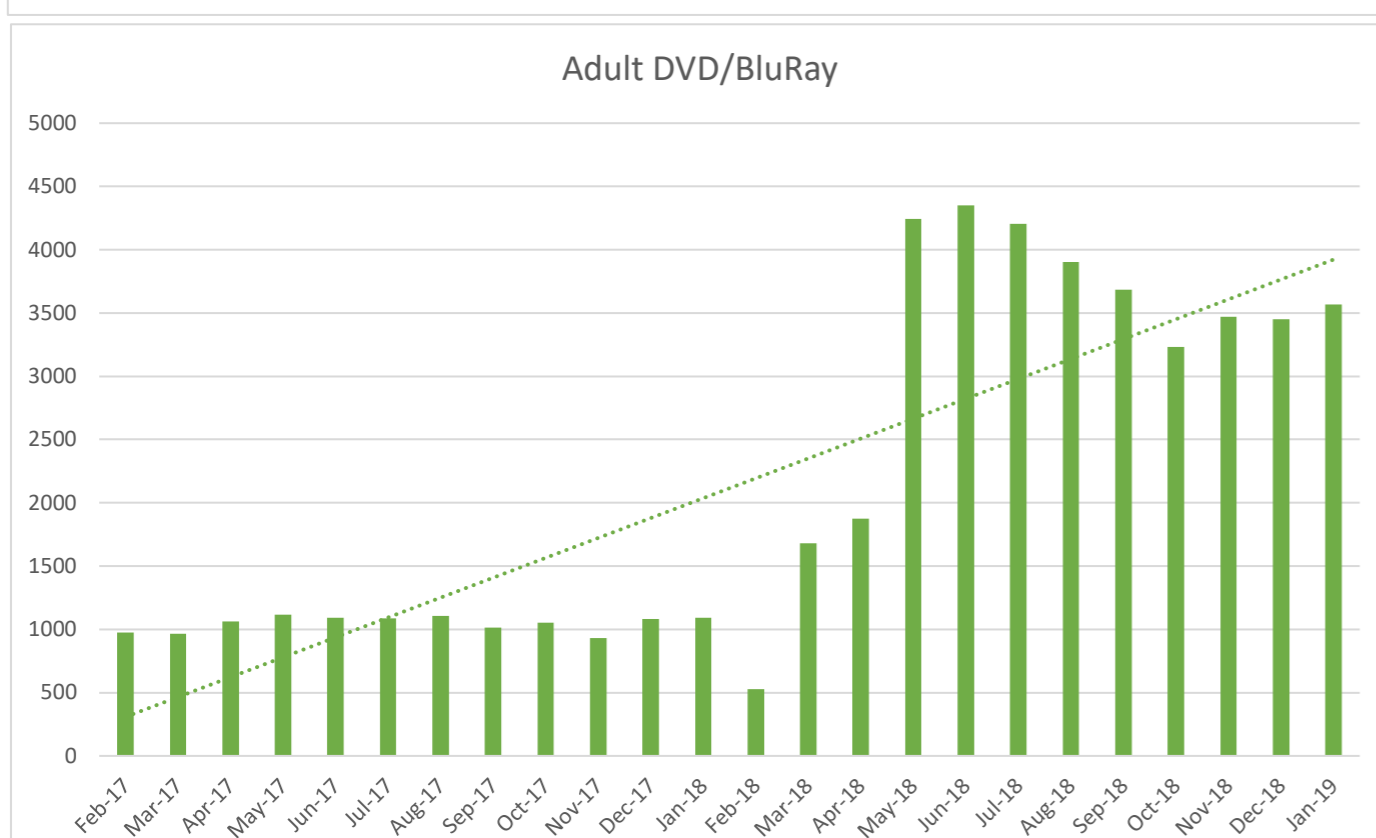
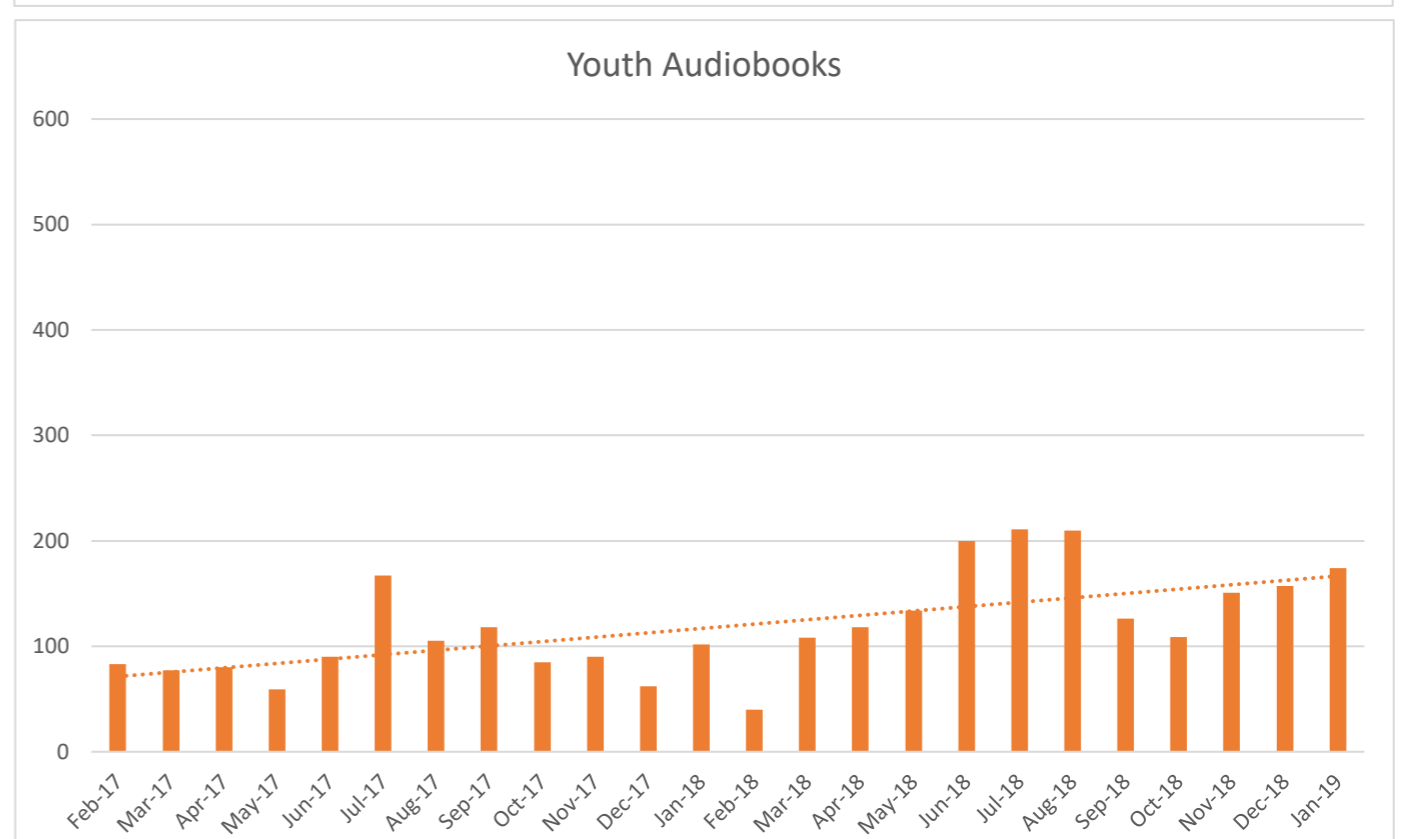
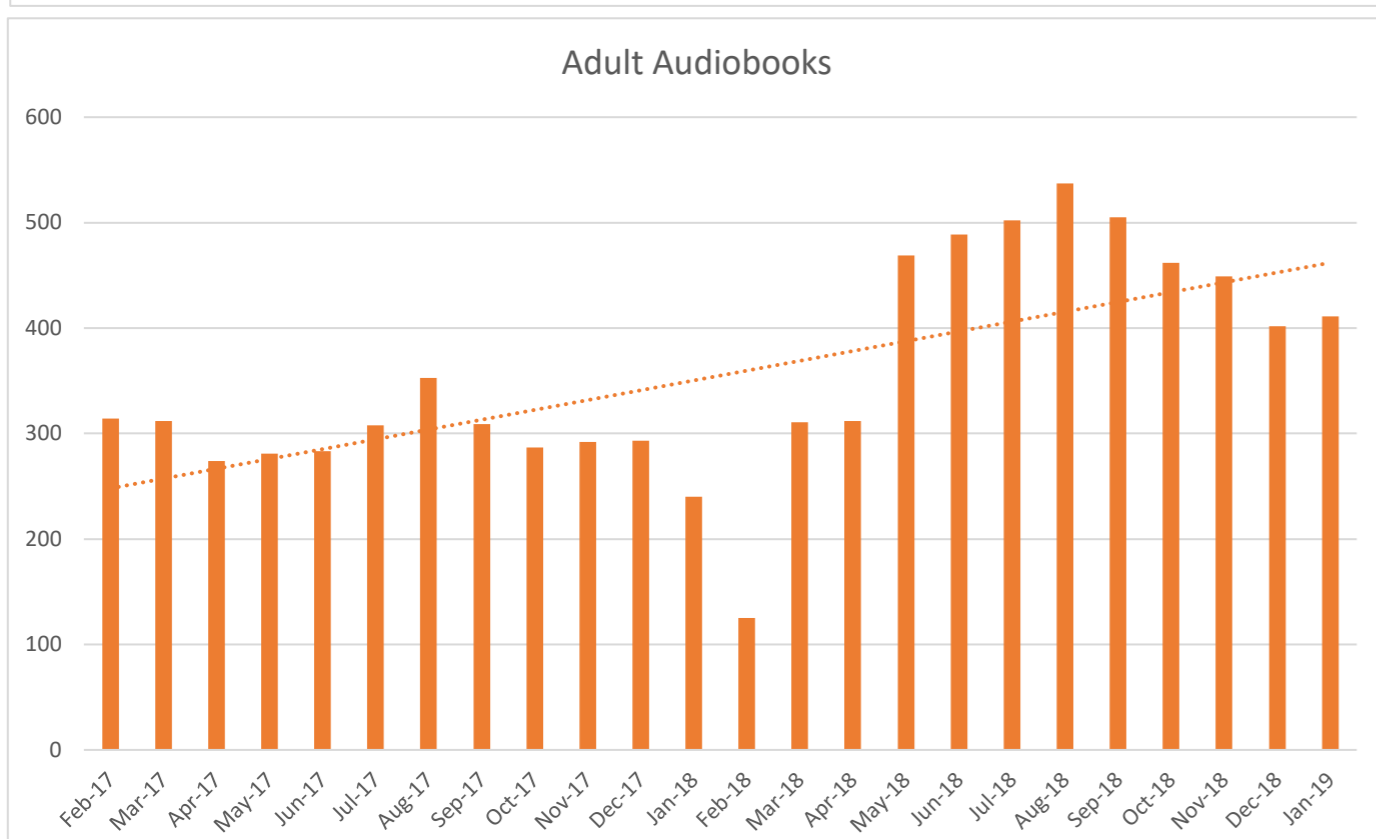
