

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

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

**AGENDA**

Monday, May 20, 2019  
6:45 PM

- I. Call to Order**
- II. Roll Call**
- III. Adjourn to Closed Session**
  - **Closed Session**  
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district
- IV. Return to Open Session**
- V. Public Comments**
- VI. Vote to Approve Consent Agenda\***

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

  - Approval of Minutes of April 15, 2019 Regular Meeting\*
  - Approval of Minutes of May 1, 2019 Study Session\*
- VII. Financial Report**
  - Approve April 2019 Financial Statements\*
- VIII. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf)\*
- IX. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Anwar)
  - Northfield Village (Trustee Neustadt)
- X. Unfinished Business**
  - Discussion and Vote on Fiscal Year 2019-2020 Working Budget\*
- XI. New Business**
  - Discussion and Vote on New Facilities Management Service\*

\*Attachments

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

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

- Discussion and Vote on the renewal of the Kenilworth Services Agreement\*
- Recognition of Outgoing Trustees Johnson, McCarthy and Neustadt
  
- Organizational meeting of the Library Board
  - Oaths of Office for Incoming Trustees
  - Election of Officers to a two-year term
  - Community Liaison appointments
- Discussion regarding proposed Board of Trustees Meeting Calendar for Fiscal Year 2019-2020\*

**XII. Communications**

- Board Training will be held at the June 5, 2019 Study Session
- District is closed Sunday, May 26, 2019 and Monday, May 27, 2019 in observance of the Memorial Day holiday

**XIII. Public Comments**

**XIV. Adjournment**

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

April 15, 2019

**I. Call to Order**

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:00 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Jean-Paul Ruiz-Funes, Suzie Shoup, Lois Neustadt, Keta McCarthy, Raheela Anwar and Kathleen Reichert; and Library Director Rebecca Wolf.

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present were trustee elects Travis Gosselin and Deborah Vandergrift. Present were Winnetka residents Jeffrey Liss and Peter Tyor.

**III. Public Comments**

Jeffrey Liss thanked the Board for their service. He suggested modifying the procedure for public comments so that there are more opportunities for the audience to make comments throughout the meeting; such as before a vote, or after a presentation.

**IV. Vote to Approve Minutes of the March 18, 2019 Regular Meeting\***

A MOTION was made by Trustee Ruiz-Funes to approve the March 18, 2019 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf stated that revenues are coming in as expected.

Director Wolf reviewed the District's utility costs. She stated that electricity is running high at both the Northfield Branch Library and the Winnetka Library; however, usage is lower, meaning the cost of the utility has increased. Director Wolf has adjusted for this in the budget for next fiscal year.

President Johnson asked why the District is underspending in the personnel budget line, and Director Wolf responded that it is because they anticipated filling the three librarian II positions sooner, and there are also a few significant library positions that were left unfilled.

Trustee McCarthy asked for the salaries of the librarian II positions and Director Wolf responded that the range is between \$46,000 to \$69,000 dependent on qualifications.

President Johnson asked that Director Wolf determine what the budget impact would be for having the three librarian II positions filled for a full year.

Director Wolf stated that the District is expecting to receive \$10,000 from the Village of Northfield for adhering to the Zoning Ordinance when remodeling the Northfield Branch Library restrooms.

Trustee Ruiz-Funes asked why the building budget line is running at 135% and Director Wolf responded that it is from the payment to Shales McNutt which was paid this last fiscal year.

A MOTION was made by Trustee Anwar to approve the March 2019 Financial Statements and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

## **VI. Library Report**

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

President Johnson announced that he attended the Chamber of Commerce Recognition Luncheon. He stated that there was a great turnout from the Library, and that Mark Swenson's Librarian of the Year award was very well-deserved.

President Johnson stated that he attended a cookbook class led by Stephanie Girardi (Collection Services Acquisitions Associate) for the first time, and it was a great success.

President Johnson stated that he attended the program on Winnetka Architecture led by former Board President Laurie Peterson. Director Wolf stated that it was a very popular event, and Trustee Ruiz-Funes suggested having Laurie Peterson back for a second presentation.

President Johnson stated that he attended the Northfield Renovation Open House on Wednesday, April 10, 2019.

President Johnson stated that on May 8, 2019 there will be an Elected Leaders Town Hall meeting. He will be out of town, so Vice President Reichert will be attending in his absence.

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

Director Wolf stated that the District has been working with Lakota Group on the patio project and the Design Plan Review is on Thursday, April 18, 2019.

Director Wolf stated that Greg Mueller who runs the building services management company is retiring and closing the business. He will be with the District until July 1, 2019. Director Wolf is interviewing other companies for facilities and building management.

Director Wolf stated that collection development librarians Nick Mall and Kate Grabon ran an analysis and made a recommendation to reduce the number of on-shelf items at the Northfield Branch by 20%. Based on factors including circulation and the age of materials.

Trustees Reichert and McCarthy emphasized the need to keep titles that may not circulate often but are important to a core collection, such as classics.

President Johnson stated that because the Northfield Branch is a smaller collection, the District should determine the purpose of the permanent collection and build on what is retained.

Director Wolf stated that the District is looking at how the collections are doing in their respective branches, bearing in mind the core collection. She stated that the District is part of a consortia made up of 26 libraries, and we therefore have larger collections available to our patrons. She also stated that the District can borrow materials from anywhere in the United States through interlibrary loan.

Director Wolf stated that the District will always have hard copies of classic titles, and if they are unavailable, we have them digitally.

Director Wolf stated that weeding is part of good maintenance of a collection. Kate and Nick looked at what needs to be achieved in order to make a more functional space for patrons where materials can be shelved and accessed easily.

Director Wolf stated that collection librarians are thoughtfully deciding what materials are worthy to keep on the shelves. She stated that having everything is not as important as having what is popular at the Branch. Both collection librarians due work at the Northfield and Winnetka Branches, so they have a perspective on patron needs of both locations.

Trustee McCarty asked if the Collection HQ software includes demographics about the community. Director Wolf responded that it uses circulation data and is not a survey of patrons.

President Johnson asked how the District will ensure that titles with merit or community value are not weeded, even if the circulation numbers are not good. Director Wolf responded that the collection development librarians are writing up a collection plan that they will present to staff at the end of May. She also stated that the District's Assistant Director and Head of Adult Services is well-versed in core collection requirements.

Trustee Neustadt stated that she is concerned about the drastic weed and wants to be sure that patrons can find the materials they need. Director Wolf responded that although it may seem drastic, it is what needs to be done in order to shelve materials.

Trustee Shoup asked when the Northfield collection was last weeded. Director Wolf responded that the effort has been continuous, but now it will be more aggressive.

Director Wolf stated that the summer reading theme is going to be 'Reading is our Superpower.' Staff are well-prepared and excited about the superhero theme.

Director Wolf stated that the One Book Two Villages event is being promoted, and tickets will be going on sale in June.

Director Wolf reviewed the District's quarterly statistics. She stated that there is good growth in digital, and although there is a slight down trend in physical initial checkouts, overall circulation is trending upward.

Director Wolf stated that the District is starting the inventory process. There are interesting loss ratios, and the District is hoping to bring them down by learning how items were missed and following better practices going forward.

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

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar stated that One Winnetka passed with the review board, and they may or may not scale back depending on funding.
- *Northfield Village*- Trustee Neustadt stated that construction will be starting on Northfield Road. She stated that the Planned Unit Development passed, so there will be ten new homes built on Willow Road. Trustee Neustadt stated that the recent election was unique for Northfield because it was contested for the first time. She also stated that Northfield raised water prices by 4% which may affect Library bills.

## **VIII. Unfinished Business**

- *Update and Discussion on feedback for the Design of the Northfield Branch Remodel*  
Director Wolf went over the survey results and open house feedback with the Board. She stated that the main takeaways were that the Glass Room should be kept, but maybe expanded and made ADA compliant, and that the children's area should remain in the back of the building. She found that patrons like having an adult space separate from the rest of the library and felt an open concept may take away from that.

Director Wolf stated that many patrons liked the idea of having study rooms but wanted to keep the glass wall.

Director Wolf stated that she was surprised that the survey results for the self-check portal were split down the middle, because many patrons have asked about having one at the Northfield Branch.

Trustee Reichert stated that almost all the patrons she spoke with at the open house asked that the space remain warm and comfortable, and they felt it should be different from the design at the Winnetka Library.

Trustee Shoup stated that one patron mentioned that the current fluorescent lighting at the Northfield Branch is dangerous for those who are light sensitive. She stated that her

overall impression was that the changes do not need to be grandiose, but rather simple and convenient.

Trustee Ruiz-Funes asked if patrons felt they did not need the study rooms because the Glass Room acts as a large study room. Director Wolf responded that she did not feel patrons were choosing one over the other. She suggested they ask the community about study rooms again after revising the plans to include the Glass Room.

President Johnson stated that the patrons who did express the desire for study rooms felt very strongly about them.

Trustee Neustadt stated that she heard some concern about losing the collection. She also stated that an open desk design may discourage patrons from approaching the desk.

Director Wolf stated that the District plans to do some updating but will keep the same feeling and warmth. She stated that patrons felt strongly and truly care about the library, which is wonderful.

President Johnson stated that he received a suggestion from a patron to expand the Glass Room to include the fireplace area. He also stated that there was support to enclose the walkway to the Community Room, however that may be outside of the scope of this renovation.

Trustee Ruiz-Funes asked if we can investigate the possibility and cost of enclosing the walkway and Director Wolf responded that she does not know if it is possible, but she will find out.

Trustee Ruiz-Funes stated that it has been almost one year since the Winnetka Library renovation. He suggested the Board debrief and consider what they learned from the renovation.

**President Johnson opened the meeting for Public Comments.**

Jeffrey Liss asked if changing the Northfield plans will affect the timeline for the project.

Mr. Liss asked if the Board had spoken to Product Architecture + Design about adding the circular lighting from the Winnetka Library to the Northfield Branch for continuity.

President Johnson stated that the sense of the Board is to slow down, rethink the plans and gather more community input.

Director Wolf stated that the next steps are to review each of the comments from the community survey and then find out from the architects what the options are for expanding the Glass Room and making it ADA compliant. She stated that they are no longer pushing the August timeline, and hopes to have something else to come back to the Community with by September so that it can be added to the Source.

Trustee Neustadt mentioned that it is important for communication regarding the renovation to be sent by mail because a portion of the community is ignored when information is only sent out electronically.

Trustee Reichert asked if the project can still occur during the next fiscal year and asked if there is another good month for the library to be closed. Director Wolf responded that the project can be done in the upcoming fiscal year, and that February would be the next best month to close.

Trustee Ruiz-Funes asked if Director Wolf pulled data regarding cross-visitorship. Director Wolf responded that she did and found that there is not a lot of crossover between Winnetka and Northfield patrons. She stated that when having a conversation with a staff member she realized that the District does not advertise that there is another location, so that is a promotional opportunity going forward.

- *Update on the Strategic Planning Process*

Director Wolf stated that there will be a postcard hitting homes reminding patrons to fill out the survey. The survey starts April 18<sup>th</sup> and will go through May 1<sup>st</sup>. She stated that District staff will be promoting the survey at various locations in town, and they hope to have a lot of participation.

Director Wolf stated that they focused on making the survey easy to take on a mobile device, because she suspects that most patrons will be completing it on their phones and tablets.

## **IX. New Business**

- *Discussion and Vote to Engage New Accountant Services*

Director Wolf stated that the District has been with Zabinski Consulting for multiple years. In order to keep up with best practice, and as the needs of the Library change, she suggested using Lauterbach & Amen as the District's accountant in the next fiscal year.

Director Wolf stated that Lauterbach & Amen have previously done our auditing, but this will be their last year doing so. She stated that as part of the Financial Planning Fiscal Accountability Policy, the District will be going out to Request for Proposal (RFP) for a new auditor.

Director Wolf stated that Lauterbach & Amen have extensive experience with libraries and is equipped to help with the financial projections we need. Their fee also includes a change from QuickBooks to a more robust software platform that has a more features for reporting.

Director Wolf stated that the change in annual fees would be a \$4,000 increase.

Trustee Ruiz-Funes stated that although it is only \$4,000 it is still a 25% increase. He stated that he does not necessarily like the increase, but there are advantages to using higher quality accountants. He stated this change will provide more operational insights.



A MOTION was made by Trustee Neustadt to Engage New Accountant Services and seconded by Trustee McCarthy.

ROLL CALL VOTE

AYES: Trustees Johnson, Anwar, Reichert, Neustadt, Ruiz-Funes, McCarthy and Shoup

NAYS:

ABSENT:

MOTION CARRIED

- *Discussion Regarding Proposed Working Budget for FY 2019-2020*

Director Wolf stated that the purpose of discussing the budget now is so that the Board can give her direction. She has written a draft of the working budget, and asked if there is anything they would like her to revise or bring back to the next meeting. She stated that ideally, the Board will vote on the 2019-2020 budget at the May meeting.

Trustee Reichert asked for more information about the Northfield Renovation costs and the budget impact from a capital standpoint.

Director Wolf stated that the District has been doing very well with interest and has accounted for it in next year's budget.

President Johnson stated that the tax collection led to a big increase in revenue and he is concerned about the accuracy of those projections. Director Wolf stated that she will take another look at it to make sure the numbers are correct.

President Johnson asked for more clarification regarding the slight reduction in the personnel budget.

Trustee Ruiz-Funes stated that revenues have been growing 1.5% each year. He recommended that the District keep expenses growing at no more than the 1.5% each year and stated that any surplus created by interest should go into the capital reserves.

Trustee McCarthy mentioned that the Adult Services budget for online databases is increasing by 11% and asked if data from the survey will address whether this expense is worth it. Director Wolf responded that we will have survey results soon, but when looking at statistics we see tremendous growth in the usage of digital materials and online databases.

Trustee Neustadt asked if the building budget will change if the Northfield Renovation is less expensive and Director Wolf responded that it would.

Trustee Neustadt mentioned the decrease in the water budget and reminded Director Wolf that water prices in Northfield are increasing. Director Wolf stated that she will adjust that budget line accordingly.

Trustee Ruiz-Funes asked if the Board should come up with a base budget and then consider what they would need to spend to achieve specific strategic objectives, such as

extending the reach of the Library. As an example, he asked if the District were to spend \$20,000 on marketing, how many patrons could they bring to the Library?

Director Wolf stated that it would be worth investigating after we have completed the strategic plan.

**X. Communications**

- *Winnetka Plan Design Review Board Meeting at 7:00 p.m. Thursday, April 18, 2019. The Winnetka Patio Project will be under review.*
- *Statement of Economic Interests for Elected Officials (Ethics Act) deadline is May 1, 2019.*

**XI. Public Comments**

Jeffrey Liss asked if the collection policy that the collection librarians are developing will be available to the public.

**XII. Closed Session**

A MOTION was made by Trustee McCarthy to adjourn to Closed Session per 5 ILCS 120/2(c) (21): To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act and 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 Shoup.

The MOTION passed on a voice vote and President Johnson adjourned to a Closed Session at 8:46 p.m.

**XIII. Return to Open Session**

A MOTION was made by Trustee Neustadt to return to Open Session and seconded by Trustee McCarthy.

The MOTION passed on a voice vote and President Johnson called the meeting back to order at 10:14 p.m.

**XIV. Vote to Approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act**

A MOTION was made by Trustee McCarthy to approve Minutes of Meetings Lawfully Closed Under the Open Meetings Act and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

**XV. Vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act**

The Board did not vote to Make Public the Minutes of Meetings Lawfully Closed Under the Open Meetings Act.

**XVI. Vote to Destroy Verbatim Recordings of Closed Session Meetings Older than 18 Months in which Minutes Have Been Approved**

A MOTION to Destroy Verbatim Recordings of Closed Session Meetings Older than 18 Months in which Minutes Have Been Approved was made by Trustee Reichert and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

**XVII.**

**Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 10:16 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

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

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

May 1, 2019

**I. CALL TO ORDER**

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:04 p.m. A quorum was present.

**II. ROLL CALL**

Present: President Brian Johnson, and Trustees Jean-Paul Ruiz-Funes, Lois Neustadt and Raheela Anwar; and Library Director Rebecca Wolf.

Absent: Trustees Keta McCarthy, Kathleen Reichert and Suzie Shoup

Present were library employees; Nicola White (Administrative Assistant) and Kevin Breese (Human Resources Consultant). Present were Winnetka residents Jeffrey Liss and Angelique Burbach.

**III. PUBLIC COMMENTS**

No public comments.

**IV. Discussion Regarding Proposed Working Budget for FY 2019-2020**

Director Wolf stated that the District has signed the Levy Edit Report. She stated that they will not have final levy numbers until the end of June.

Director Wolf stated that she miscalculated the tax collections in the previous draft of the working budget for FY 2019-2020. She corrected the error and now projects that total revenues will increase by 4.2%.

Director Wolf stated that she does not know what the final levy amount will be, but she has given an educated guess of 97% of what the District levied. She filtered that through the FICA, IMRF and Building Funds.

Director Wolf stated that she did not look too much further into capital outlay because the District is still discussing the revised plans for the Northfield Branch with the architects.

