

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED  
AT [WWW.WINNETKALIBRARY.ORG](http://WWW.WINNETKALIBRARY.ORG)**

**Pursuant to the Governor's Covid-19 Executive Order No. 5, issued March 16, 2020, the provision  
of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of  
a public body are suspended.**

**AGENDA**

Monday, April 20, 2020  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the February 17, 2020 Regular Meeting\***
- V. Financial Report**
  - Approve February 2020 Financial Statements\*
  - Approve March 2020 Financial Statements\*
- VI. Library Reports**
  - Director's Report (Interim Director Compton-Dzak)\*
  - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Johnson)
  - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
- IX. New Business**
  - Discussion and vote on Director Search Proposal\*
  - Discussion and vote on Resolution Delegating Authority To Board President To Make Decisions\*
  - Discussion and vote on Board meeting dates, July through December 2020\*
  - Discussion and vote on the Lakota Group Construction Observation/Administration Services contract\*
  - Discussion of Budget reforecast FY 2019/20\*
  - Discussion of Budget draft FY 2020/21\*
- X. Communications**
  - The District remains closed to the public due to the COVID-19 pandemic until further notice
- XI. Public Comments**
- XII. Adjournment**

\*Attachments

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

February 17, 2020

**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 7:02 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 Interim Library Director Emily Compton-Dzak.

Absent: Trustee Raheela Anwar

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications & Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Anna Jaich-Westine (Collection Services Clerk). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Sue Kelly, Carol Ritchell, Patricia Andrew, Lois Neustadt and Denise Gibson. Present were Wilmette residents Kathy Hargrave and Ray Kearney. Present was Northbrook resident Susan Kelly. Present was Todd Marver from the Winnetka Current.

**III. Public Comments**

Northbrook resident Susan Kelly read a statement from Northfield resident Amy Richmond. Ms. Richmond commented on the District's spending and the staffing decisions at the Northfield Branch Library.

Northbrook resident Susan Kelly commented on genealogy programs and the staffing decisions at the Northfield Branch Library.

Northfield resident Carol Ritchell thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Sue Kelly commented on Studio positions and training and the staffing decisions at the Northfield Branch Library.

Northfield resident Patricia Andrew thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

Northfield resident Lois Neustadt thanked the Board and commented on the staffing decisions at the Northfield Branch Library.

**IV. Vote to Approve Minutes of January 20, 2020 Regular Meeting**

A MOTION was made by Trustee Johnson to approve the Minutes of January 20, 2020 Regular Meeting and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote.

## **V. Financial Report**

Interim Director Compton-Dzak presented the January 2020 Financial Statements.

A MOTION was made by Trustee Vandergrift to approve the January 2020 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

## **VI. Library Report**

### **LIBRARY DIRECTOR'S REPORT:**

Interim Director Compton-Dzak reported:

- Branch Services Coordinator Courtney Volny submitted an impact story stating that Circulation Services Associate Amelia Kmiec met an avid mystery reader and introduced her to the various book formats available at the Northfield Branch Library.
- The local boy scout reported back that the District donated 26 blankets and 28 scarves and thanked those who helped make a difference.
- After extensive user testing, CCS is making minor changes to the public catalog; changes include clearer hold status language.
- Grayslake Area Public Library is joining CCS.
- Virtual Services Coordinator Michael Cianfrani continues to work on the new District app, which is moving to the user testing phase.
- The next Fireside Chat will be on March 10 featuring Head of Communications & Marketing Sarah Quish.
- The next Source will hit homes on February 22.

### **BOARD PRESIDENT'S REPORT:**

President Ruiz-Funes provided clarification on the District's HR consulting costs, public relations fees and the compensation paid to Rebecca Wolf.

## **VII. Liaisons to Other Organizations-Reports**

- *Winnetka Village*- Trustee Johnson reported that the Winnetka Village passed an ordinance that governed sexual harassment training, reporting, and investigating among elected officials. He also reported that there is talk of removing the curb on the corner of Oak and Green Bay and gave the Board an update on the Downtown Streetscape project and OneWinnetka.
- *Northfield Village*- Trustee Shoup reported that the next Northfield Village meeting will be held on February 18 at 7:00 p.m.

## **VIII. Unfinished Business**

- *Report of the Board Director Search Special Committee*  
Trustees Vandergrift and Gosselin reported that they developed a timeline to interview search firms and will bring a recommendation before the Board at the March meeting.

**IX. New Business**

- *Vote to Designate the Positions of Library Director and Head of IT as FOIA Officers*

The Board decided to also designate the position of Assistant Library Director as a FOIA officer.

A MOTION was made by Trustee Vandergrift to Designate the Positions of Library Director, Assistant Library Director and Head of IT as FOIA Officers and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**X. Communications**

- *No communications*

**XI. Adjourn to Closed Session**

A MOTION was made by Trustee Casale MacNally 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 Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 7:54 p.m.

**XII. Return to Open Session**

The meeting returned to Open Session at 8:11 p.m.

**XIII. Vote to Approve Separation Agreement**

A MOTION was made by Trustee Vandergrift to approve the Separation Agreement Between Rebecca Wolf and the Winnetka-Northfield Public Library District and seconded by Trustee Shoup.

**ROLL CALL VOTE**

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

NAYS: 0

ABSENT: Trustee Anwar

**MOTION CARRIED**

**XIV. Public Comments**

Northfield resident Lois Neustadt commented on the District's spending.

Northfield resident Denise Gibson commented on the Fireside Chats and the Director search.

Northfield resident Sue Kelly commented on Winnetka and Northfield's tax assessments.

Winnetka resident Jeffrey Liss commented on the scheduling of staff between branches.

Wilmette resident Kathy Hargrave commented on the District's HR services.

**XV. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Casale MacNally and seconded by Trustee Gosselin. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:22 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Jean-Paul Ruiz-Funes, President

\_\_\_\_\_ Suzanne Shoup, Secretary

# Winnetka-Northfield Public Library District

## All Funds Summary

For the 9 Months Ended March 31, 2020

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Revenues</b>					
Library Fund	4,093,135.00	3,069,851.25	4,114,261.93	100.52 %	1,044,410.68
IMRF Fund	88,200.00	66,150.00	88,556.56	100.40 %	22,406.56
FICA Fund	24,500.00	18,375.00	24,598.98	100.40 %	6,223.98
Building Fund	147,000.00	110,250.00	147,593.91	100.40 %	37,343.91
Unemployment Fund	10.00	7.50	9.79	97.90 %	2.29
<b>Total Revenues</b>	<u>4,352,845.00</u>	<u>3,264,633.75</u>	<u>4,375,021.17</u>	<u>100.51 %</u>	<u>1,110,387.42</u>
<b>Expenses</b>					
Library Fund	3,798,154.00	2,848,615.50	2,222,072.34	58.50 %	(626,543.16)
IMRF Fund	111,000.00	83,250.00	74,518.03	67.13 %	(8,731.97)
FICA Fund	123,000.00	92,250.00	83,712.92	68.06 %	(8,537.08)
Building Fund	286,146.00	214,609.50	233,958.44	81.76 %	19,348.94
Unemployment Fund	<u>1,000.00</u>	<u>750.00</u>	<u>3,502.00</u>	<u>350.20 %</u>	<u>2,752.00</u>
<b>Total Expenses</b>	<u>4,319,300.00</u>	<u>3,239,475.00</u>	<u>2,617,763.73</u>	<u>60.61 %</u>	<u>(621,711.27)</u>
<b>Total Revenues</b>	4,352,845.00	3,264,633.75	4,375,021.17	100.51 %	1,110,387.42
<b>Total Expenses</b>	<u>4,319,300.00</u>	<u>3,239,475.00</u>	<u>2,617,763.73</u>	<u>60.61 %</u>	<u>621,711.27</u>
<b>Excess Revenues less Expenses</b>	<u>33,545.00</u>	<u>25,158.75</u>	<u>1,757,257.44</u>	<u>5,238.51 %</u>	<u>1,732,098.69</u>

# Winnetka-Northfield Public Library District

## Library Fund Summary

For the 9 Months Ended March 31, 2020

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>Operating Revenue</b>					
Property Tax	3,835,439.00	2,876,579.25	3,907,258.54	101.87 %	1,030,679.29
Replacement Tax	20,000.00	15,000.00	22,971.53	114.86 %	7,971.53
Collections	155,696.00	116,772.00	87,041.60	55.90 %	(29,730.40)
Materials	12,000.00	9,000.00	6,938.96	57.82 %	(2,061.04)
Other Income	70,000.00	52,500.00	90,051.30	128.64 %	37,551.30
<b>Total Operating Revenue</b>	<u>4,093,135.00</u>	<u>3,069,851.25</u>	<u>4,114,261.93</u>	<u>100.52 %</u>	<u>1,044,410.68</u>
<b>Operating Expenses</b>					
Personnel	1,790,000.00	1,342,500.00	1,234,696.41	68.98 %	(107,803.59)
Administration	214,204.00	160,653.00	185,558.15	86.63 %	24,905.15
Utilities	97,700.00	73,275.00	56,821.87	58.16 %	(16,453.13)
IT Services	171,250.00	128,437.50	118,319.44	69.09 %	(10,118.06)
Public Relations	45,000.00	33,750.00	28,128.25	62.51 %	(5,621.75)
Library Materials - Adult	561,000.00	420,750.00	415,889.00	74.13 %	(4,861.00)
Library Materials - Youth	89,900.00	67,425.00	58,306.64	64.86 %	(9,118.36)
Programs	79,100.00	59,325.00	53,262.06	67.34 %	(6,062.94)
Capital	750,000.00	562,500.00	68,625.42	9.15 %	(493,874.58)
<b>Total Operating Expenses</b>	<u>3,798,154.00</u>	<u>2,848,615.50</u>	<u>2,222,072.34</u>	<u>58.50 %</u>	<u>(626,543.16)</u>
<b>Total Revenues</b>	4,093,135.00	3,069,851.25	4,114,261.93	100.52 %	1,044,410.68
<b>Total Expenses</b>	<u>3,798,154.00</u>	<u>2,848,615.50</u>	<u>2,222,072.34</u>	<u>58.50 %</u>	<u>(626,543.16)</u>
<b>Excess Revenues less Expenses</b>	<u>294,981.00</u>	<u>221,235.75</u>	<u>1,892,189.59</u>	<u>641.46 %</u>	<u>1,670,953.84</u>

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2020

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
<b>Revenues</b>					
<b>Taxes</b>					
Property Taxes Collections	3,835,439.00	2,876,579.25	3,890,038.84	101.42 %	1,013,459.59
Property Taxes Collections-Liability	0.00	0.00	12,299.50	0.00	12,299.50
Property Taxes Collections-Audit	0.00	0.00	4,920.20	0.00	4,920.20
Replacement Tax	<u>20,000.00</u>	<u>15,000.00</u>	<u>22,971.53</u>	<u>114.86 %</u>	<u>7,971.53</u>
<b>Total Taxes</b>	<u>3,855,439.00</u>	<u>2,891,579.25</u>	<u>3,930,230.07</u>	<u>101.94 %</u>	<u>1,038,650.82</u>
<b>Collections</b>					
Per Capita Grant	21,696.00	16,272.00	21,696.25	100.00 %	5,424.25
Kenilworth Services	100,000.00	75,000.00	50,793.76	50.79	(24,206.24)
Fines - Winnetka	25,000.00	18,750.00	13,305.60	53.22	(5,444.40)
Studio Fees	4,500.00	3,375.00	1,003.17	22.29	(2,371.83)
Lost/Damaged Mat.-Winnetka	4,500.00	3,375.00	91.58	2.04	(3,283.42)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>151.24</u>	<u>0.00</u>	<u>151.24</u>
<b>Total Collections</b>	<u>155,696.00</u>	<u>116,772.00</u>	<u>87,041.60</u>	<u>55.90 %</u>	<u>(29,730.40)</u>
<b>Materials</b>					
Copy/Printing - Winnetka	10,000.00	7,500.00	4,834.98	48.35 %	(2,665.02)
Book Sales - Winnetka	<u>2,000.00</u>	<u>1,500.00</u>	<u>2,103.98</u>	<u>105.20</u>	<u>603.98</u>
<b>Total Materials</b>	<u>12,000.00</u>	<u>9,000.00</u>	<u>6,938.96</u>	<u>57.82 %</u>	<u>(2,061.04)</u>
<b>Other Income</b>					
Checking Interest Income	45,000.00	33,750.00	1,758.66	3.91 %	(31,991.34)
Byline Bank IMA Interest	0.00	0.00	85,574.60	0.00	85,574.60
Change on Investment Value	0.00	0.00	(356.85)	0.00	(356.85)
Money Market-Interest	0.00	0.00	526.16	0.00	526.16
Misc. Revenue - Winnetka	0.00	0.00	2,383.02	0.00	2,383.02
Contributions	25,000.00	18,750.00	0.00	0.00	(18,750.00)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>165.71</u>	<u>0.00</u>	<u>165.71</u>
<b>Total Other Income</b>	<u>70,000.00</u>	<u>52,500.00</u>	<u>90,051.30</u>	<u>128.64 %</u>	<u>37,551.30</u>
<b>Total Revenue</b>	<u>4,093,135.00</u>	<u>3,069,851.25</u>	<u>4,114,261.93</u>	<u>100.52 %</u>	<u>1,044,410.68</u>



# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2020

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
<b>Expenses</b>					
<b>Personnel</b>					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	1,207,500.00	1,136,375.76	70.58	(71,124.24)
Health Insurance	155,000.00	116,250.00	90,926.69	58.66	(25,323.31)
Flu Vaccination	500.00	375.00	80.41	16.08	(294.59)
Employee Asst. Program	1,500.00	1,125.00	320.00	21.33	(805.00)
Conferences	20,000.00	15,000.00	6,152.55	30.76	(8,847.45)
Flexible Spending Account	<u>3,000.00</u>	<u>2,250.00</u>	<u>391.00</u>	<u>13.03</u>	<u>(1,859.00)</u>
<b>Total Personnel</b>	<u>1,790,000.00</u>	<u>1,342,500.00</u>	<u>1,234,696.41</u>	<u>68.98 %</u>	<u>(107,803.59)</u>
<b>Administration</b>					
Audit Fees	11,050.00	8,287.50	9,850.00	89.14 %	1,562.50
Library Supplies	35,000.00	26,250.00	29,594.58	84.56	3,344.58
Office Supplies	8,000.00	6,000.00	4,106.88	51.34	(1,893.12)
Breakroom Supplies	1,500.00	1,125.00	2,114.52	140.97	989.52
Postage	4,500.00	3,375.00	2,250.27	50.01	(1,124.73)
Hospitality	6,000.00	4,500.00	157.05	2.62	(4,342.95)
Accounting and Bookkeeping	20,004.00	15,003.00	11,669.00	58.33	(3,334.00)
Legal Notices	1,000.00	750.00	756.54	75.65	6.54
Delivery Service	8,000.00	6,000.00	5,496.00	68.70	(504.00)
Payroll Services	9,000.00	6,750.00	7,048.84	78.32	298.84
Liability Insurance Costs	30,000.00	22,500.00	15,137.00	50.46	(7,363.00)
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	112.50	(21.95)	(14.63)	(134.45)
Board Expenses	1,000.00	750.00	24.99	2.50	(725.01)
Memberships	6,000.00	4,500.00	1,527.00	25.45	(2,973.00)
Staff Recognition/Events/Meetings	5,000.00	3,750.00	7,590.14	151.80	3,840.14
Director's Expenses	500.00	375.00	0.00	0.00	(375.00)
Legal	12,000.00	9,000.00	20,060.25	167.17	11,060.25
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	375.00	0.00	0.00	(375.00)
Other Consultations	15,000.00	11,250.00	23,582.76	157.22	12,332.76
Investment Fees	0.00	0.00	5,583.32	0.00	5,583.32
HR Consultant	40,000.00	30,000.00	28,852.50	72.13	(1,147.50)
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>718.56</u>	<u>0.00</u>	<u>718.56</u>
<b>Total Administration</b>	<u>214,204.00</u>	<u>160,653.00</u>	<u>185,558.15</u>	<u>86.63 %</u>	<u>24,905.15</u>
<b>Utilities</b>					
Electricity - Winnetka	49,000.00	36,750.00	32,052.90	65.41 %	(4,697.10)
Water - Winnetka	5,700.00	4,275.00	2,267.70	39.78	(2,007.30)
Storm Sewer - Winnetka	1,900.00	1,425.00	1,198.44	63.08	(226.56)
Natural Gas - Winnetka	14,000.00	10,500.00	5,953.29	42.52	(4,546.71)
Telephone - Winnetka	10,000.00	7,500.00	7,385.99	73.86	(114.01)
Internet Services	<u>17,100.00</u>	<u>12,825.00</u>	<u>7,963.55</u>	<u>46.57</u>	<u>(4,861.45)</u>
<b>Total Utilities</b>	<u>97,700.00</u>	<u>73,275.00</u>	<u>56,821.87</u>	<u>58.16 %</u>	<u>(16,453.13)</u>
<b>Information Technology</b>					
CCS Operating	83,250.00	62,437.50	55,727.16	66.94 %	(6,710.34)
Software	35,000.00	26,250.00	20,089.63	57.40	(6,160.37)
LAN Management	50,000.00	37,500.00	40,020.80	80.04	2,520.80
Hardware	0.00	0.00	316.95	0.00	316.95

