

**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, June 17, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Consent Agenda***

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

- Approval of Minutes of May 20, 2019 Regular Meeting*
- Approval of Minutes of June 5, 2019 Study Session*

V. Financial Report

- Approve May 2019 Financial Statements*

VI. Library Report

- Board President's Comments (President Ruiz-Funes)
- Director's Report (Director Wolf)*

VII. Liaisons to Other Organizations – Reports

- Winnetka Village (Trustee Reichert)
- Northfield Village (Trustee Shoup)

VIII. Unfinished Business

- Discussion and Vote to Approve Board of Trustees Meeting Calendar for Fiscal Year 2019-2020*

IX. New Business

- Discussion and Vote on District closure dates for Fiscal Year 2019-2020*
- Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards*
- Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate*
- Discussion and Vote on Proposal of Replacement of District Backup System*
- Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020*

*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**

- X. 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
5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)).
- XI. Return to Open Session**
- XII. Vote to Approve Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee**
- XIII. Communications**
- July 4th Community Event/Parade Attendance
 - Next Meeting Regular Meeting July 8th
- XIV. Public Comments**
- XV. Adjournment**

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

May 20, 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 6:45 p.m. A quorum was present.

II. Roll Call

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

III. Adjourn to Closed Session

A MOTION was made by Trustee McCarthy 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 Ruiz-Funes.

The MOTION passed on a voice vote and President Johnson adjourned to a Closed Session at 6:46 p.m.

IV. Return to Open Session

The meeting returned to open session at 7:09 p.m.

Present were library employees: Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing) and Stephanie Girardi (Collection Services Acquisitions Associate). Present were trustee elects Deborah Vandergrift, Travis Gosselin and Brian Schmisek. Present were Winnetka residents Jeffrey Liss and Elijah Wilde. Present was Nancy Fox from the League of Women Voters.

V. Public Comments

No public comments.

VI. Vote to Approve Consent Agenda

- Approval of Minutes of April 15, 2019 Regular Meeting
- Approval of Minutes of May 1, 2019 Study Session

A MOTION was made by Trustee Reichert to approve the Consent Agenda given the corrections and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VII. Financial Report

Trustees discussed the financial reports.

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

The MOTION passed on a voice vote.

VIII. Library Report

BOARD PRESIDENT’S REPORT:

President Johnson announced that he attended the League of Women Voters annual dinner as a spousal member. He stated that Nancy Fox and Kaya Rubinstein both gave presentations and commented favorably on the Library. Rubinstein noted in her presentation that the Northfield Branch Library is different from the Winnetka Library, and therefore does not need to have the same modern feel. President Johnson stated that this was a reminder of the unique character of the Northfield Branch.

Trustee Reichert stated that she gave a presentation at the Winnetka Town Hall meeting and was well-received. She presented on the renovations and the patio project, and she believes people were impressed that they are improving the visibility of the Library.

LIBRARY DIRECTOR’S REPORT:

Director Wolf reported:

- Patio project has moved along to the bidding process.
- Product Architecture + Design will return to the Board in July with more options and prices for the Northfield Branch remodel.
- Staff attended the Reaching Forward conference and had a great time. She stated that staff brought back ideas that they are excited to implement at the Library.
- Head of Youth Services Sheila Cody has resigned her position and will not be returning to the District after her leave.
- Circulation is doing well, and study room usage was higher in April than in January.

IX. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Reichert stated that the Village has approved One Winnetka.
- *Northfield Village*- Trustee Neustadt stated the Village of Northfield is swearing in three new board members. She stated that the Happ Road Study is still in progress. Trustee Neustadt also stated that the Park District received a grant and will be starting renovations on Clarkson Park. There will be community open houses on May 22, 2019 and May 30, 2019 to discuss the project.

X. Unfinished Business

- *Discussion and Vote on Fiscal Year 2019-2020 Working Budget*
A MOTION was made by Trustee McCarthy to approve the Fiscal Year 2019-2020 Working Budget and seconded by Trustee Reichert.