Director Wolf stated that the District will hopefully have final numbers from the patio project in June; she thinks the project will come in at under \$250,000.

Director Wolf stated that if all positions had been filled and the librarian IIs were in place for the full year, the personnel budget line would have run at 2 to 3% below budget for the current fiscal year.

Trustees Anwar and Ruiz-Funes asked Director Wolf to compare the 2019-2020 budget to the 2018-2019 projected budget.

President Johnson stated that the 4.3% increase in property tax collections seems aggressive and asked how realistic the \$250,000 increase is.

Trustee Ruiz-Funes stated that over the past few years, the District has never had a 4% increase in tax collections. Director Wolf responded that she can bring the number down.

President Johnson asked if the District is still collecting taxes from the previous fiscal year. Director Wolf stated that they are, but there is no guarantee that they will collect it in this fiscal year.

Trustee Anwar stated that she was surprised to see that the total expenses for the 2019-2020 working budget were about \$700,000 higher than the actual expenses for the current fiscal year. Director Wolf responded that the increase is a result of the capital outlay that the District did not spend this year on building and equipment.

Trustee Ruiz-Funes stated that the Board needs clarification on certain elements of the budget; such as property tax collection, and the larger categories in operating expenses (IT services, administrative services, personnel and programing) and capital outlay.

President Johnson stated that the District should start with a more realistic amount of revenue. He stated that starting the revenue line at \$3.78 million instead of \$3.89 million would be closer to Trustee Ruiz-Funes prediction of a 1.5% increase in revenue.

President Johnson stated that Director Wolf should refine the personnel budget line. Director Wolf suggested she have a meeting with Trustee Ruiz-Funes to further discuss the personnel budget.

Trustee Ruiz-Funes stated that over the past four years revenues have been increasing at 1.5%, and operating expenses have been increasing at 3.8%. He stated that this is a trend the District should reverse and suggested that operating expenses grow at a rate no higher than 2%.

Trustee Anwar asked if the Northfield renovation is built into the capital budget for the 2019-2020 fiscal year given that it must be amortized over the remaining life of the Northfield lease. Director Wolf responded that the cost is reflected in the budget, but she did not amortize it because she wants to be transparent about what the District is spending.

President Johnson stated that if the District spends the full \$750,000 from capital outlay on the patio project and Northfield renovation, and collects the lower amount of \$4.2 million in FY 2019-2020, they would still be able to replenish the reserves by about \$190,000.

Trustee Ruiz-Funes stated that the District should aim for a 2% growth in revenue, and a less than 2% growth in operational expenses; while keeping capital expenditures at around \$750,000.

Trustee Ruiz-Funes stated that ideally, the budget should reflect operating priorities or key initiatives for the year. He stated that the District should determine the key assumptions underlying the budget in order to understand it at a higher level.

**V. Update on the Patio Project**

Director Wolf stated that the patio project went through the Design Plan Review. She stated that the Design Review Board was very complimentary and called the District “innovative.”

Director Wolf stated that the District will soon be going out to bid for construction.

**VI. Public Comments**

No public comments.

**VII. Closed Session**

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

The MOTION passed on a voice vote and President Johnson adjourned to a Closed Session at 7:33 p.m.

**VIII. Return to Open Session**

**IX. Adjournment**

There being no further business to come before the Board, President Johnson adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

\_\_\_\_\_ Brian Johnson, President

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

**Winnetka-Northfield Public Library District**  
**All Funds Summary**  
July, 2018 - June, 2019  
April 2019 - 83.33%

	Budget 2018-19		Actual April 2019		
	Full Year	Prorated Through April 2019	April 2019	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Library Fund	\$ 3,978,999	\$ 3,315,833	\$ 3,984,370	100.1%	\$ 668,538
IMRF Fund	\$ 90,000	\$ 75,000	\$ 88,510	98.3%	\$ 13,510
FICA Fund	\$ 20,000	\$ 16,667	\$ 19,669	98.3%	\$ 3,002
Building and Site Fund	\$ 150,000	\$ 125,000	\$ 147,517	98.3%	\$ 22,517
Unemployment Fund	\$ 10	\$ 8	\$ 5	-511.0%	\$ 0
<b>Total Revenues</b>	<b>\$ 4,239,009</b>	<b>\$ 3,532,508</b>	<b>\$ 4,240,072</b>	<b>100.0%</b>	<b>\$ 707,568</b>
<b>Expenses</b>					
Library Fund	\$ 3,721,075	\$ 3,112,896	\$ 2,697,194	72.5%	\$ (415,702)
IMRF Fund	\$ 105,000	\$ 87,500	\$ 100,446	95.7%	\$ 12,946
FICA Fund	\$ 125,000	\$ 104,167	\$ 93,516	74.8%	\$ (10,651)
Building and Site Fund	\$ 304,788	\$ 253,990	\$ 226,039	74.2%	\$ 27,951
Unemployment Fund	\$ 1,000	\$ 833	\$ 10,533	0.0%	\$ 9,699
<b>Total Expenses</b>	<b>\$ 4,256,863</b>	<b>\$ 3,559,386</b>	<b>\$ 3,127,727</b>	<b>73.5%</b>	<b>\$ (375,756)</b>
<b>Total Revenues</b>	\$ 4,239,009	\$ 3,532,508	\$ 4,240,072	100.0%	\$ 707,564
<b>Total Expenses</b>	\$ 4,256,863	\$ 3,559,386	\$ 3,127,727	73.5%	\$ 431,658
<b>Net Operating Income</b>	<b>\$ (17,854)</b>	<b>\$ (26,878)</b>	<b>\$ 1,112,344</b>	<b>-6230.2%</b>	<b>\$ 1,139,222</b>

Winnetka-Northfield Public Library District  
Library Fund - Cash  
July 2018 - June 2019  
April 2019 - 83.33%

	Budget 2018-19		Actual April 2019		
	Full Year	Prorated Through April 2019	April 2019	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Total 0004000 Property Taxes					
Collections	\$ 3,741,892	\$ 3,118,243	\$ 3,761,535	100.5%	\$ 643,292
Total 0004500 Interest	\$ 18,000	\$ 15,000	\$ 72,027	400.1%	\$ 57,027
1004040 Replacement Tax	\$ 20,000	\$ 16,667	\$ 24,653	123.3%	\$ 7,987
Total 1004050 Per Capita Grant	\$ 14,107	\$ 11,756	\$ 22,890	162.3%	\$ 11,134
1004060 Kenilworth Services	\$ 100,000	\$ 83,333	\$ 72,874	72.9%	\$ (10,459)
Total 1004100 Fines	\$ 35,000	\$ 29,167	\$ 18,856	53.9%	\$ (10,310)
1004120 Studio Fees	\$ 4,500	\$ 3,750	\$ 1,358	30.2%	\$ (2,392)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 3,750	\$ (36)	-0.8%	\$ (3,786)
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166	\$ -	\$ 1,166
Total 1004300 Copy/Printing	\$ 9,000	\$ 7,500	\$ 6,551	72.8%	\$ (949)
Total 1004700 Book Sales	\$ 2,000	\$ 1,667	\$ 1,038	51.9%	\$ (629)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,380		\$ 1,380
Total 1004800 Contributions	\$ 30,000	\$ 25,000	\$ 78	0.3%	\$ (24,922)
<b>Total Revenues</b>	<b>\$ 3,978,999</b>	<b>\$ 3,315,833</b>	<b>\$ 3,984,370</b>	<b>100.1%</b>	<b>\$ 668,538</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	173,150	156,292	142,089	82.1%	14,203
Total 1005000 Administrative Services	356,425	297,021	274,945	77.1%	22,076
Total 1005100 Personnel	1,835,000	1,529,167	1,368,683	74.6%	160,484
Total 1005900 Programming-District Initiative	81,100	67,583	45,281	55.8%	22,302
Total 1015300 Adult Services - Winnetka	475,000	395,833	419,982	88.4%	(24,148)
Total 1015400 Youth/Children's Svcs.- Winnetka	56,900	47,417	45,000	79.1%	2,417
Total 1025300 Adult Services - Northfield	61,000	50,833	47,011	77.1%	3,823
Total 1025400 Youth/Children's Sv.- Northfield	32,500	27,083	21,607	66.5%	5,477
Total 1035800 Capital Outlay	650,000	541,667	332,597	51.2%	209,069
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,721,075</b>	<b>3,112,896</b>	<b>2,697,194</b>	<b>72.5%</b>	<b>415,702</b>
<b>Total Revenues</b>	<b>3,978,999</b>	<b>3,315,833</b>	<b>3,984,370</b>	<b>100.1%</b>	<b>668,538</b>
<b>Total Expenses</b>	<b>3,721,075</b>	<b>3,112,896</b>	<b>2,697,194</b>	<b>72.5%</b>	<b>415,702</b>
<b>Net Operating Income</b>	<b>257,924</b>	<b>202,937</b>	<b>1,287,177</b>	<b>499.1%</b>	<b>\$ 1,084,240</b>



Winnetka-Northfield Public Library District  
 General Fund Income Statement  
 July, 2018 - June, 2019  
 April 2019 - 83.33%

	Budget 2018-19		Actual April 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2019	April 2019	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 3,118,243	\$ 3,761,535	101%	\$ 643,292
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,741,892</b>	<b>\$ 3,118,243</b>	<b>\$ 3,761,535</b>	<b>101%</b>	<b>\$ 643,292</b>
Total 0004500 Interest	\$ 18,000	\$ 15,000	\$ 72,027	400%	\$ 57,027
1004040 Replacement Tax	\$ 20,000	\$ 16,667	\$ 24,653	123%	\$ 7,987
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	11,756	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107</b>	<b>\$ 11,756</b>	<b>\$ 22,890</b>	<b>162%</b>	<b>\$ 11,134</b>
1004060 Kenilworth Services	100,000	83,333	72,874	73%	(10,459)
1004100 Fines	35,000				
1014100 Fines - Winnetka			16,568		
1024100 Fines - Northfield			2,288		
<b>Total 1004100 Fines</b>	<b>\$ 35,000</b>	<b>\$ 29,167</b>	<b>\$ 18,856</b>	<b>54%</b>	<b>\$ (10,310)</b>
1004120 Studio Fees	4,500	3,750	1,358	30%	(2,392)
1004150 Lost/Damaged Materials	4,500	3,750			-
1014150 Lost/Damaged Mat.-Winnetka			(101)		
1024150 Lost/Damaged Mat.-Northfield			65		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 4,500</b>	<b>\$ 3,750</b>	<b>\$ (36)</b>	<b>-1%</b>	<b>\$ (3,786)</b>
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	7,500			
1014300 Copy/Printing - Winnetka			4,224		
1024300 Copy/Printing - Northfield			2,327		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000</b>	<b>\$ 7,500</b>	<b>\$ 6,551</b>	<b>73%</b>	<b>\$ (949)</b>
1004700 Book Sales	2,000	1,667			
1014700 Book Sales - Winnetka			1,038		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000</b>	<b>\$ 1,667</b>	<b>\$ 1,038</b>	<b>52%</b>	<b>\$ (629)</b>
1004775 Miscellaneous Revenue			\$ 1,380		\$ 1,380
1004800 Contributions	30,000	25,000			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			78		
<b>Total 1004800 Contributions</b>	<b>\$ 30,000</b>	<b>\$ 25,000</b>	<b>\$ 78</b>	<b>0%</b>	<b>\$ (24,922)</b>
<b>Total Income</b>	<b>\$ 3,978,999</b>	<b>\$ 3,315,833</b>	<b>\$ 3,984,370</b>	<b>100%</b>	<b>\$ 668,538</b>
<b>Gross Profit</b>	<b>\$ 3,978,999</b>	<b>\$ 3,315,833</b>	<b>\$ 3,984,370</b>	<b>100%</b>	<b>\$ 668,538</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating/OCLC	83,250	81,375	76,885	92%	(4,490)
1005134 Software	31,000	25,833	22,070	71%	(3,763)
1005135 LAN Management	55,000	45,833	37,860	69%	(7,973)
1005136 Hardware	1,900	1,583	3,174	167%	1,591
1005177 Technology/Website	2,000	1,667	2,099	105%	432
<b>Total 10.5100 IT Services</b>	<b>\$ 173,150</b>	<b>\$ 156,292</b>	<b>\$ 142,089</b>	<b>82%</b>	<b>(14,203.07)</b>
1005000 Administrative Services					

	Budget 2018-19		Actual April 2019		
	Full Year	Prorated Through April 2019	April 2019	% of Budget	Variance vs. Prorated Budget
1005101 Audit Fees	9,800	8,167	11,050	113%	2,883
1005120 Library Supplies	30,000	25,000	27,806	93%	2,806
1005121 Office Supplies	8,000	6,667	6,571	82%	(95)
1005122 Breakroom Supplies	1,500	1,250	1,266	84%	16
1005123 Postage	6,000	5,000	3,401	57%	(1,599)
1005124 Hospitality	6,000	5,000	2,715	45%	(2,285)
1005131 Accounting and Bookkeeping	15,000	12,500	11,816	79%	(684)
1005137 Legal Notices	1,500	1,250	372	25%	(878)
1005138 Delivery Service	7,700	6,417	6,126	80%	(291)
1005140 Payroll Services	8,500	7,083	7,110	84%	27
1005150 Liability Insurance Costs	35,000	29,167			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
<b>Total 1005150 Liability Insurance Costs</b>	<b>35,000</b>	<b>29,167</b>	<b>20,548</b>	<b>59%</b>	<b>(8,619)</b>
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			35,655		
1025171 Electricity - Northfield			4,985		
<b>Total 1005171 Electricity</b>	<b>45,000</b>	<b>37,500</b>	<b>40,639</b>	<b>90%</b>	<b>3,139</b>
1005172 Water	5,625				
1015172 Water - Winnetka			1,844		
1025172 Water - Northfield			516		
<b>Total 1005172 Water</b>	<b>5,625</b>	<b>4,688</b>	<b>2,360</b>	<b>42%</b>	<b>(2,327)</b>
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			1,332		
<b>Total 1005173 Storm Sewer</b>	<b>1,900</b>	<b>1,583</b>	<b>1,332</b>	<b>70%</b>	<b>(252)</b>
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			9,281		
1025174 Natural Gas - Northfield			1,333		
<b>Total 1005174 Natural Gas</b>	<b>11,000</b>	<b>9,167</b>	<b>10,614</b>	<b>96%</b>	<b>1,447</b>
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			8,685		
<b>Total 1005175 Telephone</b>	<b>9,250</b>	<b>7,708</b>	<b>8,685</b>	<b>94%</b>	<b>977</b>
1005176 Internet Services	16,500	13,750	14,659	89%	909
<b>Total 1005170 Utilities</b>	<b>89,275</b>	<b>74,396</b>	<b>78,289</b>	<b>88%</b>	<b>3,893</b>
1005700 Public Relations					
1005720 PR E-Marketing	1,500	1,250	185	12%	(1,065)
1005721 PR Promotional	6,000	5,000	6,363	106%	1,363
1005722 PR Source	25,000	20,833	13,357	53%	(7,476)
1005723 PR Supplies	8,000	6,667	8,333	104%	1,666
1005724 PR Advertising	3,500	2,917	3,019	86%	102
<b>Total 1005700 Public Relations</b>	<b>44,000</b>	<b>36,667</b>	<b>31,257</b>	<b>71%</b>	<b>(5,410)</b>
1005703 ILL Fees	150	125	100	67%	(25)
1005713 Credit Card Processing Fees	-	-	925	0%	925
1005719 Board Expenses	1,000	833	-	0%	(833)
1005731 Memberships	6,500	5,417	923	14%	(4,494)
1005732 Staff Meetings	5,000	4,167	1,747	35%	(2,419)
1005735 Director's Expenses	1,000	833	300	30%	(533)
1005736 Legal	15,000	12,500	5,193	35%	(7,307)
1005741 Architects		-	9,352		9,352