# Winnetka-Northfield Public Library District

## Statement of Revenues and Expenditures - Modified Cash Basis

For the 9 Months Ended March 31, 2020

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>GENERAL FUND</b>					
Technology/Website	3,000.00	2,250.00	2,164.90	72.16	(85.10)
<b>Total Information Technology</b>	<u>171,250.00</u>	<u>128,437.50</u>	<u>118,319.44</u>	<u>69.09 %</u>	<u>(10,118.06)</u>
<b>Public Relations</b>					
PR E-Marketing	1,500.00	1,125.00	1,621.69	108.11 %	496.69
PR Promotional	7,000.00	5,250.00	2,044.29	29.20	(3,205.71)
PR Source	25,000.00	18,750.00	16,686.55	66.75	(2,063.45)
PR Supplies	8,000.00	6,000.00	5,738.72	71.73	(261.28)
PR Advertising	3,500.00	2,625.00	2,037.00	58.20	(588.00)
<b>Total Public Relations</b>	<u>45,000.00</u>	<u>33,750.00</u>	<u>28,128.25</u>	<u>62.51 %</u>	<u>(5,621.75)</u>
<b>Library Materials - Adult</b>					
Books-Fiction-Adult-Winnetka	79,000.00	59,250.00	56,568.11	71.61 %	(2,681.89)
Books-Non-Fiction-Adult-Winnetka	77,000.00	57,750.00	56,929.07	73.93	(820.93)
Periodicals-Winnetka	28,000.00	21,000.00	14,141.44	50.51	(6,858.56)
DVDs-Adult-Winnetka	53,000.00	39,750.00	37,790.09	71.30	(1,959.91)
Audio Books-Adult-Winnetka	34,000.00	25,500.00	22,352.92	65.74	(3,147.08)
Books-Digital-Winnetka	185,000.00	138,750.00	148,676.71	80.37	9,926.71
Online Database	105,000.00	78,750.00	79,430.66	75.65	680.66
<b>Total Library Materials - Adult</b>	<u>561,000.00</u>	<u>420,750.00</u>	<u>415,889.00</u>	<u>74.13 %</u>	<u>(4,861.00)</u>
<b>Library Materials - Youth</b>					
Books-Fiction-Juv-Winnetka	18,000.00	13,500.00	11,308.63	62.83 %	(2,191.37)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	12,750.00	2,520.03	14.82	(10,229.97)
DVDs-Juv-Winnetka	12,500.00	9,375.00	10,040.71	80.33	665.71
Audio Books-Juv-Winnetka	12,000.00	9,000.00	9,859.64	82.16	859.64
Music-Juv-Winnetka	900.00	675.00	368.10	40.90	(306.90)
Books-Easy-Winnetka	18,500.00	13,875.00	12,334.81	66.67	(1,540.19)
Books-Jr. High-Winnetka	11,000.00	8,250.00	5,756.15	52.33	(2,493.85)
Books-Non-Fiction-Winnetka	0.00	0.00	6,118.57	0.00	6,118.57
<b>Total Library Materials - Youth</b>	<u>89,900.00</u>	<u>67,425.00</u>	<u>58,306.64</u>	<u>64.86 %</u>	<u>(9,118.36)</u>
<b>Programs</b>					
Summer Reading	11,100.00	8,325.00	7,058.86	63.59 %	(1,266.14)
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	5,625.00	6,018.70	80.25	393.70
OBTV	17,000.00	12,750.00	12,516.19	73.62	(233.81)
Programming - Youth	16,500.00	12,375.00	8,398.99	50.90	(3,976.01)
Programming - Adult	22,000.00	16,500.00	16,202.02	73.65	(297.98)
Studio Maintenance/Repair	5,000.00	3,750.00	1,966.24	39.32	(1,783.76)
<b>Total Programs</b>	<u>79,100.00</u>	<u>59,325.00</u>	<u>53,262.06</u>	<u>67.34 %</u>	<u>(6,062.94)</u>
<b>Capital</b>					
Building	155,000.00	116,250.00	0.00	0.00 %	(116,250.00)
Equipment/Furniture	500,000.00	375,000.00	11,081.52	2.22	(363,918.48)
Computer Equipment	95,000.00	71,250.00	57,543.90	60.57	(13,706.10)
<b>Total Capital</b>	<u>750,000.00</u>	<u>562,500.00</u>	<u>68,625.42</u>	<u>9.15 %</u>	<u>(493,874.58)</u>
<b>Total Expenses</b>	<u>3,798,154.00</u>	<u>2,848,615.50</u>	<u>2,222,072.34</u>	<u>58.50 %</u>	<u>(626,543.16)</u>

**Winnetka-Northfield Public Library District**  
**Statement of Revenues and Expenditures - Modified Cash Basis**  
**For the 9 Months Ended March 31, 2020**

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b><u>GENERAL FUND</u></b>					
Excess Revenues less Expenses	<u>294,981.00</u>	<u>221,235.75</u>	<u>1,892,189.59</u>	<u>641.46 %</u>	<u>1,670,953.84</u>

**Winnetka-Northfield Public Library District**

**Statement of Revenues and Expenditures - Modified Cash Basis**

**For the 9 Months Ended March 31, 2020**

Ideal Budget Percentage Spent: 75.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<b>BUILDING FUND</b>					
<b>Revenues</b>					
Property Taxes Collections-Building	147,000.00	110,250.00	147,593.91	100.40 %	37,343.91
<b>Total Revenue</b>	<u>147,000.00</u>	<u>110,250.00</u>	<u>147,593.91</u>	<u>100.40 %</u>	<u>37,343.91</u>
<b>Expenses</b>					
Northfield Lease	66,196.00	49,647.00	48,061.89	72.61 %	(1,585.11)
Janitorial Supplies	8,500.00	6,375.00	8,097.39	95.26	1,722.39
Snow Removal	8,000.00	6,000.00	4,278.73	53.48	(1,721.27)
Photocopier Leases	40,000.00	30,000.00	24,994.95	62.49	(5,005.05)
Phone Lease	9,600.00	7,200.00	7,199.82	75.00	(0.18)
Building Maintenance Service	110,000.00	82,500.00	97,387.25	88.53	14,887.25
Elevators	8,000.00	6,000.00	4,299.21	53.74	(1,700.79)
Landscaping	5,000.00	3,750.00	3,226.60	64.53	(523.40)
HVAC	10,000.00	7,500.00	9,421.69	94.22	1,921.69
Automatic Doors	3,500.00	2,625.00	2,829.82	80.85	204.82
Roof	600.00	450.00	333.00	55.50	(117.00)
Alarms	2,750.00	2,062.50	4,673.61	169.95	2,611.11
Equipment	4,000.00	3,000.00	2,068.91	51.72	(931.09)
Misc Services	10,000.00	7,500.00	17,085.57	170.86	9,585.57
<b>Total Expenses</b>	<u>286,146.00</u>	<u>214,609.50</u>	<u>233,958.44</u>	<u>81.76 %</u>	<u>19,348.94</u>
<b>Excess Revenues less Expenses</b>	<u>\$ (139,146.00)</u>	<u>\$ (104,359.50)</u>	<u>\$ (86,364.53)</u>	<u>62.07 %</u>	<u>17,994.97</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
First Bankcard				1004	03/31/20	6,466.30
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	40.94			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	30.00			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	20.52			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	18.15			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	22.95			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	114.31			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	21.75			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	79.06			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	84.92			
10-0-5910	Studio Maintenance/Repair	First Bankcard - Swenson	22.18			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	First Bankcard - Compton-Dzak	17.99			
10-1-5341	Books-Non-Fiction-Adult- Winnetka	First Bankcard - Compton-Dzak	20.00			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	20.65			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	25.30			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	33.20			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	58.65			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	21.34			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	54.93			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	141.69			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	39.89			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	65.87			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	22.90			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	177.66			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	174.12			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	36.99			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	124.85			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	25.28			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	74.91			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	199.76			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	76.99			
10-0-5124	Hospitality	First Bankcard - Cangelosi	5.99			
10-0-5134	Software	First Bankcard - Wolf	70.00			
10-0-5134	Software	First Bankcard - Compton-Dzak	20.00			
10-0-5134	Software	First Bankcard - Swenson	243.92			
10-0-5136	Hardware	First Bankcard - Swenson	9.98			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5177	Technology/Website	First Bankcard - Swenson	-6.19			
10-0-5177	Technology/Website	First Bankcard - Swenson	105.19			
10-0-5177	Technology/Website	First Bankcard - Wolf	1,000.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5719	Board Expenses	First Bankcard - Compton-Dzak	24.99			
10-0-5731	Memberships	First Bankcard - Garrity	59.00			
10-0-5732	Staff Recognition/Events/Meeti ngs	First Bankcard - Compton-Dzak	2,526.60			
10-0-5884	Equipment/Furniture	First Bankcard - Compton-Dzak	6.00			
10-0-5885	Computer Equipment	First Bankcard - Swenson	23.56			
10-0-5898	Miscellaneous	First Bankcard	298.62			
10-0-5907	Programming - Youth	First Bankcard - Garrity	6.98			
10-0-5907	Programming - Youth	First Bankcard - Garrity	24.97			
10-0-5907	Programming - Youth	First Bankcard - Garrity	21.97			
10-0-5907	Programming - Youth	First Bankcard - Garrity	7.50			
10-0-5907	Programming - Youth	First Bankcard - Garrity	66.84			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	First Bankcard - Garrity	10.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	-11.48			
10-0-5907	Programming - Youth	First Bankcard - Garrity	23.77			
10-0-5907	Programming - Youth	First Bankcard - Garrity	8.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	21.36			
Aqua Chill of Chicago 10-0-5122	Breakroom Supplies	Inv # 2259450	37.00	2886	03/05/20	<u>37.00</u>
Daniel Rosa Top Note Music Academy 10-0-5907	Programming - Youth	Daniel Rosa Top Note Music Academy - music and movement with top note	600.00	2887	03/05/20	<u>600.00</u>
Fran Vail 10-0-5908	Programming - Adult	Fran Vail - intro to drawing - 4 session art class	380.00	2888	03/05/20	<u>380.00</u>
Intellicorp Records Inc. 10-0-5736	Legal	Inv # 1101184	39.60	2889	03/05/20	<u>39.60</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	Acct # 168189160	32.50	2890	03/05/20	<u>32.50</u>
RingCentral Inc 10-0-5885	Computer Equipment	INV1306047	12,288.45	2891	03/05/20	<u>12,288.45</u>
RingCentral Inc 10-0-5885	Computer Equipment	RingCentral Inc	-12,288.45	2891	03/05/20	<u>(12,288.45)</u>
Robbins Schwartz 10-0-5736 10-0-5736	Legal Legal	Inv # 862711 Inv # 862710	1,237.50 2,300.00	2892	03/05/20	<u>3,537.50</u>
Technology Management Rev Fund 10-0-5176	Internet Services	Inv # T2017360	450.00	2893	03/05/20	<u>450.00</u>
Wayne Endre Contracting, Inc. 70-0-5740	Snow Removal	Feb 2020 snow removal	1,600.00	2894	03/05/20	<u>1,600.00</u>
Kaleb Van Rijswijk 10-0-5907	Programming - Youth	Kaleb Van Rijswijk - Tiny Toes Dance Class	450.00	2895	03/05/20	<u>450.00</u>
Art Excursions, Inc. (Jeff Mishur) 10-0-5908	Programming - Adult	Art Excursions, Inc. (Jeff Mishur) - El Greco and the Spanish Renaissance	350.00	2897	03/06/20	<u>350.00</u>
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler - Spring Sips	175.00	2898	03/06/20	<u>175.00</u>
Martina Jae Mathisen 10-0-5908	Programming - Adult	Martina Jae Mathisen - Women in History	300.00	2899	03/06/20	<u>300.00</u>
Blue Wire Communications 10-0-5885	Computer Equipment	Inv # 19997	580.00	2900	03/19/20	<u>580.00</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Cheryl Rich Heisler 10-0-5908	Programming - Adult	Cheryl Rich Heisler	175.00	2901	03/19/20	<u>175.00</u>
Chicago Tribune 10-1-5342	Periodicals-Winnetka	Acct # 40046140	364.00	2902	03/19/20	<u>364.00</u>
GREAT AMERICA FINANCIAL SERVICES 70-0-5747	Phone Lease	Inv # 26634285	799.98	2903	03/19/20	<u>799.98</u>
Henning Brothers Inc. 70-0-5799	Misc Services	Inv # 0000396220	174.00	2904	03/19/20	<u>174.00</u>
Lynn Rymarz 10-0-5908	Programming - Adult	Lynn Rymarz	300.00	2905	03/19/20	<u>300.00</u>
Mark Lyons 10-0-5907	Programming - Youth	Mark Lyons - growing and using mushrooms	350.00	2906	03/19/20	<u>350.00</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	16.00	15673	03/09/20	<u>16.00</u>
CDW-G 10-1-5522	Studio General Supplies	inv # WWQ8215	140.00	15674	03/09/20	<u>140.00</u>
SENSOURCE 10-0-5134	Software	inv #43767	180.00	15675	03/09/20	<u>180.00</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	25 days book transfer	600.00	15676	03/09/20	<u>600.00</u>
Stephen Kline 10-0-5910	Studio Maintenance/Repair	Expense Reimbursement	7.83	15677	03/17/20	<u>7.83</u>
QUILL CORPORATION 10-0-5121	Office Supplies	inv # 5154122	7.99	15678	03/17/20	<u>7.99</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	acct # 2035748	35.00	15679	03/17/20	<u>35.00</u>
WT. Cox Subscriptions, Inc. 10-1-5342	Periodicals-Winnetka	acct # 2035749	35.00	15680	03/17/20	<u>35.00</u>
NEWEGG BUSINESS, INC. 10-0-5136	Hardware	inv # 1302669504	53.99	15681	03/17/20	<u>53.99</u>
QUILL CORPORATION 10-0-5120	Library Supplies	inv # 5182554	106.24	15682	03/17/20	<u>106.24</u>
DEMCO 10-0-5120	Library Supplies	inv # 6781262	122.88	15683	03/17/20	<u>122.88</u>
Stephen Kline 10-0-5910	Studio Maintenance/Repair	Quilters Destination reimbursement	132.97	15684	03/17/20	<u>132.97</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Kanopy 10-1-5345	Books-Digital-Winnetka	inv # 186405	217.00	15685	03/17/20	<u>217.00</u>
Batteries Plus LLC 70-0-5725	Janitorial Supplies	inv # P24660427	248.75	15686	03/17/20	<u>248.75</u>
PITNEY BOWES 10-0-5123	Postage	lease inv # 3103774433	329.46	15687	03/17/20	<u>329.46</u>
FIRST COMMUNICATIONS 10-1-5175	Telephone - Winnetka	inv # 119131489	478.30	15688	03/17/20	<u>478.30</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Inv # 4603392-0	507.92	15689	03/17/20	<u>507.92</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	inv # 1319300	1,069.92	15690	03/17/20	<u>1,069.92</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	inv # 05154	43.00	15691	03/25/20	<u>43.00</u>
CDW-G 10-0-5885	Computer Equipment	inv # Xfv8543	155.00	15692	03/25/20	<u>155.00</u>
RAILS 10-0-5134	Software	inv # 6555	184.56	15693	03/25/20	<u>184.56</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	inv # SI-524449	198.91	15694	03/25/20	<u>198.91</u>
CDW-G 10-0-5885	Computer Equipment	inv # XGG7143	310.00	15695	03/25/20	<u>310.00</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	inv # 57525-1091	636.15	15696	03/25/20	<u>636.15</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	1,258.28	15697	03/25/20	<u>1,258.28</u>
CDW-G 10-0-5885	Computer Equipment	inv # XFD3895	1,330.00	15698	03/25/20	<u>1,330.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	1,614.63	15699	03/25/20	<u>1,614.63</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,833.28	15700	03/25/20	<u>1,833.28</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 33754	1,960.00	15701	03/25/20	<u>1,960.00</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 33893	2,577.00	15702	03/25/20	<u>2,577.00</u>
3 Points, LLC 10-0-5135	LAN Management	inv # 33698	2,787.00	15703	03/25/20	<u>2,787.00</u>



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	3,591.79	15704	03/25/20	<u>3,591.79</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	3,845.26	15705	03/25/20	<u>3,845.26</u>
CDW-G 10-0-5885	Computer Equipment	inv # XFM1811	4,320.00	15706	03/25/20	<u>4,320.00</u>
VOGUE PRINTERS 10-0-5722	PR Source	inv # 16053	4,494.45	15707	03/25/20	<u>4,494.45</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD	5,340.21	15708	03/25/20	<u>5,340.21</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004792	9,000.00	15709	03/25/20	<u>9,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	inv # 2020-0000003	15,000.00	15710	03/25/20	<u>15,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	VILLAGE OF WINNETKA	15,000.00	15711	03/25/20	<u>15,000.00</u>
CALL ONE 10-1-5175	Telephone - Winnetka	CALL ONE	423.70	15712	03/03/20	<u>423.70</u>
COMCAST 10-0-5176	Internet Services	COMCAST	69.95	15713	03/03/20	<u>69.95</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	927.11	15714	03/03/20	<u>927.11</u>
NICOR 10-2-5174	Natural Gas - Northfield	NICOR	282.54	15715	03/03/20	<u>282.54</u>
COMCAST 10-0-5176	Internet Services	COMCAST	237.85	15716	03/03/20	<u>237.85</u>
VILLAGE OF WINNETKA 10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80	15717	03/31/20	<u>2,319.46</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,847.36			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	50.33			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	59.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	63.60			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	28.21			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
Baker & Taylor 10-1-5340	Books-Fiction-Adult-Winnetka	2035108691	422.02	15718	03/31/20	<u>4,883.46</u>