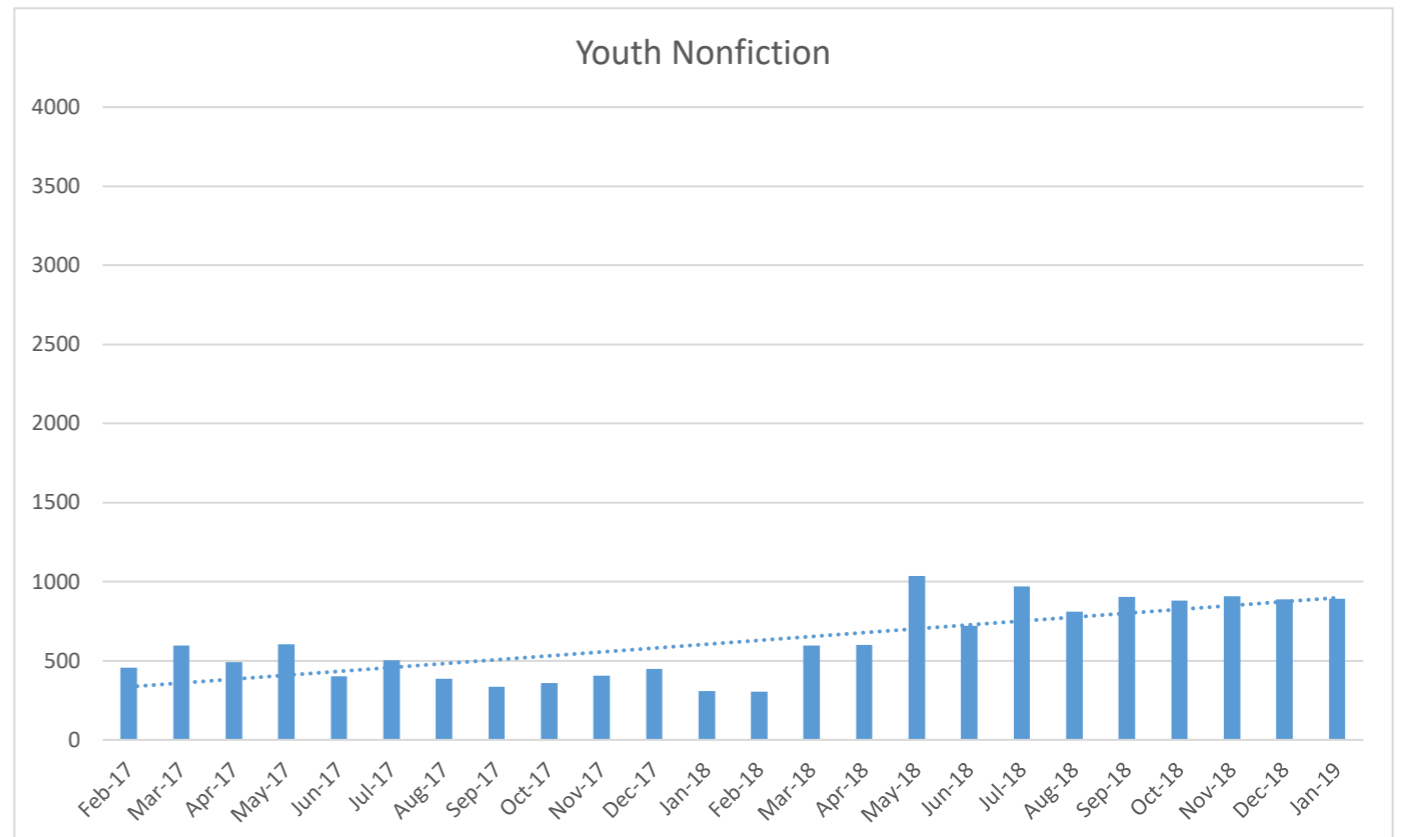
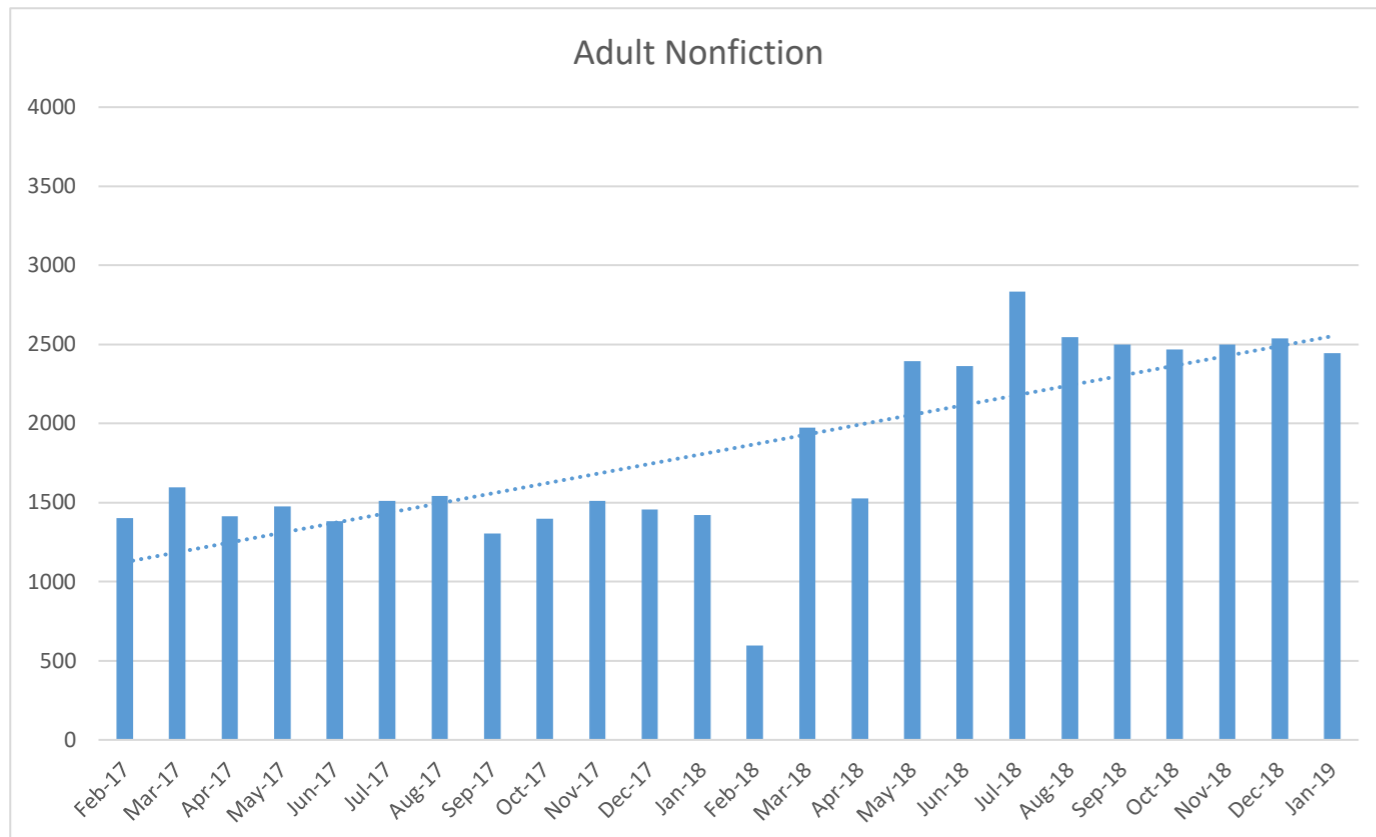