	Budget 2018-19		Actual April 2019		
	Full Year	Prorated Through April 2019	April 2019	% of Budget	Variance vs. Prorated Budget
1005742 Building Appraisal	500	417	-	0%	(417)
1005743 Other Consultations	15,000	12,500	20,143	134%	7,643
1005744 Investment Fees	-	-	3,033	0%	3,033
1005745 HR Consultant	50,000	41,667	24,901	50%	(16,765)
<b>Total 1005000 Administrative Services</b>	<b>356,425</b>	<b>297,021</b>	<b>274,945</b>	<b>77%</b>	<b>(22,076)</b>
<b>1005100 Personnel</b>					
1005110 Salaries	1,670,000	1,391,667	1,256,683	75%	(134,984)
1005111 Health Insurance	140,000	116,667	99,921	71%	(16,746)
1005112 Flu Vaccination	500	417	-	0%	(417)
1005113 Employee Asst. Program	1,500	1,250	150	10%	(1,100)
1005114 Conferences	20,000	16,667	11,502	58%	(5,165)
1005115 Flexible Spending Account	3,000	2,500	428	14%	(2,073)
<b>Total 1005100 Personnel</b>	<b>1,835,000</b>	<b>1,529,167</b>	<b>1,368,683</b>	<b>75%</b>	<b>(160,484)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	11,100	9,250	2,167	20%	(7,083)
1005716 OBTV	17,000	14,167	14,243	84%	76
1005907 Programming - Youth	15,500	12,917	6,407	41%	(6,509)
1005908 Programming - Adult	20,000	16,667	19,249	96%	2,582
1005910 Programming - Studio	10,000	8,333	233	2%	(8,100)
1005913 Studio General Supplies	7,500	6,250	2,982	40%	(3,268)
<b>Total 1005900 Programming-District Initiative</b>	<b>81,100</b>	<b>67,583</b>	<b>45,281</b>	<b>56%</b>	<b>(22,302)</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000	45,833	49,349	90%	3,516
1015341 Books-Non-Fiction	65,000	54,167	49,963	77%	(4,204)
1015342 Periodicals	28,000	23,333	17,569	63%	(5,764)
1015343 DVDs	37,000	30,833	31,020	84%	187
1015344 Audio Books	25,000	20,833	15,503	62%	(5,330)
1015345 Books-Digital	170,000	141,667	158,049	93%	16,383
1015346 Online Database	95,000	79,167	98,528	104%	19,362
<b>Total 1015300 Adult Services - Winnetka</b>	<b>475,000</b>	<b>395,833</b>	<b>419,982</b>	<b>88%</b>	<b>24,148</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500	8,750	7,648	73%	(1,102)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	10,833	11,423	88%	590
101544J Books-Jr. High	6,000	5,000	6,411	107%	1,411
101544N Books-Non Fiction	12,000	10,000	7,921	66%	(2,079)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>31,000</b>	<b>25,833</b>	<b>25,755</b>	<b>83%</b>	<b>(78)</b>
1015443 DVDs	8,000	6,667	6,276	78%	(391)
1015444 Audio Books	7,000	5,833	4,480	64%	(1,353)
1015445 Music	400	333	841	210%	508
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>56,900</b>	<b>47,417</b>	<b>45,000</b>	<b>79%</b>	<b>(2,417)</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000	20,000	19,159	80%	(841)
1025341 Books-Non-Fiction-Adult	12,000	10,000	8,643	72%	(1,357)
1025342 Periodicals	-	-	553		553
1025343 DVDs-Adult	16,000	13,333	12,558	78%	(775)
1025344 Audio Books-Adult	9,000	7,500	6,098	68%	(1,402)
<b>Total 1025300 Adult Services - Northfield</b>	<b>61,000</b>	<b>50,833</b>	<b>47,011</b>	<b>77%</b>	<b>(3,823)</b>
<b>1025400 Youth/Children's Sv.-Northfield</b>					

	Budget 2018-19		Actual April 2019		
	Full Year	Prorated Through April 2019	April 2019	% of Budget	Variance vs. Prorated Budget
1025440 Books-Fiction-Juv	7,000	5,833	4,515	64%	(1,319)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	4,167	4,514	90%	347
102544J Books-Jr. High	5,500	4,583	3,231	59%	(1,352)
102544N Books-Non Fiction	5,000	4,167	3,670	73%	(497)
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>15,500</b>	<b>12,917</b>	<b>11,415</b>	<b>74%</b>	<b>(1,502)</b>
1025443 DVDs-Juv	4,500	3,750	2,437	54%	(1,313)
1025444 Audio Books-Juv	5,000	4,167	2,950	59%	(1,216)
1025445 Music - Juv	500	417	290	58%	(127)
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>32,500</b>	<b>27,083</b>	<b>21,607</b>	<b>66%</b>	<b>(5,477)</b>
1035800 Capital Outlay					
1005882 Building	155,000	129,167	198,848	128%	69,681
1005884 Equipment/Furniture	400,000	333,333	84,652	21%	(248,681)
1005885 Computer Equipment	95,000	79,167	49,098	52%	(30,069)
<b>Total 1035800 Capital Outlay</b>	<b>650,000</b>	<b>541,667</b>	<b>332,597</b>	<b>51%</b>	<b>(209,069)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,721,075</b>	<b>3,112,896</b>	<b>2,697,194</b>	<b>72%</b>	<b>(415,702)</b>
<b>Net Operating Income</b>	<b>257,924</b>	<b>202,937</b>	<b>1,287,177</b>	<b>499%</b>	<b>1,084,240</b>

Winnetka-Northfield Public Library District  
 Building Fund  
 July, 2018 - June, 2019  
 April 2019 - 83.33%

	Budget 2018-19		Actual April 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2019	April 2019	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
7004000 BEF-Property Taxes	\$ 150,000	\$ 125,000	147,517	98%	\$ 22,517
<b>Total 0004000 Property Taxes Collections</b>	<b>150,000</b>	<b>125,000</b>	<b>147,517</b>	<b>98%</b>	<b>22,517</b>
<b>Total Income</b>	<b>150,000</b>	<b>125,000</b>	<b>147,517</b>	<b>98%</b>	<b>22,517</b>
<b>Expenses</b>					
<b>7005000 Fund 70 Building/Equipment</b>					
7005725 Janitorial Supplies	\$ 8,500	\$ 7,083	6,801	80%	\$ (282)
7005732 Snow Removal	8,500	7,083	6,125	72%	(958)
7005735 Photocopier Leases	40,000	33,333	29,047	73%	(4,286)
7005736 Phone Lease	9,600	8,000	8,000	83%	(0)
7005737 Building Maintenance Service	111,440	92,867	88,375	79%	(4,492)
7005738 Elevators	8,000	6,667	7,166	90%	499
7005739 Landscaping	15,000	12,500	3,446	23%	(9,054)
7005752 HVAC	12,000	10,000	2,149	18%	(7,851)
7005755 Automatic Doors	3,500	2,917	4,558	130%	1,642
7005756 Roof	600	500	318	53%	(182)
7005758 Alarms	2,750	2,292	2,726	99%	434
7005782 Equipment	4,000	3,333	1,640	41%	(1,693)
7005799 Misc Services	16,000	13,333	2,319	14%	(11,014)
7025159 Northfield Lease	64,898	54,082	63,369	98%	9,287
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>304,788</b>	<b>253,990</b>	<b>226,039</b>	<b>74%</b>	<b>(27,951)</b>
<b>Total Expenses</b>	<b>304,788</b>	<b>253,990</b>	<b>226,039</b>	<b>74%</b>	<b>(27,951)</b>
<b>Net Operating Income</b>	<b>(154,788)</b>	<b>(128,990)</b>	<b>(78,522)</b>	<b>51%</b>	<b>27,952</b>
<b>Net Income</b>	<b>(154,788)</b>	<b>(128,990)</b>	<b>(78,522)</b>	<b>51%</b>	<b>27,952</b>

# Winnetka-Northfield Public Library District

## CHECK DETAIL

April 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
04/01/2019	Bill Payment (Check)	DD	COMCAST		R	-256.85
						-256.85
04/01/2019	Bill Payment (Check)	ACH	Batteries Plus LLC		R	-209.70
						-209.70
04/01/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-868.93
						-868.93
04/01/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-33.63
						-33.63
04/01/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-199.72
						-199.72
04/03/2019	Bill Payment (Check)	DD	COMED		R	-449.70
						-449.70
04/05/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-2,483.34
						-2,483.34
04/05/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,244.23
						-3,244.23
04/05/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,882.45
						-3,882.45
04/05/2019	Bill Payment (Check)	2583	Steve Belliveau		R	-395.00
						-395.00
04/05/2019	Bill Payment (Check)	2584	Leslie Goddard		R	-300.00
						-300.00
04/05/2019	Bill Payment (Check)	2585	Laurie Petersen		R	-200.00
						-200.00
04/05/2019	Bill Payment (Check)	2586	Investor's Business Daily		R	-260.00
						-260.00
04/05/2019	Bill Payment (Check)	2587	Intellicorp Records Inc.		R	-19.80
						-19.80

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/05/2019	Bill Payment (Check)	2588	Aqua Chill of Chicago		R	-37.00 -37.00
04/08/2019	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
04/08/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-272.30 -272.30
04/08/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-530.00 -530.00
04/08/2019	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-624.00 -624.00
04/08/2019	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-474.88 -474.88
04/08/2019	Bill Payment (Check)	ACH	DEMCO		R	-222.40 -222.40
04/08/2019	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-45.00 -45.00
04/08/2019	Bill Payment (Check)	ACH	Kanopy		R	-184.00 -184.00
04/08/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
04/08/2019	Bill Payment (Check)	ACH	ROTARY CLUB OF WINNETKA-NORTHFIELD		R	-275.00 -275.00
04/08/2019	Bill Payment (Check)	ACH	Rebecca Wolf.		R	-38.80 -38.80
04/09/2019	Bill Payment (Check)	DD	NICOR		R	-339.79 -339.79
04/09/2019	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-1,153.97 -1,153.97
04/12/2019	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50 -8,837.50
04/12/2019	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,927.00 -2,927.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/12/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,388.58 -1,388.58
04/12/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,117.60 -3,117.60
04/12/2019	Bill Payment (Check)	2589	Gary Wenstrup		R	-180.00 -180.00
04/12/2019	Bill Payment (Check)	2590	GREAT AMERICA FINANCIAL SERVICES		R	-799.98 -799.98
04/12/2019	Bill Payment (Check)	2591	Investor's Business Daily		R	-260.00 -260.00
04/12/2019	Bill Payment (Check)	2592	Kevin Wood		R	-250.00 -250.00
04/12/2019	Bill Payment (Check)	2593	Nicole Danielle Roberts		R	-29.00 -29.00
04/12/2019	Bill Payment (Check)	2594	Polly Richter			-26.00 -26.00
04/12/2019	Bill Payment (Check)	2595	Purple Durple Organizers			-195.00 -195.00
04/12/2019	Bill Payment (Check)	2596	Terrence Lynch		R	-275.00 -275.00
04/12/2019	Bill Payment (Check)	2597	The Lakota Group, Inc.		R	-12,059.90 -12,059.90
04/12/2019	Bill Payment (Check)	2598	U.S. Postal Service		R	-805.00 -805.00
04/15/2019	Bill Payment (Check)	ACH	EMILY COMPTON-DZAK		R	-76.00 -76.00
04/15/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-148.99 -148.99
04/15/2019	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-992.74 -992.74
04/15/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-802.84 -802.84



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/15/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-152.55 -152.55
04/15/2019	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
04/15/2019	Bill Payment (Check)	ACH	Warehouse Direct		R	-855.05 -855.05
04/15/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-352.24 -352.24
04/15/2019	Bill Payment (Check)	ACH	New Haven Moving Equipment Corporation		R	-1,264.00 -1,264.00
04/19/2019	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-2,215.90 -2,215.90
04/19/2019	Bill Payment (Check)	ACH	3 Points, LLC		R	-5,019.71 -5,019.71
04/19/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63 -1,614.63
04/19/2019	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL		R	-2,522.00 -2,522.00
04/19/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,785.00 -1,785.00
04/19/2019	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.83 -5,297.83
04/19/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,835.39 -2,835.39
04/19/2019	Bill Payment (Check)	2600	U.S. Postal Service		R	-85.00 -85.00
04/19/2019	Bill Payment (Check)	2599	IHLS-OCLC		R	-183.36 -183.36
04/22/2019	Bill Payment (Check)	DD	CALL ONE		R	-401.77 -401.77

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/22/2019	Bill Payment (Check)	ACH	ASSA ABLOY Entrance Systems US Inc.			-335.94 -335.94
04/22/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.			-852.92 -852.92
04/22/2019	Bill Payment (Check)	ACH	QUILL CORPORATION			-12.15 -12.15
04/24/2019	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
04/26/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR			-3,808.37 -3,808.37
04/26/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-2,075.56 -2,075.56
04/26/2019	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES			-8,815.57 -8,815.57
04/26/2019	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA			-14,640.89 -14,640.89
<hr/>						
1001001	GF - Operating Checking - FT					
04/05/2019	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
04/23/2019	Bill Payment (Check)	DD	First Bankcard		R	-5,278.42 -5,278.42
04/25/2019	Bill Payment (Check)	DD	VILLAGE OF NORTHFIELD		R	-96.14 -96.14
04/26/2019	Bill Payment (Check)	2601	Amber Mechanical Contractors Inc.			-1,024.00 -1,024.00
04/26/2019	Bill Payment (Check)	2602	AT&T (Phone Service)			-436.85 -436.85
04/26/2019	Bill Payment (Check)	2603	Christine Thornton			-550.00 -550.00
04/26/2019	Bill Payment (Check)	2604	Frances Vail			-280.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-280.00
04/26/2019	Bill Payment (Check)	2605	Illinois Library Association			-2,250.00
						-2,250.00
04/26/2019	Bill Payment (Check)	2606	Quench USA, Inc.			-204.00
						-204.00
04/26/2019	Bill Payment (Check)	2607	Vera Holroyd			-200.00
						-200.00
04/26/2019	Bill Payment (Check)	2608	Wayne Endre Contracting, Inc.			-275.00
						-275.00
04/26/2019	Bill Payment (Check)	2609	Jim Gibbons			-275.00
						-275.00
04/26/2019	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00
						-100.00
04/29/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-665.00
						-665.00
04/29/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS			-795.29
						-795.29
04/29/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-74.97
						-74.97
04/29/2019	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.			-19.47
						-19.47
04/29/2019	Bill Payment (Check)	ACH	QUILL CORPORATION			-178.74
						-178.74
04/29/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-843.11
						-843.11
04/30/2019	Bill Payment (Check)	DD	Deluxe		R	-68.53
						-68.53

Library Director's Report and Staff Activities  
for the May 20, 2019 Board Meeting

**Financial Report**

- We have now received 100.5% of our library fund tax revenues and a total of 100.1% of our revenues for the year.

**Building and Grounds**

The Bid invitations for the Patio are out. A pre-bid meeting is set for May 23, 2019 with bid responses due on June 6, 2019.

Product Architecture + Design will return to the board with updated plans for the proposed Northfield Renovation in June.

**Personnel**

Head of Youth Services Sheila Cody has resigned her position as the Head of Youth Services. We are sad to lose Sheila but are so excited for her as her family grows. Sheila was expected to return to her position on May 20, 2019. We will post for a new Head of Youth Services and hope to fill the vacancy as soon as possible.

**Strategic Planning**

The strategic plan results are in process. We are reviewing the results and planning next steps with our team.

**Staff Training and Personnel Updates:**

Fifteen staff members attended the annual Reaching Forward Conference on May 3, 2019. Reaching Forward is an annual professional development conference for library support staff in Illinois. With a commitment to providing quality training and information, Reaching Forward strives to be the premier professional development opportunity for library support staff.

At the May 16, 2019 All-staff meeting, staff presented their takeaways from the conference and proposed new ideas and services for our District.

**Circulation Services**

Total circulation for the month of April FY 2018/2019 was **38,948** compared to **30,291** for the same month last year. This represents a net change of **28.58 %**

Cumulative circulation through April FY 2018/2019 is **412,423** compared to **313,743** for the previous fiscal year to date. This represents a net change of **31.45 %**.

Virtual Branch circulation for the month of April FY 2018/2019 was **4,677** compared to **3,269** for the same month last year. This represents a net change of **43.07 %**.

Cumulative virtual branch circulation through April FY 2018/2019 is **46,143** compared to **33,223** for the previous fiscal year to date. This represents a net change of **38.89 %**.

Self-checkout at the Winnetka Library for the month of April was **67.25%**

**Technology**

Computer Usage There were 973 public computer sessions at Winnetka with 45 percent of those occurring on laptops. There were 585 public computer sessions at Northfield with 9 percent of those occurring on laptops.

Winnetka had 18,656 recorded hotspot sessions from 2,243 distinct devices. The average session time was 39 minutes. These sessions used a total of 436 GB of downstream bandwidth and 75 GB of upstream bandwidth.

## Library Director's Report and Staff Activities for the May 20, 2019 Board Meeting

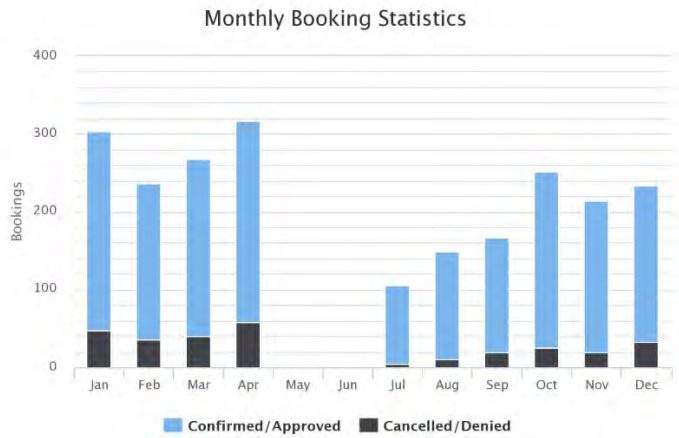
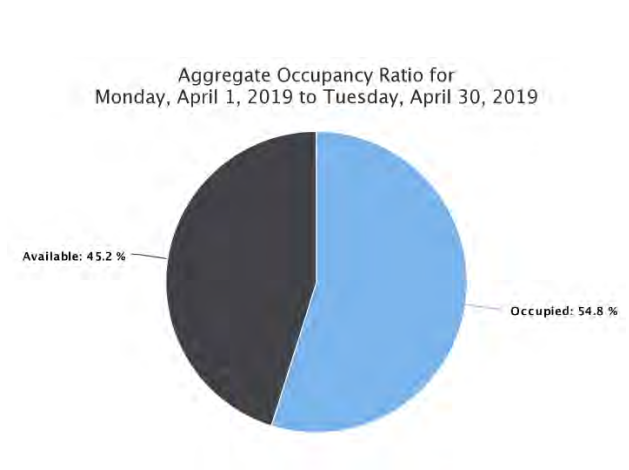
Northfield had 6,333 hotspot sessions from 986 distinct devices. The average session time was 47 minutes. These sessions used a total of about 158 GB of downstream bandwidth and about 20 GB of upstream bandwidth.