ROLL CALL VOTE

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

NAYS:

ABSENT: Trustee Anwar

MOTION CARRIED

XI. New Business

- *Discussion and Vote on New Facilities Management Service*
A MOTION was made by Trustee Reichert to approve the New Facilities Management Service and seconded by Trustee Neustadt.

ROLL CALL VOTE

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

NAYS:

ABSENT: Trustee Anwar

MOTION CARRIED

- *Discussion and Vote on renewal of the Kenilworth Services Agreement*

A MOTION was made by Trustee McCarthy to Renew the Kenilworth Services Agreement and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS:

ABSENT: Trustee Anwar

MOTION CARRIED

- *Recognition of Outgoing Trustees Johnson, McCarthy and Neustadt*

Director Wolf announced that in recognition of the outgoing trustees; President Johnson and Trustees McCarthy and Neustadt, the District created personalized mementos in the studio. Director Wolf thanked the outgoing trustees for their years of service and for all they have accomplished together as a Board.

President Johnson thanked the current Board and previous Board, and Director Wolf for her leadership. He stated that it was a pleasure to be a part of the remodel of the Winnetka Library and the District's ongoing transition to digital formats.

Trustee McCarthy stated that she is honored to have served for two terms on the Board. She is proud of how far the District has come over the last eight years due to the hard work of library staff, Director Wolf, and her fellow board members.

Trustee Neustadt thanked the Board and the public for the opportunity to serve as a trustee for the past eight years. She stated that in her time on the Board, there have been three directors, as well as a complete remodel of the Winnetka Library building. However, she stated that change is not always a good thing, and she appreciates that the Board is acknowledging that Northfield is a different community and is slowing down and rethinking the remodel of the Northfield Branch Library. Trustee Neustadt stated that she has a good relationship with District staff and felt that as a board member she was approachable. She suggested that the new trustees keep their ears open to input from both the District staff and the Winnetka-Northfield communities.

- *Organizational meeting of the Library Board*

- Oaths of Office for Incoming Trustees

Three incoming trustees were sworn in; Deborah Vandergrift, Travis Gosselin and Brian Schmisek.

- Election of Officers to a two-year term

The board discussed the election of officers.

For the office of President, Trustees Reichert and Shoup nominated Trustee Ruiz-Funes due to his financial background and leadership. By a majority vote, Trustee Ruiz-Funes was elected to the office of President for a two-year term.

For the office of Vice President, Trustee Gosselin self-nominated. By a majority vote, Trustee Gosselin was elected to the office of Vice President for a two-year term.

For the office of Secretary, Trustees Reichert and Ruiz-Funes nominated Trustee Shoup. By a majority vote, Trustee Shoup was elected to the office of Secretary for a two-year term.

For the office of Treasurer, Trustee Vandergrift self-nominated. By a majority vote, Trustee Vandergrift was elected to the office of Treasurer for a two-year term.

o Community Liaison appointments

Trustees volunteered for the following liaison appointments:

- Village of Northfield – Trustee Shoup
- Village of Winnetka –Trustee Reichert

- *Discussion regarding proposed Board of Trustees Meeting Calendar for Fiscal Year 2019-2020*
Director Wolf presented the proposed meeting calendar for the 2019-2020 fiscal year. The Board discussed moving the July 15, 2019 Regular Board Meeting to July 8, 2019.

The Board will vote on the established meeting calendar at the June 17, 2019 Regular Board Meeting.

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

Jeffrey Liss stated that the congratulations for both outgoing and incoming trustees. Mr. Liss also commented that he would like to see the District refer to the upcoming holiday as Independence Day.

XIV. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Schmisek and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:47 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

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

June 5, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:03 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Deborah Vandergrift, Travis Gosselin and Kathleen Reichert; and Library Director Rebecca Wolf.

Absent: Trustees Raheela Anwar and Brian Schmisek

Present was library employee Nicola White (Administrative Assistant). Present was Winnetka resident Jeffrey Liss.