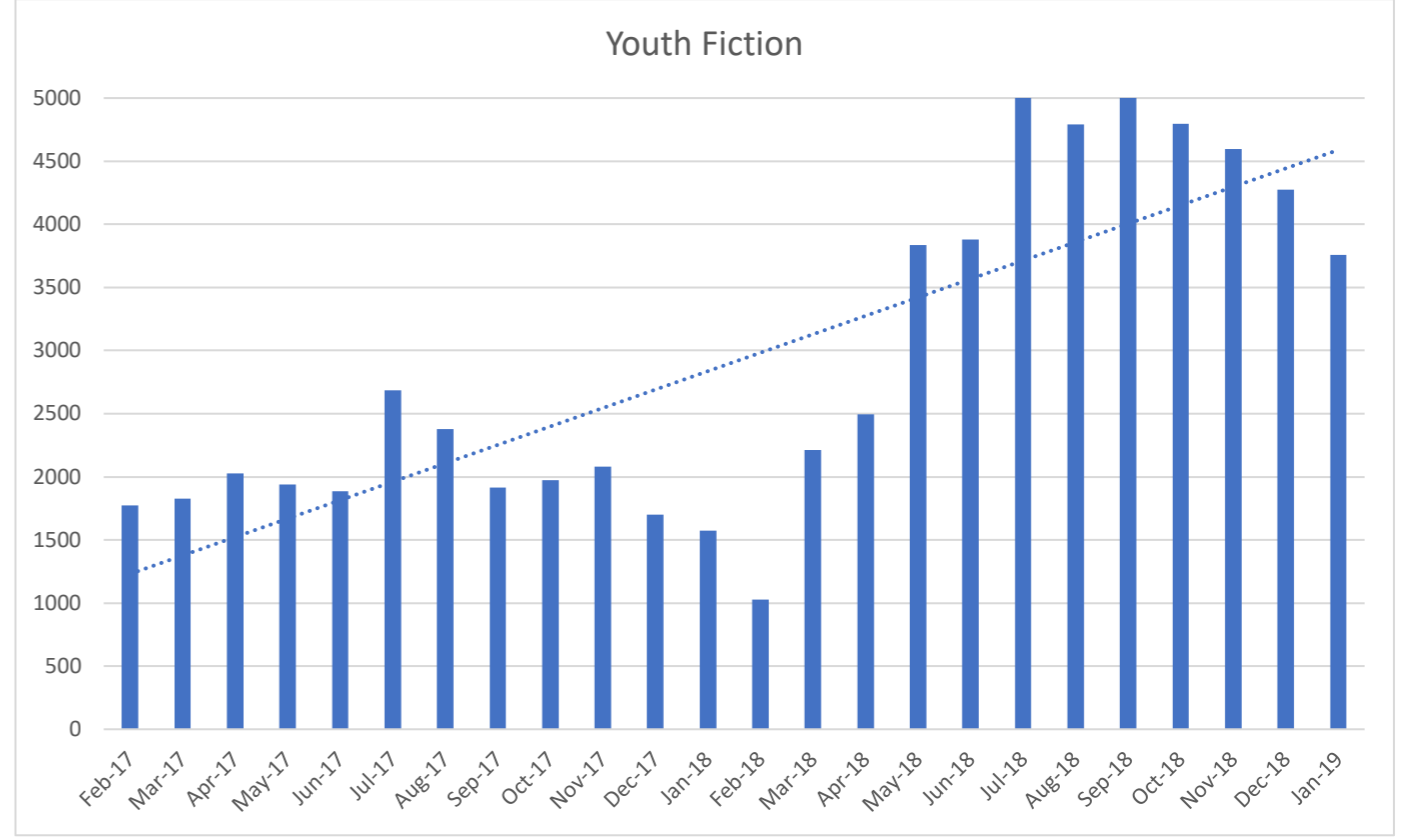
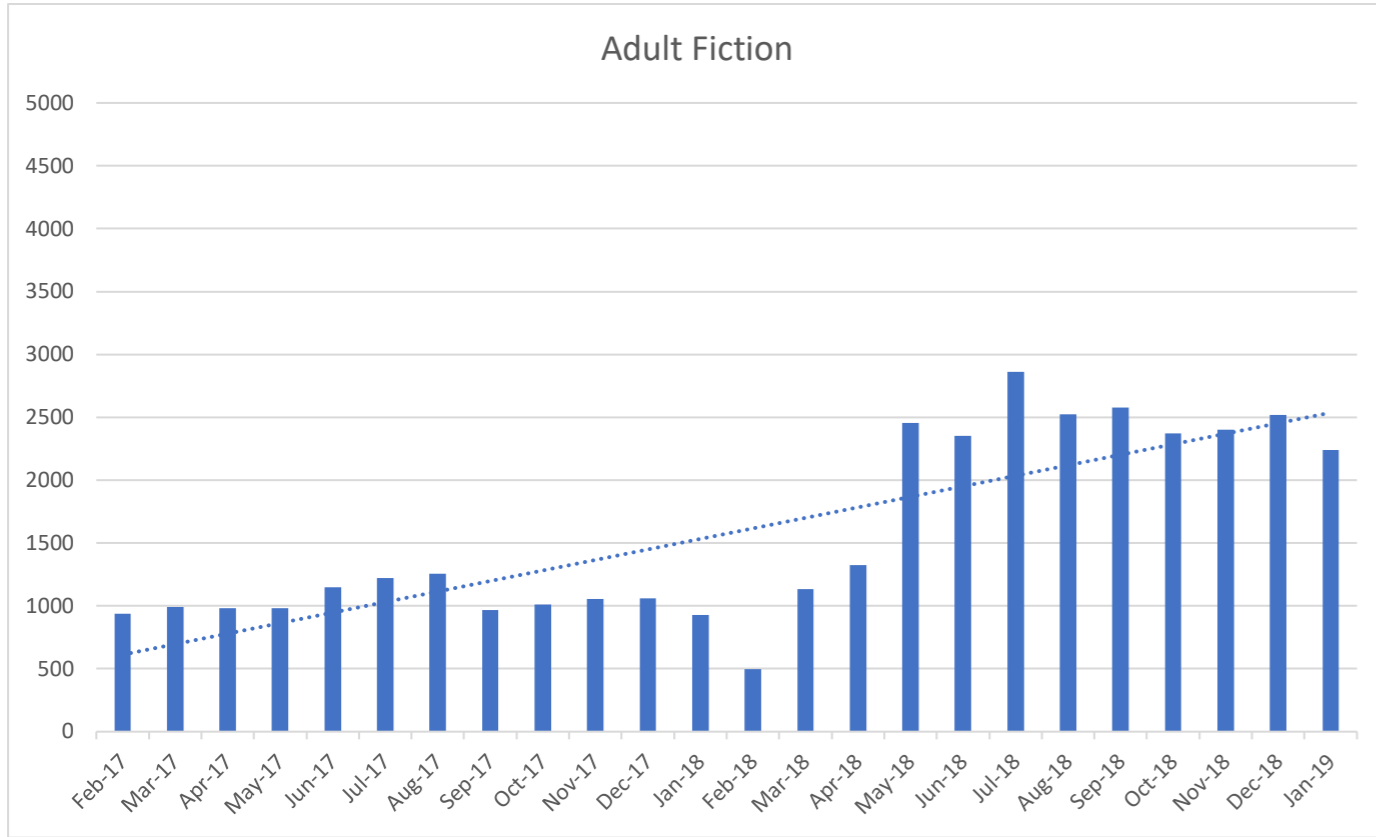
Physical Checkouts + Renewals