We had 8,783 web sessions with 5,507 unique website users as counted by Google Analytics. The sessions number is down from last year's 9,451 sessions, and the unique visitors count is up from last year's 5,122 unique users.

### Website: Most Visited Pages

Home Page | Northfield Renovation | digital/new-york-times | Movies | digital-library/ebooks-eaudiobooks

### Study Room Usage



### *Bookings Summary*

<i>Unique Users</i>	123
<i>Total Bookings</i>	258
<i>Time Available</i>	53,280
<i>Time Booked</i>	29,220
<i>Average Booking Duration</i>	113
<i>User Showed Up - Yes</i>	245
<i>User Showed Up - No</i>	0

### Programs and Activities

#### Summer Reading

We are looking forward to the launch of the Summer Reading program on June 7. We have created the promotional materials, ordered the bags and have collaborated with the Summer Reading Committee to theme programming and make it a library-wide event.

#### One Book Two Villages

Ticket sales for the OBTV cocktail and lecture event with Susan Orlean go on sale June 1. We will also have a variety of programs in our Summer Source in support of One Book choice "The Library Book."

Library Director's Report and Staff Activities  
for the May 20, 2019 Board Meeting

**Partnership**

We are looking forward to a summer partnership (and hopefully beyond) with the Winnetka Park District. We will feature their parks, highlighting some new features, and create book recommendations for each. We are coordinating the social media posting and photo opportunities. We are hopeful that our patrons will enjoy this coordination, and that we can expand our reach. We are also planning some outreach opportunities to do library card sign up at some Park District events.

**Program Attendance**

Total District Program Attendance for the month of April FY 2018/2019 was **1,700** compared to **1,342** for the same month last year. This represents a net change of **26.68 %**

Cumulative District Program Attendance through April FY 2018/2019 is **14,061** compared to **12,872** for the same month last year. This represents a net change of **9.24 %**

**Programming Highlights**

- ***Well-Connected: Winnetka and Chicago Architects*** was attended by **31** patrons. Laurie Petersen, editor of the AIA Guide to Chicago, gave a slide presentation that shed new light on familiar buildings in the area. Attendees learned of many surprising connections between buildings in Winnetka and notable architecture in Chicago and around the country. This program was part of our partnership with the Village of Winnetka to Celebration of Winnetka's 150<sup>th</sup> Anniversary.
- ***Doughnuts with Dads*** was attended by **45** patrons. A special dad-themed storytime with treats and coffee.
- ***Cut the Cord – Alternatives to Premium Cable Services*** was attended by **38** patrons. IT Specialist George Lowman presented various alternatives to traditional cable television.
- ***Grace Kelly: American Princess with Leslie Goddard*** was attended by **49** patrons. In this historical portrayal, award-winning actress and historian Leslie Goddard portrayed the woman who transformed from a Hollywood superstar to a real-life princess.

**Communications and Marketing**

The summer issue of The Source will be in District homes on Saturday, May 18. We have included information for Summer Reading and One Book Two Villages, as well as pushes for Creativebug and Lynda.com to raise awareness about library offerings.

# Summary Report for April FY 2018/2019

## Circulation Report

### Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	10,203	8,040	26.90 %	105,247	79,370	32.60 %	<b>Books</b>	12,309	9,965	23.52 %	130,874	99,422	31.63 %
<b>Book - Fiction</b>	5,292	4,520	17.08 %	57,125	43,859	30.25 %	<b>Book - Fiction</b>	10,010	8,255	21.26 %	110,695	85,588	29.33 %
<b>Book - Nonfiction</b>	4,911	3,520	39.52 %	48,122	35,511	35.51 %	<b>Book - Nonfiction</b>	2,299	1,710	34.44 %	20,179	13,834	45.87 %
<b>Audiobook - CD</b>	776	758	2.37 %	8,364	7,967	4.98 %	<b>Audiobook - CD</b>	122	88	38.64 %	1,253	1,018	23.08 %
<b>Music CD</b>	159	157	1.27 %	1,532	1,762	-13.05 %	<b>Music CD</b>	114	80	42.50 %	1,206	895	34.75 %
<b>Playaway</b>	171	207	-17.39 %	2,090	1,951	7.12 %	<b>Playaway</b>	227	226	0.44 %	2,664	2,540	4.88 %
<b>DVD/Blu-Ray</b>	6,587	5,387	22.28 %	70,473	48,207	46.19 %	<b>DVD/Blu-Ray</b>	2,285	1,542	48.18 %	28,511	16,523	72.55 %
<b>Magazine</b>	189	76	148.68 %	1,929	1,135	-	<b>Magazine</b>	-	-	-	-	12	-
<b>Other</b>	18	32	-43.75 %	179	460	-61.09 %	<b>Other</b>	51	22	131.82 %	540	609	-11.33 %
<b>Sent Out</b>	1,060	442	139.82 %	11,418	19,796	-42.32 %	<b>Sent Out</b>						
<b>Total</b>	<b>19,163</b>	<b>15,099</b>	<b>26.92 %</b>	<b>201,232</b>	<b>159,513</b>	<b>26.15 %</b>	<b>Total</b>	<b>15,108</b>	<b>11,923</b>	<b>26.71 %</b>	<b>165,048</b>	<b>121,007</b>	<b>36.40 %</b>

Kenilworth patron usage for the month of April FY 2018/2019 was **1,022**.

Items borrowed from other libraries for the month of April FY 2018/2019 was **1,698**.

Total circulation for the month of April FY 2018/2019 was **38,948** compared to **30,291** for the same month last year. This represents a net change of **28.58 %**

Cumulative circulation through April FY 2018/2019 is **412,423** compared to **313,743** for the previous fiscal year to date. This represents a net change of **31.45 %**.

### 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>	6,812	4,908	38.79 %	68,458	47,690	43.55 %	<b>Books</b>	9,291	6,499	42.96 %	94,250	64,668	45.74 %
<b>Book - Fiction</b>	3,040	2,388	27.30 %	32,454	22,735	42.75 %	<b>Book - Fiction</b>	7,534	5,453	38.16 %	80,558	56,660	42.18 %
<b>Book - Nonfiction</b>	3,772	2,520	49.68 %	36,004	24,955	44.28 %	<b>Book - Nonfiction</b>	1,757	1,046	67.97 %	13,692	8,008	70.98 %
<b>Audiobook - CD</b>	438	431	1.62 %	4,853	4,482	8.28 %	<b>Audiobook - CD</b>	88	71	23.94 %	909	649	40.06 %
<b>Music CD</b>	126	137	-8.03 %	989	1,052	-5.99 %	<b>Music CD</b>	76	51	49.02 %	753	503	49.70 %
<b>Playaway</b>	132	167	-20.96 %	1,668	1,525	9.38 %	<b>Playaway</b>	177	156	13.46 %	2,071	1,808	14.55 %
<b>DVD/Blu-Ray</b>	4,424	3,418	29.43 %	47,127	29,844	57.91 %	<b>DVD</b>	1,438	923	55.80 %	17,382	9,882	75.90 %
<b>Magazine</b>	81	44	84.09 %	1,029	649	58.55 %	<b>Magazine</b>	-	-	-	2	2	0.00 %
<b>Other</b>	18	21	-14.29 %	162	342	-52.63 %	<b>Other</b>	37	15	146.67 %	461	502	-8.17 %
<b>Sent Out</b>	721	308	134.09 %	8,085	11,548	-29.99 %	<b>Sent Out</b>						
<b>Total</b>	<b>12,752</b>	<b>9,434</b>	<b>35.17 %</b>	<b>132,371</b>	<b>97,132</b>	<b>36.28 %</b>	<b>Total</b>	<b>11,107</b>	<b>7,715</b>	<b>43.97 %</b>	<b>115,828</b>	<b>78,014</b>	<b>48.47 %</b>

Winnetka Library's circulation for the month of April FY 2018/2019 was **23,859** compared to **17,149** for the same month last year. This represents a net change of **39.13 %**.

### 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>	3,391	3,132	8.27 %	36,789	31,680	16.13 %	<b>Books</b>	3,018	3,466	-12.93 %	36,624	34,754	5.38 %
<b>Book - Fiction</b>	2,252	2,132	5.63 %	24,671	21,124	16.79 %	<b>Book - Fiction</b>	2,476	2,802	-11.63 %	30,137	28,928	4.18 %
<b>Book - Nonfiction</b>	1,139	1,000	13.90 %	12,118	10,556	14.80 %	<b>Book - Nonfiction</b>	542	664	-18.37 %	6,487	5,826	11.35 %
<b>Audiobook - CD</b>	338	327	3.36 %	3,511	3,485	0.75 %	<b>Audiobook - CD</b>	34	17	100.00 %	344	369	-6.78 %
<b>Music CD</b>	33	20	65.00 %	543	710	-23.52 %	<b>Music CD</b>	38	29	31.03 %	453	392	15.56 %
<b>Playaway</b>	39	40	-2.50 %	422	426	-0.94 %	<b>Playaway</b>	50	70	-28.57 %	593	732	-18.99 %
<b>DVD</b>	2,163	1,969	9.85 %	23,346	18,363	27.14 %	<b>DVD/Blu-Ray</b>	847	619	36.83 %	11,129	6,641	67.58 %
<b>Magazine</b>	108	32	237.50 %	900	486	85.19 %	<b>Magazine</b>	-	-	-	-	10	-
<b>Other</b>	-	11	-	17	118	-85.59 %	<b>Other</b>	14	7	100.00 %	79	107	-26.17 %
<b>Sent Out</b>	704	291	141.92 %	7,806	11,405	-31.56 %	<b>Sent Out</b>						
<b>Total</b>	<b>6,072</b>	<b>5,531</b>	<b>9.78 %</b>	<b>65,528</b>	<b>55,268</b>	<b>18.56 %</b>	<b>Total</b>	<b>4,001</b>	<b>4,208</b>	<b>-4.92 %</b>	<b>49,222</b>	<b>43,005</b>	<b>14.46 %</b>

Northfield Library's circulation for the month of April FY 2018/2019 was **10,073** compared to **9,739** for the same month last year. This represents a net change of **3.43 %**.

**Virtual Branch Circulation**

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,151	1,866	15.27 %	21,998	17,831	23.37 %	1,417	829	70.93 %	11,904	8,190	45.35 %	871	460	89.35 %	9,883	5,817	69.90 %

Videos Downloaded						Music Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
174	87	100.00 %	1,708	835	104.55 %	64	27	137.04 %	650	550	18.18 %

Virtual Branch circulation for the month of April FY 2018/2019 was **4,677** compared to **3,269** for the same month last year. This represents a net change of **43.07 %**.

Cumulative virtual branch circulation through April FY 2018/2019 is **46,143** compared to **33,223** for the previous fiscal year to date. This represents a net change of **38.89 %**.



# Library Activity Report

## Winnetka Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	9,468	-	-	94,025	85,302	10.23 %	People Counter							9,468
Reference Questions	1,321	687	92.29 %	10,471	7,825	30.46 %	Reference Questions	549	535	2.62 %	6,110	5,416	12.81 %	1,870
Studio	366	306	19.61 %	4,131	2,621	57.61 %	Studio							366
Genealogy	3	-	-	53	31	70.97 %	Genealogy							3
Program Attendance	233	160	45.63 %	2,204	2,136	3.18 %	Program Attendance	958	562	70.46 %	7,618	6,166	23.55 %	1,191

## Northfield Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	6,000	-	-	48,268	62,943	-23.31 %	People Counter							6,000
Reference Questions	973	1,036	-6.08 %	11,083	9,233	20.04 %	Reference Questions	64	59	8.47 %	1,121	899	24.69 %	1,037
Program Attendance	92	209	-55.98 %	771	1,202	-35.86 %	Program Attendance	417	411	1.46 %	3,468	3,368	2.97 %	509

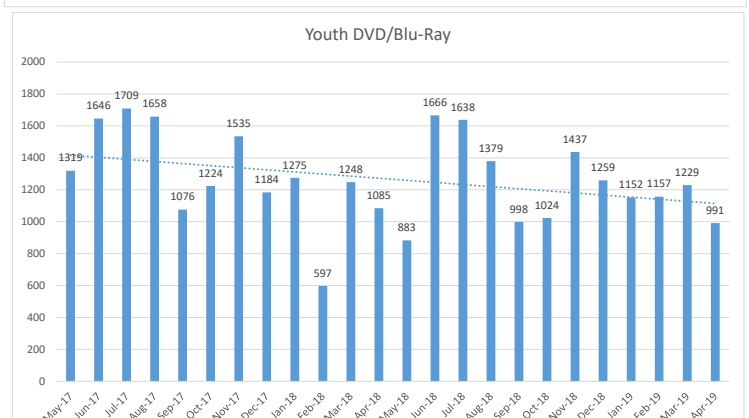
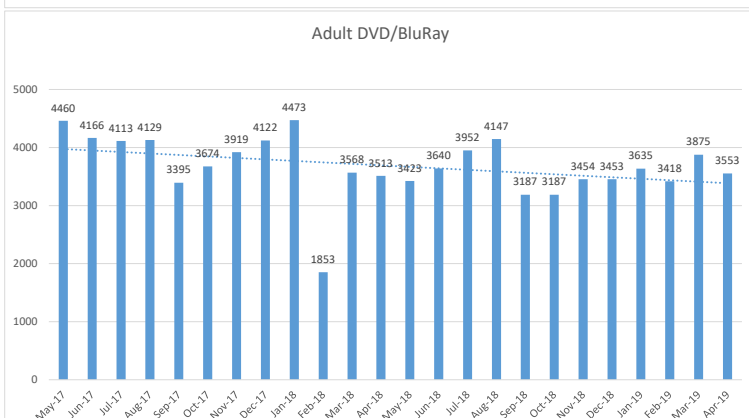
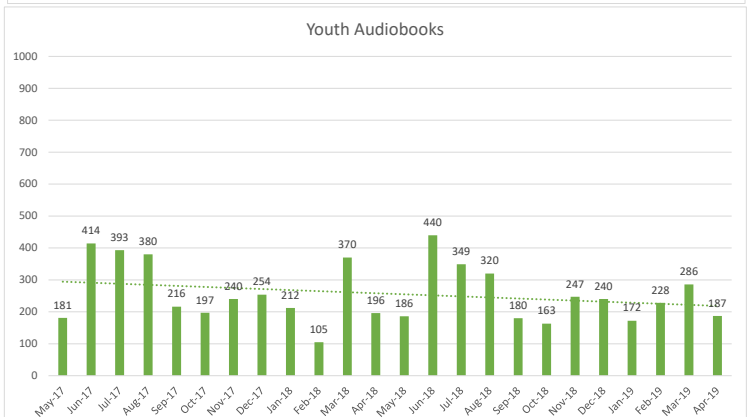
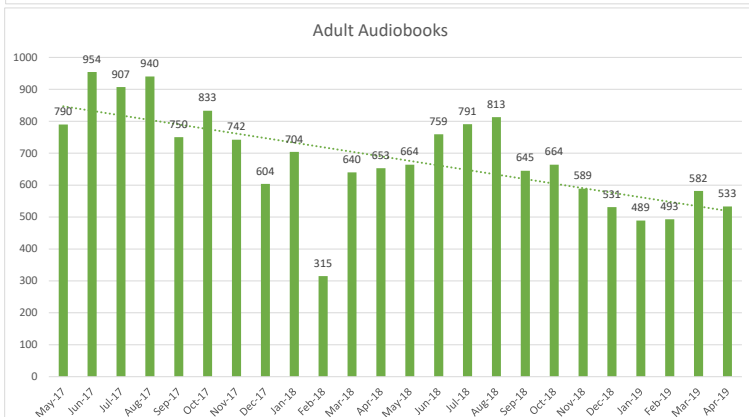
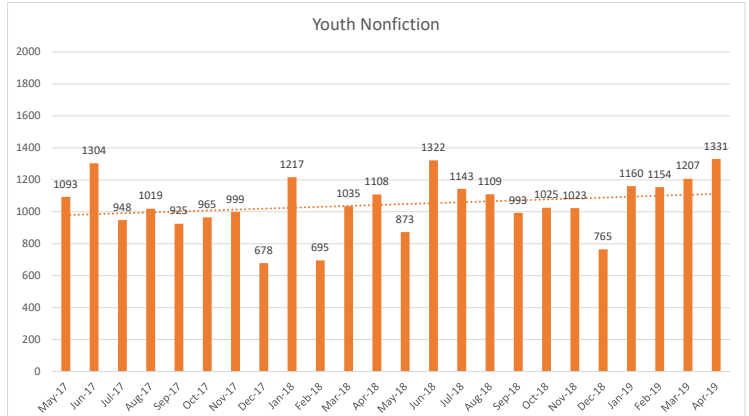
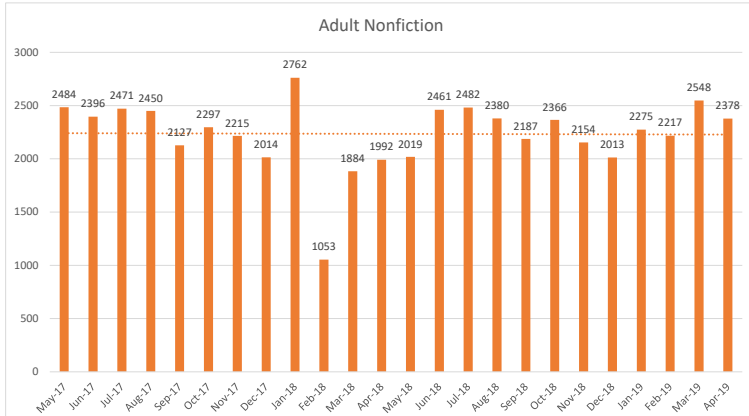
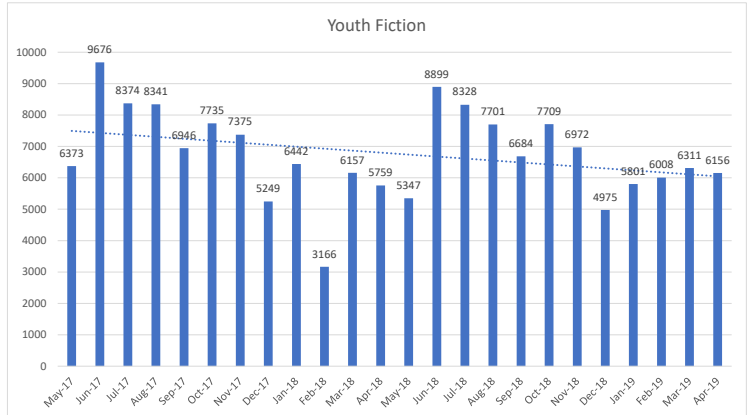
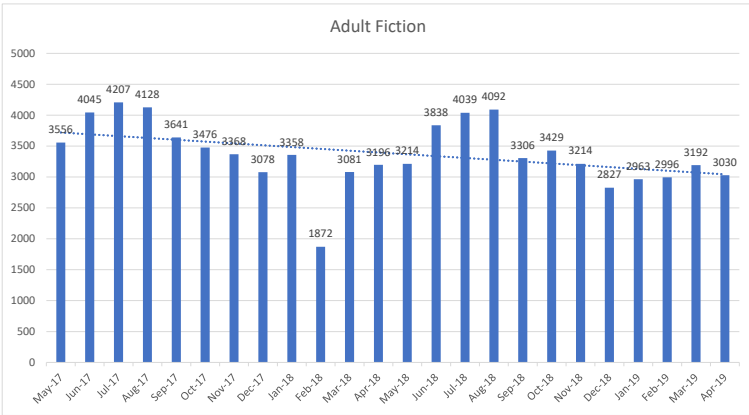
A total of **1,033** holds were placed for patrons in the month of April FY 2018/2019.