III. Public Comments

No public comments.

IV. Presentation of Library District Overview by Director Wolf

Director Wolf provided the trustees with training documents and information about the Winnetka-Northfield Public Library District through the Board's ShareDrive. She also reviewed the Freedom of Information Act and the Open Meetings Act with the trustees.

V. Presentation of Library Trustee Training by Nancy Sylvester

Team/Leadership Specialist and Professional Parliamentarian, Nancy Sylvester, attended the meeting to provide trustee training to the Board. She went over boardsmanship which included topics such as board basics, board governing documents, fiduciary duty, and board/staff relationships. She also reviewed topics of parliamentary procedure.

VI. Discussion to Fill Trustee Vacancy

Director Wolf stated that Trustee Schmisek has resigned his trustee position because he will be accepting a new position that is out of state. The Board will discuss declaring a vacancy at the June 17, 2019 Regular Board Meeting.

VII. Public Comments

No public comments.

VIII. Adjournment

There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 9:24 p.m.

Respectfully submitted,
Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

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

May 2019 - 91.67%

	Budget 2018-19		Actual April 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through April 2019	April 2019	% of Budget	
Revenues					
Library Fund	\$ 3,978,999	\$ 3,647,416	\$ 4,077,445	102.5%	\$ 430,029
IMRF Fund	\$ 90,000	\$ 75,000	\$ 89,408	98.3%	\$ 13,510
FICA Fund	\$ 20,000	\$ 16,667	\$ 19,868	98.3%	\$ 3,002
Building and Site Fund	\$ 150,000	\$ 125,000	\$ 149,013	98.3%	\$ 22,517
Unemployment Fund	\$ 10	\$ 8	\$ 5	-511.0%	\$ 0
Total Revenues	\$ 4,239,009	\$ 3,864,091	\$ 4,335,739	102.3%	\$ 469,059
Expenses					
Library Fund	\$ 3,721,075	\$ 3,112,896	\$ 2,933,589	72.5%	\$ (415,702)
IMRF Fund	\$ 105,000	\$ 87,500	\$ 106,838	95.7%	\$ 12,946
FICA Fund	\$ 125,000	\$ 104,167	\$ 102,005	74.8%	\$ (10,651)
Building and Site Fund	\$ 304,788	\$ 253,990	\$ 249,044	74.2%	\$ 27,951
Unemployment Fund	\$ 1,000	\$ 833	\$ 11,907	0.0%	\$ 9,699
Total Expenses	\$ 4,256,863	\$ 3,559,386	\$ 3,403,383	80.0%	\$ (375,756)
Total Revenues	\$ 4,239,009	\$ 3,864,091	\$ 4,335,739	102.3%	\$ 471,648
Total Expenses	\$ 4,256,863	\$ 3,559,386	\$ 3,403,383	80.0%	\$ 156,003
Net Operating Income	\$ (17,854)	\$ 304,705	\$ 932,355	-5222.1%	\$ 627,650