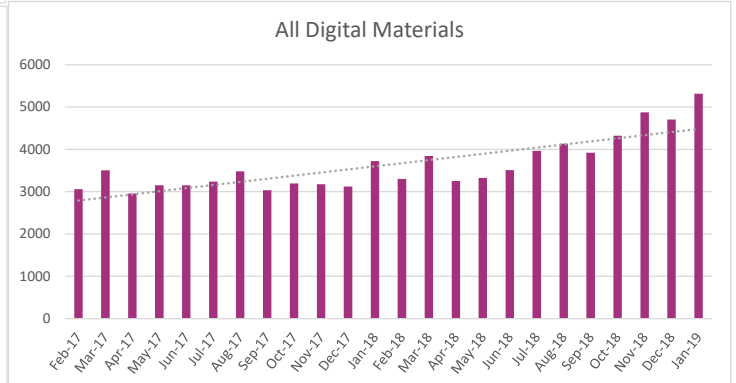
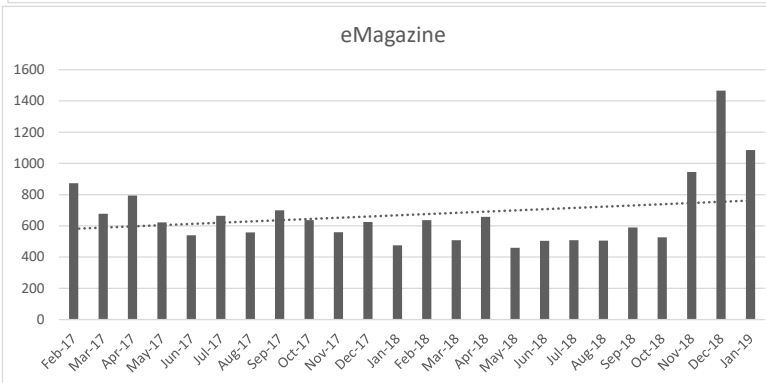
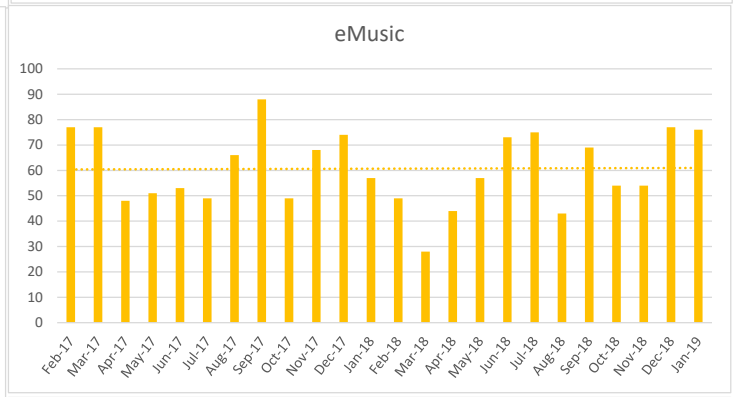
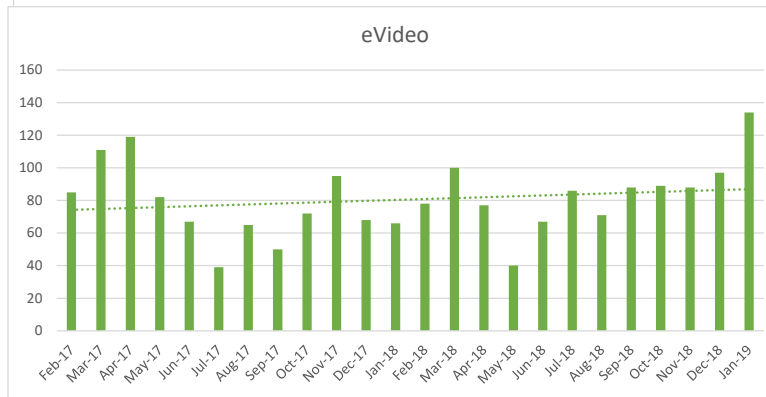
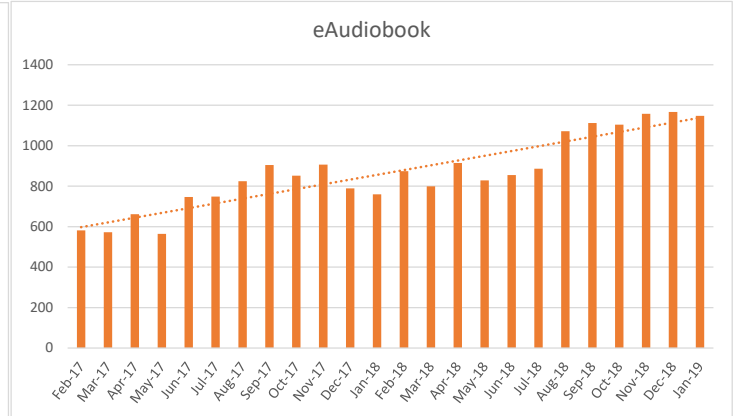
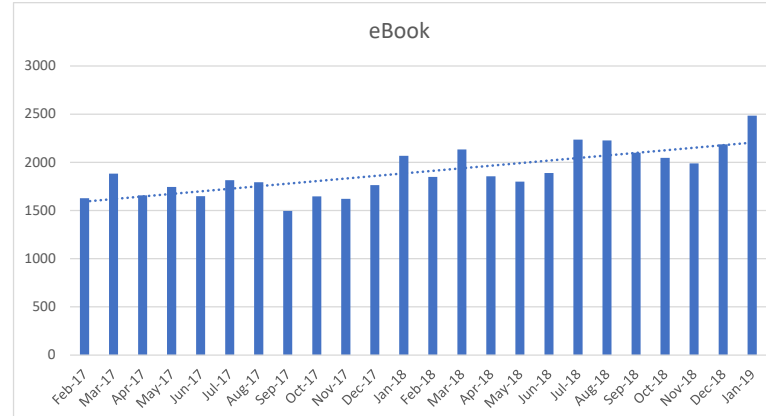
Physical Initial Checkouts January 2019