There were a total of **8,783** website sessions in the month of April FY 2018/2019.

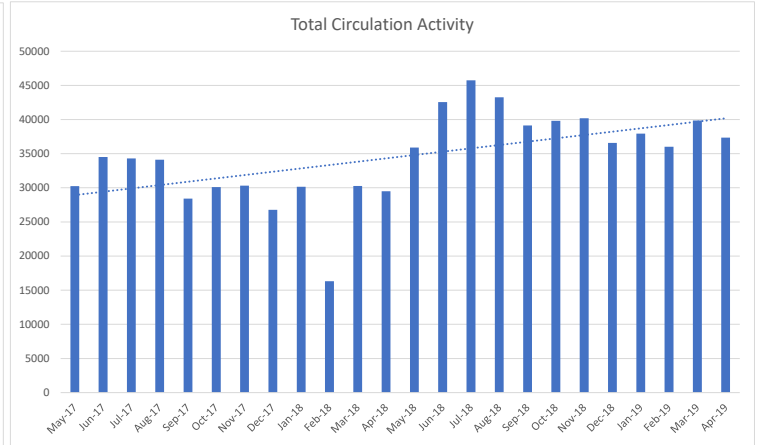
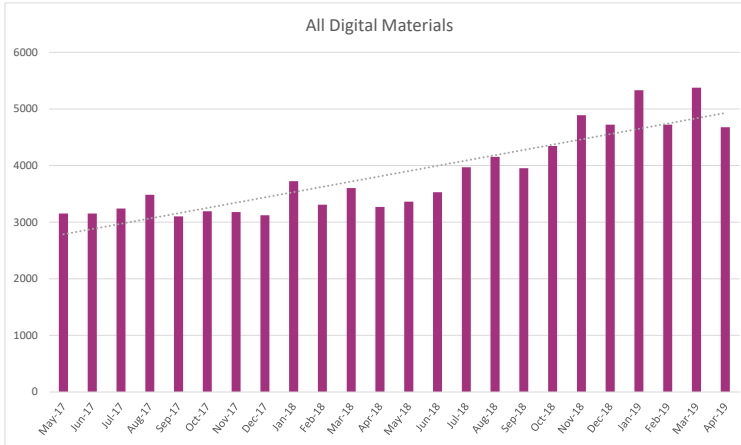
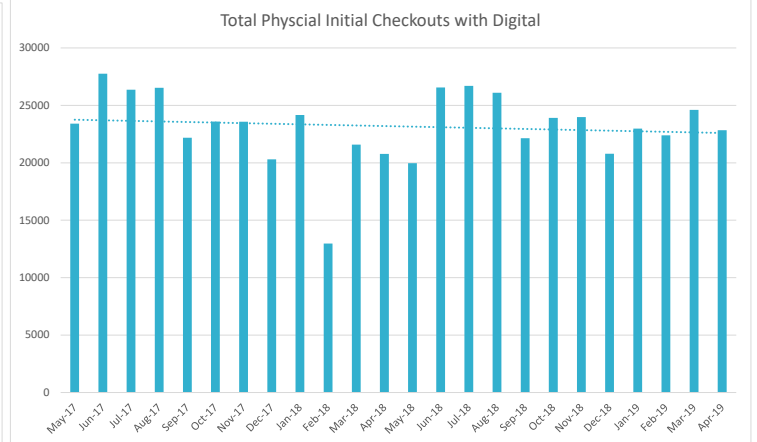
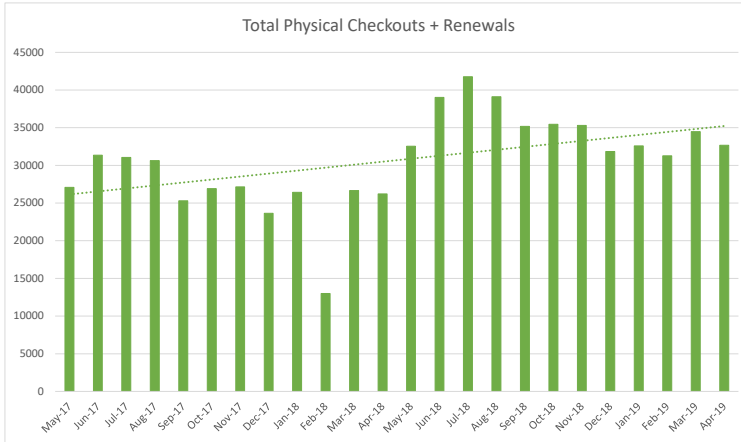
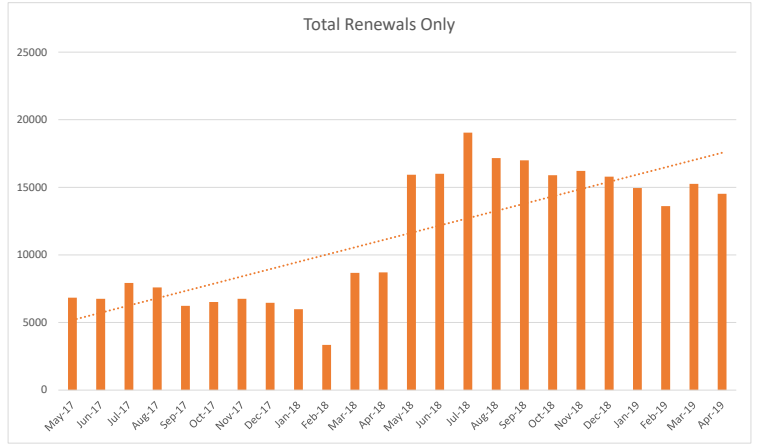
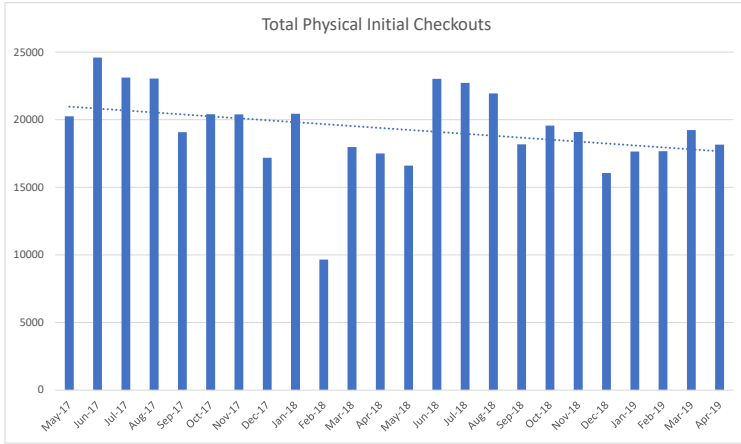
Total District Program Attendance for the month of April FY 2018/2019 was **1,700** compared to **1,342** for the same month last year. This represents a net change of **26.68 %**

Cumulative District Program Attendance through April FY 2018/2019 is **14,061** compared to **12,872** for the same month last year. This represents a net change of **9.24 %**

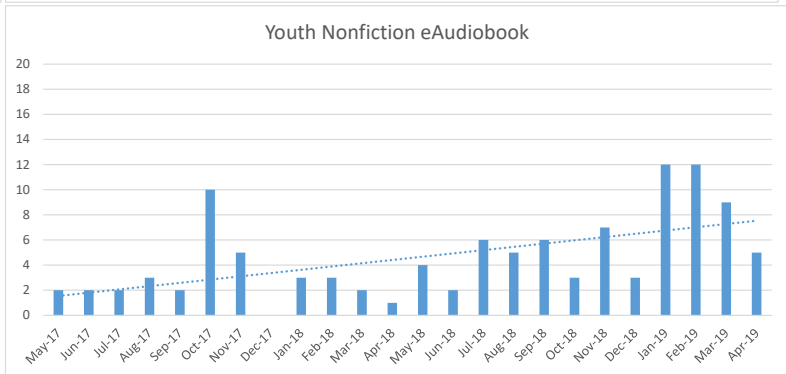
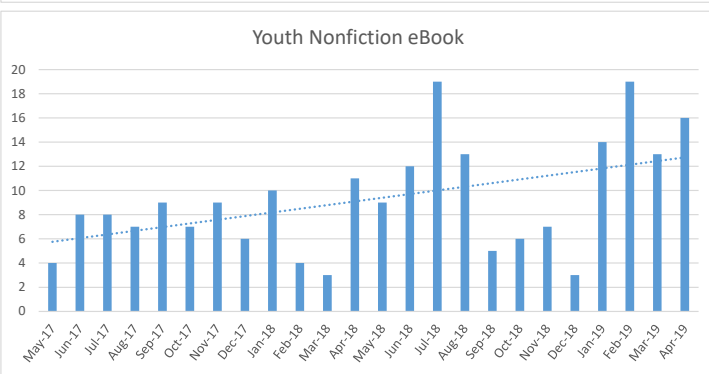
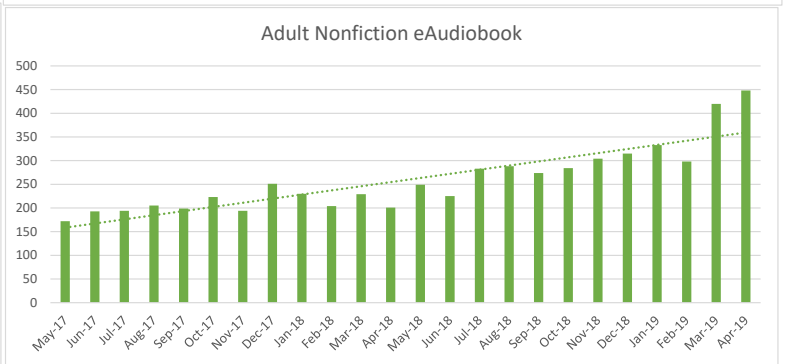
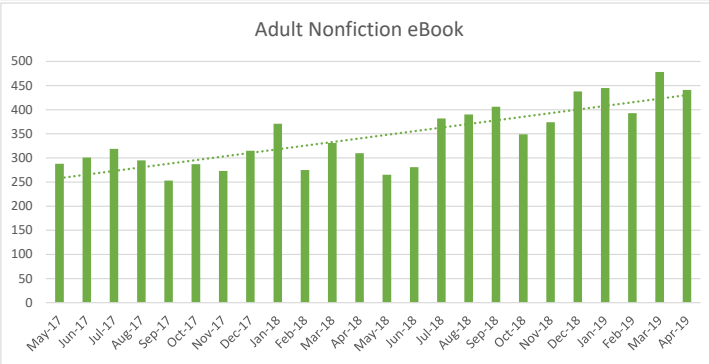
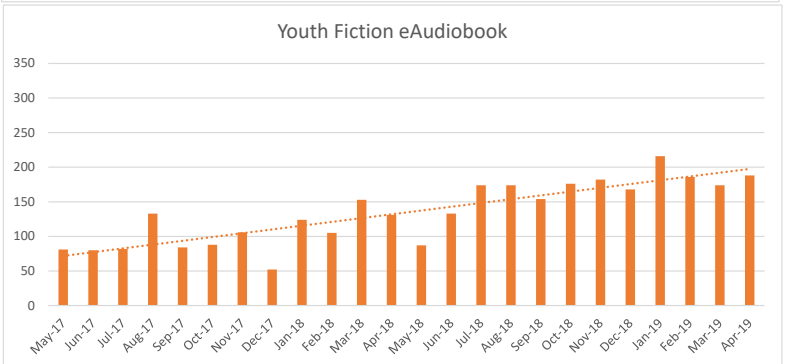
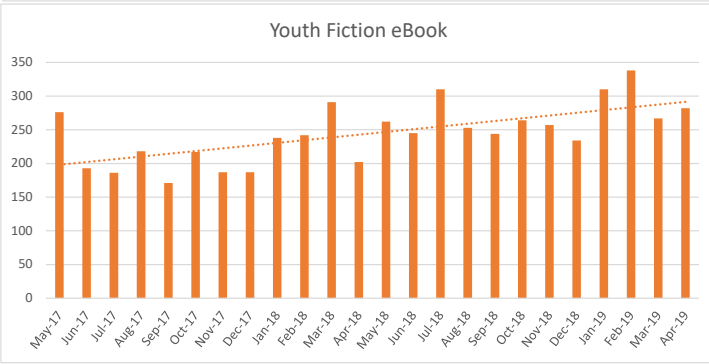
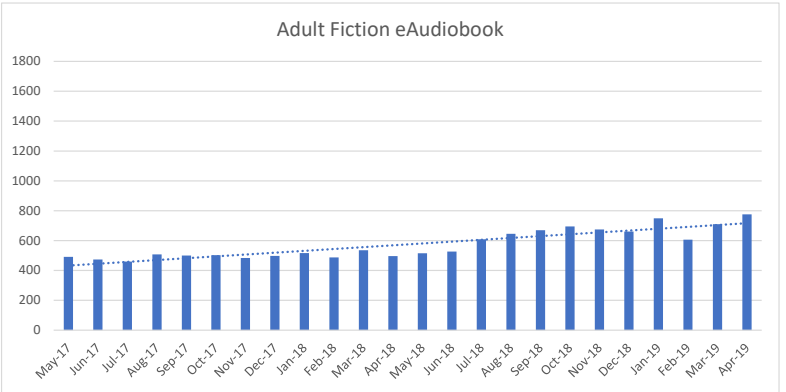
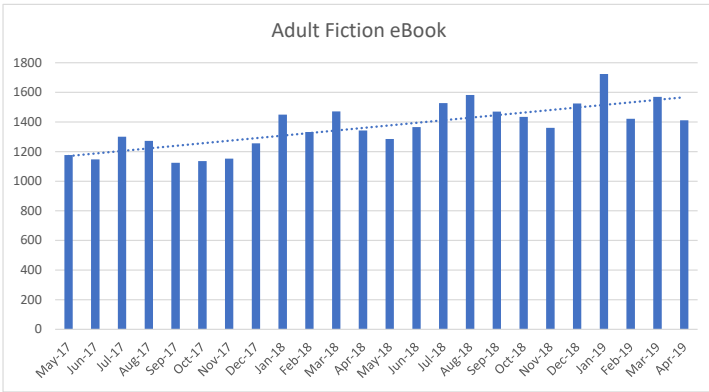
### Physical Initial Checkouts April 2019