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 May 2019 - 91.67%

	Budget 2018-19		Actual May 2019			
	Full Year	Prorated		May 2019	% of Budget	Variance vs. Prorated Budget
		Through	May			
		2019				
Revenues						
Total 0004000 Property Taxes						
Collections	\$ 3,741,892	\$ 3,430,068	\$ 3,799,591	101.5%	\$ 369,523	
Total 0004500 Interest	\$ 18,000	\$ 16,500	\$ 92,710	515.1%	\$ 76,210	
1004040 Replacement Tax	\$ 20,000	\$ 18,333	\$ 33,899	169.5%	\$ 15,566	
Total 1004050 Per Capita Grant	\$ 14,107	\$ 12,931	\$ 22,890	162.3%	\$ 9,959	
1004060 Kenilworth Services	\$ 100,000	\$ 91,667	\$ 72,874	72.9%	\$ (18,793)	
Total 1004100 Fines	\$ 35,000	\$ 32,083	\$ 20,199	57.7%	\$ (11,884)	
1004120 Studio Fees	\$ 4,500	\$ 4,125	\$ 1,485	33.0%	\$ (2,640)	
Total 1004150 Lost/Damaged						
Materials	\$ 4,500	\$ 4,125	\$ 14	0.3%	\$ (4,111)	
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166		\$ 1,166	
Total 1004300 Copy/Printing	\$ 9,000	\$ 8,250	\$ 7,120	79.1%	\$ (1,130)	
Total 1004700 Book Sales	\$ 2,000	\$ 1,833	\$ 1,038	51.9%	\$ (796)	
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,380		\$ 1,380	
Total 1004800 Contributions	\$ 30,000	\$ 27,500	\$ 23,078	76.9%	\$ (4,422)	
Total Revenues	\$ 3,978,999	\$ 3,647,416	\$ 4,077,445	102.5%	\$ 430,029	
Expenses						
1000000 Fund 10 General Expenses						
Total 10.5100 IT Services	173,150	158,721	134,328	77.6%	24,393	
Total 1005000 Administrative Services	356,425	326,723	295,700	83.0%	31,023	
Total 1005100 Personnel	1,835,000	1,682,083	1,494,398	81.4%	187,685	
Total 1005900 Programming-District Initiative	81,100	74,342	47,890	59.1%	26,452	
Total 1015300 Adult Services - Winnetka	475,000	435,417	481,645	101.4%	(46,229)	
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	52,158	51,615	90.7%	544	
Total 1025300 Adult Services - Northfield	61,000	55,917	52,413	85.9%	3,503	
Total 1025400 Youth/Children's Sv.- Northfield	32,500	29,792	24,887	76.6%	4,905	
Total 1035800 Capital Outlay	650,000	595,833	350,714	54.0%	245,120	
Total 1000000 Fund 10 General Expenses	3,721,075	3,410,985	2,933,589	78.8%	477,396	
Total Revenues	3,978,999	3,647,416	4,077,445	102.5%	430,029	
Total Expenses	3,721,075	3,410,985	2,933,589	78.8%	477,396	
Net Operating Income	257,924	236,430	1,143,856	443.5%	\$ 907,426	

Winnetka-Northfield Public Library District
 General Fund Income Statement
 July, 2018 - June, 2019
 May 2019 - 91.67%

	Budget 2018-19		Actual May 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through May 2019	May 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 3,430,068	\$ 3,799,591	102%	\$ 369,523
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 3,430,068	\$ 3,799,591	102%	\$ 369,523
0004500 Interest					
1004501 Checking Interest Income	18,000	16,500			
1004501 Checking Interest Income-GF			2,445		
1004525 FT Money Market-Interest			1,206		
1004595 FT Investment Interest Income			89,059		
Total 0004500 Interest	\$ 18,000	\$ 16,500	\$ 92,710	515%	\$ 76,210
1004040 Replacement Tax	\$ 20,000	\$ 18,333	\$ 33,899	169%	\$ 15,566
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	12,931	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 12,931	\$ 22,890	162%	\$ 9,959
1004060 Kenilworth Services	100,000	91,667	72,874	73%	(18,793)
1004100 Fines					
1014100 Fines - Winnetka			17,713		
1024100 Fines - Northfield			2,486		
Total 1004100 Fines	\$ 35,000	\$ 32,083	\$ 20,199	58%	\$ (11,884)
1004120 Studio Fees	4,500	4,125	1,485	33%	(2,640)
1004150 Lost/Damaged Materials					
1014150 Lost/Damaged Mat.-Winnetka	4,500	4,125	(76)		
1024150 Lost/Damaged Mat.-Northfield			90		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 4,125	\$ 14	0%	\$ (4,111)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing					
1014300 Copy/Printing - Winnetka	9,000	8,250	4,756		
1024300 Copy/Printing - Northfield			2,364		
Total 1004300 Copy/Printing	\$ 9,000	\$ 8,250	\$ 7,120	79%	\$ (1,130)
1004700 Book Sales					
1014700 Book Sales - Winnetka	2,000	1,833	1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 1,833	\$ 1,038	52%	\$ (796)
1004775 Miscellaneous Revenue			\$ 1,380		\$ 1,380
1004800 Contributions					
1004880 Gift Fund (over \$100)	30,000	27,500			
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			23,078		
Total 1004800 Contributions	\$ 30,000	\$ 27,500	\$ 23,078	77%	\$ (4,422)
Total Income	\$ 3,978,999	\$ 3,647,416	\$ 4,077,445	102%	\$ 430,029
Gross Profit	\$ 3,978,999	\$ 3,647,416	\$ 4,077,445	102%	\$ 430,029
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating & OCLC	83,250	76,313	65,177	78%	(11,135)
1005134 Software	31,000	28,417	26,755	86%	(1,662)