Physical Renewals January 2019



Digital by Material Type



Summary Report for January FY 2018/2019

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	9,923	8,469	17.17 %	75,055	59,238	26.70 %	Books	11,613	9,540	21.73 %	94,263	74,260	26.94 %
Book - Fiction	5,203	4,286	21.40 %	41,365	32,752	26.30 %	Book - Fiction	9,560	8,013	19.31 %	80,792	64,767	24.74 %
Book - Nonfiction	4,720	4,183	12.84 %	33,690	26,486	27.20 %	Book - Nonfiction	2,053	1,527	34.45 %	13,471	9,493	41.90 %
Audiobook - CD	717	746	-3.89 %	6,200	6,045	2.56 %	Audiobook - CD	119	110	8.18 %	888	762	16.54 %
Music CD	145	161	-9.94 %	1,083	1,335	-18.88 %	Music CD	121	50	142.00 %	896	725	23.59 %
Playaway	183	198	-7.58 %	1,590	1,517	4.81 %	Playaway	227	204	11.27 %	1,921	1,859	3.34 %
DVD/Blu-Ray	7,200	5,565	29.38 %	50,525	35,192	43.57 %	DVD/Blu-Ray	2,614	1,594	63.99 %	20,592	12,260	67.96 %
Magazine	230	141	63.12 %	1,426	923	54.50 %	Magazine	-	-	-	1	11	-
Other	4	54	-92.59 %	133	343	-61.22 %	Other	31	62	-50.00 %	381	493	-22.72 %
Sent Out	1,228	2,880	-57.36 %	8,055	17,057	-52.78 %	Sent Out						
Total	19,630	18,214	7.77 %	144,067	120,727	19.33 %	Total	14,725	11,560	27.38 %	118,941	90,359	31.63 %

Kenilworth patron usage for the month of January FY 2018/2019 was **1,089**.

Items borrowed from other libraries for the month of January FY 2018/2019 was **1,596**.

Total circulation for the month of January FY 2018/2019 was **39,674** compared to **33,498** for the same month last year. This represents a net change of **18.44 %**

Cumulative circulation through January FY 2018/2019 is **294,357** compared to **234,139** for the previous fiscal year to date. This represents a net change of **25.72 %**.

Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	6,512	5,378	21.09 %	48,500	37,785	28.36 %	Books	8,324	6,336	31.38 %	67,088	51,789	29.54 %
Book - Fiction	2,979	2,241	32.93 %	23,431	18,195	28.78 %	Book - Fiction	6,887	5,370	28.25 %	58,423	45,857	27.40 %
Book - Nonfiction	3,533	3,137	12.62 %	25,069	19,590	27.97 %	Book - Nonfiction	1,437	966	48.76 %	8,665	5,932	46.07 %
Audiobook - CD	370	397	-6.80 %	3,636	3,600	1.00 %	Audiobook - CD	100	71	40.85 %	651	500	30.20 %
Music CD	105	117	-10.26 %	687	809	-15.08 %	Music CD	74	30	146.67 %	558	414	34.78 %
Playaway	139	168	-17.26 %	1,291	1,224	5.47 %	Playaway	180	136	32.35 %	1,465	1,395	5.02 %
DVD/Blu-Ray	4,624	3,809	21.40 %	33,718	22,932	47.03 %	DVD	1,556	984	58.13 %	12,501	7,701	62.33 %
Magazine	105	87	20.69 %	793	572	38.64 %	Magazine	-	-	-	1	2	-50.00 %
Other	2	38	-94.74 %	123	283	-56.54 %	Other	24	54	-55.56 %	342	417	-17.99 %
Sent Out	889	1,706	-47.89 %	5,753	10,459	-44.99 %	Sent Out						
Total	12,746	11,700	8.94 %	94,501	77,664	21.68 %	Total	10,258	7,611	34.78 %	82,606	62,218	32.77 %

Winnetka Library's circulation for the month of January FY 2018/2019 was **23,004** compared to **19,311** for the same month last year. This represents a net change of **19.12 %**.

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	3,411	3,091	10.35 %	26,555	21,453	23.78 %	Books	3,289	3,204	20.93 %	27,175	22,471	20.93 %
Book - Fiction	2,224	2,045	8.75 %	17,934	14,557	23.20 %	Book - Fiction	2,673	2,643	1.14 %	22,369	18,910	18.29 %
Book - Nonfiction	1,187	1,046	13.48 %	8,621	6,896	25.01 %	Book - Nonfiction	616	561	9.80 %	4,806	3,561	34.96 %
Audiobook - CD	347	349	-0.57 %	2,564	2,445	4.87 %	Audiobook - CD	19	39	-51.28 %	237	262	-9.54 %
Music CD	40	44	-9.09 %	396	526	-24.71 %	Music CD	47	20	135.00 %	338	311	8.68 %
Playaway	44	30	46.67 %	299	293	2.05 %	Playaway	47	68	-30.88 %	456	464	-1.72 %
DVD	2,576	1,756	46.70 %	16,807	12,260	37.09 %	DVD/Blu-Ray	1,058	610	73.44 %	8,091	4,559	77.47 %
Magazine	125	54	131.48 %	633	351	80.34 %	Magazine	-	-	-	-	9	-
Other	2	16	-87.50 %	10	60	-83.33 %	Other	7	8	-12.50 %	39	76	-48.68 %
Sent Out	873	1,687	-48.25 %	5,529	10,331	-46.48 %	Sent Out						
Total	6,545	5,340	22.57 %	47,264	37,388	26.41 %	Total	4,467	3,949	13.12 %	36,336	28,152	29.07 %

Northfield Library's circulation for the month of January FY 2018/2019 was **11,012** compared to **9,289** for the same month last year. This represents a net change of **18.55 %**.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,485	2,069	20.11 %	15,332	12,278	24.87 %	1,306	874	49.43 %	8,068	5,619	43.58 %	1,243	637	95.13 %	6,361	4,191	51.78 %

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 % +/-
224	95	135.79 %	1,153	514	124.32 %	61	49	24.49 %	434	451	-3.77 %

Virtual Branch circulation for the month of January FY 2018/2019 was **5,319** compared to **3,724** for the same month last year. This represents a net change of **42.83 %**.

Cumulative virtual branch circulation through January FY 2018/2019 is **31,348** compared to **23,053** for the previous fiscal year to date. This represents a net change of **35.98 %**.

Library Activity Report

Winnetka Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	9,958	11,541	-13.72 %	66,287	85,302	-22.29 %	People Counter							9,958
Reference Questions	1,191	894	33.22 %	6,749	6,721	-0.44 %	Reference Questions	568	541	4.99 %	4,345	4,356	-0.25 %	1,759
Studio	316	266	18.80 %	3,128	1,959	59.67 %	Studio							316
Genealogy	5	2	150.00 %	32	30	6.67 %	Genealogy							5
Program Attendance	199	157	26.75 %	1,634	1,700	-3.88 %	Program Attendance	672	587	14.48 %	5,123	5,050	1.45 %	871

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	1,081	6,916	-84.37 %	26,544	47,826	-44.50 %	People Counter							1,081
Reference Questions	1,071	1,058	1.23 %	8,225	6,974	17.94 %	Reference Questions	71	86	-17.44 %	919	726	26.58 %	1,142
Program Attendance	55	56	-1.79 %	561	625	-10.24 %	Program Attendance	271	355	-23.66 %	2,332	2,124	9.79 %	326

A total of **1,400** holds were placed for patrons in the month of January FY 2018/2019.

There were a total of **0** website sessions in the month of January FY 2018/2019.