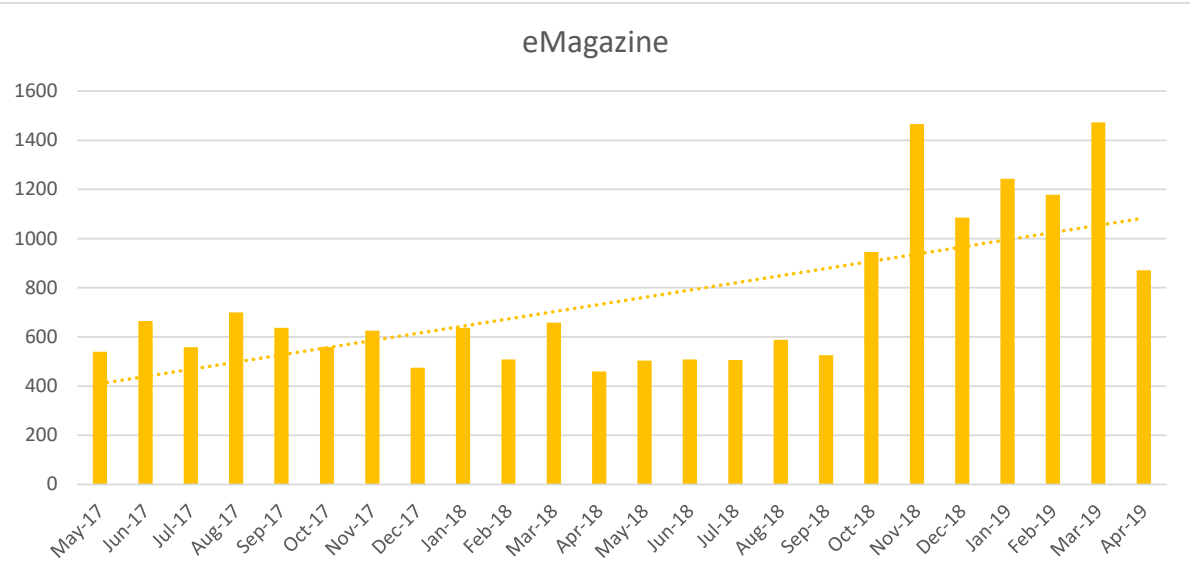
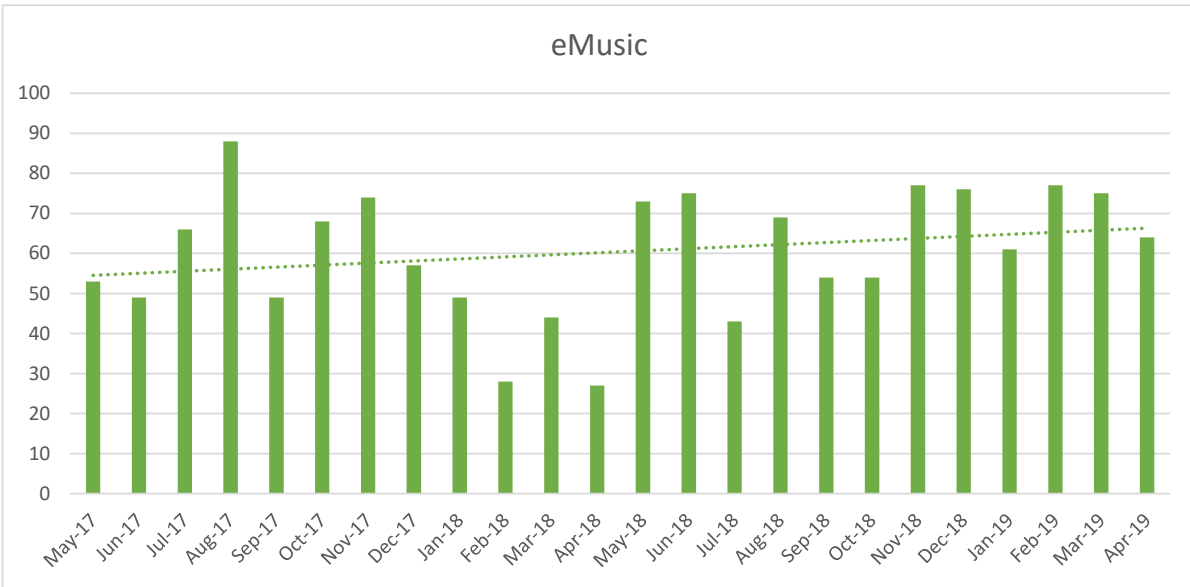
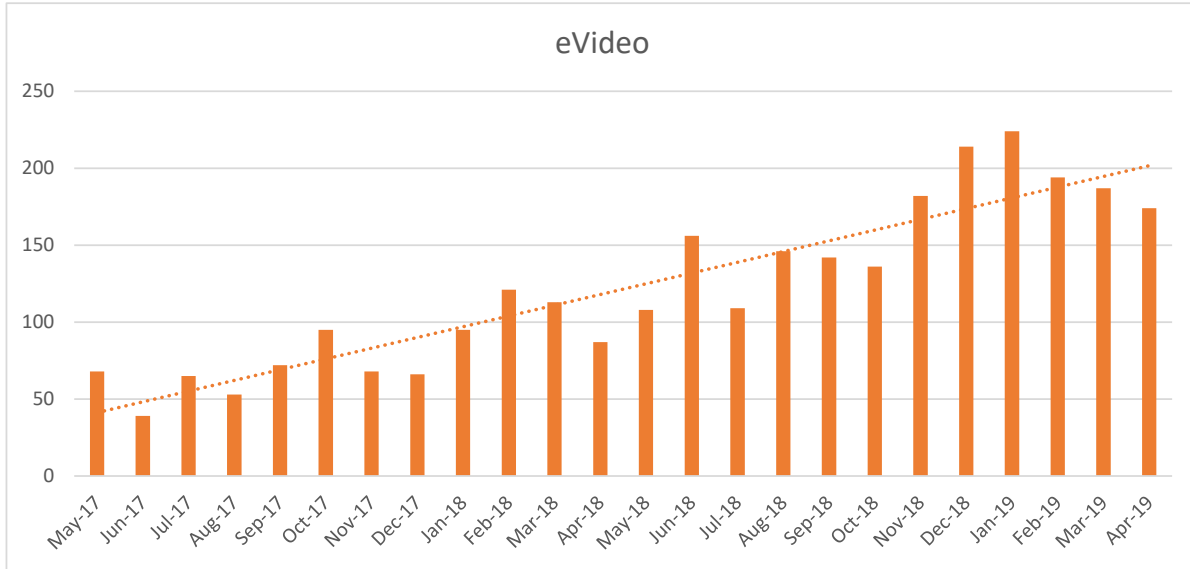
**Totals Graphs April 2019**



**Digital April 2019**



## Digital April 2019 Continued



**Winnetka-Northfield Library District  
Fiscal Year 2019-2020 Budget Expectations**

**Narrative Report**

**Income**

Tax Receipts/Government Funding

The financial projections predict a total income of approximately \$4,352,846. Interest income was adjusted to reflect a more accurate picture of what we are receiving. Per Capita was adjusted to reflect the amount awarded. Kenilworth actual amount will change based on the timing of the payment received.

**Total revenue increase: 2.7% Budget to Budget | 2.2% Budget to Projected**

**Expenditures**

Personnel

The personnel line assumes a flat retention of employees with merit-based raises. The health insurance expenditure assumes the same level of employees opting for insurance coverage with nominal increases in price.

**Total personnel: -2.5% Budget to Budget**

Digital Collections

We will have an increase in Digital Materials spending to accommodate for the collection demand-based growth we have seen in this fiscal year of almost 40%

**Total Digital: 8.8% Budget to Budget | 8.8% Budget to Projected**

Capital Outlay

We are planning to finish two significant capital outlay projects this year. One is the Patio project in Winnetka and the other a Northfield Branch Renovation. Moneys not expended in this fiscal year will be moved to the Special Capital Reserve Fund (currently projected \$271,152.)

**Total Capital Outlay: 15.4% Budget to Budget | 98% Budget to Projected**

Administrative Services

We have a planned increase in the new accounting firm and additional preprocessing by our materials vendors.

**Total Administrative: 0.1% Budget to Budget | 3.1% Budget to Projected**

Maintenance Services

We will be changing over to a new management company for facilities services. We have adjusted down the expenditure on landscaping as we have a large project that will be working on major portions of our landscape needs.

**Total Administrative -6.1% Budget to Budget | 4.8% Budget to Projected**

	BUDGET 2018-19	BUDGET FY 19-20
<b>TOTAL REVENUES</b>	<b>\$ 4,239,009</b>	<b>\$ 4,352,846</b>
<b>TOTAL EXPENSES</b>	<b>\$ 4,256,864</b>	<b>\$ 4,319,300</b>
<b>NET OPERATING INCOME</b>	<b>\$ (17,855)</b>	<b>\$ 33,545</b>

**Winnetka-Northfield Public Library District**  
**DRAFT WORKING BUDGET July 2019 - June 2020**

	Budget 2018-19	Projected 6/30/19	% of Budget	Full Year vs. Projected	Budget FY 19-20	Budget v Budget	Budget v Projected
<b>Revenues (General Fund)</b>							
Property Taxes Collections	\$ 3,741,892	\$ 3,730,875	99.7%	\$ (11,017)	\$ 3,835,439	2.5%	2.8%
<b>Audit/Lib Fund now in general 16500</b>							
<b>IMRF Fund Collection</b>	\$ 90,000	\$ 88,286	98.1%	\$ (1,714)	\$ 88,200	-2.0%	-0.1%
<b>FICA Fund Collection</b>	\$ 20,000	\$ 20,662	103.3%	\$ 662	\$ 24,500	22.5%	18.6%
<b>Building/Equipment Fund Collection</b>	\$ 150,000	\$ 144,639	96.4%	\$ (5,361)	\$ 147,000	-2.0%	1.6%
<b>Unemployment Fund Collection</b>	\$ 10	\$ 10	100.0%	\$ -	\$ 10	0.0%	0.0%
Interest	\$ 18,000	\$ 75,000	416.7%	\$ 57,000	\$ 45,000	150.0%	-40.0%
Replacement Tax	\$ 20,000	\$ 20,000	100.0%	\$ -	\$ 20,000	0.0%	0.0%
Per Capita Grant	\$ 14,107	21,696	153.8%	\$ 7,589	21,696	53.8%	0.0%
Kenilworth Services	\$ 100,000	\$ 87,493	87.5%	\$ (12,507)	\$ 100,000	0.0%	14.3%
Fines	\$ 35,000	\$ 22,000	62.9%	\$ (13,000)	\$ 25,000	-28.6%	13.6%
Studio Fees	\$ 4,500	\$ 2,887	64.2%	\$ (1,613)	\$ 4,500	0.0%	55.9%
Lost/Damaged Materials	\$ 4,500	\$ 3,104	69.0%	\$ (1,396)	\$ 4,500	0.0%	45.0%
Copy/Printing	\$ 9,000	\$ 13,284	147.6%	\$ 4,284	\$ 10,000	11.1%	-24.7%
Book Sales	\$ 2,000	\$ 738	36.9%	\$ (1,262)	\$ 2,000	0.0%	171.0%
Miscellaneous Revenue	\$ -	\$ 1,617		\$ 1,617	\$ -		-100.0%
Contributions	\$ 30,000	\$ 25,000	83.3%	\$ (5,000)	\$ 25,000	-16.7%	0.0%
<b>Total Revenues</b>	<b>\$ 4,239,009</b>	<b>\$ 4,257,292</b>	<b>100.4%</b>	<b>\$ 18,283</b>	<b>\$ 4,352,846</b>	<b>2.7%</b>	<b>2.2%</b>
<b>Expenses (General Fund)</b>							
IT Services	\$ 173,150	\$ 162,917	94%	\$ (10,233)	\$ 171,250	-1.1%	5.1%
Administrative Services	\$ 356,425	\$ 346,310	97%	\$ (10,115)	\$ 356,904	0.1%	3.1%
Personnel	\$ 1,835,000	\$ 1,762,578	96%	\$ (72,423)	\$ 1,790,000	-2.5%	1.6%
<b>IMRF Fund Expenses</b>	<b>\$ 105,000</b>	<b>\$ 108,000</b>	<b>103%</b>	<b>\$ 3,000</b>	<b>\$ 111,000</b>	<b>5.7%</b>	<b>2.8%</b>
<b>FICA Fund Expenses</b>	<b>\$ 125,000</b>	<b>\$ 101,817</b>	<b>81%</b>	<b>\$ (23,183)</b>	<b>\$ 123,000</b>	<b>-1.6%</b>	<b>20.8%</b>
Programming-District Initiative	\$ 81,100	\$ 70,850	87%	\$ (10,250)	\$ 79,100	-2.5%	11.6%

	Budget 2018-19	Projected 6/30/19	% of Budget	Full Year vs. Projected	Budget FY 19- 20	Budget v Budget	Budget v Projected
Adult Services - Winnetka	\$ 305,000	\$ 310,000	102%	\$ 5,000	\$ 315,000	3.3%	1.6%
Books-Digital	\$ 170,000	\$ 170,000	100%	\$ -	\$ 185,000	8.8%	8.8%
Youth/Child-Winnetka	\$ 56,900	\$ 56,900	100.0%	\$ 55,900	\$ 57,400	0.9%	0.9%
Adult - Northfield	\$ 61,000	\$ 61,000	100.0%	\$ 61,000	\$ 61,000	0.0%	0.0%
Youth/Children's Sv.-Northfield	\$ 32,500	\$ 32,500	100.0%	\$ 32,000	\$ 32,500	0.0%	0.0%
Capital Outlay	\$ 650,000	\$ 378,848	58.3%	\$ (271,152)	\$ 750,000	15.4%	98.0%
<b>Total General Expenses</b>	<b>\$ 3,951,075</b>	<b>\$ 3,561,719</b>	<b>90.1%</b>	<b>\$ (240,456)</b>	<b>\$ 4,032,154</b>	<b>2.1%</b>	<b>13.2%</b>
<b>Operating Expenses (No Capital Outlay)</b>	<b>\$ 3,606,864</b>	<b>\$ 3,467,981</b>	<b>96.1%</b>	<b>\$ 10,017</b>	<b>\$ 3,569,300</b>	<b>-1.0%</b>	<b>2.9%</b>
<b>Other Funds Expenses</b>							
Building/Equipment Fund	\$ 304,789	\$ 273,109	89.6%	\$ (31,680)	\$ 286,146	-6.1%	4.8%
Unemployment Fund	\$ 1,000	\$ 12,000	1200.0%	\$ 11,000	\$ 1,000	0.0%	-91.7%
<b>Total Revenues</b>	<b>\$ 4,239,009</b>	<b>\$ 4,257,292</b>	<b>100.4%</b>	<b>\$ 18,283</b>	<b>\$ 4,352,846</b>	<b>2.7%</b>	<b>2.2%</b>
<b>Total Expenses</b>	<b>\$ 4,256,864</b>	<b>\$ 3,846,828</b>	<b>90.4%</b>	<b>\$ (261,136)</b>	<b>\$ 4,319,300</b>	<b>1.5%</b>	<b>12.3%</b>
<b>Net Operating Income</b>	<b>\$ (17,855)</b>	<b>\$ 410,464</b>		<b>\$ 351,154</b>	<b>\$ 33,545</b>	<b>-287.9%</b>	<b>-91.8%</b>