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5340	Books-Fiction-Adult-Winnetka	2035099238	221.14			
10-2-5340	Books-Fiction-Adult-Northfield	2035099238	96.98			
10-2-5340	Books-Fiction-Adult-Northfield	2035108691	220.29			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035105858	548.02			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035098558	1,025.38			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035109545	745.95			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035098558	29.57			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035105858	156.07			
10-1-5440	Books-Fiction-Juv-Winnetka	2035108955	103.33			
10-1-5440	Books-Fiction-Juv-Winnetka	2035116688	176.55			
10-2-5440	Books-Fiction-Juv-Northfield	2035116688	154.94			
10-2-5440	Books-Fiction-Juv-Northfield	2035108955	110.41			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035119720	129.18			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035119720	82.33			
10-1-5447	Books-Easy-Winnetka	2035108955	45.69			
10-1-5447	Books-Easy-Winnetka	2035116688	35.53			
10-1-5447	Books-Easy-Winnetka	2035097741	13.49			
10-1-5447	Books-Easy-Winnetka	2035097742	17.48			
10-1-5447	Books-Easy-Winnetka	2035097738	89.60			
10-1-5447	Books-Easy-Winnetka	2035097740	86.46			
10-2-5447	Books-Easy-Northfield	2035097739	39.72			
10-2-5447	Books-Easy-Northfield	2035116688	43.32			
10-2-5447	Books-Easy-Northfield	2035108955	29.97			
10-1-5448	Books-Jr. High-Winnetka	2035116688	10.11			
10-2-5448	Books-Jr. High-Northfield	2035116688	10.11			
10-0-5120	Library Supplies	2035108955	17.60			
10-0-5120	Library Supplies	2035105858	33.02			
10-0-5120	Library Supplies	2035108691	45.26			
10-0-5120	Library Supplies	2035099238	23.19			
10-0-5120	Library Supplies	2035116688	30.40			
10-0-5120	Library Supplies	2035119720	7.56			
10-0-5120	Library Supplies	2035097739	2.45			
10-0-5120	Library Supplies	2035097740	5.23			
10-0-5120	Library Supplies	2035097738	5.60			
10-0-5120	Library Supplies	2035109545	35.63			
10-0-5120	Library Supplies	2035097742	0.74			
10-0-5120	Library Supplies	2035097741	1.02			
10-0-5120	Library Supplies	2035098558	32.12			
Midwest Tape				15719	03/31/20	<u>1,813.83</u>
10-1-5343	DVDs-Adult-Winnetka	98638322	22.49			
10-1-5343	DVDs-Adult-Winnetka	98638325	44.98			
10-1-5343	DVDs-Adult-Winnetka	98638326	52.48			
10-1-5343	DVDs-Adult-Winnetka	98638329	32.98			
10-1-5343	DVDs-Adult-Winnetka	98628715	59.98			
10-1-5343	DVDs-Adult-Winnetka	98628716	149.93			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	98629236	22.49			
10-1-5343	DVDs-Adult-Winnetka	98629237	29.99			
10-1-5343	DVDs-Adult-Winnetka	98629243	119.96			
10-2-5343	DVDs-Adult-Northfield	98629242	22.49			
10-2-5343	DVDs-Adult-Northfield	98629241	149.95			
10-2-5343	DVDs-Adult-Northfield	98628717	22.49			
10-1-5344	Audio Books-Adult-Winnetka	98638323	79.98			
10-1-5344	Audio Books-Adult-Winnetka	98638321	71.99			
10-1-5344	Audio Books-Adult-Winnetka	98629230	47.99			
10-1-5344	Audio Books-Adult-Winnetka	98629233	199.95			
10-1-5344	Audio Books-Adult-Winnetka	98629234	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98629240	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98629238	34.99			
10-2-5344	Audio Books-Adult-Northfield	98629239	39.99			
10-2-5344	Audio Books-Adult-Northfield	98629235	39.99			
10-2-5344	Audio Books-Adult-Northfield	98629231	129.97			
10-1-5443	DVDs-Juv-Winnetka	98638328	22.48			
10-1-5443	DVDs-Juv-Winnetka	98628719	16.48			
10-2-5443	DVDs-Juv-Northfield	98638327	22.48			
10-2-5443	DVDs-Juv-Northfield	98628718	16.48			
10-1-5444	Audio Books-Juv-Winnetka	98629245	24.99			
10-1-5444	Audio Books-Juv-Winnetka	98638330	55.99			
10-2-5444	Audio Books-Juv-Northfield	98629244	24.99			
10-0-5120	Library Supplies	98628718	5.00			
10-0-5120	Library Supplies	98628717	2.50			
10-0-5120	Library Supplies	98628719	5.00			
10-0-5120	Library Supplies	98629230	2.50			
10-0-5120	Library Supplies	98629231	7.50			
10-0-5120	Library Supplies	98629233	12.50			
10-0-5120	Library Supplies	98629235	2.50			
10-0-5120	Library Supplies	98629234	2.50			
10-0-5120	Library Supplies	98629239	2.50			
10-0-5120	Library Supplies	98629238	2.50			
10-0-5120	Library Supplies	98629237	5.00			
10-0-5120	Library Supplies	98629236	2.50			
10-0-5120	Library Supplies	98629240	2.50			
10-0-5120	Library Supplies	98629241	25.00			
10-0-5120	Library Supplies	98629242	2.50			
10-0-5120	Library Supplies	98629243	20.00			
10-0-5120	Library Supplies	98628716	17.50			
10-0-5120	Library Supplies	98628715	7.40			
10-0-5120	Library Supplies	98638330	2.50			
10-0-5120	Library Supplies	98638328	5.00			
10-0-5120	Library Supplies	98638329	5.00			
10-0-5120	Library Supplies	98629244	2.50			
10-0-5120	Library Supplies	98629245	2.50			
10-0-5120	Library Supplies	98638321	2.50			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	98638322	2.50			
10-0-5120	Library Supplies	98638327	5.00			
10-0-5120	Library Supplies	98638326	10.00			
10-0-5120	Library Supplies	98638323	5.00			
10-0-5120	Library Supplies	98638325	5.00			
Baker & Taylor				15720	03/31/20	<u>2,375.78</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035123750	312.98			
10-2-5340	Books-Fiction-Adult-Northfield	2035123750	104.56			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035111942	235.65			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035118078	368.84			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035111942	170.06			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035118078	26.53			
10-1-5440	Books-Fiction-Juv-Winnetka	2035123518	71.29			
10-2-5440	Books-Fiction-Juv-Northfield	2035123518	77.83			
10-2-5440	Books-Fiction-Juv-Northfield	2035118251	103.87			
10-2-5440	Books-Fiction-Juv-Northfield	2035095192	115.17			
10-1-5447	Books-Easy-Winnetka	2035115236	53.93			
10-1-5447	Books-Easy-Winnetka	2035115237	26.23			
10-1-5447	Books-Easy-Winnetka	2035115239	14.99			
10-1-5447	Books-Easy-Winnetka	2035115240	55.43			
10-1-5447	Books-Easy-Winnetka	2035115241	39.72			
10-1-5447	Books-Easy-Winnetka	2035123518	53.12			
10-2-5447	Books-Easy-Northfield	2035123518	31.75			
10-2-5447	Books-Easy-Northfield	2035115241	13.49			
10-2-5447	Books-Easy-Northfield	2035115240	40.47			
10-2-5447	Books-Easy-Northfield	2035115238	14.99			
10-1-5448	Books-Jr. High-Winnetka	2035095192	125.33			
10-1-5448	Books-Jr. High-Winnetka	2035118251	120.57			
10-1-5448	Books-Jr. High-Winnetka	2035123518	36.88			
10-2-5448	Books-Jr. High-Northfield	2035123518	8.92			
10-2-5448	Books-Jr. High-Northfield	2035095192	10.16			
10-2-5448	Books-Jr. High-Northfield	2035118251	10.16			
10-0-5120	Library Supplies	2035115238	0.37			
10-0-5120	Library Supplies	2035115239	0.37			
10-0-5120	Library Supplies	2035115237	0.73			
10-0-5120	Library Supplies	2035115236	3.12			
10-0-5120	Library Supplies	2035123750	18.89			
10-0-5120	Library Supplies	2035095192	18.65			
10-0-5120	Library Supplies	2035115241	3.77			
10-0-5120	Library Supplies	2035115240	3.68			
10-0-5120	Library Supplies	2035118251	17.87			
10-0-5120	Library Supplies	2035111942	23.63			
10-0-5120	Library Supplies	2035118078	16.33			
10-0-5120	Library Supplies	2035123518	25.45			
Midwest Tape				15721	03/31/20	<u>801.03</u>
10-1-5343	DVDs-Adult-Winnetka	98658783	78.72			
10-1-5343	DVDs-Adult-Winnetka	98658774	22.49			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	98658775	67.47			
10-1-5343	DVDs-Adult-Winnetka	98658579	22.49			
10-2-5343	DVDs-Adult-Northfield	98658776	44.98			
10-2-5343	DVDs-Adult-Northfield	98658781	22.49			
10-2-5343	DVDs-Adult-Northfield	98658782	104.96			
10-1-5344	Audio Books-Adult-Winnetka	98658771	71.99			
10-1-5344	Audio Books-Adult-Winnetka	98658779	44.99			
10-2-5344	Audio Books-Adult-Northfield	98658770	71.99			
10-1-5444	Audio Books-Juv-Winnetka	98658777	39.99			
10-1-5444	Audio Books-Juv-Winnetka	98658773	47.99			
10-2-5444	Audio Books-Juv-Northfield	98658772	47.99			
10-2-5444	Audio Books-Juv-Northfield	98658778	39.99			
10-0-5120	Library Supplies	98658770	2.50			
10-0-5120	Library Supplies	98658771	2.50			
10-0-5120	Library Supplies	98658579	2.50			
10-0-5120	Library Supplies	98658782	20.00			
10-0-5120	Library Supplies	98658781	2.50			
10-0-5120	Library Supplies	98658783	15.00			
10-0-5120	Library Supplies	98658778	2.50			
10-0-5120	Library Supplies	98658779	2.50			
10-0-5120	Library Supplies	98658777	2.50			
10-0-5120	Library Supplies	98658776	5.00			
10-0-5120	Library Supplies	98658772	2.50			
10-0-5120	Library Supplies	98658773	2.50			
10-0-5120	Library Supplies	98658775	7.50			
10-0-5120	Library Supplies	98658774	2.50			
Baker & Taylor				15722	03/31/20	<u>2,100.88</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035114544	396.26			
10-1-5340	Books-Fiction-Adult-Winnetka	2035121330	289.13			
10-2-5340	Books-Fiction-Adult-Northfield	2035114544	167.83			
10-2-5340	Books-Fiction-Adult-Northfield	2035121330	128.15			
10-2-5440	Books-Fiction-Juv-Northfield	2035137067	83.57			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	2035128597	357.00			
10-2-5441	Books-Non-Fiction, Easy, & JH-Northfield	2035128597	122.94			
10-1-5447	Books-Easy-Winnetka	2035136991	13.49			
10-1-5447	Books-Easy-Winnetka	2035136992	49.13			
10-1-5447	Books-Easy-Winnetka	2035136993	132.30			
10-1-5447	Books-Easy-Winnetka	2035136994	26.98			
10-2-5447	Books-Easy-Northfield	2035136993	50.61			
10-1-5448	Books-Jr. High-Winnetka	2035137067	129.31			
10-1-5448	Books-Jr. High-Winnetka	2035128597	10.16			
10-2-5448	Books-Jr. High-Northfield	2035128597	10.16			
10-2-5448	Books-Jr. High-Northfield	2035137067	24.85			
10-0-5120	Library Supplies	2035114544	25.22			
10-0-5120	Library Supplies	2035136991	1.02			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2035128597	30.60			
10-0-5120	Library Supplies	2035136994	1.43			
10-0-5120	Library Supplies	2035136993	10.91			
10-0-5120	Library Supplies	2035136992	2.85			
10-0-5120	Library Supplies	2035137067	17.29			
10-0-5120	Library Supplies	2035121330	19.69			
Midwest Tape				15723	03/31/20	<u>2,078.07</u>
10-1-5343	DVDs-Adult-Winnetka	98696841	44.98			
10-1-5343	DVDs-Adult-Winnetka	98696847	44.98			
10-1-5343	DVDs-Adult-Winnetka	98696849	17.24			
10-1-5343	DVDs-Adult-Winnetka	98671126	12.74			
10-1-5343	DVDs-Adult-Winnetka	98671127	27.99			
10-1-5343	DVDs-Adult-Winnetka	98671128	29.99			
10-1-5343	DVDs-Adult-Winnetka	98671130	23.24			
10-1-5343	DVDs-Adult-Winnetka	98671133	52.48			
10-1-5343	DVDs-Adult-Winnetka	98694273	41.22			
10-1-5343	DVDs-Adult-Winnetka	98694275	11.24			
10-1-5343	DVDs-Adult-Winnetka	98694279	197.91			
10-1-5343	DVDs-Adult-Winnetka	98696840	59.98			
10-2-5343	DVDs-Adult-Northfield	98671056	29.99			
10-2-5343	DVDs-Adult-Northfield	98671057	37.49			
10-2-5343	DVDs-Adult-Northfield	98694274	74.99			
10-2-5343	DVDs-Adult-Northfield	98671131	23.24			
10-2-5343	DVDs-Adult-Northfield	98671132	52.48			
10-2-5343	DVDs-Adult-Northfield	98696848	82.46			
10-1-5344	Audio Books-Adult-Winnetka	98696846	149.96			
10-1-5344	Audio Books-Adult-Winnetka	98694278	29.99			
10-1-5344	Audio Books-Adult-Winnetka	98671122	59.99			
10-2-5344	Audio Books-Adult-Northfield	98671123	59.99			
10-2-5344	Audio Books-Adult-Northfield	98694277	29.99			
10-2-5344	Audio Books-Adult-Northfield	98696844	89.98			
10-1-5443	DVDs-Juv-Winnetka	98696850	26.23			
10-1-5443	DVDs-Juv-Winnetka	98696843	22.49			
10-1-5443	DVDs-Juv-Winnetka	98696017	50.23			
10-2-5443	DVDs-Juv-Northfield	98696019	22.49			
10-2-5443	DVDs-Juv-Northfield	98694276	29.98			
10-2-5443	DVDs-Juv-Northfield	98696842	22.49			
10-1-5444	Audio Books-Juv-Winnetka	98671125	95.98			
10-1-5444	Audio Books-Juv-Winnetka	98671059	51.99			
10-1-5444	Audio Books-Juv-Winnetka	98671121	71.99			
10-2-5444	Audio Books-Juv-Northfield	98671120	71.99			
10-2-5444	Audio Books-Juv-Northfield	98671058	51.99			
10-2-5444	Audio Books-Juv-Northfield	98671124	95.98			
10-0-5120	Library Supplies	98671057	4.90			
10-0-5120	Library Supplies	98671056	2.50			
10-0-5120	Library Supplies	98671124	5.00			
10-0-5120	Library Supplies	98671125	5.00			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	98671123	2.50			
10-0-5120	Library Supplies	98671122	2.50			
10-0-5120	Library Supplies	98671058	2.50			
10-0-5120	Library Supplies	98671059	2.50			
10-0-5120	Library Supplies	98671120	2.50			
10-0-5120	Library Supplies	98671121	2.50			
10-0-5120	Library Supplies	98696850	5.00			
10-0-5120	Library Supplies	98696842	2.50			
10-0-5120	Library Supplies	98696841	5.00			
10-0-5120	Library Supplies	98696843	2.50			
10-0-5120	Library Supplies	98696844	5.00			
10-0-5120	Library Supplies	98696846	10.00			
10-0-5120	Library Supplies	98696847	5.00			
10-0-5120	Library Supplies	98696848	10.00			
10-0-5120	Library Supplies	98696849	5.00			
10-0-5120	Library Supplies	98694276	5.00			
10-0-5120	Library Supplies	98694277	2.50			
10-0-5120	Library Supplies	98694274	9.80			
10-0-5120	Library Supplies	98694275	2.50			
10-0-5120	Library Supplies	98696840	10.00			
10-0-5120	Library Supplies	98694278	2.50			
10-0-5120	Library Supplies	98694279	22.50			
10-0-5120	Library Supplies	98671132	10.00			
10-0-5120	Library Supplies	98671131	2.50			
10-0-5120	Library Supplies	98694273	7.50			
10-0-5120	Library Supplies	98671133	10.00			
10-0-5120	Library Supplies	98671130	2.50			
10-0-5120	Library Supplies	98671128	5.00			
10-0-5120	Library Supplies	98671127	2.50			
10-0-5120	Library Supplies	98671126	2.50			
Baker & Taylor				15724	03/31/20	<u>4,537.89</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2035121330	289.13			
10-1-5340	Books-Fiction-Adult-Winnetka	2035146925	277.48			
10-1-5340	Books-Fiction-Adult-Winnetka	2035154231	705.42			
10-1-5340	Books-Fiction-Adult-Winnetka	2035129186	340.17			
10-1-5340	Books-Fiction-Adult-Winnetka	2035135942	255.42			
10-2-5340	Books-Fiction-Adult-Northfield	2035129186	110.95			
10-2-5340	Books-Fiction-Adult-Northfield	2035135942	57.53			
10-2-5340	Books-Fiction-Adult-Northfield	2035154231	219.74			
10-2-5340	Books-Fiction-Adult-Northfield	2035121330	128.15			
10-2-5340	Books-Fiction-Adult-Northfield	2035146925	67.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035129226	1,035.59			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2035132811	40.68			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035132811	99.08			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2035129226	113.55			

# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5440	Books-Fiction-Juv-Winnetka	2035128832	77.74			
10-2-5440	Books-Fiction-Juv-Northfield	2035128832	98.55			
10-2-5440	Books-Fiction-Juv-Northfield	2035159860	63.80			
10-1-5447	Books-Easy-Winnetka	2035159862	10.16			
10-1-5447	Books-Easy-Winnetka	2035159863	64.12			
10-1-5447	Books-Easy-Winnetka	2035159864	40.47			
10-1-5447	Books-Easy-Winnetka	2035128832	30.47			
10-2-5447	Books-Easy-Northfield	2035128832	7.34			
10-2-5447	Books-Easy-Northfield	2035159863	14.24			
10-2-5447	Books-Easy-Northfield	2035159864	13.49			
10-1-5448	Books-Jr. High-Winnetka	2035159860	95.41			
10-1-5448	Books-Jr. High-Winnetka	2035128832	28.06			
10-2-5448	Books-Jr. High-Northfield	2035159860	20.32			
10-0-5120	Library Supplies	2035146925	17.88			
10-0-5120	Library Supplies	2035121330	19.69			
10-0-5120	Library Supplies	2035128832	26.76			
10-0-5120	Library Supplies	2035159862	1.00			
10-0-5120	Library Supplies	2035159864	4.07			
10-0-5120	Library Supplies	2035159863	5.49			
10-0-5120	Library Supplies	2035159860	14.50			
10-0-5120	Library Supplies	2035135942	19.36			
10-0-5120	Library Supplies	2035129186	25.91			
10-0-5120	Library Supplies	2035154231	50.53			
10-0-5120	Library Supplies	2035132811	4.95			
10-0-5120	Library Supplies	2035129226	43.10			
Midwest Tape				15725	03/31/20	<u>2,035.53</u>
10-1-5343	DVDs-Adult-Winnetka	98708103	176.92			
10-1-5343	DVDs-Adult-Winnetka	98708104	18.74			
10-1-5343	DVDs-Adult-Winnetka	98708107	21.74			
10-1-5343	DVDs-Adult-Winnetka	98708108	26.99			
10-1-5343	DVDs-Adult-Winnetka	98708253	80.97			
10-1-5343	DVDs-Adult-Winnetka	98728919	146.18			
10-1-5343	DVDs-Adult-Winnetka	98729121	259.41			
10-1-5343	DVDs-Adult-Winnetka	98729125	23.24			
10-1-5343	DVDs-Adult-Winnetka	98729126	29.24			
10-1-5343	DVDs-Adult-Winnetka	98729130	21.74			
10-2-5343	DVDs-Adult-Northfield	98729131	66.72			
10-2-5343	DVDs-Adult-Northfield	98729128	45.73			
10-2-5343	DVDs-Adult-Northfield	98729120	206.93			
10-2-5343	DVDs-Adult-Northfield	98708252	80.97			
10-2-5343	DVDs-Adult-Northfield	98708251	105.70			
10-1-5344	Audio Books-Adult-Winnetka	98728916	45.99			
10-1-5344	Audio Books-Adult-Winnetka	98708105	29.99			
10-1-5344	Audio Books-Adult-Winnetka	98729129	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98729127	39.99			
10-2-5344	Audio Books-Adult-Northfield	98728915	45.99			
10-1-5443	DVDs-Juv-Winnetka	98729122	14.99			
10-1-5443	DVDs-Juv-Winnetka	98708254	16.48			
10-2-5443	DVDs-Juv-Northfield	98728181	27.74			



# Winnetka-Northfield Public Library District

## Check Register

All Bank Accounts

March 1, 2020 - March 31, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5444	Audio Books-Juv-Winnetka	98708250	67.99			
10-1-5444	Audio Books-Juv-Winnetka	98728917	39.99			
10-1-5444	Audio Books-Juv-Winnetka	98729123	39.99			
10-2-5444	Audio Books-Juv-Northfield	98728918	39.99			
10-2-5444	Audio Books-Juv-Northfield	98708109	67.99			
10-0-5120	Library Supplies	98708254	5.00			
10-0-5120	Library Supplies	98708252	7.50			
10-0-5120	Library Supplies	98708253	7.50			
10-0-5120	Library Supplies	98708109	2.50			
10-0-5120	Library Supplies	98708108	2.50			
10-0-5120	Library Supplies	98708250	2.50			
10-0-5120	Library Supplies	98708251	14.90			
10-0-5120	Library Supplies	98728918	2.50			
10-0-5120	Library Supplies	98728917	2.50			
10-0-5120	Library Supplies	98728915	2.50			
10-0-5120	Library Supplies	98728916	2.50			
10-0-5120	Library Supplies	98729122	2.50			
10-0-5120	Library Supplies	98729121	40.00			
10-0-5120	Library Supplies	98729120	32.50			
10-0-5120	Library Supplies	98728919	17.50			
10-0-5120	Library Supplies	98708105	2.50			
10-0-5120	Library Supplies	98708107	2.50			
10-0-5120	Library Supplies	98708104	2.50			
10-0-5120	Library Supplies	98708103	24.80			
10-0-5120	Library Supplies	98729123	2.50			
10-0-5120	Library Supplies	98729125	2.50			
10-0-5120	Library Supplies	98729127	2.50			
10-0-5120	Library Supplies	98729126	5.00			
10-0-5120	Library Supplies	98729129	2.50			
10-0-5120	Library Supplies	98729128	5.00			
10-0-5120	Library Supplies	98729131	7.50			
10-0-5120	Library Supplies	98729130	2.50			
COMED						
10-2-5171	Electricity - Northfield	COMED	460.31	15726	03/04/20	<u>460.31</u>
BAKER & TAYLOR						
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	1,735.00	15727	03/25/20	<u>1,735.00</u>
BAKER & TAYLOR						
10-1-5341	Books-Non-Fiction-Adult-Winnetka	BAKER & TAYLOR	227.28	15728	03/25/20	<u>227.28</u>
<b>Check List Total</b>						<u><u>124,239.32</u></u>

### Impact Stories

We miss our patrons! Library staff have wholeheartedly thrown themselves into assisting patrons while social distancing in their homes, by doing things like helping people gain access to digital materials. Stories like this one, submitted by Katie Cangelosi, Head of Circulation, are common –

*Brandon Marshall, Assistant Head of Circulation, helped a patron into their digital library account through Libby and Cloud Library. Brandon realized the patron wasn't aware of Hoopla and Kanopy and explained what the services were. They were so delighted that they worked together for over half an hour to get both Hoopla and Kanopy on to the patron's TV at home. The interaction ended with Brandon suggesting a few shows and movies that they could start off with on these apps! Great work, Brandon!*

We have also received messages of appreciation from patrons who accessed digital collections through their new temporary library cards. Here are a few messages:

- Thank you!! For the life of me I couldn't find my card and I couldn't remember any login info. I so appreciate your help!
- Thank you so much for your help and prompt attention—you guys are the best!
- I would be going mad without this virtual library!
- Thank you! I ended up downloading Libby instead and am already reading :) Thank you for your quick response!
- SUCCESS!!!! Thank you so much!!!! I have missed my books on my walks

### Financial Report

March 2020

Financial highlights

- The District has received 101.87% of expected property tax revenue.
- Digital Materials are running high at 80.37%, though overall collection spending is on track with reduced spending on physical materials. This trend will continue through the end of the fiscal year.
- Budget reforecast for FY 19/20 shows that we will not overspend our budget and money will go into reserves.
- A rough draft document for FY20/21 is attached for discussion. Upon gaining access to tax levy extension and per capita grant final reports, the accounting team can create a more complete draft document.

### Circulation Services

Physical checkouts for March are roughly half of what we would typically expect. This falls in line with our District closure on March 13, and entryway holds pickup suspension on March 16. Digital circulation is rising.

Upon the District closure, physical materials were renewed through a bulk change process, which prevented the system from recording those renewals in our statistics. Reports show renewals on all physical materials as less than half of what we expected. The smaller renewals number skews our "Total Circulation Activity" statistic. It is likely that we will see few to no physical renewals reported for the months of April and May, skewing the "Total Circulation Activity" downward for those same reporting months.

Total circulation for the month of March FY 2019/2020 was **23,294** compared to **41,498** for the same month last year. This represents a net change of **-43.87%**

Cumulative circulation through March FY 2019/2020 is **340,352** compared to **371,654** for the previous fiscal year to date. This represents a net change of **-8.42%**.

Virtual Branch circulation for the month of March FY 2019/2020 was **6,377** compared to **5,376** for the same month last year.

This represents a net change of **18.62%**.

Cumulative virtual branch circulation through March FY 2019/2020 is **44,173** compared to **41,479** for the previous fiscal year to date. This represents a net change of **6.49%**.

Self-checkout at the Winnetka Library for the month of February was **60.59%**.  
**63** temporary library cards were issued in March after the library closure.

### Personnel

Youth Services welcomed part-time associate Anny Rusk. The Circulation Department welcomed Elizabeth Gibbons to the Paging team. At summer's end we will say goodbye to Pages Tiffany Lande, who is moving to Florida, and Connor Lee, who will be leaving us to start his first college semester. We will begin interviews for Pages and for a part-time Studio Associate after reopening.

### Study Room Usage (March 1 – 12)

#### Bookings Summary

<i>Unique Users</i>	70
<i>Total Bookings</i>	116
<i>Time Available</i>	33,840 minutes
<i>Time Booked</i>	13,260 minutes
<i>Average Booking Duration</i>	114 minutes
<i>User Showed Up - Yes</i>	96
<i>User Showed Up - No</i>	0

### Technology

From March 1 through March 12, there were 397 public computer sessions at Winnetka with 50% of those occurring on library laptops. There were 242 public computer sessions at Northfield with 11 percent of those occurring on laptops. There were 9 Chromebook sessions in Youth Services.

Winnetka had 8,148 hotspot sessions from 1,183 distinct devices. The average session time was 36 minutes. These sessions used a total of about 146 GB of downstream bandwidth and about 59 GB of upstream bandwidth. Out of the 8,148 sessions, 803 occurred after the library building closed for the public on March 13.

Northfield had 2,263 hotspot sessions from 532 distinct devices. The average session time was 34 minutes. These sessions used a total of about 134 GB of downstream bandwidth and about 7 GB of upstream bandwidth. Out of the 2,263 sessions, 680 occurred after the library building closed for the public on March 13.

We had 10,041 web sessions with 5,886 website users as counted by Google Analytics. The sessions number is up considerably from last year's 8,846 sessions, and the unique visitors count is up slightly from last year's 5,370 unique users. February 2020 web sessions totaled 8,943 and website users totaled 5,341.

### Website: Most Visited Pages

Home Page | Library/Updates | Digital/ebooks-eaudiobooks | Digital/New York Times | Digital/Movies-Music

### Programs and Activities

Programming was typical for the first part of the month. After the District closure, the Adult and Youth Services teams worked to contact presenters and attendees to cancel scheduled programming, reschedule events when possible, develop and book virtual programming, and begin rethinking a virtual summer reading program. Thank you to librarians Steve Kline, Jill Brasseur, Erin Collins, Amanda Garrity, Melissa Morgan, Maddy Belk, and Lindsay Goldstein for your work on this. While much virtual programming is still in the works, Youth Services developed virtual story time elements and has been engaging the community with them already on social media. Nicola White, Administrative Assistant, and Mark

Swenson, Head of IT, also worked to develop a secure system to pay performers virtually rather than via physical check for bookings during the closure.

We have not included virtual program views or shares in our attendance statistics but are keeping track. Management team will discuss how best to track and report statistics.

Total District Program Attendance for the month of March FY 2019/2020 was **641** compared to **1,394** for the same month last year.

This represents a net change of **-54.02%**

Cumulative District Program Attendance through March FY 2019/2020 is **15,085** compared to **12,361** for the same month last year.

This represents a net change of **22.04%**

### Programming Highlights

- **Storytime Songs with Maddy** was viewed **132** times. Thank you, Maddy Belk, for getting the virtual ball rolling!
- **Intro to Art** was attended by **11** patrons. Artist Fran Vail taught participants how to sharpen their drawing and sketching skills.
- **Lindsay Popcorn Kernels** was viewed **118** times. Lindsay provided a favorite story time scarf song!
- **Clue: Mystery Book Club** was attended by patrons. Librarian Melissa Morgan led the discussion of *The Devotion of Suspect X*, by Keigo Higashino.

### Activity During Closure

Closure in response to the COVID-19 pandemic has been challenging, and I cannot adequately express my gratitude to all District staff for their hard work and determination. Staff in all roles have contributed to District efforts to continue community engagement - from developing advisory posts for social media to participating in a mock board meeting to test logistics – no call has gone unanswered. Steve Kline, Programming Librarian, is using the library's 3D printer to contribute to an Oak Park-based face-shield drive. So far the drive has delivered over 2000 shields to acute care facilities, hospitals, and food pantries. Other areas of concentration include:

### *Collections and Access*

The Collection Services and Circulation Services teams began work immediately to increase digital collections and access for our community members upon closure. Collections librarians Kate Fuentes and Nick Mall readjusted collection budgets and concentrated spending on digital titles. The Adult and Youth Services teams found additional digital resources made available during the COVID crisis and added them to our collections. Our acquisitions and processing team managed delivery cancellations and holds on mail service and continue to work on catalog database cleanup projects during the closure. The Circulation team created the online library card application process and are working to process inventory data and to refine our inventory procedures for the future.

### *Youth Outreach*

Youth Services has reached out to teachers to brainstorm ways the library can work with our schools to fill any learning gaps that they may have due to their closures. Youth staff are providing personalized recommendations for teachers from Hoopla, which allows multiple students to read the same eBook concurrently. Youth Services also concentrated efforts to provide virtual story time elements (songs and stories), an at-home scavenger hunt, and virtual resources that were compiled, shared, or suggested by our regular presenters. These can all be found at Facebook (<https://www.facebook.com/winnlib/>) and Instagram (<https://www.instagram.com/winnlib/>).

### *Professional Development and Training*

Staff in all departments are taking advantage of online training and development opportunities. Staff are attending virtual professional development meetings on topics from promoting digital resources to networking. Steve Kline, Programming Librarian, compiled a list of maker classes that Studio staff are utilizing to continue their education and

keep their Studio skills fresh. Courtney Volny, Branch Coordinator, has organized a shared document of virtual training opportunities for all-staff, and she is updating it daily – topics include readers advisory, local community archives, creating engaging programming, early literacy, and more.

### *Marketing and Communications*

Since our closure we have been focused more heavily on social media for communicating both library updates, readers advisory (recommendations), and the promotion of our digital library. We have increased communication with our patrons through our Constant Contact email system, which includes 9,830 people. After each email blast we receive support from patrons about our physical closure and the steps we were taking to protect the staff and the community.

### *Library App*

The app was delivered for initial testing in both Android and iOS formats and some sizable bugs were discovered. One of which was the search functionality, which is the communication between the catalog and the app. The District's IT and Marketing and Communications Departments are working with the developer and CCS to fix this and other issues. After those fixes are in place the internal staff group will proceed with app functionality and testing as planned.

### *Phone System*

Mark Swenson, Head of IT, and Katie Cangelosi, Head of Circulation Services continue working on setup of the library's new phone system. The Ring Central system is scheduled to go live in May.

### *Website*

The marketing team is designing more dynamic content for the website homepage. This content is to include a scrolling events calendar, a single search function with options to search the website or catalog, a quick links menu for common tasks and a carousel of images to highlight various library services at the top of the page. Our goal is to make the website more reflective of the full range of services that the library has to offer in a quick glance.

Administration, Marketing and Communications, IT, and Circulation Departments have also taken part in tutorials and virtual meetings about the OpenGov system. We are looking forward to adding a transparency portal to the website for public consumption of library statistics.

### *Facilities*

Our Facilities Team is taking advantage of this time to complete planned projects including the retiling of the storage room and painting the staff room at the Northfield Branch. The team has deep cleaned each building, room by room. They are working to secure supplies for reopening.

### *The Source*

We are planning for the summer issue of The Source. The Source is usually heavily program based, and we are shifting gears for the summer because our in-person programming is on hold due to the pandemic. We are working closely with our programming staff to include virtual programming and more reading/watching recommendations from staff with promotion of our digital library. We will also include a summer reading program and One Book Two Villages. We will likely reduce the overall page count of the publication for this round, because of the shift in programming.

### *Future Planning, Reopening and Beyond*

We are in close contact with both villages, schools, park districts and other community partners to share library messages and to coordinate when organizations will reopen. We are monitoring news on the statewide stay-at-home order and recommendations from state government about when businesses and libraries can safely reopen. The Library District's administration and management teams are active in statewide library groups and are attending meetings and gathering information about the logistics of reopening from other libraries, from Reaching Across Illinois Library Systems (RAILS) and the Illinois Library Association (ILA). Our plan may include a tiered reopening of service, beginning with

curbside pickup, continuing to limited allowance within the buildings, and only virtual programs until gatherings are deemed safe. We are also considering procedures related to materials circulation (materials quarantine, for example), and staff protections.

## Summary Report for March FY 2019/2020

### Circulation Report

#### Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	5,147	10,616	-51.52 %	87,789	95,044	-7.63 %	<b>Books</b>	6,355	12,674	-49.86 %	111,633	118,565	-5.85 %
<b>Book - Fiction</b>	2,687	5,456	-50.75 %	46,741	51,833	-9.82 %	<b>Book - Fiction</b>	5,338	10,348	-48.42 %	95,375	100,685	-5.27 %
<b>Book - Nonfiction</b>	2,460	5,160	-52.33 %	41,048	43,211	-5.01 %	<b>Book - Nonfiction</b>	1,017	2,326	-56.28 %	16,258	17,880	-9.07 %
<b>Audiobook - CD</b>	308	718	-57.10 %	6,137	7,588	-19.12 %	<b>Audiobook - CD</b>	58	125	-53.60 %	750	1,131	-33.69 %
<b>Music CD</b>	81	163	-50.31 %	1,290	1,373	-6.05 %	<b>Music CD</b>	30	108	-72.22 %	893	1,092	-18.22 %
<b>Playaway</b>	64	211	-69.67 %	1,470	1,919	-23.40 %	<b>Playaway</b>	185	282	-34.40 %	2,859	2,437	17.32 %
<b>DVD/Blu-Ray</b>	3,055	7,065	-56.76 %	49,373	63,886	-22.72 %	<b>DVD/Blu-Ray</b>	1,013	2,794	-63.74 %	22,196	26,457	-16.11 %
<b>Magazine</b>	38	164	-76.83 %	1,236	1,740	-	<b>Magazine</b>	-	1	-	-	2	-
<b>Other</b>	5	10	-50.00 %	125	53	135.85 %	<b>Other</b>	13	34	-61.76 %	368	120	206.67 %
<b>Non-CCS ILL</b>	23	40	-42.50 %	301	430	-30.00 %	<b>Non-CCS ILL</b>						
<b>Sent Out</b>	531	1,093	-51.42 %	9,529	9,928	-4.02 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM Kits</b>	11	24	-54.17 %	230	152	51.32 %
<b>Total</b>	<b>9,252</b>	<b>20,080</b>	<b>-53.92 %</b>	<b>157,250</b>	<b>180,221</b>	<b>-12.75 %</b>	<b>Total</b>	<b>7,665</b>	<b>16,041</b>	<b>-52.22 %</b>	<b>138,929</b>	<b>149,954</b>	<b>-7.35 %</b>

Kenilworth patron usage for the month of March FY 2019/2020 was **688**.