Total District Program Attendance for the month of January FY 2018/2019 was **1,197** compared to **1,155** for the same month last year. This represents a net change of **3.64 %**

Cumulative District Program Attendance through January FY 2018/2019 is **9,650** compared to **9,499** for the same month last year. This represents a net change of **1.59 %**

Circulation Policy Update Proposal

A summary of changes

The proposed updates to the Winnetka-Northfield Public Library District Circulation Policy are necessary either because

- a. documentation is absent from the current policy and is needed to provide guidance for staff and clarification for library users, or
- b. the current policy does not align with what the library does in practice.

Summary of additions to the policy:

- Library Card Registrants – now lists acceptable proof of residence to obtain a library card based on the type of card (resident, fee, business, institution/school, or au pair/nanny card)
- Hold Items – explains how long we hold items and who may pick up holds
- Overdue and Billed Items – explains the overdue notification structure, as governed by CCS

Summary of changes to align with current practice:

- Reciprocal Borrowing Program – updated for accuracy. Our current policy references the North Suburban Library System (NSLS), which is no longer in existence. The changes outline our reciprocal relationship with other Reaching Across Illinois Library System (RAILS) libraries.
- Interlibrary Loan – updated for accuracy and clarity. This section also referenced NSLS and is now updated to RAILS. We have added information about borrowing and lending limits as well, as governed by RAILS.
- We have added reference to STEAM Kits and their restriction from being placed in the book drop or taken out on vacation loan.
- Lost, Damaged, and Incomplete Items – on our materials only we allow refunds for lost materials returned in good condition within 14 days of payment.
- Claimed Materials – notes the items limit of 5 items claimed returned, per the life of a library card, as governed by CCS.

Circulation Policy

Library Card Registrants:

Upon registration, the Winnetka-Northfield Public Library District cardholder agrees to abide by all district policies.

Types of Library Cards

Residents and property owners of the Winnetka-Northfield Public Library District are taxed for library service on their real estate tax bills. A Winnetka-Northfield Public Library District card can be obtained upon display of a valid government-issued photo identification card and proof of current address within the District. District resident and property owner library cards expire after three years and must be renewed with presentation of identification and proof of current address.

If the photo identification does not have the patron's current address, then the patron must bring in any of the following documents in addition to their photo identification:

- Property Tax Bill (for the current year)
- Home Ownership Contract (for the current year)
- Checkbook with full name and address
- Utility Bill (within the last 60 days)
- Lease, rental, or mortgage agreement (for the current year)

Teens (ages 16-17) may register for a given that appropriate proof of residence can be provided.

Children (ages newborn-15) may register for a card if accompanied by a parent or designated guardian. The parent or guardian must provide appropriate proof of residence. The parent or guardian who registers the child is fully responsible for all materials selected for or by the child and any fines or fees resulting from library use.

Kenilworth Resident Library Card

A one-year library card will be issued to eligible Kenilworth residents. Kenilworth residents may choose whether to receive a library card from the Winnetka-Northfield Public Library District or the Wilmette Public Library District.

Business or Organizational Library Card

A one-year library card will be issued to a business, corporation or organization whose address is within the village limits of Winnetka or Northfield. Appropriate proof of residence include; Business License, Certificate of Occupancy, Property Tax Bill, or Utility Bill. Library cards are established upon receipt of a signed Library Account Business Application Form from the Chief Executive Officer.

Non-District Resident Library Card (Fee Card)

A one-year library card will be issued to an individual who does not pay taxes to the Winnetka-Northfield Public Library District in their property tax installments. Following Illinois State Law, these patrons must register for a non-resident library card at the participating public library located closest to the person's principal residence. Purchased card-holders are entitled to the

Circulation Policy

same services as taxed card-holders. The cost of the non-resident fee card is calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

The cost of library service for residents outside the boundaries of the District is determined by the EAV (the equalized assessed value) multiplied by the current tax rate for library service for Winnetka-Northfield Public Library District taxpayers. Non-district residents who would like to purchase service should present a current tax bill.

Illinois State law provides that the annual fee for a Non-resident renter is 15% of the renter's monthly rent. For verification purposes, the Renter shall provide to the Library a required registration ID with a copy of the lease proving current residency in the Winnetka-Northfield Public Library District Non-Resident Service Area.

Cards must be paid in full at the time of purchase. Additional cards for family members in the same residence may be obtained at no additional charge.

School Institutional Library Card

A school-year library card will be issued to the principal or authorized educator at each school within the District. Only one card will be issued per school institution. Library cards are established upon receipt of a signed Library Account Application Form from the principal or authorized educator. Lost or damaged materials will be billed to the institution to which the card was issued.

Au Pair/Nanny

A one-year library card issued for temporary employees of a household such as au pairs or nannies. The registrant must provide a letter from their employer accepting full responsibility for the library card with appropriate proof of residency.

Online registrants (through Library website) after applying for a library card online, the applicant has 30 days to go to the library and show appropriate proof of residence to receive their physical card, or the account will be deleted from the system.

Library Card Privileges and Responsibilities

Winnetka-Northfield Public Library cardholders have access to the Library collection and online resources to which the Library subscribes.

The individual to whom the card is issued, or the parent or guardian of a cardholder under the age of 18, is responsible for the following:

- The return, in good condition, of all materials borrowed.
- Payment of fines incurred for any overdue, damaged or lost materials.
- Reporting a lost or stolen card immediately to avoid unauthorized use.
- Reporting promptly any changes in name, address, phone number and/or email address.

The Winnetka-Northfield Public Library District charges fines for overdue materials. Library patrons are automatically blocked from checking out materials when \$10 or more in fees have accumulated on their account.

Circulation Policy

Patrons are required to be in good standing (account balance of less than \$10) in order to renew their account. Appropriate proof of residence is required in order to renew the account.

Winnetka-Northfield Public Library District retains the right to suspend or revoke any library privileges.

Patron Privacy and Confidentiality

The Winnetka-Northfield Public Library District complies with all applicable laws governing privacy and confidentiality of patron records, including the Illinois Library Records Confidentiality Act (75 ILCS 70/), and follows the American and Illinois Library Associations' recommendations on protection of patrons' privacy and confidentiality.

Reciprocal Borrowing Program (RBP)

The Winnetka-Northfield Public Library District is a member of the Reaching Across Illinois Library System (RAILS). This membership entitles Winnetka-Northfield Public Library District patrons to participate in the Reciprocal Borrowing Program (RBP). RBP is a service in which library patrons with accounts in good standing may use other libraries subject to their local regulations. In order to register with these libraries in Illinois you will need to provide appropriate proof of residence and be in good standing with your home library.

The Winnetka-Northfield Public Library District is a member of Cooperative Computer Services (CCS), a consortium of libraries that share an integrated library system (online catalog). This shared catalog allows patrons from any participating library to place holds on materials that are either currently checked out or are owned by one of the CCS partner libraries.

Interlibrary Loan (ILL)

Winnetka-Northfield Public Library District provides district cardholders in good standing access to materials from libraries outside of the CCS consortium through interlibrary loan (ILL). As a member of RAILS, Winnetka-Northfield Public Library District adheres to the policies and procedures established by that group.

BORROWING

The Winnetka-Northfield Public Library District will not request:

- a) Items owned by the CCS consortium unless the item is missing or long overdue (more than one month)
- b) New items with a publication date of less than six months prior to the request
- c) Items in a format the Winnetka-Northfield Public Library District does not lend to other libraries such as STEAM kits.

Due dates are set by the lending library; ILL items will be checked out with the due date given by the lending library regardless of when the patron picks up the item. Renewals are at the sole discretion of the lending library and cannot be guaranteed.

Requests are limited to five per patron. This includes items that are pending, in process, received and/or renewed.

Circulation Policy

Loan periods for ILL items are determined by the lending library. ILL items are to be returned directly to the Winnetka-Northfield Public Library District. If an ILL item is not returned by the due date, it will be considered overdue and the Winnetka-Northfield Public Library District will charge the patron an overdue fine, up to the replacement cost of the item, plus any processing fees. Replacement costs and processing fees are determined by the lending library. Replacement materials will not be accepted. Fees are non-refundable.