	FY 17 - 18	FY 18- 19	Projected FY 18- 19	FY 19- 2020	% Change	%Budget to Project	Notes
1000000 · Fund 10 General Expenses							
IT Services							
1005132 · CCS Operating & OCLC	80,000	83,250	80,057	83,250	0.0%	4.0%	
1005134 · Software	31,000	31,000	35,000	35,000	12.9%	0.0%	(web dewey,patron point, Expanded adobe)
1005135 · LAN Management	56,100	55,000	40,860	50,000	-9.1%	22.4%	
1005136 · Hardware	1,900	1,900	4,000			-100.0%	Move to capital
1005177 · Technology/Website	2,000	2,000	3,000	3,000	50.0%	0.0%	Development
IT Services	171,000	173,150	162,917	171,250	-1.1%	5.1%	
1005100 · Personnel							
1005110 · Salaries	1,817,210	1,670,000	1,610,000	1,610,000	-3.6%	0.0%	Based on Projected FY19-20
1005111 · Health Insurance	150,000	140,000	140,000	155,000	10.7%	10.7%	
1005112 · Flu Vaccination	500	500	-	500	0.0%		
1005113 · Employee Asst. Program	1,500	1,500	150	1,500	0.0%	900.0%	
105105 · Flex Spending Account	3,000	3,000	428	3,000	0.0%	601.8%	
Total 1005100 · Personnel	1,972,210	1,815,000	1,750,578	1,770,000	-2.5%	1.1%	
1005114 · Conferences	20,000	20,000	12,000	20,000	0.0%	66.7%	
Personnel	1,992,210	1,835,000	1,762,578	1,790,000	-2.5%	1.6%	
1005000 · Administrative Services							
1005101 Audit Fees	8,600.00	9,800.00	11,050	11,050	12.8%	0.0%	
1005150 Liability Insurance Costs	23,421.67	35,000.00	20,548	30,000	-14.3%	46.0%	
1005151 Liability Ins. - Director and Officer							
1005153 Workers Compensation Insurance							
1005154 Liability Insurance							
1005120 · Library Supplies	30,000	30,000	35,000	35,000	16.7%	0.0%	Expanded Pre-processing
1005121 · Office Supplies	8,000	8,000	7,500	8,000	0.0%	6.7%	
1005122 · Breakroom Supplies	1,500	1,500	1,500	1,500	0.0%	0.0%	
1005123 · Postage	6,000	6,000	4,000	4,500	-25.0%	12.5%	
1005124 · Hospitality	6,000	6,000	6,000	6,000	0.0%	0.0%	
1005131 · Accounting and Bookkeeping	14,500	15,000	15,000	20,004	33.4%	33.4%	Includes audit prep
1005137 · Legal Notices	1,500	1,500	500	1,000	-33.3%	100.0%	
1005138 · Delivery Service	7,700	7,700	7,500	8,000	3.9%	6.7%	
1005140 · Payroll Services	8,000	8,500	8,500	9,000	5.9%	5.9%	
1005719 · Board Expenses	1,000	1,000	-	1,000	0.0%		
1005732 · Staff Meetings/Events/Recognition	5,000	5,000	3,000	5,000	0.0%	66.7%	
1005735 · Director's Expenses	1,000	1,000	325	500	-50.0%	53.8%	
1005731 · Memberships	6,500	6,500	5,000	6,000	-7.7%	20.0%	
1005736 · Legal	15,000	15,000	6,000	12,000	-20.0%	100.0%	
1005742 · Building Appraisal	500	500	500	500	0.0%	0.0%	
1005743 · Other Consultations	15,000	15,000	21,340	15,000	0.0%	-29.7%	
HR- Management Associatio	50,000	50,000	28,000	40,000	-20.0%	42.9%	
1005703 · ILL Fees	150	150	100	150	0.0%	50.0%	
1005170 · Utilities							
1005171 · Electricity	45,000	45,000	48,767	49,000	8.9%	0.5%	Change in NF and Winn rates
1005172 · Water	4,500	5,625	2,850	5,700	1.3%	100.0%	
1005173 · Storm Sewer	1,800	1,900	1,600	1,900	0.0%	18.8%	
1005174 · Natural Gas	11,000	11,000	13,019	14,000	27.3%	7.5%	
1005175 · Telephone	8,750	9,250	10,431	10,000	8.1%	-4.1%	
1005176 · Internet Services	16,000	16,500	17,067	17,100	3.6%	0.2%	
1005700 · Public Relations							
1005720 · PR E-Marketing	1,500	1,500	400	1,500	0.0%	275.0%	
1005721 · PR Promotional	6,000	6,000	8,500	7,000	16.7%	-17.6%	

	FY 17 - 18	FY 18- 19	Projected FY 18- 19	FY 19- 2020	% Change	%Budget to Project	Notes
1005722 · PR Source	25,000	25,000	25,000	25,000	0.0%	0.0%	
1005723 · PR Supplies	8,000	8,000	9,000	8,000	0.0%	-11.1%	
1005724 · PR Advertising	3,500	3,500	3,500	3,500	0.0%	0.0%	
Public Relations	44,000	44,000	46,400	45,000	2.3%	-3.0%	
Administrative Services	340,422	356,425	346,310	356,904	0.1%	3.1%	
1005900 · Programming-District Initiative							
1005308 · Summer Reading	11,100	11,100	11,100	11,100	0.0%	0.0%	
1005716 · OBTV	17,000	17,000	15,000	17,000	0.0%	13.3%	
1005907 · Programming - Youth	14,000	15,500	16,500	16,500	6.5%	0.0%	
1005908 · Programming - Adult	20,000	20,000	21,000	22,000	10.0%	4.8%	
1005910 · Studio Maintenance/Repair	2,500	10,000	250	5,000	-50.0%	1900.0%	
1015513 · Studio General Supplies	7,500	7,500	7,000	7,500	0.0%	7.1%	
Programming-District	72,100	81,100	70,850	79,100	-2.5%	11.6%	
Materials - District							
Adult Materials	361,000	366,000	371,000	376,000	2.7%	1.3%	
Books-Digital	140,000	170,000	170,000	185,000	8.8%	8.8%	
Youth Materials	85,900	89,400	89,400	89,900	0.6%	0.6%	
Total Materials	586,900	625,400	630,400	650,900	4.1%	3.3%	
1005882 · Building	155,000	155,000	208,848	155,000	0.0%	-25.8%	
1005884 · Equipment/Furniture	1,700,000	400,000	90,000	500,000	25.0%	455.6%	Northfield and Patio Projects
1005885 · Computer Equipment	130,000	95,000	80,000	95,000	0.0%	18.8%	
Capital Outlay	1,985,000	650,000	378,848	750,000	15.4%	98.0%	

Materials Breakdown  
BUDGET 2019-2020

Winnetka-Northfield Public Library District  
DRAFT WORKING BUDGET July 2019- June 2020

	FY 17 - 18	FY 18- 19	Projected	FY 19 - 20	% Budget	Budget v Projecte
1015300 · Adult Services - Winnetka						
1015340 · Books-Fiction	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	0%	0.0%
1015341 · Books-Non-Fiction	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	0%	0.0%
1015342 · Periodicals	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	0%	0.0%
1015343 · DVDs	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000	0%	0.0%
1015344 · Audio Books	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0%	0.0%
1015346 · Online Database	\$ 90,000	\$ 95,000	\$ 100,000	\$ 105,000	11%	5.0%
Total 1015300 · Adult Services - Winnetka	\$ 300,000	\$ 305,000	\$ 310,000	\$ 315,000	3%	1.6%
1015345 · Books-Digital	\$ 140,000	\$ 170,000	\$ 170,000	185,000.00	9%	8.8%
1015400 · Youth/Children's Svcs.-Winnetka						
1015440 · Books-Fiction	\$ 10,500	\$ 10,500	\$ 10,000	\$ 11,000	5%	10.0%
1015441 · Books-Non-Fiction, Easy, & JH						
101544E · Books-Easy	\$ 12,000	\$ 13,000	\$ 12,000	\$ 13,000	0%	8.3%
101544J · Books-Jr. High	\$ 6,000	\$ 6,000	\$ 7,500	\$ 6,000	0%	-20.0%
101544I · Books-Non-Fiction	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0%	0.0%
Total 1015441 · Books-Non-Fiction, Easy, & JH	\$ 30,000	\$ 31,000	\$ 31,500	\$ 31,000	0%	-1.6%
1015443 · DVDs	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0%	0.0%
1015444 · Audio Books	\$ 7,000	\$ 7,000	\$ 6,400	\$ 7,000	0%	9.4%
1015445 · Music	\$ 400	\$ 400	\$ 1,000	\$ 400	0%	-60.0%
Total 1015400 · Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 56,900	\$ 56,900	\$ 57,400	1%	0.9%
1025300 · Adult Services - Northfield						
1025340 · Books-Fiction-Adult	\$ 24,000	\$ 24,000	\$ 24,000	24,000.00	0%	0.0%
1025341 · Books-Non-Fiction-Adult	\$ 12,000	\$ 12,000	\$ 12,000	12,000.00	0%	0.0%
1025343 · DVDs-Adult	\$ 16,000	\$ 16,000	\$ 15,000	16,000.00	0%	6.7%
1025344 · Audio Books-Adult	\$ 9,000	\$ 9,000	\$ 9,000	9,000.00	0%	0.0%
Total 1025300 · Adult Services - Northfield	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	0%	0.0%
1025400 · Youth/Children's Sv.-Northfield						
1025445 · Music - Juv	\$ 500	\$ 500	\$ 500	\$ 500	0%	0.0%
1025440 · Books-Fiction-Juv	\$ 5,500	\$ 7,000	\$ 7,000	\$ 7,000	0%	0.0%
1025441 · Books-Non-Fiction, Easy, & JH						
102544E · Books-Easy	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%	0.0%
102544J · Book-JR High/Teen/GN	\$ 4,500	\$ 5,500	\$ 5,500	\$ 5,500	0%	0.0%

Materials Breakdown  
 BUDGET 2019-2020

Winnetka-Northfield Public Library District  
 DRAFT WORKING BUDGET July 2019- June 2020

	<b>FY 17 - 18</b>	<b>FY 18- 19</b>	<b>Projected</b>	<b>FY 19 - 20</b>	<b>% Budget</b>	<b>Budget v Projecte</b>
1025441 · Books-Non-Fiction	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%	0.0%
Total 1025441 · Books-Non-Fiction, Easy, & JH	\$ 14,500	\$ 15,500	\$ 15,500	\$ 15,500	0%	0.0%
1025443 · DVDs-Juv	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0%	0.0%
1025444 · Audio Books-Juv	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%	0.0%
Total 1025400 · Youth/Children's Sv.-Northfield	\$ 30,000	\$ 32,500	\$ 32,500	\$ 32,500	0%	0.0%
<b>Total Materials</b>	<b>FY16-17</b>	<b>FY 18- 19</b>				
Adult Materials	361,000	366,000	\$ 371,000	376,000	3%	1.3%
Books-Digital	140,000	170,000	\$ 170,000	185,000	9%	8.8%
Youth Materials	85,900	89,400	\$ 89,400	89,900	1%	0.6%
Total Materials	586,900	625,400	\$ 630,400	650,900	4%	3.3%

Restricted Fund: Building and Sites Breakdown  
 BUDGET 2019-2020

Winnetka-Northfield Public Library District  
 DRAFT WORKING BUDGET July 2019- June 2020

	FY 16 - 17	FY 17 - 18	FY 18 - 19	Projected	FY 19-20	%Budget v Projected	Notes
7005000 · Fund 70 Building/Equipment							
7005725 · Janitorial Supplies	\$ 6,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	0.0%	
7005732 · Snow Removal	\$ 9,000	\$ 8,500	\$ 8,500	\$ 6,125	\$ 8,000	30.6%	
7005735 · Photocopier Leases	\$ 38,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0.0%	
7005736 · Phone Lease	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	\$ 9,600	0.0%	
7005737 · Building Maintanace Service	\$ 108,171	\$ 109,794	\$ 111,440	\$ 110,000	\$ 110,000	0.0%	Change in Company
7005738 · Elevators	\$ 7,000	\$ 8,000	\$ 8,000	\$ 9,000	\$ 8,000	-11.1%	
7005739 · Landscaping	\$ 10,000	\$ 15,000	\$ 15,000	\$ 3,500	\$ 5,000	42.9%	
7005752 · HVAC	\$ 12,000	\$ 12,000	\$ 12,000	\$ 3,000	\$ 10,000	233.3%	
7005755 · Automatic Doors	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,558	\$ 3,500	-23.2%	
7005756 · Roof	\$ -	\$ 600	\$ 600	\$ 600	\$ 600	0.0%	
7005758 · Alarms	\$ 2,500	\$ 2,750	\$ 2,750	\$ 2,726	\$ 2,750	0.9%	
7005782 · Equipment	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,500	\$ 4,000	14.3%	
7005799 · Misc Services	\$ 13,000	\$ 16,000	\$ 16,000	\$ 6,000	\$ 10,000	66.7%	
7025159 · Northfield Lease	\$ 62,624	\$ 63,563	\$ 64,898	\$ 66,000	\$ 66,196	0.3%	
<b>Total 7005000 · Fund 70 Building/Equipment</b>	<b>\$ 285,895</b>	<b>\$ 301,807</b>	<b>\$ 304,789</b>	<b>\$ 273,109</b>	<b>\$ 286,146</b>	<b>4.8%</b>	

Audited Balances	FY 17-18 6/30/2018	FY 16-17 6/30/2017	FY 15-16 6/30/2016	FY 14-15 6/30/2015
Building and Equipment	\$ 26,350	\$ 136,658	\$ 269,146	\$ 371,280
Audit	-	-	-	\$ 5,631
FICA	-	-	-	\$ 37,756
IMRF	-	-	-	-
Unemployment	\$ 75,316	\$ 75,316	\$ 75,268	\$ 86,335
Special Reserve Fund	\$ 1,333,624	\$ 1,333,624	\$ 733,624	\$ 733,624
General Fund Balance	\$ 2,495,926	\$ 4,088,434	\$ 3,536,213	\$ 2,700,107

5-YEAR FINANCIAL SUMMARY - ACCRUAL BASIS

REVENUES & EXPENSES SUMMARY - ALL FUNDS	Actual June 2015	Actual June 2016	Actual June 2017	Actual June 2018	Projected June 2019	Proposed Budget 2019-20	2019-20 Proposed vs 2018-19 Projected	2015-18 CAGR	2015-19 CAGR	2015-20 CAGR
Property Taxes	3,747,267	3,850,875	3,916,457	3,920,791	3,984,472	4,095,149	2.8%	1.5%	1.5%	1.8%
Other Taxes and Grants	59,387	68,789	38,128	41,611	41,696	41,696	0.0%	-11.2%	-8.5%	-6.8%
Contributions	39,652	29,305	112,905	24,973	25,000	25,000	0.0%	-14.3%	-10.9%	-8.8%
Earned Income	161,496	195,618	212,040	231,801	206,123	191,000	-7.3%	12.8%	6.3%	3.4%
<b>Total Revenues</b>	<b>4,007,802</b>	<b>4,144,587</b>	<b>4,279,530</b>	<b>4,219,177</b>	<b>4,257,292</b>	<b>4,352,846</b>	<b>2.2%</b>	<b>1.7%</b>	<b>1.5%</b>	<b>1.7%</b>
<i>Change vs. Previous Year</i>		3.4%	3.3%	-1.4%	0.9%	2.2%				
Direct Patron Expenses	565,376	695,440	579,293	660,253	701,250	730,000	4.1%	5.3%	5.5%	5.2%
Personnel	1,938,516	2,071,751	2,104,599	2,013,401	1,984,395	2,025,000	2.0%	1.3%	0.6%	0.9%
Administrative Expenses	385,227	360,462	422,909	547,126	509,227	528,154	3.7%	12.4%	7.2%	6.5%
Building & Site	228,614	262,984	276,453	259,466	273,109	286,146	4.8%	4.3%	4.5%	4.6%
<b>Total Operating Expenses</b>	<b>3,117,733</b>	<b>3,390,637</b>	<b>3,383,253</b>	<b>3,480,246</b>	<b>3,467,981</b>	<b>3,569,300</b>	<b>2.9%</b>	<b>3.7%</b>	<b>2.7%</b>	<b>2.7%</b>
<i>Change vs. Previous Year</i>		8.8%	-0.2%	2.9%	-0.4%	2.9%				
<b>Operating Income/(Loss)</b>	<b>890,069</b>	<b>753,951</b>	<b>896,276</b>	<b>738,931</b>	<b>789,311</b>	<b>783,545</b>	<b>-0.7%</b>	<b>-6.0%</b>	<b>-3.0%</b>	<b>-2.5%</b>
<i>Change vs. Previous Year</i>		-15.3%	18.9%	-17.6%	6.8%	-0.7%				
<b>Capital Outlay</b>	<b>1,315,989</b>	<b>329,116</b>	<b>181,870</b>	<b>1,920,076</b>	<b>378,848</b>	<b>750,000</b>	<b>98.0%</b>	<b>13.4%</b>	<b>-26.8%</b>	<b>-10.6%</b>
<i>Change vs. Previous Year</i>		-75.0%	-44.7%	955.7%	-80.3%	98.0%				
<b>Total Expenses</b>	<b>4,433,722</b>	<b>3,719,753</b>	<b>3,565,123</b>	<b>5,400,322</b>	<b>3,846,828</b>	<b>4,319,300</b>	<b>12.3%</b>	<b>6.8%</b>	<b>-3.5%</b>	<b>-0.5%</b>
<i>Change vs. Previous Year</i>		-16.1%	-4.2%	51.5%	-28.8%	12.3%				
<b>Net Income/(Loss)</b>	<b>(425,920)</b>	<b>424,835</b>	<b>714,406</b>	<b>(1,181,145)</b>	<b>410,464</b>	<b>33,545</b>	<b>-91.8%</b>	<b>40.5%</b>		<b>-160.2%</b>
<i>Change vs. Previous Year</i>		-199.7%	68.2%	-265.3%	-134.8%	-91.8%				

**Income**

Property Taxes = Library Fund Property Taxes Collection + Special Funds Total Income

Other Taxes and Grants = Replacement Tax + Per Capita Grant

Contributions = Contributions

Earned Income = All other income generated by library activities and investments

**Expenses**

Direct Patron Expenses = Programming + Adult Services + Youth/Children Services + Books-Digital

Personnel = Personnel + IMRF + FICA + Unemployment

Administrative Expenses = IT Services + Administrative Services + Audit + Liability Insurance

Building & Site = Building & Site Special Fund

Capital Outlay = Capital Outlay

FICA, Liability and Audit funds closed end FY 2017-18

## **Capital Project Projections | May 2019**

In addition to the projects below and after the completion of the renovation, it is recommended that we update the Capital Asset Study completed in 2011 by Building Technology Consultants. The estimated cost is \$11,500.