Items borrowed from other libraries for the month of March FY 2019/2020 was **1,044**.

Total circulation for the month of March FY 2019/2020 was **23,294** compared to **41,498** for the same month last year. This represents a net change of **-43.87 %**

Cumulative circulation through March FY 2019/2020 is **340,352** compared to **371,654** for the previous fiscal year to date. This represents a net change of **-8.42 %**.

#### 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 % +/-
<b>Books</b>	3,647	7,037	-48.17 %	58,087	61,646	-5.77 %	<b>Books</b>	4,780	9,455	-49.44 %	82,783	84,959	-2.56 %
<b>Book - Fiction</b>	1,714	3,159	-45.74 %	27,381	29,414	-6.91 %	<b>Book - Fiction</b>	3,984	7,728	-48.45 %	70,711	73,024	-3.17 %
<b>Book - Nonfiction</b>	1,933	3,878	-50.15 %	30,706	32,232	-4.73 %	<b>Book - Nonfiction</b>	796	1,727	-53.91 %	12,072	11,935	1.15 %
<b>Audiobook - CD</b>	206	394	-47.72 %	3,585	4,415	-18.80 %	<b>Audiobook - CD</b>	46	88	-47.73 %	581	821	-29.23 %
<b>Music CD</b>	70	96	-27.08 %	1,048	863	21.44 %	<b>Music CD</b>	13	60	-78.33 %	443	677	-34.56 %
<b>Playaway</b>	50	166	-69.88 %	1,125	1,536	-26.76 %	<b>Playaway</b>	156	240	-35.00 %	2,268	1,894	19.75 %
<b>DVD/Blu-Ray</b>	2,336	4,844	-51.78 %	33,987	42,703	-20.41 %	<b>DVD</b>	658	1,736	-62.10 %	14,093	16,168	-12.83 %
<b>Magazine</b>	18	112	-83.93 %	550	948	-41.98 %	<b>Magazine</b>	-	1	-	-	2	-
<b>Other</b>	3	9	-66.67 %	88	36	144.44 %	<b>Other</b>	10	26	-61.54 %	294	83	254.22 %
<b>Non-CCS ILL</b>	18	26	-30.77 %	210	346	-39.31 %	<b>Non-CCS&amp;ILL</b>						
<b>Sent Out</b>	348	748	-53.48 %	6,371	7,018	-9.22 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM&amp;Kits</b>	8	18	-55.56 %	188	131	43.51 %
<b>Total</b>	<b>6,696</b>	<b>13,432</b>	<b>-50.15 %</b>	<b>105,051</b>	<b>119,511</b>	<b>-12.10 %</b>	<b>Total</b>	<b>5,671</b>	<b>11,624</b>	<b>-51.21 %</b>	<b>100,650</b>	<b>104,735</b>	<b>-3.90 %</b>

Winnetka Library's circulation for the month of March FY 2019/2020 was **12,367** compared to **25,056** for the same month last year. This represents a net change of **-50.64 %**.

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 % +/-
<b>Books</b>	1,500	3,579	-58.09 %	29,702	33,398	-11.07 %	<b>Books</b>	1,575	3,219	-51.07 %	28,850	33,606	-14.15 %
<b>Book - Fiction</b>	973	2,297	-57.64 %	19,360	22,419	-13.64 %	<b>Book - Fiction</b>	1,354	2,620	-48.32 %	24,664	27,661	-10.83 %
<b>Book - Nonfiction</b>	527	1,282	-58.89 %	10,342	10,979	-5.80 %	<b>Book - Nonfiction</b>	221	599	-63.11 %	4,186	5,945	-29.59 %
<b>Audiobook - CD</b>	102	324	-68.52 %	2,552	3,173	-19.57 %	<b>Audiobook - CD</b>	12	37	-67.57 %	169	310	-45.48 %
<b>Music CD</b>	11	67	-83.58 %	242	510	-52.55 %	<b>Music CD</b>	17	48	-64.58 %	450	415	8.43 %
<b>Playaway</b>	14	45	-68.89 %	345	383	-9.92 %	<b>Playaway</b>	29	42	-30.95 %	591	543	8.84 %
<b>DVD</b>	719	2,221	-67.63 %	15,386	21,183	-27.37 %	<b>DVD/Blu-Ray</b>	355	1,058	-66.45 %	8,103	10,289	-21.25 %
<b>Magazine</b>	20	52	-61.54 %	686	792	-13.38 %	<b>Magazine</b>	-	-	-	-	-	-
<b>Other</b>	2	1	100.00 %	37	17	117.65 %	<b>Other</b>	3	8	-62.50 %	74	37	100.00 %
<b>Non-CCS ILL</b>	5	14	-64.29 %	91	84	8.33 %	<b>Non-CCS&amp;ILL</b>						
<b>Sent Out</b>	183	345	-46.96 %	3,158	2,910	8.52 %	<b>Sent Out</b>						
<b>STEAM Kits</b>							<b>STEAM&amp;Kits</b>	3	6	-50.00 %	42	21	100.00 %
<b>Total</b>	<b>2,368</b>	<b>6,289</b>	<b>-62.35 %</b>	<b>48,950</b>	<b>59,456</b>	<b>-17.67 %</b>	<b>Total</b>	<b>1,991</b>	<b>4,412</b>	<b>-54.87 %</b>	<b>38,237</b>	<b>45,200</b>	<b>-15.40 %</b>

Northfield Library's circulation for the month of March FY 2019/2020 was **4,359** compared to **10,701** for the same month last year. This represents a net change of **-59.27 %**.



**Virtual Branch Circulation**

<b>E-Books Downloaded</b>						<b>E-Audiobooks Downloaded</b>					
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 % + / -
2,763	2,328	18.69 %	18,626	19,847	-6.15 %	1,530	1,313	16.53 %	11,634	10,490	10.91 %

<b>Magazines Downloaded</b>						<b>Videos Downloaded</b>					
Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -	Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -
1,534	1,473	4.14 %	11,243	9,012	24.76 %	484	187	158.82 %	2,049	1,544	32.71 %

<b>Music Downloaded</b>					
Current Mo. Circ	Same Mo. Last Year	Mo. % + / -	FY To Date	Previous FY To Date	FY % + / -
66	75	-12.00 %	621	586	5.97 %

Virtual Branch circulation for the month of March FY 2019/2020 was **6,377** compared to **5,376** for the same month last year. This represents a net change of **18.62 %**.

Cumulative virtual branch circulation through March FY 2019/2020 is **44,173** compared to **41,479** for the previous fiscal year to date. This represents a net change of **6.49 %**.

# Library Activity Report

## Winnetka Library

Adult						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	4,499	9,574	-53.01 %	85,591	93,580	-8.54 %
Reference Questions	818	1,299	-37.03 %	10,817	9,021	18.22 %
Studio	134	348	-61.49 %	3,905	3,765	3.72 %
Genealogy	-	7	-	25	50	-50.00 %
Program Attendance	33	173	-80.92 %	1,993	1,971	1.12 %

Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							<b>4,499</b>
Reference Questions	140	601	-76.71 %	4,211	5,561	-24.28 %	<b>958</b>
Studio							<b>134</b>
Genealogy							<b>-</b>
Program Attendance	432	786	-45.04 %	8,200	6,660	23.12 %	<b>465</b>

## Northfield Library

Adult						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	2,410	5,793	-58.40 %	50,766	47,976	5.82 %
Reference Questions	295	958	-69.21 %	5,358	10,110	-47.00 %
Program Attendance	20	32	-37.50 %	592	679	-12.81 %

Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter							<b>2,410</b>
Reference Questions	15	63	-76.19 %	370	1,057	-65.00 %	<b>310</b>
Program Attendance	156	403	-61.29 %	4,300	3,051	40.94 %	<b>176</b>

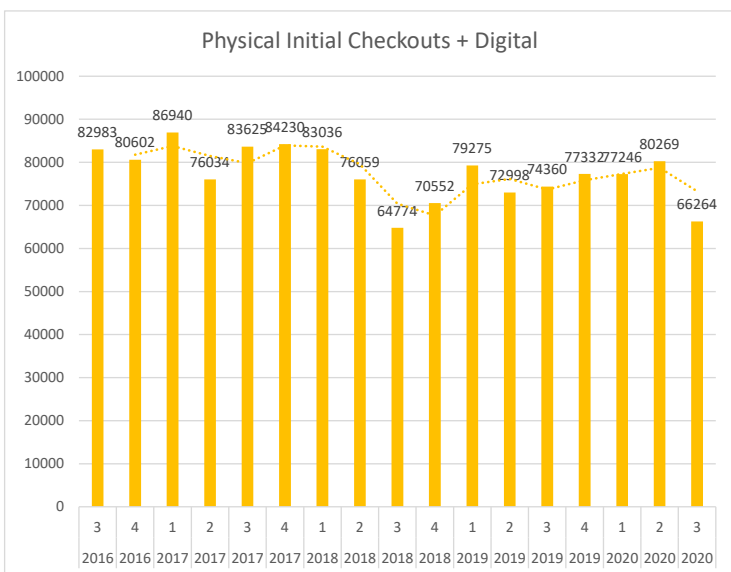
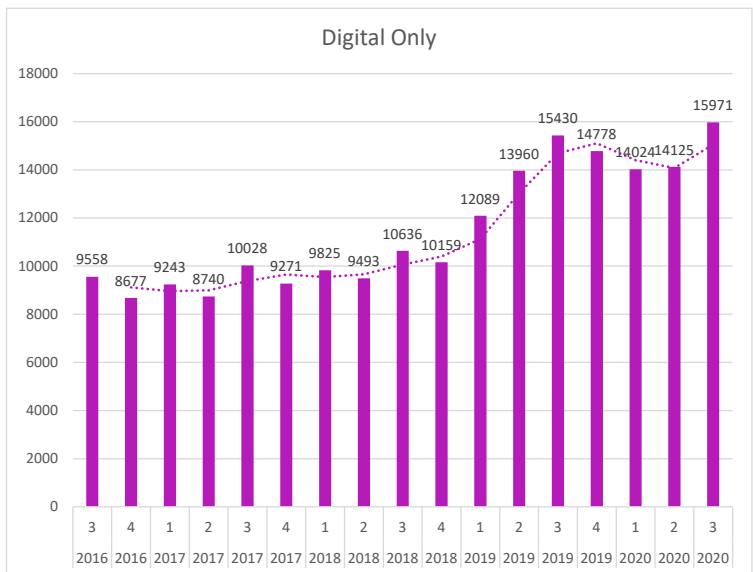
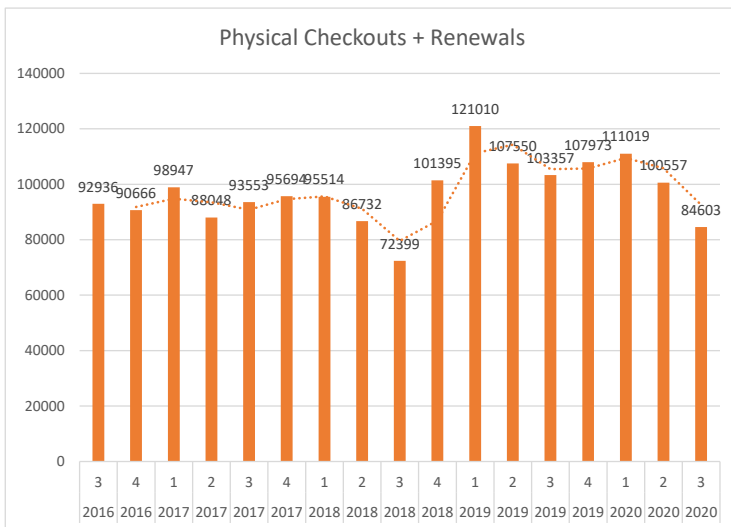
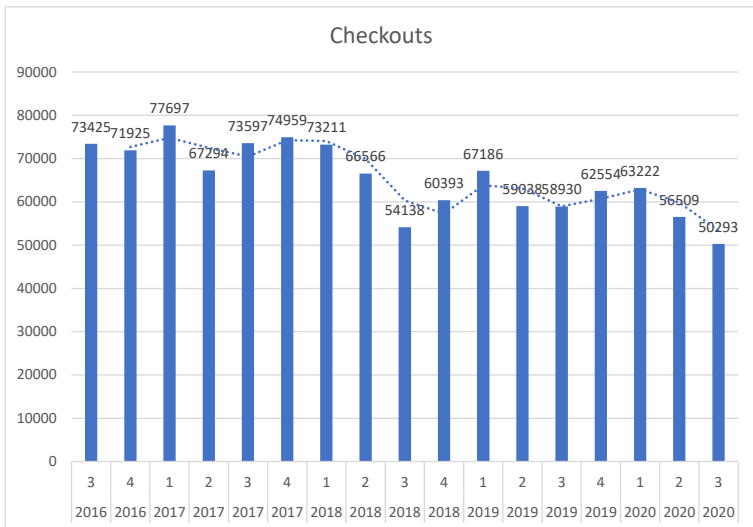
A total of **3,095** holds were placed for patrons in the month of March FY 2019/2020.

There were a total of **10,041** website sessions in the month of March FY 2019/2020.

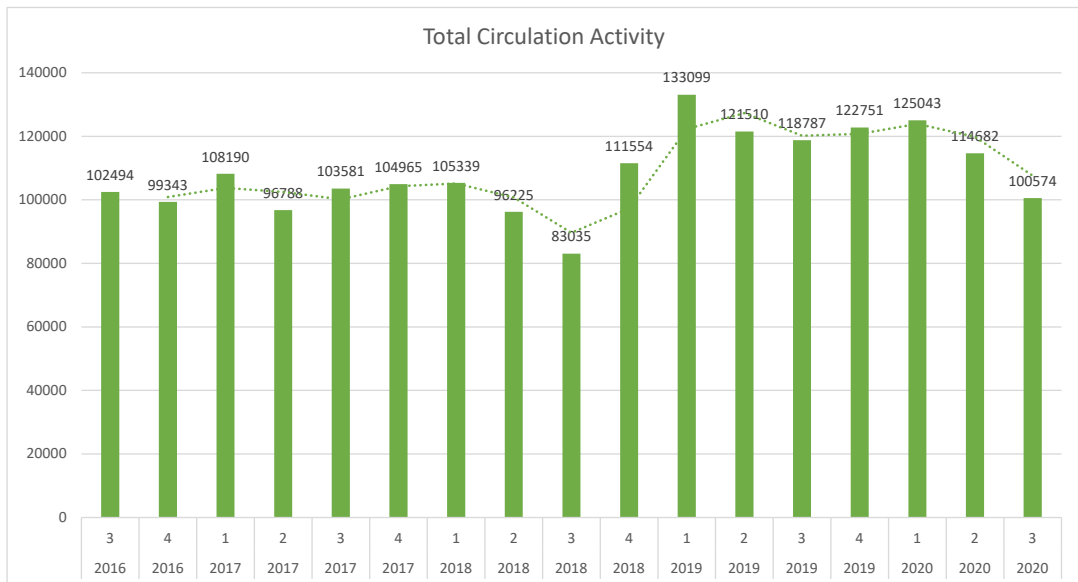
Total District Program Attendance for the month of March FY 2019/2020 was **641** compared to **1,394** for the same month last year. This represents a net change of **-54.02 %**

Cumulative District Program Attendance through March FY 2019/2020 is **15,085** compared to **12,361** for the same month last year. This represents a net change of **22.04 %**