	Budget 2018-19		Actual May 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through May 2019	May 2019	% of Budget	
1005135 LAN Management	55,000	50,417	40,297	73%	(10,120)
1005136 Hardware	1,900	1,742		0%	(1,742)
1005177 Technology/Website	2,000	1,833	2,099	105%	266
Total 10.5100 IT Services	\$ 173,150	\$ 158,721	\$ 134,328	78%	(24,392.88)
1005000 Administrative Services					
1005101 Audit Fees	9,800	8,983	11,050	113%	2,067
1005120 Library Supplies	30,000	27,500	30,074	100%	2,574
1005121 Office Supplies	8,000	7,333	6,985	87%	(348)
1005122 Breakroom Supplies	1,500	1,375	1,340	89%	(35)
1005123 Postage	6,000	5,500	3,501	58%	(1,999)
1005124 Hospitality	6,000	5,500	2,715	45%	(2,785)
1005131 Accounting and Bookkeeping	15,000	13,750	15,566	104%	1,816
1005137 Legal Notices	1,500	1,375	372	25%	(1,003)
1005138 Delivery Service	7,700	7,058	6,750	88%	(308)
1005140 Payroll Services	8,500	7,792	7,602	89%	(190)
1005150 Liability Insurance Costs	35,000	32,083			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	32,083	20,548	59%	(11,536)
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			38,399		
1025171 Electricity - Northfield			5,934		
Total 1005171 Electricity	45,000	41,250	44,333	99%	3,083
1005172 Water	5,625				
1015172 Water - Winnetka	-		2,022		
1025172 Water - Northfield			516		
Total 1005172 Water	5,625	5,156	2,537	45%	(2,619)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			1,465		
Total 1005173 Storm Sewer	1,900	1,742	1,465	77%	(277)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			9,952		
1025174 Natural Gas - Northfield			1,568		
Total 1005174 Natural Gas	11,000	10,083	11,520	105%	1,437
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			9,565		
Total 1005175 Telephone	9,250	8,479	9,565	103%	1,086
1005176 Internet Services	16,500	15,125	16,041	97%	916
Total 1005170 Utilities	89,275	81,835	85,462	96%	3,626
1005700 Public Relations					
1005720 PR E-Marketing	1,500	1,375	185	12%	(1,190)
1005721 PR Promotional	6,000	5,500	6,363	106%	863
1005722 PR Source	25,000	22,917	-	0%	(22,917)
1005723 PR Supplies	8,000	7,333	8,333	104%	1,000
1005724 PR Advertising	3,500	3,208	3,019	86%	(190)
Total 1005700 Public Relations	44,000	40,333	17,900	41%	(22,433)
1005703 ILL Fees	150	138	100	67%	(38)
1005713 Credit Card Processing Fees	-	-	925	0%	925
1005719 Board Expenses	1,000	917	-	0%	(917)