### **Fiscal Year 2019-2020 Projects**

#### **Landscape Master Plan Winnetka Part I**

Stage one of the Landscape Project will be going out to bid shortly. The expectation of cost is estimated at \$250,000 with completion expected in August 2019.

#### **Renovation of the Northfield Branch Library**

The Winnetka Library Renovation Project started as an opportunity to re-envision the circulation service point and evolved into the current undertaking which addresses other long standing capital needs. It was proposed that we stage renovations for each desk as we didn't want to have mass disruption of services in both branches. The Northfield Service point is set to be looked at this year, with the focus to create a better experience for both staff and patrons. The expectation of cost is budgeted at \$200,000 -400,000

### **Other Projects FY 2020:**

#### **Phone System Replacement**

We will be investigating a new phone system as the current lease will end in the Spring of 2020. With the remodel we replaced spaces can have voice over internet protocol phones. Which opens more options for the next system, costs are expected to remain at current levels.

### **Fiscal Year 2020 – 2021**

#### **Landscape Master Plan Winnetka Part II**

This would address the area on the south entrance of the Winnetka Library. This part of the plan has not been developed in a more detailed scope but areas of concern are the ramp and railing (addressing ADA compliance), the bike rack, and the parking lot. In 2012, the District investigated and addressed drainage issues but did not address the ramp and the erosion underneath it. The expectation of cost is ranged from \$250,000 to \$300,000 based on design and engineering.

#### **Flooring in the Lower Level of the Winnetka Library**

The carpeting in the lower level was replaced after the flood in 2006. Because of the success of the Studio and the need for replacement of the carpet, we should investigate new flooring options in the lower level. The expectation of cost is budgeted at \$20,000

#### **Replacement of Fire Sprinkler Main Valve**

The lower level of the Winnetka Library Building needs the valve that controls the fire sprinkler system in the lower level replaced. Estimated cost of replacement \$15,000 to \$20,000

### **Fiscal Year 2021 – 2021**

#### **Window Replacement and Possible Resealing**

The aluminum frame windows are approximately 20 years old. The window wall system is original to the building and consists of single pane glass (reading room and youth room.) The recommendation is to



## **Capital Project Projections | May 2019**

replace the window wall systems and assess the condition of the exterior aluminum frame windows. The window wall replacement was estimated at \$200,000 in our 2011 Capital Asset Study. It is reasonable to estimate that the costs for a window replacement project, depending on scale and design, to be \$200,000 to \$400,000.

### **Fiscal Year 2022 – 2023**

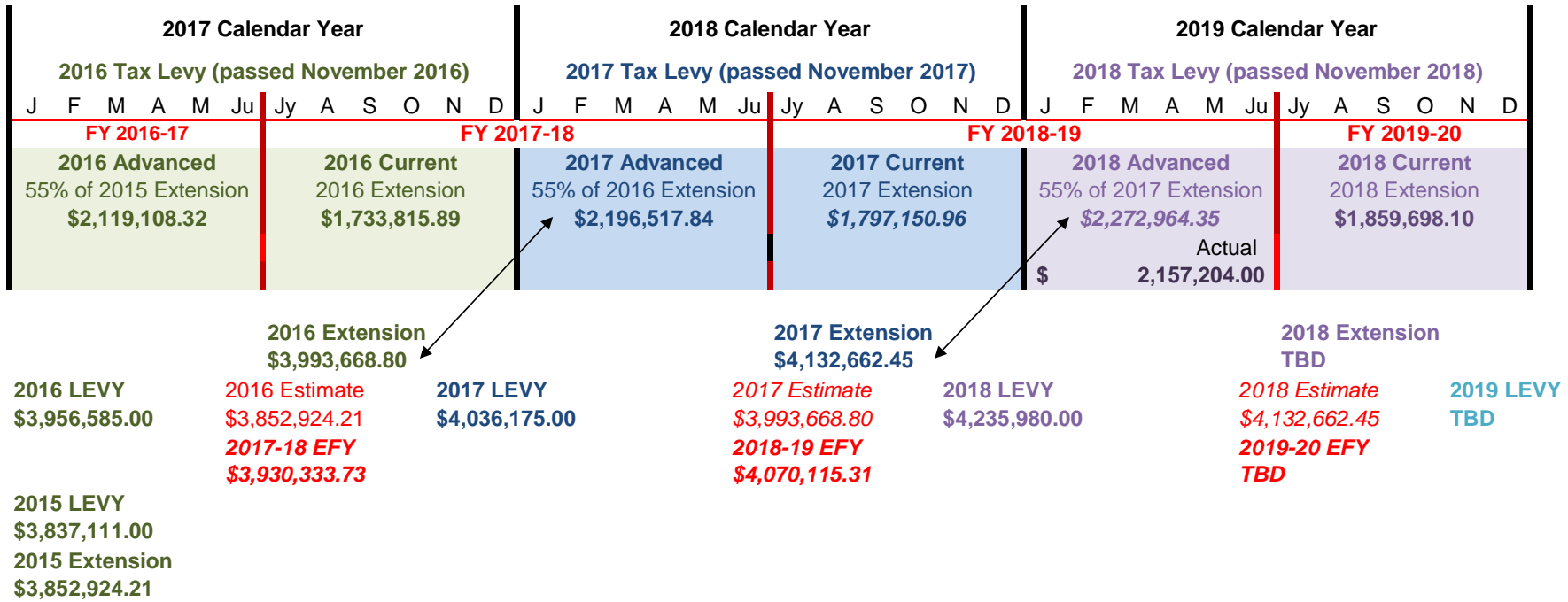
#### **Exterior Masonry Work at Winnetka Library**

Tuckpoint exterior of the Winnetka Building, repairing deteriorated brick and limestone mortar joints. Estimated costs \$150,000 to \$200,000.

#### **Projects Under Investigation**

Ceiling and Lighting replacement in Youth Services Room Winnetka. This was not done in the last remodel and should be considered over the course of the next several years.

## Tax Revenue Flow Chart



Tax bills are paid 1 year in arrears. Homeowners are paying their 2019 taxes based on 2018 assessments.

Levy's passed in November (2018) are collected the following Spring and Fall - impacting two fiscal years.

Spring disbursements are based on 55% of the *prior year's extension* because the current year's extension is not available yet

For example - the money we collected this Spring is part of our 2018 Levy, but was based on 55% of the 2017 final extension.

Fall disbursements are based on the current year's extension minus Spring's disbursement.

A simple rule of thumb is to remember we receive 55% of our money in the Spring, and 45% in the Fall

Because taxes are collected in Spring and Fall, each extension report impacts both the current fiscal year and the coming fiscal year.

The Board passes its levy in November which tells the County how much money to collect on our behalf.

The County makes adjustments to our levy and determines how much money they will collect on our behalf. This is our extension.

We receive an estimate of what our extension will be in late May.

We receive our final extension report in mid-July.

While the extension is what the County bills our residents, it does not guarantee how much money we will receive.

Tax appeals, late or non-payments impact this overall amount, meaning we get less than the extension amount

We periodically receive payments from prior tax years as appeals are resolved.

The District typically receives about 97 to 98 % of our extension in a tax year.

## Recommendation for Engaging New Building Services Management Company

Mueller Building Services Inc., our current facilities management company, is closing as of June 30, 2019. After careful consideration, it is the management team recommendation to the Board of Trustees to approve the City Wide Maintenance Company Inc. contract to assume the role of facilities management starting July 1, 2019.

City Wide has worked with us to fit our needs and replace the services of Mueller Building Services. The contract includes 24/7 management of our two facilities, general management of vendor schedules for routine maintenance and repairs, procurement and stocking of facilities supplies, cleaning of both buildings as well as general facilities work such as minor repairs.

The total cost per year not to exceed \$110,000

## Recommendation to Renew the Kenilworth Library Services Agreement

We are recommending that the Board of Trustees renew the Kenilworth Services Agreement for the term July 1, 2019 to June 30, 2023. This agreement is between the Kenilworth Library District and the Wilmette and Winnetka-Northfield Public Library Districts in order that we may provide library services to the residents of Kenilworth.

The Wilmette Public Library District has agreed to remain the administrator for the Kenilworth Library District. The Administrator is responsible for maintaining records concerning Kenilworth Library's financial affairs and accounts, preparing agendas and other materials necessary for meetings of Kenilworth Library's Board of Trustees, and preparing such legal and administrative documents as are needed in the ordinary course of Kenilworth Library's business.

Rebecca Wolf  
Library Director  
Winnetka-Northfield Public Library District

## LIBRARY SERVICES AGREEMENT

This **LIBRARY SERVICES AGREEMENT** (“*Agreement*”) is entered into as of July 1, 2019 by and among the **KENILWORTH PUBLIC LIBRARY DISTRICT** (“*Kenilworth Library*”), the **WILMETTE PUBLIC LIBRARY DISTRICT** (“*Wilmette Library*”), and the **WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT** (“*Winnetka Library*”).

**WHEREAS**, Kenilworth Library desires to contract with Wilmette Library and Winnetka Library for provision of library services to residents of the Public Library District of the Village of Kenilworth, Illinois;

**WHEREAS**, Wilmette Library and Winnetka Library are willing to provide such library services to the residents of the Public Library District of the Village of Kenilworth, Illinois under the terms and conditions hereof,

**WHEREAS**, authority to contract among intergovernmental and public agencies, including public library districts, is permitted in Illinois pursuant to, *inter alia*, Ill. Const. art. VII, § 10; 5 ILCS 220/5; and 75 ILCS 16/30-55.40;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by each of the parties hereto, the parties agree as follows:

1. Term. This Agreement shall be effective as of July 1, 2019 and shall expire on June 30, 2023. Each service year during the term of this Agreement shall begin on July 1 and end on June 30 of the following calendar year (each, a “*Service Year*”).

2. Appointment of Administrator. Wilmette Library, through the Director of its library and such additional staff as such Director shall appoint, shall administer the business and legal affairs of Kenilworth Library at the direction and instruction of Kenilworth Library’s Board of Trustees (in such role, Wilmette Library is referred to herein as the “*Administrator*”). The Administrator shall, among other things, maintain records concerning Kenilworth Library’s financial affairs and accounts, prepare agendas and other materials necessary for meetings of Kenilworth Library’s Board of Trustees, and prepare such legal and administrative documents as are needed in the ordinary course of Kenilworth Library’s business.

3. Provision of Library Services. Wilmette Library and Winnetka Library agree to provide to residents of the Public Library District of the Village of Kenilworth, Illinois the same rights and privileges pertaining to library services, on the same terms and conditions, that Wilmette Library and Winnetka Library provide to residents of their own districts. Where licenses for electronic products restrict access to a cardholders of a single library, the Wilmette and Winnetka libraries agree to work to find a way, if possible, to provide service to all Kenilworth residents, regardless of which card is of record.

4. Annual Fee.

- a. During the Service Year July 1, 2019 through June 30, 2020, Kenilworth Library agrees to pay to Wilmette Library and Winnetka Library, jointly,

the sum of \$282,889.00 (the “*Annual Fee*”) in compensation for the library services described in Section 3 above.

- b. For each Service Year thereafter during the term of this Agreement, the Annual Fee shall automatically adjust at the lower of: (i) the rate of change of the annual Consumer Price Index for the prior calendar year as published by the Bureau of Labor Statistics of the U.S. Department of Labor in March of each year, or (ii) the maximum amount of property tax increases allowed to Kenilworth Library by law.
- c. Wilmette Library and Winnetka Library shall divide the Annual Fee for any Service Year between themselves in proportion to the number of items checked out at the Wilmette and Winnetka libraries by residents of the Kenilworth Library during the prior Service Year, as calculated by the Administrator. The Administrator will report the number of items checked out at the respective libraries by Kenilworth residents from the Cooperative Computer Services (CCS) “Monthly Statistics by Patron Code” report (or its successor) prepared for each CCS member library.
- d. Kenilworth Library shall pay the Annual Fee in unequal quarterly installments as soon as is practicable after Kenilworth Library receives payment of its allocation of property tax receipts from Cook County, Illinois on or about each September 15, December 15, March 15, and June 15. Each quarterly payment shall be in an amount determined by Kenilworth Library after deducting from its cash on hand: (i) a reserve of \$10,000, (ii) the payment called for under Section 5 below, and (iii) sufficient funds to pay its anticipated ordinary course expenses for the following calendar quarter. The Administrator shall provide a report of amounts deducted to Wilmette Library and Winnetka Library with each quarterly payment.

5. Administrative Fee.

- a. During the year July 1, 2019 through June 30, 2020, Kenilworth Library agrees to pay to Wilmette Library the sum of \$16,360.00 (the “*Administrative Fee*”) in compensation for the administrative services described in Section 2 above.
- b. For each Service Year thereafter during the term of this Agreement, the Administrative Fee shall automatically change at the lower of: (i) the rate of change of the annual Consumer Price Index for the prior calendar year as published by the Bureau of Labor Statistics of the U.S. Department of Labor in March of each year, or (ii) the maximum amount of property tax increases allowed to Kenilworth Library by law.
- c. Kenilworth Library shall pay the Administrative Fee in unequal quarterly installments as soon as is practicable after Kenilworth Library receives payment of its allocation of property tax receipts from Cook County, Illinois

on or about each September 15, December 15, March 15, and June 15. Each quarterly payment shall be in an amount determined by Kenilworth Library after deducting from its cash on hand: (i) a reserve of \$10,000 and (ii) sufficient funds to pay its anticipated ordinary course expenses for the following calendar quarter.

6. Termination Payments.

- a. On the first anniversary of the expiration of the term of this Agreement, Kenilworth Library shall pay Wilmette Library and Winnetka Library, jointly, an amount equal to the Annual Fee that was paid during the final Service Year of this Agreement, to be divided between them as described in Section 4(c) above based on circulation data for the final Service Year of this Agreement.
- b. On the first anniversary of the expiration of the term of this Agreement, Kenilworth Library shall pay Wilmette Library an amount equal to the Administrative Fee that was paid during the final Service Year of this Agreement.

7. Undertaking, Participation and Cooperation.

- a. Kenilworth Library shall take all actions necessary to pass and record a valid annual tax levy in an amount sufficient to pay all costs reasonably necessary to fulfill its financial obligations under this Agreement.
- b. Each of the parties hereto agrees to use its best efforts to promote a full exchange of information concerning the operation of its district. Each of the parties shall each provide the others with the schedule of meetings of its Board of Trustees and the same notice of special or rescheduled meetings, meeting minutes and financial operating reports as are given to its Board of Trustees.
- c. The Directors of Wilmette Library and Winnetka Library shall be available for reasonable consultation with the Kenilworth Library Board of Trustees.

8. Severability. If any provision of this Agreement shall be held invalid, illegal or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and shall be enforced to the fullest extent permitted by law.

9. Integration; Amendment. This Agreement constitutes the complete agreement of the parties hereto and supersedes any and all other written or oral contracts, agreements or understandings between them on the subject hereof. This Agreement may not be amended, modified or otherwise changed except for a written instrument duly executed by each party hereto.

10. Notice. All notices, demands, requests or other communications sent by one party to the other hereunder shall be deemed delivered three (3) days after depositing same in the United States mail, postage prepaid, addressed as follows:

**If to Kenilworth Library:**

President, Board of Trustees  
Kenilworth Public Library District  
c/o Director, Wilmette Public Library  
1242 Wilmette Avenue  
Wilmette, Illinois 60091

**If to Wilmette Library:**

President, Board of Trustees  
Wilmette Public Library District  
c/o Director, Wilmette Public Library  
1242 Wilmette Avenue  
Wilmette, Illinois 60091

**If to Winnetka Library:**

President, Board of Trustees  
Winnetka-Northfield Public Library District  
c/o Director, Winnetka Public Library  
768 Oak Street  
Winnetka, Illinois 60093

11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

12. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be effective only upon delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument.

**IN WITNESS WHEREOF,** the parties have set their hands and seals as of the date first above written.

**KENILWORTH PUBLIC LIBRARY DISTRICT**

**WILMETTE PUBLIC LIBRARY DISTRICT**

By: *Elizabeth C. ...* By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_