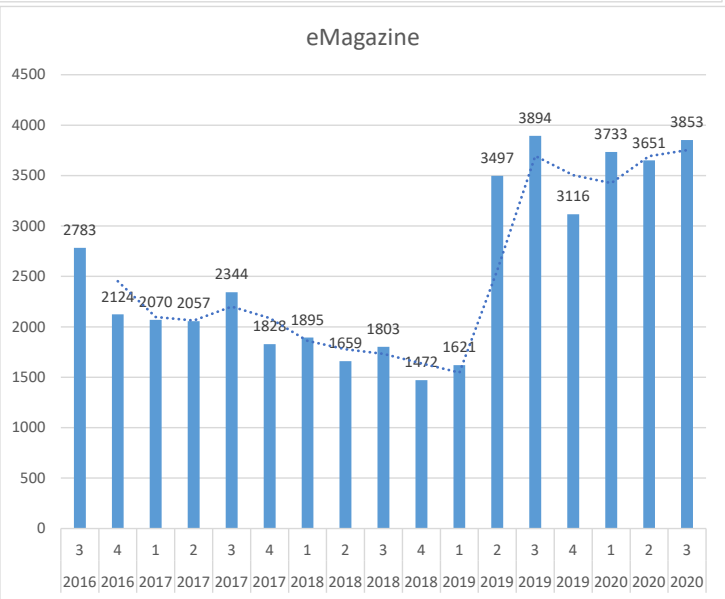
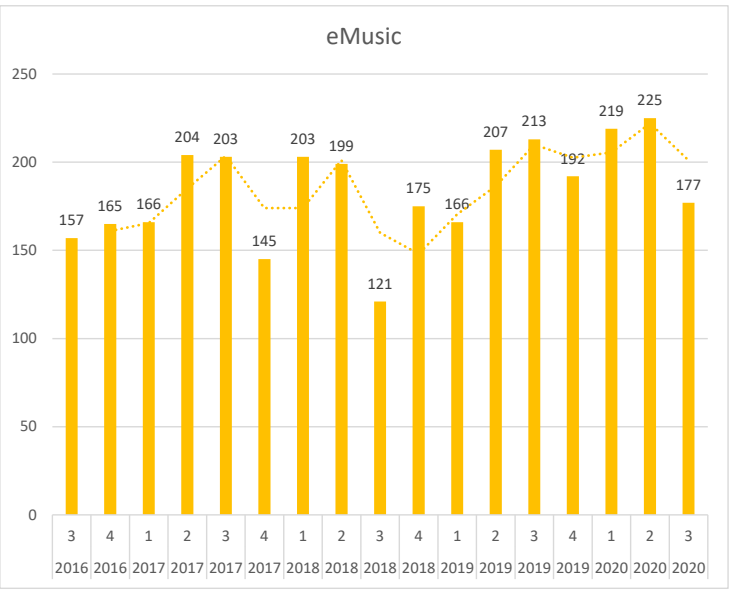
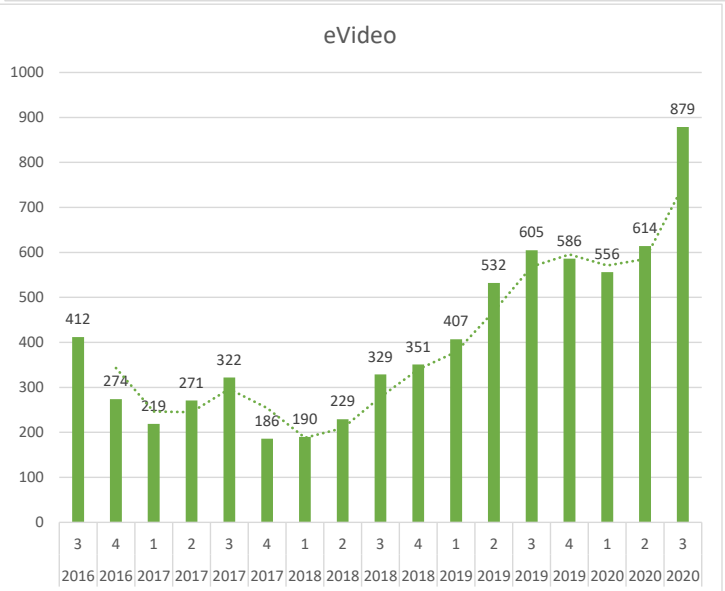
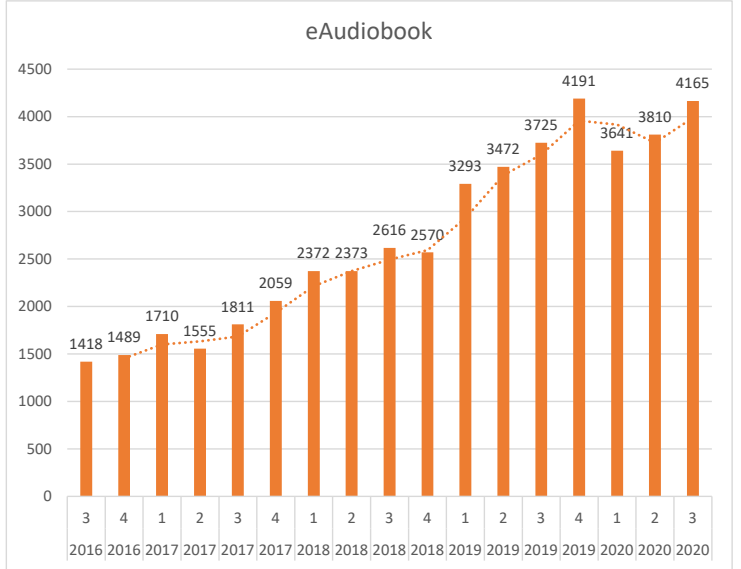
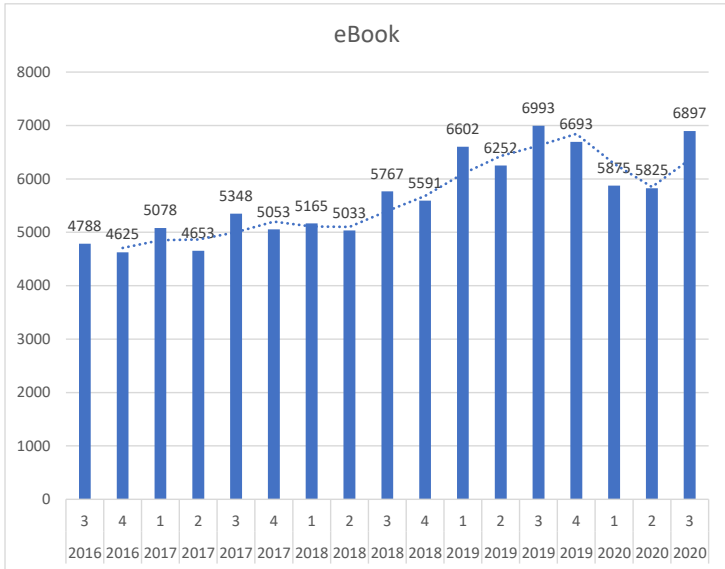
### Quarter 3 2020



**Q. 1 - July, Aug., Sept.**  
**Q. 2 - Oct., Nov., Dec.**  
**Q. 3 - Jan., Feb., March**  
**Q. 4 - Apr., May, June**



## Digital Quarter 3 2020



**Q. 1 - July, Aug., Sept.**  
**Q. 2 - Oct., Nov., Dec.**  
**Q. 3 - Jan., Feb., March**  
**Q. 4 - Apr., May, June**



3513 E. Harvard Blvd., Canton, OH 44709  
330.224.9177

March 6, 2020

Deborah Vandergrift, Trustee.  
Winnetka-Northfield Public Library District  
768 Oak Street  
Winnetka, IL 60093

**Proposal: Library Director Search-Winnetka-Northfield Public Library District (IL)**

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting the Winnetka-Northfield Public Library District in its search for your new Library Director. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for the Library's consideration.

We think you will find us a great match for your Library Director search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

***Market your position, the Library, & the Winnetka-Northfield Communities***

- Each search is tailored to the specific library and its community-first site visit to meet with staff, the Search Committee/Board, and external stakeholders
- Recruit and build the candidate pool from scratch
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the Library and the Winnetka-Northfield area
- Develop a pool of 15-20 qualified candidates meeting criteria

***Evaluate & Recommend the List of Qualified Candidates***

- Candidates must submit a cover letter, resume and completed questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee
- Meet with Search Committee to discuss candidates/select 6-8 semifinalists for first round of interviews

***Reference Checks & Background Check***

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching
- "Street reconnaissance"
- Offer is contingent on successful background check

### ***Coordinate & Assist with Interview Process***

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

### ***Coordinate & Assist with Offer & Negotiation***

- Consultant fee is a flat fee—no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

### ***Coordinate & Assist with Post-Hire Support***

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

[Karen Miller](#) Electronic Signature ■

[Jobeth Bradbury](#) Electronic Signature ■

**LIBRARY DIRECTOR SEARCH – WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT (IL)**

**FIRM BACKGROUND AND QUALIFICATIONS:**

Bradbury Miller Associates (operated by KMD Associates dba Bradbury Miller Associates) is owned and operated by Karen Miller who assumed ownership in January 2020. Jobeth Bradbury continues to serve as Managing Consultant. Dan Bradbury manages special projects. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. During the last quarter of 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to reflect Karen Miller joining the firm. The firm legally qualifies as a WBE (Woman-owned Business Enterprise).

Since 1983, the firm has successfully completed more than 200+ national executive searches for public, academic, and special libraries. Current clients include the State Library of Ohio, LibraryLinkNJ (NJ), Southern Maryland Regional Library System (MD), Darien Library (CT), and the Carlsbad Library & Cultural Services Director (CA).

In each of these engagements, we have performed a scope of work like that which is proposed for the Winnetka-Northfield Public Library District.

***PARTIAL LIST OF PAST CLIENTS***

- Enoch Pratt Free Library (MD)
- Medina Public Library (OH)
- Toledo Lucas County Public Library (OH)
- Charleston County Public Library (SC)
- Prince George’s County Memorial Library (MD)
- Howard County Public Library System (MD)
- Homewood Public Library (IL)
- LaGrange Public Library (IL)
- St. Charles Public Library (IL)
- Downers Grove Public Library (IL)
- Public Library of Youngstown & Mahoning County (OH)
- Barberton Public Library (OH)
- Charles County Public Library (KY)
- St. Mary’s County Library (MD)
- Ridgefield Library (CT)
- New Jersey State Library
- Providence Public Library (RI)
- Kalamazoo Public Library (MI)
- High Plains Library District (CO)
- Jefferson County Libraries (CO)
- Arapahoe Libraries (CO)
- Hartford Public Library (CT)
- Greenwich Library (CT)
- New Canaan Public Library (CT)
- Wilton Public Library (CT)
- Mid-Hudson Library System (NY)
- Old Bridge Public Library (NJ)
- Montclair Public Library (NJ)
- Grand Rapids Public Library (MI)
- Barrington Library (IL)
- Poudre River Public Library District (CO)
- Houston Public Library (TX)
- Boulder Public Library (CO)
- Denver Public Library (CO)
- Las Vegas Clark County Library District (NV)

## **SCOPE OF SERVICES & METHODOLOGY:**

If Bradbury Miller Associates is selected to assist you in your search for a new Library Director, our first step is to understand your needs as thoroughly as possible.

- Search Committee/Board Attributes Survey and Staff Survey prior to first visit
- Initial meeting on site with the Search Committee/Board, key staff & key stakeholders to understand the Library's distinctive organizational culture, mission and concerns
- Review and recommend updates/revisions to existing position description

## **SEARCH SCHEDULE:**

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review & finalize a search schedule listing key tasks & completion dates
- Standard full search takes 3-4 months to complete

If selection of the search firm is finalized, a contract awarded and a preliminary meeting with the Library occurs April 2020, a realistic date for the successful completion of the process under the standard search process would be late July 2020 with the new Library Director's reporting date to be determined. However, we can generally customize the search schedule to have your new Library Director "on board" at the appropriate time. A **sample schedule illustrating** the major steps conducted over the proposed time frame is attached.

## **MARKETING:**

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. We begin each search as a blank canvas and generate a fresh list of prospective candidates.

The **advertising/marketing plan** includes:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and nonprofit sites
- A dedicated page for the position on Bradbury Miller Associates with a supplemental page of links to library documents & information about the Winnetka-Northfield area
- Distribution to 1700+ library colleagues through our professional newsletter



## **RECRUITMENT STRATEGY:**

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know; and based on their suggestions and nominations, we broaden our search.

### ***DIVERSIFYING THE APPLICANT POOL***

Bradbury Miller Associates knows the library profession and we realize that both females and minorities are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both females and minorities are represented in our candidate pools. We place announcements in a number of culturally diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association) website, REFORMA, APALA (Asian Pacific American Librarians Association), CALA (Chinese American Librarians Association), etc. and actively seek leads and recruit both minorities and females. We are typically successful in producing a pool that includes both females and minorities.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Board and cooperate with the Library or County's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting if this is part of the Library's process.

If a prospective candidate declines our invitation to apply, we will ask him/her to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

## **COMMUNICATION:**

Throughout the search—and especially during the candidate identification phase--we will send regular, complete updates on our progress to the Search Committee. We'll share candidate feedback, adjust our search strategies as needed, convey challenges and share any additional information gleaned during the process.

## PRELIMINARY INTERVIEW SCREENING:

- Bradbury Miller Associates interviews all qualified candidates virtually as part of the initial screening process.
- The results of these interviews shared with the Search Committee—we consider it essential to being able to stand behind every individual we refer to you for a semi-finalist or finalist interview.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox for the Search Committee.
- Other documents include a complete candidate list and a qualifications comparison matrix for the Search Committee’s review.
- Bradbury Miller Associates meets with the Search Committee and presents a list of recommended candidates and a discussion of each individual.
- Working with the Search Committee, six to eight semi-finalists are selected and invited to interview virtually for the preliminary round of interviews.
- We advise our clients to see as many as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

## CANDIDATE ASSESSMENT—SEMI-FINALIST AND FINALIST INTERVIEWS:

We recommend a two-step interviewing process; the first round consists of the Search Committee interviewing semi-finalist candidates (we recommend six to eight) via videoconferencing and then selecting three to four finalist candidates for final Board interviews. The final interviews occur two or three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview (**consultants on site**) process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding approaches, techniques and possible pitfalls.
- We are present as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client’s perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

*In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new Library Director is a crucial decision that could well affect the Winnetka-Northfield Public Library District for many years to come.*

### **CHECKING REFERENCES:**

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession and many of our associates are working professionals, we are often able to provide less formal assessments (street reconnaissance) of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

#### ***BACKGROUND CHECKS***

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, and review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$450 per person, depending upon the period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

### **HANDLING THE DETAIL WORK:**

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.

- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the basic requirements determined by the Search Committee.
- We coordinate with Library staff to make arrangements for semifinal and final interviews and are a part of that process.
- We are also frequently asked to conduct final negotiations on behalf of the Library—and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished and after a list of the most viable candidates is determined.

### ***OUR GUARANTEE***

Once the new Library Director is selected and appointed, if he or she leaves the position—either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

### **ABOUT THE CONSULTANTS AND OFFICE LOCATIONS:**

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Winnetka-Northfield Public Library District in its search for a new Library Director, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

**Karen E. Miller**, [President/Owner](#), serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on

the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and is Chairman of the Pro Football Hall of Fame Enshrinement Festival Drum Corps Competition held each year in Canton, Ohio.

**Jobeth Bradbury**, *Managing Consultant*, serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. She has worked as a search consultant for the past ten years, and was, most recently, the Library Director at the North Kansas City Public Library/High School Media Center. During her ten years at North Kansas City, she was the project co-lead in the Library's Building Project and one of the Project Managers in facilitating the Combined Public Library/High School Media Center Project. She also worked closely with elected officials and with the business community. Prior to coming to North Kansas City, she served as Library Consultant, Northeast Kansas Library System; Adult Services Department Chair, Kansas City, KS Public Library and Associate Director, Rolling Hills Consolidated Library, where she participated in a successful tax levy campaign. In addition to her public library experience, Jobeth taught for the University of Missouri's master's in library science program—courses included Collections Management, Public Libraries, and Reference. Volunteer activities include Past President-North Kansas City Kiwanis Club; Kansas City Academy Annual Auction Chair, Community Treasures Annual Architectural Awards Co-Chair; and the Parkway Towers Condominium Homeowners Association Board.

### **ASSOCIATE CONSULTANTS:**

**Dan Bradbury**, *Associate Consultant*, serves as project co-director and primary contact for the engagement assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Dan has worked as a search consultant for the past eleven years and previously has over 30 years of successful experience as a library director, including nineteen years as Director of the Kansas City (MO) Public Library District. During his tenure in Kansas City he reorganized/ rebuilt the branch system, established two public/private partnerships for the creation of new facilities and initiated a successful capital campaign and construction projects for a new Central Library. Prior to coming to Kansas City, he served as Director of the Janesville (WI) Public Library and the Rolling Hills Consolidated Library (a two-county system) in St. Joseph, Missouri; he also served as Associate Director for Branch and Extension Services at the Waco-McLennan County Library in Waco, Texas. He received a Distinguished Graduate Award from Emporia's School of Library and Information Management in 1985; *Library Journal* named him as Librarian of the Year for 1991; the University of Missouri-Kansas City granted an Alumni Achievement Award to him in 2001; and the Greater Kansas City Council on Philanthropy named him Non-Profit Executive of the Year in 2003.

**Thomas Dillie**, [Associate Consultant](#), serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is a member of the SEO (Serving Every Ohioan) Library Consortium Advisory Committee. He brings a variety of experience in both single-building and multi-branch libraries in both rural and urban settings.

### **OFFICE LOCATIONS AND CONTACT DETAILS:**

Bradbury Miller Associates has consultants and offices in the following cities:

Bradbury Miller Associates 3513 E. Harvard Blvd.  
Canton, OH 44709

Bradbury Miller Associates  
4545 Wornall Road, Suite 805; Kansas City, MO 64111

## FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES:

Bradbury Miller Associates' total fee for executive search services (including all consultant expenses) in traveling to Winnetka is a flat fee \$24,000. A retainer of \$6,000, which helps defray our up-front expenses, will be paid to us upon approval of the agreement and subtracted from the invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) Three site visits with the Library; (2) all consultant pre-screening interview expenses including any required travel; (3) phone/videoconferencing charges; (4) all standard office expenses (clerical support, local telephone, supplies, etc.); (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; and (6) a single background check (\$350-\$450) on the chosen candidate.
- **Optional billable expenses—Additional Consultant Services:** In some prior executive searches, Bradbury Miller Associates have been called upon to facilitate staff or community forums for candidates, conduct surveys or focus groups, coordinate informal meetings between candidates and Search Committee members, participate in conducting tours, etc. Any and all such services are available, but to the extent that they are outside the normal scope of services as outlined in the proposal and/or cannot be accomplished within a scheduled overnight stay, such additional time is billable at a rate of \$1000 per day per consultant inclusive of travel expenses.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for their travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200 - 1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.