LENDING

The Winnetka-Northfield Public Library District will lend materials to libraries within the United States. Winnetka-Northfield Public Library District will lend most materials that are available except new popular items, STEAM kits, and non-circulating items. Consideration will be given to lending these items at the discretion of library staff. Circulating items may be renewed one time if there are no local holds on the item.

Photocopy/scan requests are up to the discretion of library staff and must adhere to Copyright law.

Lending Periods

Library materials circulate according to the following rules. Overdue fines will be charged daily for materials returned past the due date. *Please note: an item will not be renewed if existing holds exist or the patron has a block on their library card.*

Type of Material	Loan Period	Renewals	Fine	Maximum Fine
Books: New Adult	14 Days	3	\$.20/day	\$10.00
Books: All other books	21 Days	3	\$.20/day	\$10.00
Seasonal Items: Youth	7 Days	0	\$.20/day	\$10.00
Audiobooks, Playaways and CDs: Adult and Youth	21 Days	3	\$.20/day	\$10.00
DVD & Blu-ray: New Adult	7 Days	1	\$1.00/day	\$10.00
DVD & Blu-ray: Adult and Youth Film	7 Days	3	\$1.00/day	\$10.00
DVD & Blu-ray: All Adult and Youth TV Series	14 Days	3	\$ 1.00/day	\$10.00
Magazines (current issues do not circulate)	7 Days	1	\$.20/day	\$10.00

Circulation Policy

STEAM Kits*	21 Days	0	\$ 1.00/day	\$10.00
District Book Club Book	Date of Meeting	0	\$.20/day	\$10.00
Interlibrary Loan Items	<i>Determined by lending library</i>	0	\$.20/day	\$10.00

* *STEAM Kits* must be returned directly to the Winnetka-Northfield Public Library District and cannot be placed in the book drop. Patron will be charged price of Kit if damaged as determined by the Library District.

**As a courtesy, Winnetka-Northfield Public Library District has a grace period of 3 days on all materials.

Vacation Loans

A vacation loan of 6 weeks is eligible for any non-new item without an existing hold with the exception of STEAM kits as determined by the District.

Hold Items

Patrons will be notified when a hold item becomes available. Items will be held for four days before it will be placed back in circulation.

Patrons may pick up holds on behalf of another patron. Materials will be checked out to the card presented.

Overdue and Billed Items

As a courtesy, the Winnetka-Northfield Public Library District will notify patrons when an item is overdue; overdue notices are sent at 3 days overdue, 15 days overdue, and 28 days overdue. A billing notice will be sent when an item is 45 days overdue and the price of the item is billed to the patron's account. Patrons may choose whether they wish to be notified by phone, text message, email, or mail.

Lost, Damaged, and Incomplete Items

When an item is returned damaged or incomplete, reported lost, or not returned, the patron will be billed the price of the item. Patrons are responsible for the replacement cost of a damaged item. Patrons are also responsible for processing fees as determined by lending libraries. The Library District does not accept replacement copies of items, though we do accept lower costs found elsewhere as long as the description/ISBN matches and the item is in new condition. Replacement costs and processing fees for materials borrowed from another library are determined by the library that owns the material.

The patron may keep the damaged or lost item that is paid for in full.

Circulation Policy

Replacement Audiobook discs: \$10

If a lost or incomplete item is paid for, then found within 14 days of the payment date and returned in good condition, the Library District will issue a refund. No refunds are given for materials borrowed from another library or via Interlibrary Loan.

Claimed Materials

A patron may claim an item was either never checked out or was returned. A maximum of five claims per life of a patron's card is set for all libraries within CCS (Cooperative Computer Services).

Policy Rev: February 11, 2019.

Fiscal Accountability Policy Update Proposal

A summary of changes

The proposed updates to the Winnetka-Northfield Public Library District Fiscal Accountability Policy are necessary due to changes in Illinois Law.

- (75 ILCS 16/40-45) Sec. 40-45. Bids for construction, improvements, or equipment purchases.

The change in our policy is in **Section VII. Purchasing/Sale of Goods and Services**, the bid requirement amount which has increased from \$20,000 to \$25,000.

- The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1. All travel, meal and lodging expenses are subject to the Expense Reimbursement Policy.

In 2016, the District was required to adopt an Ordinance Regulating Reimbursement of Travel, Meal and lodging Expenses. We are updating **XI. Travel** in the policy to reflect the passing of that ordinance and compliance with 50 ILCS 150/1.

Fiscal Accountability Policy

I. Purpose

The purpose of the Winnetka-Northfield Public Library District's (District) Fiscal Accountability Policy is to provide a framework for the Board of Library Trustees (Board) and Staff for the fiscal operations of the Library, to assure sound fiscal management and to outline responsibilities for management of the Library's public funds.

II. Scope

This Fiscal Accountability Policy applies to the financial and investment activities of all funds under the direction of District. This policy also applies to any new funds or temporary funds placed under the direction of District.

III. General

- A. District financial policies and procedures will be in accordance with Illinois law.
- B. As per (75 ILCS 16/30-45), and as stated in District Bylaws, District Treasurer shall be bonded in an amount and with sureties approved by the Board. The amount of the bond shall be based on a minimum of 50% of the total funds received by District in the previous fiscal year or as otherwise required by law. The cost of the surety bond shall be borne by the Library.
- C. The current and past seven years' financial records of District shall be maintained and kept at the Library. District will maintain records in accordance with the Local Records Act (50 ILCS 205).
- D. District will secure and protect employee and vendor bank data in a locked file cabinet located in the administrative office.
- E. Vendor information will be securing stored and retained in accordance with the Local Records Act (50 ILCS 205).
- F. District will maintain an inventory of capital purchases.
- G. Roll call action will be taken by the Board on all financial matters.
- H. Trustees with conflicts of interest shall abstain from voting in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) and any other applicable statutes. I. The total budget by fund will be approved by the Board.

IV. Deposits

- A. All revenue received by District will be deposited to appropriate accounts at least monthly or whenever receipts total more than \$500, in accordance with internal control procedures.
- B. Deposits in any one institution may not exceed the FDIC insured amount without a signed collateralization agreement (see Section VI. G).

V. Expenditures and Other Financial Transactions

- A. Authorized signatories are the Board President, Vice-President, Treasurer, and Library Director.
- B. Financial transactions for expenses up to a \$1,500 limit require one signature. Financial transactions of \$1,500 or more require two signatures/authorizations, both of which must be by authorized signatories.

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- C. With consent from the Board Treasurer and trustees, the Library Director may authorize specific vendor ACH (Automated Clearing House) credit payments over \$1,500 that are for routine, monthly operating expenses.
- D. The Library Director has the authority to approve and sign routine operating and maintenance contracts up to \$20,000. Contracts for services outside routine operations, such as capital improvements or planning that exceed \$5,000 must be approved by the Board. The Board may give the Library Director approval to negotiate and sign the contract documents as long as the Board has approved the service provider and a “not-to-exceed” amount.
- E. Under no circumstances may a signatory sign a document for which that signatory is a payee.
- F. All financial transactions will be reported to the Board at its regularly scheduled meetings.
- G. The District will give all vendors the option to be paid by ACH credit. A list of vendors paid by ACH credit will be reported to the Board at its regularly scheduled meetings. The District will keep a record of all vendor relationships, indicating whether the vendor is paid by check, ACH credit, paid online via their website, or by auto-debit from the District’s operating checking account.
- H. Personnel-related items will be paid semi-monthly. A payment cycle of no more than once a week will be used for all other financial transactions.
- I. All Library Trustees, the Library Director, and all full-time District staff shall file statements of economic interest with the County Clerk or state authorities.

VI. Investments A. Authority

All investment policies, procedures, and practices of the District will be in accordance with Illinois law. The general authority of the Board to control and invest public funds is defined in the Illinois Public Funds Investment Act (30 ILCS 30/235).