	Budget 2018-19		Actual May 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through May 2019	May 2019	% of Budget	
1005731 Memberships	6,500	5,958	2,588	40%	(3,370)
1005732 Staff Meetings	5,000	4,583	1,728	35%	(2,855)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	917	300	30%	(617)
1005736 Legal	15,000	13,750	5,193	35%	(8,557)
1005741 Architects		-	41,743		41,743
1005742 Building Appraisal	500	458	-	0%	(458)
1005743 Other Consultations	15,000	13,750		0%	(13,750)
1005744 Investment Fees	-	-	4,030	0%	4,030
1005745 HR Consultant	50,000	45,833	29,208	58%	(16,626)
Total 1005000 Administrative Services	356,425	326,723	295,700	83%	(31,023)
1005100 Personnel					
1005110 Salaries	1,670,000	1,530,833	1,372,404	82%	(158,429)
1005111 Health Insurance	140,000	128,333	109,855	78%	(18,478)
1005112 Flu Vaccination	500	458	-	0%	(458)
1005113 Employee Asst. Program	1,500	1,375	150	10%	(1,225)
1005114 Conferences	20,000	18,333	11,517	58%	(6,817)
1005115 Flexible Spending Account	3,000	2,750	473	16%	(2,278)
Total 1005100 Personnel	1,835,000	1,682,083	1,494,398	81%	(187,685)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	10,175	2,641	24%	(7,534)
1005716 OBTV	17,000	15,583	14,243	84%	(1,340)
1005907 Programming - Youth	15,500	14,208	7,017	45%	(7,191)
1005908 Programming - Adult	20,000	18,333	20,773	104%	2,440
1005910 Programming - Studio	10,000	9,167	233	2%	(8,934)
1005913 Studio General Supplies	7,500	6,875	2,982	40%	(3,893)
Total 1005900 Programming-District Initiative	81,100	74,342	47,890	59%	(26,452)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	50,417	53,642	98%	3,226
1015341 Books-Non-Fiction	65,000	59,583	62,331	96%	2,748
1015342 Periodicals	28,000	25,667	28,247	101%	2,580
1015343 DVDs	37,000	33,917	32,874	89%	(1,042)
1015344 Audio Books	25,000	22,917	17,809	71%	(5,107)
1015345 Books-Digital	170,000	155,833	181,242	107%	25,409
1015346 Online Database	95,000	87,083	105,499	111%	18,416
Total 1015300 Adult Services - Winnetka	475,000	435,417	481,645	101%	46,229
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	9,625	8,866	84%	(759)
1015441 Books-Non-Fiction, Easy, & JH			-		-
101544E Books-Easy	13,000	11,917	13,340	103%	1,423
101544J Books-Jr. High	6,000	5,500	6,884	115%	1,384
101544N Books-Non Fiction	12,000	11,000	9,009	75%	(1,991)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	28,417	29,234	94%	817
1015443 DVDs	8,000	7,333	6,812	85%	(522)
1015444 Audio Books	7,000	6,417	5,779	83%	(638)
1015445 Music	400	367	925	231%	559
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	52,158	51,615	91%	(544)
1025300 Adult Services - Northfield					

	Budget 2018-19		Actual May 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through May 2019	May 2019	% of Budget	
1025340 Books-Fiction-Adult	24,000	22,000	21,035	88%	(965)
1025341 Books-Non-Fiction-Adult	12,000	11,000	10,014	83%	(986)
1025342 Periodicals	-	-	553		553
1025343 DVDs-Adult	16,000	14,667	13,268	83%	(1,399)
1025344 Audio Books-Adult	9,000	8,250	7,544	84%	(706)
Total 1025300 Adult Services - Northfield	61,000	55,917	52,413	86%	(3,503)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	6,417	5,462	78%	(955)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	4,583	4,988	100%	405
102544J Books-Jr. High	5,500	5,042	3,833	70%	(1,209)
102544N Books-Non Fiction	5,000	4,583	4,382	88%	(201)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	14,208	13,203	85%	(1,005)
1025443 DVDs-Juv	4,500	4,125	2,938	65%	(1,187)
1025444 Audio Books-Juv	5,000	4,583	2,994	60%	(1,589)
1025445 Music - Juv	500	458	290	58%	(169)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	29,792	24,887	77%	(4,905)
1035800 Capital Outlay					
1005882 Building	155,000	142,083	198,848	128%	56,764
1005884 Equipment/Furniture	400,000	366,667	84,902	21%	(281,765)
1005885 Computer Equipment	95,000	87,083	66,964	70%	(20,120)
Total 1035800 Capital Outlay	650,000	595,833	350,714	54%	(245,120)
Total 1000000 Fund 10 General Expenses	3,721,075	3,410,985	2,933,589	79%	(477,396)
Total Expenses	3,721,075	3,410,985	2,933,589	79%	(477,396)
Net Operating Income	257,924	236,430	1,143,856	443%	907,426