### ***ADDITIONAL INFORMATION***

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe, by our site visits, learning about the community and the institution, and working closely with the key stakeholders, we bring value to the search process and have achieved a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

### **FORM OF FINAL AGREEMENT:**

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) **Our client's satisfaction is our bottom line — and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.**



**CONCLUSION:**

We look forward to the possibility of working with the Winnetka-Northfield Public Library District to help you find your next Library Director. If you have questions or need clarification on any aspect of the proposal, please let us know.

**BRADBURY MILLER ASSOCIATES**

*Karen Miller* (Electronic Signature■)  
Owner/President

*Jobeth Bradbury* (Electronic Signature■)  
Managing Consultant

We hereby accept the foregoing proposal (pages 1 – 11).

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**The final schedule and specific details of this engagement may be modified  
by an addendum to this agreement.**

**ATTACHMENT I:**  
**TENTATIVE SEARCH SCHEDULE TIMELINE**  
**WINNETKA-NORTHFIELD**  
**PUBLIC LIBRARY DISTRICT (IL)**

Please see below our estimated timeline for your Library Director search process. If we are selected to help you find your next Library Director, we will establish a firm search schedule during our first meeting with the Library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following timeline represents an illustrative search schedule based on approving the contract April 2020. The actual target dates will be determined and approved by the Library.

<b>Activity</b>	<b>Target Date:</b>
Consultant has first conversations with Winnetka-Northfield Search Committee/Board/Staff; establish definitive work schedule and marketing plan	Late April/Early May Date TBD
Advertisement is approved by Library	May 8, 2020
Post ads, actively recruit candidate pool	May 8 – June 28, 2020
Applications Close	June 28, 2020
All candidate documents sent to Library Search Committee	June 30, 2020
All pre-screening interviews (by consultants) completed	June 30, 2020
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (Virtual Meeting w/Consultant)	July 8, 2020
Semi-final Interviews on Site or via Skype w/Library- (consultant present in Winnetka)	July 16 & 17, 2020
Reference Reports to Search Committee	July 28, 2020
Final Interviews on Site (consultant present in Winnetka)	July 30 & 31, 2020
Negotiations Completed	August 7, 2020
New Library Director Start Date	TBD

## **ATTACHMENT II-REPRESENTATIVE REFERENCES**

### **Barberton (OH) Public Library**

602 West Park Avenue  
Barberton, OH 44203  
Chris White, Board President/Search Chair  
[cwhite8@neo.rr.com](mailto:cwhite8@neo.rr.com)  
Ann Hutchison, incoming Director  
[hutchison.ann@gmail.com](mailto:hutchison.ann@gmail.com)

### **The Enoch Pratt Free Library (MD)**

400 Cathedral Street  
Baltimore, MD 21201  
Patricia Lasher, Board Chair  
[pjlasher@comcast.net](mailto:pjlasher@comcast.net)  
Sayra Meyerhoff, Search Chair  
[swmbal@gmail.com](mailto:swmbal@gmail.com)

### **Howard County (MD) Library System**

9411 Frederick Rd  
Ellicott City, MD 21042  
Andy Dalal, Board President  
[andy@dalalhome.com](mailto:andy@dalalhome.com)  
Tonya Kennon, CEO  
[Tonya.kennon@gmail.com](mailto:Tonya.kennon@gmail.com)

### **Westerville Public Library (OH)**

126 South State Street  
Westerville, OH 43081  
Jack Shinnock, Chair, Search Committee  
[divscu@aol.com](mailto:divscu@aol.com)  
Erin Francoeur, Director  
[erin\\_ortman@yahoo.com](mailto:erin_ortman@yahoo.com)

### **Downers Grove Public Library (IL)**

1050 Curtiss Street  
Downers Grove, IL 60515  
Wendee Greene, Board President  
[earle.wendee@sbcglobal.net](mailto:earle.wendee@sbcglobal.net)  
Julie Milavec, incoming Director  
[juliemilavec@comcast.net](mailto:juliemilavec@comcast.net)

### **Wilmette Public Library (IL)**

1242 Wilmette Ave.  
Wilmette, IL 60091  
Kathleen O'Laughlin, President  
[kmolaughlin@sbcglobal.net](mailto:kmolaughlin@sbcglobal.net)  
Anthony Auston, Director  
[anthonyauston@gmail.com](mailto:anthonyauston@gmail.com)

### **St. Charles Public Library (IL)**

One South 6<sup>th</sup> Avenue  
St. Charles, IL 60174  
Victoria "Tory" Haines, Board President  
[THaines@stcharleslibrary.org](mailto:THaines@stcharleslibrary.org)  
Edith Craig, Director  
[edithcraig27@gmail.com](mailto:edithcraig27@gmail.com)

### **Barrington Library (IL)**

505 N. Northwest Hwy.  
Barrington, IL 60010  
Don Minner, Board Chair  
[DMinner@balibrary.org](mailto:DMinner@balibrary.org)  
Jesse Henning, Director  
[jesse.l.henning@gmail.com](mailto:jesse.l.henning@gmail.com)

### **Charleston County Public Library (SC)**

68 Calhoun Street  
Charleston, SC 29401  
Andy Brack, Board/Search Chair  
[acbrack@gmail.com](mailto:acbrack@gmail.com)  
Angela Craig, Incoming Executive Director  
[angelakaycraig@gmail.com](mailto:angelakaycraig@gmail.com)

### **Public Library of Youngstown & Mahoning County**

305 Wick Avenue  
Youngstown, OH 44503  
Dr. David Ritchie, President, Board of Trustees  
[dritchie@zoominternet.net](mailto:dritchie@zoominternet.net)  
Aimee Fifarek, Executive Director  
[afifarek@gmail.com](mailto:afifarek@gmail.com)

### **Prince George's County Memorial Library System (MD)**

9601 Capital Lane  
Largo, MD 20774  
Samuel Epps, Board President  
[samuelepps\\_iv@hotmail.com](mailto:samuelepps_iv@hotmail.com)  
Roberta Phillips, Chief Executive Officer  
[robertaruthphillips@gmail.com](mailto:robertaruthphillips@gmail.com)

### **Greenwich Library (CT) Multiple Searches**

101 West Putnam Avenue  
Greenwich, CT 06830  
Barbara Ormerod-Glynn, Executive Director  
[bglynn@greenwichlibrary.org](mailto:bglynn@greenwichlibrary.org)

**ATTACHMENT III:**

**SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY MILLER ASSOCIATES  
AND THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT (IL)**

By signed proposal dated, \_\_\_\_\_, 2020 and acceptance by the Winnetka-Northfield Public Library District (hereinafter called Library), the Library has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new Library Director. That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the \_\_\_\_\_2020 proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller and Jobeth Bradbury as project co-directors.
2. The search schedule as outlined in the original proposal dated \_\_\_\_\_, 2020 will be superseded by a final schedule to be developed after the\_\_2020 meeting with the Library and mutually agreed to by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal and/or financial report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of notice. If the Library terminates the contract because of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this day of \_\_\_\_\_, 2020.

BRADBURY MILLER ASSOCIATES

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

By \_\_\_\_\_

By \_\_\_\_\_

**RESOLUTION NO. 2019-20/3**

**Resolution Delegating Authority To Board President To Make Decisions**

WHEREAS, the coronavirus (COVID-19) pandemic may affect the Library District's ability to conduct Library District business at a conventional Board meeting; and

WHEREAS, from time to time it is likely that certain decisions about Library District business and affairs will need to be made timely; and

WHEREAS, to enable the Library District to conduct Library District business and affairs timely in the absence of a conventional Board meeting, the Library Trustees wish to delegate authority to the Board President to make decisions deemed by the Board President to be in the best interests of the Library District.

NOW, THEREFORE, the Board of Library Trustees resolves as follows:

1. Effective immediately, the Board President is vested with authority to make decisions from time to time deemed to be in the best interests of the Library District;
2. In making such decisions, the Board President may confer with individual Library Trustees and/or Library District Staff and/or the Library District's Attorney;
3. Without limitation and simply for illustration, the decisions contemplated by this Resolution include payment of bills, Library hours and closure, Library staffing duties and responsibilities, and contract renewals/approvals;
4. Decisions made by the Board President pursuant to this Resolution will be subject to ratification by motion at the next Board meeting similar to the following: "I move to ratify all decisions made by the Board President after April 20, 2020";
5. The delegation of authority as stated shall remain in effect until the next meeting of the Board.
6. The delegation of authority as stated may be extended at the Board's discretion.
7. This Resolution is effective upon passage.

\_\_\_\_\_ 4/20/2020 pursuant to roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

ATTEST:

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

**BOARD OF TRUSTEES MEETING DATES**

Fiscal Year 2020-21  
July 1, 2020 – December 31, 2020

July Regular Board Meeting Winnetka Library Lloyd Room	July 20, 2020
August Study Session Northfield Branch Library Community Room	August 3, 2020
August Regular Board Meeting Winnetka Library Lloyd Room	August 17, 2020
September Regular Board Meeting Northfield Branch Library Community Room	September 21, 2020
October Regular Board Meeting Winnetka Library Lloyd Room	October 19, 2020
November Study Session Northfield Branch Library Community Room	November 2, 2020
November Regular Board Meeting Winnetka Library Lloyd Room	November 16, 2020
December Regular Board Meeting Northfield Branch Library Community Room	December 14, 2020

February 14, 2020

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

## Winnetka Public Library North Entry Redesign

### Construction Observation/Administration Services

Winnetka, Illinois

Professional Services Agreement between THE LAKOTA GROUP and WINNETKA  
PUBLIC LIBRARY

## PROJECT SCOPE:

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The Lakota Group (Lakota) is pleased to provide our professional landscape architectural design proposal to Winnetka Public Library (Client) to assist them with construction observation and administration services during the implementation of the entry enhancements.

## PROJECT TASKS:

---

### PHASE 5: CONSTRUCTION OBSERVATION

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

#### Task 5.1: Provide On-site Site and Landscape Construction Observation (Meetings #1-#10)

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

*Assumes 10 visits/construction meetings.*

#### Task 5.2: Site Observation Reports

Make written reports regarding site construction progress.

#### Task 5.3: Construction Document Clarification

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

#### Task 5.4: Tree Tagging

Tag trees at the nursery, as selected by the contractor. This proposal includes one (1) nursery visit.

#### Task 5.5: Submittals, Shop Drawings, and Sample Submission Reviews

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



**Task 5.6: Contractor Requests for Information**

Review and respond to contractor’s requests for information.

**Task 5.7: Punch List Walk Thru (Meeting #11)**

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

**Task 5.8: Final Acceptance (Meeting #12)**

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

***Phase 5 Total Meetings: 10 Construction Site Visits, 1 Nursery Visit, 1 Punch List Walk Through and 1 Final Acceptance Walk Through***

**FEE SCHEDULE:**

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The above services will be provided on a lump sum basis with a not to exceed fee of \$8,400 plus reimbursable expenses.

Total Estimated Fees by Phase are as follows:

<b>Phase 1: Refined Design Development</b>	COMPLETE
<b>Phase 2: Village Approval Process</b>	COMPLETE
<b>Phase 3: Construction Documents</b>	COMPLETE
<b>Phase 4: Permitting and Bid Assistance</b>	COMPLETE
<b>Phase 5: Construction Observation</b>	\$ 8,400
<b>Professional Fees:</b>	\$ 8,400
<b>Reimbursable Expenses:</b>	\$ 550
<b>Total</b>	<b>\$ 8,950</b>

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

**Lakota Billing Rates (2020):**

President	\$310
Principal	\$275
Associate Principal	\$235
Vice President	\$210
Senior Associate	\$195
Project Planner/Designer/Manager	\$160
Planner/Urban Designer/Landscape Architect	\$135
Research/Operations Staff	\$90

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

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

**MISCELLANEOUS TERMS:**

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

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

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

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

  
**Scott Freres, PLA, ASLA**  
President  
The Lakota Group

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**netka-Northfield Public Library District  
Revenues and Expenditures - Modified  
the 8 Months Ended February 29, 2020**

	Annual Budget	Average per Month		Current YTD		March Actual	April Forecast	May Forecast	June Forecast	Total FY 2019- 20 Forecast	Difference vs. Budget
		(Jul19- Feb20)	(Jul19- Feb20)	Actual (Jul19- Feb20)	Actual (Jul19- Feb20)						
<b><u>GENERAL FUND</u></b>											
<b>Revenues</b>											
<b>Taxes</b>											
Property Taxes Collections	3,835,439	\$ 310,570	\$ 2,484,564	\$ 1,405,475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,890,039	\$ 54,600
Property Taxes Collections-Liability	0	\$ 982	\$ 7,856	\$ 4,444	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,300	\$ 12,300
Property Taxes Collections-Audit	0	\$ 393	\$ 3,143	\$ 1,778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,920	\$ 4,920
Replacement Tax	20,000	\$ 2,871	\$ 22,972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,972	\$ 2,972
<b>Collections</b>											
Per Capita Grant	21,696	\$ 2,712	\$ 21,696	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,696	\$ 0
Kenilworth Services	100,000	\$ 6,349	\$ 50,794	\$ -	\$ -	\$ -	\$ 6,349	\$ 6,349	\$ 6,349	\$ 63,492	\$ (36,508)
Fines - Winnetka	25,000	\$ 1,589	\$ 12,716	\$ 590	\$ -	\$ -	\$ 1,589	\$ 1,589	\$ 1,589	\$ 16,485	\$ (8,515)
Studio Fees	4,500	\$ 125	\$ 1,003	\$ -	\$ -	\$ -	\$ 125	\$ 125	\$ 125	\$ 1,254	\$ (3,246)
Lost/Damaged Mat.-Winnetka	4,500	\$ 11	\$ 92	\$ -	\$ -	\$ -	\$ 11	\$ 11	\$ 11	\$ 114	\$ (4,386)
Library Programs - Winnetka	0	\$ 19	\$ 151	\$ -	\$ -	\$ -	\$ 19	\$ 19	\$ 19	\$ 189	\$ 189
<b>Materials</b>											
Copy/Printing - Winnetka	10,000	\$ 604	\$ 4,835	\$ -	\$ -	\$ -	\$ 604	\$ 604	\$ 604	\$ 6,044	\$ (3,956)
Book Sales - Winnetka	2,000	\$ 263	\$ 2,104	\$ -	\$ -	\$ -	\$ 263	\$ 263	\$ 263	\$ 2,630	\$ 630
<b>Other Income</b>											
Checking Interest Income	45,000	\$ 157	\$ 1,258	\$ 500	\$ 157	\$ 157	\$ 157	\$ 157	\$ 157	\$ 2,231	\$ (42,769)
Byline Bank IMA Interest	0	\$ 9,492	\$ 75,932	\$ 9,642	\$ 9,492	\$ 9,492	\$ 9,492	\$ 9,492	\$ 9,492	\$ 114,049	\$ 114,049
Change on Investment Value	0	\$ (31)	\$ (246)	\$ (111)	\$ (31)	\$ (31)	\$ (31)	\$ (31)	\$ (31)	\$ (449)	\$ (449)
Money Market-Interest	0	\$ 65	\$ 519	\$ 7	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 721	\$ 721
Misc. Revenue - Winnetka	0	\$ 46	\$ 367	\$ 2,016	\$ -	\$ -	\$ 46	\$ 46	\$ 46	\$ 2,475	\$ 2,475
Contributions	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,000)
Gift Fund (under \$100)	0	\$ 21	\$ 166	\$ -	\$ -	\$ -	\$ 21	\$ 21	\$ 21	\$ 207	\$ 207
<b>Total Revenue</b>	<b>4,093,135</b>	<b>\$ 336,240</b>	<b>\$ 2,689,921</b>	<b>\$ 1,424,341</b>	<b>\$ 9,683</b>	<b>\$ 18,711</b>	<b>\$ 18,711</b>	<b>\$ 18,711</b>	<b>\$ 18,711</b>	<b>\$ 4,161,368</b>	<b>\$ 68,233</b>
<b>Expenses</b>											
<b>Personnel</b>											
Personnel	0	\$ 56	\$ 450	\$ -	\$ 56	\$ 56	\$ 56	\$ 56	\$ 56	\$ 619	\$ 619
Salaries	1,610,000	\$ 127,730	\$ 1,021,837	\$ 114,538	\$ 114,538	\$ 114,538	\$ 114,538	\$ 114,538	\$ 114,538	\$ 1,479,991	\$ (130,009)
Health Insurance	155,000	\$ 7,515	\$ 60,117	\$ 30,809	\$ 7,515	\$ 7,515	\$ 7,515	\$ 7,515	\$ 7,515	\$ 113,471	\$ (41,529)
Flu Vaccination	500	\$ 10	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ (420)
Employee Asst. Program	1,500	\$ 40	\$ 320	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 440	\$ (1,060)
Conferences	20,000	\$ 769	\$ 6,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,153	\$ (13,847)
Flexible Spending Account	3,000	\$ 44	\$ 348	\$ 43	\$ 44	\$ 44	\$ 44	\$ 44	\$ 44	\$ 522	\$ (2,479)
<b>Administration</b>											
Audit Fees	11,050	\$ 1,231	\$ 9,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,850	\$ <sup>60</sup> (1,200)