B. Management Program, Internal Controls, and Delegation of Authority

- i. Responsibility for—and management of—the investment policies, procedures, and practices are delegated to the Board’s Treasurer—hereby designated the Chief Investment Officer of the Library—acting under the general oversight and authority of the Board. The Treasurer, as Chief Investment Officer, and the Library Director are responsible for establishing, implementing, and administering the Library’s investment program.
- ii. In addition to the guidelines contained in this policy, the Treasurer shall establish, implement, oversee, and periodically review a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds. Such procedures shall include explicit delegation of authority to persons responsible for execution of financial activities under the direction of the Treasurer, including: investment transactions; check signing; ACH transactions; check reconciliation; deposits; bond payments; report preparation; and wire transfers.

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C. Prudent Person Standard

- i. The standard of care applicable to investment of District funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.
- ii. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and others authorized to act on his or her behalf, shall be relieved of personal responsibility for an investment credit risk or market price and value changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

D. Objectives and Guidelines

- i. It is the Board’s policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of the Library and conforming to statutes governing the investment of public funds.
- ii. When selecting financial institutions and investment instruments for Library funds, the following general objectives and guidelines should be considered in the order listed:
 1. Legality and Safety — The primary considerations for Library investments are their legality under Illinois law and their safety, the standard for which is the preservation of principal. Investments will be made only in securities guaranteed by the United States Government or in institutions insured by the Federal Deposit Insurance Corporation (FDIC). Accounts in banks or savings and loan institutions will not exceed the amounts insured under FDIC coverage, unless they are adequately collateralized.
 2. Liquidity — The types and lengths of investments should be managed to ensure that the Library is able to meet the cash flow requirements for ongoing operations and capital expenditures.
 3. Return on Investment — Within the constraints imposed by considerations of legality, safety, and liquidity, every effort should be made to achieve a maximum returns on investments. All available funds will either be invested or kept in interest bearing deposit accounts.
 4. Simplicity of Management — The Treasurer, Library Director, and other designated administrative staff must be able to manage Library investments effectively and efficiently within the time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.
- iii. Local Institutions — Preference will be given to financial institutions located within Winnetka and/or Northfield provided that yields are competitive with other institutions for comparable investments.

E. Investment Instruments

- i. Authorized investments will be limited to the instruments listed below:

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1. Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies or instrumentalities.
 2. The Illinois Public Treasurer's Investment Pool.
 3. Interest bearing NOW (Negotiable Order of Withdrawal) accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act; and Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to the Library in excess of the current FDIC coverage limit.
 4. Other investments that are permitted under Illinois law and satisfy the Library's investment objectives provided any such investment is specifically approved and authorized in advance by the Board.
- ii. Investments may be made only in those savings banks or savings and loan associations where shares or investment certificates are insured by the FDIC.
 - iii. Investment products that are considered to be derivatives are specifically excluded from approved investments.

F. Diversification

- i. It is the Library's policy to diversify its investment portfolio in order to minimize the risk of loss resulting from over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer, with the advice and counsel of the Board of Trustees.
- ii. The principle of diversification shall be applied in accordance with the following parameters:
 1. Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies or instrumentalities—Up to 100% of the investment portfolio.
 2. The Illinois Public Treasurer's Investment Pool—Up to 75% of the investment portfolio.
 3. Interest bearing NOW (Negotiable Order of Withdrawal) accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act - Up to 75% of the investment portfolio.
 4. Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to the Library in excess of the current FDIC coverage limit—Up to 75% of the investment portfolio.
 5. Other investments that are permitted under Illinois law and satisfy the Library's investment objectives, provided any such investment is specifically approved and authorized in advance by the Board —Up to 15% of the investment portfolio.

G. Collateralization and Safekeeping

- i. Time deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the Library makes the investment(s).

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- ii. Third-party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: [1] a Federal Reserve Bank or its branch office; [2] another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; [3] an escrow agent of the pledging institution; or [4] the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for the Library can be approved exclusively by the Treasurer, and only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.

H. Authorized Financial Institutions

- i. Financial institutions shall be considered and authorized only by action of the Board, upon the recommendation of the Treasurer.
- ii. The Treasurer will maintain a list of institutions authorized to provide investment services to the Library.
- iii. Demand Deposits: Any financial institution selected by the Library shall provide normal banking services, including, but not limited to: NOW accounts, wire transfers, and safekeeping services. The Library will not keep funds in any financial institution that is not a member of the FDIC.
- iv. Certificates of Deposit: Any financial institution selected to be eligible for the Library's certificate of deposit purchase program must: [1] provide wire transfer and certificate of deposit safekeeping services; and [2] be a member of the FDIC and be willing to and capable of posting the required collateral or private insurance for funds in excess of FDIC insurable limits.

I. Financial and Investment Services Providers

- i. Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board. This process will be designed and coordinated by the Library Director and Treasurer.

J. Performance

- i. The Treasurer shall seek to earn a reasonable rate of return on investments consistent with the objectives stated in this policy.

K. Reporting and Review

- i. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled Board meeting. At least quarterly, reports shall include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.
- ii. The Treasurer shall review this policy annually and report annually to the Board on the investment portfolio and the portfolio's compliance with this policy.

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L. Ethics and Conflicts of Interest

- i. Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Practices Act, no officer or employee involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the Library invests, or the sellers, sponsors, or managers of those investments.

VII. Purchasing/Sale of Goods and Services

- A. All purchases for goods and services for District shall be authorized by the Library Director through established procedures.
- B. As provided by statute, (75 ILCS 16/40-45) Sec. 40-45.
Bids for construction, improvements, or equipment purchases. The board shall, when the cost is in excess of \$25,000, advertise for bids for constructing the building, remodeling, repairing, or improving of an existing library building, erecting an addition to an existing library building, or purchasing the necessary equipment for the library and shall let the contract or contracts for the project, when the cost is in excess of \$25,000, to the lowest responsible bidder or bidders. The board shall not be required to accept a bid that does not meet the library's established specifications, terms of delivery, quality, and serviceability requirements. Contracts which, by their nature, are not adapted to award by competitive bidding, are not subject to competitive bidding.
- C. For other purchases for materials, equipment, or supplies, other than professional services, with a value greater than \$5,000, three or more competitive quotations will be sought, whenever feasible.
- D. District will dispose of any real or personal property in accordance with (75 ILCS 16/30-55.32).

VIII. Credit Cards/Accounts

- A. The library may maintain a credit card account for use by the Library Director and for members of the Library Management Team for the purpose of conducting District business. Such business must be documented with receipts to support all purchases. Credit card use is limited to purchases where a (house) credit account is not available or the vendor is unable to invoice the Library.
- B. District may maintain credit accounts with suppliers to meet regular operating needs, with authorization of the Library Director.

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IX. Board of Library Trustees

- A. As provided by statute, Trustees shall serve without compensation, but shall be reimbursed from Library funds for their actual and necessary expenses incurred in the performance of their duties (75 ILCS 16/30-30).

X. Library Staff

- A. Employees shall be reimbursed for reasonable authorized expenses incurred by them in the performance of their duties. All such expenses must be approved in advance by the employee's immediate supervisor or the Library Director. Purchases made without the appropriate advance approval will not be considered reimbursable.

XI. Travel

Effective December 12, 2016 the Board of Library Trustees of the Winnetka-Northfield Public Library District adopted Ordinance 2016-201/5 (Ordinance Regulating Reimbursement of Travel, Meal and Lodging Expenses) responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.

All travel, meal and lodging expenses are subject to the Expense Reimbursement Policy. Travel for in District proposes is not reimbursable.

XII. Budget

- A. Pursuant to (75 ILCS 16/35-40), District's fiscal year shall be July 1 through June 30.
- B. The Library may maintain a Special Reserve Fund pursuant to (75 ILCS 16/4050).
- C. The Board will review all fund balances on an annual basis in conjunction with the annual budget review.

XIII. Audit

- A. An outside audit of all District accounts will be conducted annually and reviewed by the Board.
- B. Every 7th year, or sooner at the Board's discretion, the District shall solicit proposals from at least three auditing firms qualified to conduct an audit of District accounts.

Approved: December 15, 2014

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