Library Supplies	35,000	\$	3,439	\$	27,514	\$	2,080	\$	3,439	\$	3,439	\$	3,439	\$	39,912	\$	4,912
Office Supplies	8,000	\$	512	\$	4,099	\$	8	\$	512	\$	-	\$	-	\$	4,619	\$	(3,381)
Breakroom Supplies	1,500	\$	260	\$	2,078	\$	37	\$	260	\$	-	\$	-	\$	2,374	\$	874
Postage	4,500	\$	240	\$	1,921	\$	329	\$	240	\$	240	\$	240	\$	2,971	\$	(1,529)
Hospitality	6,000	\$	19	\$	151	\$	6	\$	-	\$	19	\$	19	\$	195	\$	(5,805)
Accounting and Bookkeeping	20,004	\$	1,459	\$	11,669	\$	-	\$	1,667	\$	1,667	\$	1,667	\$	16,670	\$	(3,334)
Legal Notices	1,000	\$	95	\$	757	\$	-	\$	-	\$	-	\$	-	\$	757	\$	(243)
Delivery Service	8,000	\$	612	\$	4,896	\$	600	\$	610	\$	610	\$	610	\$	7,326	\$	(674)
Payroll Services	9,000	\$	789	\$	6,309	\$	740	\$	789	\$	789	\$	789	\$	9,415	\$	415
Liability Insurance Costs	30,000	\$	1,892	\$	15,137	\$	-	\$	1,892	\$	1,892	\$	1,892	\$	20,813	\$	(9,187)
Workers Compensation Insurance	0	\$	413	\$	3,302	\$	-	\$	413	\$	413	\$	413	\$	4,540	\$	4,540
ILL Fees	150	\$	(3)	\$	(22)	\$	-	\$	-	\$	-	\$	-	\$	(22)	\$	(172)
Board Expenses	1,000	\$	-	\$	-	\$	25	\$	-	\$	-	\$	-	\$	25	\$	(975)
Memberships	6,000	\$	184	\$	1,468	\$	59	\$	184	\$	184	\$	184	\$	2,078	\$	(3,923)
Staff Recognition/Events/Meetings	5,000	\$	633	\$	5,064	\$	2,527	\$	633	\$	633	\$	633	\$	9,489	\$	4,489
Director's Expenses	500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(500)
Legal	12,000	\$	2,060	\$	16,483	\$	3,577	\$	-	\$	500	\$	500	\$	21,060	\$	9,060
Architects	0	\$	770	\$	6,158	\$	-	\$	-	\$	-	\$	-	\$	6,158	\$	6,158
Building Appraisal	500	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	(500)
Other Consultations	15,000	\$	2,948	\$	23,583	\$	-	\$	-	\$	6,000	\$	-	\$	29,583	\$	14,583
Investment Fees	0	\$	626	\$	5,006	\$	578	\$	626	\$	626	\$	626	\$	7,460	\$	7,460
HR Consultant	40,000	\$	3,607	\$	28,853	\$	-	\$	-	\$	-	\$	-	\$	28,853	\$	(11,148)
Miscellaneous	0	\$	52	\$	420	\$	299	\$	52	\$	52	\$	52	\$	876	\$	876
<b>Utilities</b>										\$	-	\$	-				
Electricity - Winnetka	49,000	\$	3,698	\$	29,587	\$	2,465	\$	3,698	\$	3,698	\$	3,698	\$	43,148	\$	(5,852)
Water - Winnetka	5,700	\$	261	\$	2,087	\$	181	\$	261	\$	261	\$	261	\$	3,050	\$	(2,650)
Storm Sewer - Winnetka	1,900	\$	133	\$	1,065	\$	133	\$	133	\$	133	\$	133	\$	1,598	\$	(302)
Natural Gas - Winnetka	14,000	\$	593	\$	4,744	\$	1,210	\$	593	\$	593	\$	593	\$	7,732	\$	(6,268)
Telephone - Winnetka	10,000	\$	810	\$	6,484	\$	902	\$	810	\$	810	\$	810	\$	9,817	\$	(183)
Internet Services	17,100	\$	901	\$	7,206	\$	758	\$	901	\$	901	\$	901	\$	10,666	\$	(6,434)
<b>Information Technology</b>										\$	-	\$	-				
CCS Operating	83,250	\$	6,966	\$	55,727	\$	-	\$	6,966	\$	6,966	\$	6,966	\$	76,625	\$	(6,625)
Software	35,000	\$	2,424	\$	19,391	\$	698	\$	2,424	\$	2,424	\$	2,424	\$	27,361	\$	(7,639)
LAN Management	50,000	\$	4,087	\$	32,697	\$	7,324	\$	4,087	\$	4,087	\$	4,087	\$	52,282	\$	2,282
Hardware	0	\$	32	\$	253	\$	64	\$	32	\$	32	\$	32	\$	412	\$	412
Technology/Website	3,000	\$	130	\$	1,041	\$	1,124	\$	130	\$	130	\$	130	\$	2,555	\$	(445)
<b>Public Relations</b>										\$	-	\$	-				
PR E-Marketing	1,500	\$	85	\$	682	\$	940	\$	85	\$	85	\$	85	\$	1,877	\$	377
PR Promotional	7,000	\$	114	\$	909	\$	1,135	\$	114	\$	114	\$	114	\$	2,385	\$	(4,615)
PR Source	25,000	\$	1,524	\$	12,192	\$	4,494	\$	1,524	\$	1,524	\$	1,524	\$	21,259	\$	(3,741)
PR Supplies	8,000	\$	1,039	\$	8,314	\$	(2,575)	\$	1,039	\$	1,039	\$	1,039	\$	8,856	\$	856
PR Advertising	3,500	\$	192	\$	1,537	\$	500	\$	192	\$	192	\$	192	\$	2,613	\$	(887)
<b>Library Materials - Adult</b>										\$	-	\$	-				
Books-Fiction-Adult-Winnetka	79,000	\$	6,470	\$	51,757	\$	4,811	\$	6,470	\$	6,470	\$	6,470	\$	75,977	\$	(3,023)
Books-Non-Fiction-Adult-Winnetka	77,000	\$	6,292	\$	50,334	\$	6,595	\$	6,292	\$	6,292	\$	6,292	\$	75,804	\$	(1,196)
Periodicals-Winnetka	28,000	\$	1,709	\$	13,675	\$	467	\$	1,709	\$	1,709	\$	1,709	\$	19,270	\$	(8,730)
DVDs-Adult-Winnetka	53,000	\$	4,315	\$	34,520	\$	3,270	\$	4,315	\$	4,315	\$	4,315	\$	50,735	\$	(2,265)

Audio Books-Adult-Winnetka	34,000	\$	2,602	\$	20,817	\$	1,536	\$	2,602	\$	2,602	\$	2,602	\$	30,159	\$	(3,841)
Books-Digital-Winnetka	185,000	\$	17,848	\$	142,781	\$	5,896	\$	17,848	\$	17,848	\$	17,848	\$	202,220	\$	17,220
Online Database	105,000	\$	9,929	\$	79,431	\$	-	\$	9,929	\$	9,929	\$	9,929	\$	109,217	\$	4,217
<b>Library Materials - Youth</b>									\$	-	\$	-					
Books-Fiction-Juv-Winnetka	18,000	\$	1,259	\$	10,072	\$	1,237	\$	1,259	\$	1,259	\$	1,259	\$	15,085	\$	(2,915)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000	\$	229	\$	1,829	\$	691	\$	229	\$	229	\$	229	\$	3,206	\$	(13,794)
DVDs-Juv-Winnetka	12,500	\$	1,216	\$	9,730	\$	311	\$	1,216	\$	1,216	\$	1,216	\$	13,689	\$	1,189
Audio Books-Juv-Winnetka	12,000	\$	1,110	\$	8,882	\$	978	\$	1,110	\$	1,110	\$	1,110	\$	13,190	\$	1,190
Music-Juv-Winnetka	900	\$	46	\$	368	\$	-	\$	46	\$	46	\$	46	\$	506	\$	(394)
Books-Easy-Winnetka	18,500	\$	1,392	\$	11,137	\$	1,198	\$	1,392	\$	1,392	\$	1,392	\$	16,511	\$	(1,989)
Books-Jr. High-Winnetka	11,000	\$	638	\$	5,106	\$	651	\$	638	\$	638	\$	638	\$	7,671	\$	(3,329)
Books-Non-Fiction-Winnetka	0	\$	765	\$	6,119	\$	-	\$	765	\$	765	\$	765	\$	8,413	\$	8,413
<b>Programs</b>									\$	-	\$	-					
Summer Reading	11,100	\$	882	\$	7,055	\$	4	\$	882	\$	882	\$	882	\$	9,704	\$	(1,396)
Program Supplies-Winnetka	0	\$	89	\$	711	\$	-	\$	89	\$	89	\$	89	\$	978	\$	978
Program Performers Fees-Winnetka	0	\$	121	\$	965	\$	-	\$	121	\$	121	\$	121	\$	1,327	\$	1,327
Program Supplies-Winnetka	0	\$	(38)	\$	(300)	\$	-	\$	-	\$	-	\$	-	\$	(300)	\$	(300)
Program Performers Fee-Winnetka	0	\$	(34)	\$	(275)	\$	-	\$	-	\$	-	\$	-	\$	(275)	\$	(275)
Studio General Supplies	7,500	\$	626	\$	5,006	\$	1,013	\$	626	\$	626	\$	626	\$	7,896	\$	396
OBTV	17,000	\$	1,565	\$	12,516	\$	-	\$	-	\$	-	\$	-	\$	12,516	\$	(4,484)
Programming - Youth	16,500	\$	852	\$	6,817	\$	1,582	\$	852	\$	852	\$	852	\$	10,955	\$	(5,545)
Programming - Adult	22,000	\$	1,761	\$	14,089	\$	2,113	\$	1,761	\$	1,761	\$	1,761	\$	21,486	\$	(514)
Studio Maintenance/Repair	5,000	\$	225	\$	1,803	\$	163	\$	225	\$	903	\$	225	\$	3,320	\$	(1,680)
<b>Capital</b>																	\$ -
Building	155,000	\$	-	\$	-	\$	116,250	\$	-	\$	8,950	\$	-	\$	125,200	\$	(29,800)
Equipment/Furniture	500,000	\$	1,384	\$	11,076	\$	6	\$	1,384	\$	1,384	\$	1,384	\$	15,235	\$	(484,765)
Computer Equipment	95,000	\$	6,353	\$	50,825	\$	6,719	\$	-	\$	6,353	\$	6,353	\$	70,250	\$	(24,750)
<b>Total Expenses</b>	<b>3,798,154</b>	<b>\$</b>	<b>250,595</b>	<b>\$</b>	<b>2,004,759</b>	<b>\$</b>	<b>331,098</b>	<b>\$</b>	<b>218,259</b>	<b>\$</b>	<b>239,986</b>	<b>\$</b>	<b>224,359</b>	<b>\$</b>	<b>3,018,461</b>	<b>\$</b>	<b>(779,693)</b>
<b>BUILDING FUND</b>											\$ -	\$ -					
<b>Revenues</b>											\$ -	\$ -					
Property Taxes Collections-Building	147,000	\$	11,784	\$	94,268	\$	53,626	\$	-	\$	-	\$	-	\$	147,894	\$	894
<b>Total Revenue</b>	<b>147,000</b>	<b>\$</b>	<b>11,784</b>	<b>\$</b>	<b>94,268</b>	<b>\$</b>	<b>53,626</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>147,894</b>	<b>\$</b>	<b>894</b>
<b>Expenses</b>											\$ -	\$ -					
Northfield Lease	66,196	\$	5,340	\$	42,722	\$	5,340	\$	5,340	\$	5,340	\$	5,340	\$	64,083	\$	(2,113)
Janitorial Supplies	8,500	\$	918	\$	7,341	\$	757	\$	918	\$	918	\$	918	\$	10,850	\$	2,350
Snow Removal	8,000	\$	335	\$	2,679	\$	1,600	\$	-	\$	-	\$	-	\$	4,279	\$	(3,721)
Photocopier Leases	40,000	\$	2,923	\$	23,380	\$	1,615	\$	2,923	\$	2,923	\$	2,923	\$	33,763	\$	(6,237)
Phone Lease	9,600	\$	800	\$	6,400	\$	800	\$	800	\$	800	\$	800	\$	9,600	\$	(0)
Building Maintenance Service	110,000	\$	11,048	\$	88,387	\$	9,000	\$	11,048	\$	11,048	\$	11,048	\$	130,532	\$	20,532
Elevators	8,000	\$	537	\$	4,299	\$	-	\$	537	\$	537	\$	537	\$	5,911	\$	(2,089)
Landscaping	5,000	\$	403	\$	3,227	\$	-	\$	403	\$	403	\$	403	\$	4,437	\$	(563)
HVAC	10,000	\$	1,178	\$	9,422	\$	-	\$	1,178	\$	1,178	\$	1,178	\$	12,955	\$	2,955
Automatic Doors	3,500	\$	354	\$	2,830	\$	-	\$	354	\$	354	\$	354	\$	3,891	\$	391
Roof	600	\$	42	\$	333	\$	-	\$	42	\$	42	\$	42	\$	458	\$	(142)
Alarms	2,750	\$	480	\$	3,839	\$	835	\$	480	\$	480	\$	480	\$	6,113	\$	3,363
Equipment	4,000	\$	259	\$	2,069	\$	-	\$	259	\$	259	\$	259	\$	2,845	\$	(1,155)
Misc Services	10,000	\$	2,114	\$	16,912	\$	174	\$	2,114	\$	2,114	\$	2,114	\$	23,427	\$	13,427

<b>Total Expenses</b>	286,146	\$ 26,730	\$ 213,838	\$ 20,121	\$ 26,395	\$ 26,395	\$ 26,395	\$ 313,143	\$ 26,997
	4,240,135	\$ 348,024	\$ 2,784,189	\$ 1,477,967	\$ 9,683	\$ 18,711	\$ 18,711	\$ 4,309,262	\$ 69,127
	4,093,135	\$ 336,240	\$ 2,689,921	\$ 1,424,341	\$ 9,683	\$ 18,711	\$ 18,711	\$ 4,161,368	\$ 68,233
	147,000	\$ 11,784	\$ 94,268	\$ 53,626	\$ -	\$ -	\$ -	\$ 147,894	\$ 894
	4,084,300	\$ 277,325	\$ 2,218,597	\$ 351,219	\$ 244,653	\$ 266,381	\$ 250,753	\$ 3,331,604	\$ (752,696)
	3,798,154	\$ 250,595	\$ 2,004,759	\$ 331,098	\$ 218,259	\$ 239,986	\$ 224,359	\$ 3,018,461	\$ (779,693)
	286,146	\$ 26,730	\$ 213,838	\$ 20,121	\$ 26,395	\$ 26,395	\$ 26,395	\$ 313,143	\$ 26,997
	155,835	\$ 70,699	\$ 565,592	\$ 1,126,748	\$ (234,970)	\$ (247,670)	\$ (232,042)	\$ 977,658	\$ 821,823

**Winnetka-Northfield Public Library District**  
**DRAFT WORKING BUDGET July 2020 - June 2021**

	<b>Budget FY 19-20</b>	<b>Budget FY 20-21</b>
<b>Revenues (General Fund)</b>		
Property Taxes Collections	\$ 3,835,439.00	\$ 3,875,896.00
<b>Audit/Lib Fund now in general 16500</b>		\$ 15,000.00
<b>IMRF Fund Collection</b>	\$ 88,200.00	\$ 100,000.00
<b>FICA Fund Collection</b>	\$ 24,500.00	\$ 40,000.00
<b>Building/Equipment Fund Collection</b>	\$ 147,000.00	\$ 152,000.00
<b>Unemployment Fund Collection</b>	\$ 10.00	\$ 10.00
Interest	\$ 45,000.00	\$ 46,350.00
Replacement Tax	\$ 20,000.00	
Per Capita Grant	\$ 21,696.00	
Kenilworth Services	\$ 100,000.00	\$ 103,000.00
Fines	\$ 25,000.00	\$ 25,750.00
Studio Fees	\$ 4,500.00	\$ 4,635.00
Lost/Damaged Materials	\$ 4,500.00	\$ 4,635.00
Copy/Printing	\$ 10,000.00	\$ 10,300.00
Book Sales	\$ 2,000.00	\$ 2,060.00
Miscellaneous Revenue		
Contributions	\$ 25,000.00	\$ 25,750.00
<b>Total Revenues</b>	<b>\$ 4,352,845.00</b>	<b>\$ 4,405,386.00</b>
<b>Expenses (General Fund)</b>		
IT Services	\$ 171,250.00	\$ 176,388.00
Administrative Services	\$ 356,904.00	\$ 367,611.00
Personnel	\$ 1,790,000.00	\$ 1,843,700.00
<b>IMRF Fund Expenses</b>	\$ 111,000.00	\$ 114,330.00
<b>FICA Fund Expenses</b>	\$ 123,000.00	\$ 126,690.00
Programing-District Initiative	\$ 79,100.00	\$ 81,473.00
Adult Services - Winnetka	\$ 315,000.00	\$ 324,450.00
Books-Digital	\$ 185,000.00	\$ 190,550.00
Youth/Child-Winnetka	\$ 57,400.00	\$ 59,122.00



Adult - Northfield	\$	61,000.00	\$	62,830.00
Youth/Children's Sv.-Northfield	\$	32,500.00	\$	33,475.00
Capital Outlay	\$	750,000.00	\$	772,500.00
<b>Total General Expenses</b>	<b>\$</b>	<b>4,032,154.00</b>	<b>\$</b>	<b>4,153,119.00</b>
<b>Operating Expenses (No Capital Outlay)</b>	<b>\$</b>	<b>3,569,300.00</b>	<b>\$</b>	<b>3,676,379.38</b>
<b>Other Funds Expenses</b>				
Building/Equipment Fund	\$	286,146.00	\$	294,730.38
Unemployment Fund	\$	1,000.00	\$	1,030.00
<b>Total Revenues</b>	<b>\$</b>	<b>4,352,845.00</b>	<b>\$</b>	<b>4,405,386.00</b>
<b>Total Expenses</b>	<b>\$</b>	<b>3,856,446.00</b>	<b>\$</b>	<b>3,972,139.76</b>
<b>Net Operating Income</b>	<b>\$</b>	<b>496,399.00</b>	<b>\$</b>	<b>433,246.24</b>