Winnetka-Northfield Public Library District
Building Fund
July, 2018 - June, 2019
May 2019 - 91.67%

	Budget 2018-19		Actual May 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through May 2019	May 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	\$ 150,000	\$ 137,500	149,013	99%	\$ 11,513
Total 0004000 Property Taxes Collections	150,000	137,500	149,013	99%	11,513
Total Income	150,000	137,500	149,013	99%	11,513
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	\$ 8,500	\$ 7,792	7,253	85%	\$ (539)
7005732 Snow Removal	8,500	7,792	6,125	72%	(1,667)
7005735 Photocopier Leases	40,000	36,667	31,722	79%	(4,945)
7005736 Phone Lease	9,600	8,800	8,800	92%	(0)
7005737 Building Maintenance Service	111,440	102,153	97,213	87%	(4,941)
7005738 Elevators	8,000	7,333	8,994	112%	1,661
7005739 Landscaping	15,000	13,750	3,714	25%	(10,036)
7005752 HVAC	12,000	11,000	4,149	35%	(6,852)
7005755 Automatic Doors	3,500	3,208	4,558	130%	1,350
7005756 Roof	600	550	896	149%	346
7005758 Alarms	2,750	2,521	2,726	99%	205
7005782 Equipment	4,000	3,667	1,640	41%	(2,026)
7005799 Misc Services	16,000	14,667	2,589	16%	(12,078)
7025159 Northfield Lease	64,898	59,490	68,666	106%	9,176
Total 7005000 Fund 70 Building/Equipment	304,788	279,389	249,044	82%	(30,345)
Total Expenses	304,788	279,389	249,044	82%	(30,345)
Net Operating Income	(154,788)	(141,889)	(100,031)	65%	30,346
Net Income	(154,788)	(141,889)	(100,031)	65%	30,346

Winnetka-Northfield Public Library District

CHECK DETAIL

May 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
05/01/2019	Bill Payment (Check)	DD	COMCAST		R	-256.85
						-256.85
05/06/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,528.40
						-2,528.40
05/10/2019	Bill Payment (Check)	DD	NICOR		R	-235.44
						-235.44
05/10/2019	Bill Payment (Check)	2612	Art Excursions, Inc. (Jeff Mishur)		R	-350.00
						-350.00
05/10/2019	Bill Payment (Check)	2613	Courtney Volny		R	-15.00
						-15.00
05/10/2019	Bill Payment (Check)	2614	Illinois Department of Employment Security		R	-1,374.00
						-1,374.00
05/10/2019	Bill Payment (Check)	2615	Janet Riehecky		R	-400.00
						-400.00
05/10/2019	Bill Payment (Check)	2616	New York Times		R	-1,258.40
						-1,258.40
05/10/2019	Bill Payment (Check)	2617	Smarty Pants		R	-499.00
						-499.00
05/10/2019	Bill Payment (Check)	2618	U.S. Postal Service		R	-722.61
						-722.61
05/13/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-308.63
						-308.63
05/13/2019	Bill Payment (Check)	EFT	LIBRARY FURNITURE INTERNATIONAL		R	-250.00
						-250.00
05/13/2019	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-624.00
						-624.00
05/13/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-705.46

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-705.46
05/13/2019	Bill Payment (Check)	ACH	Warehouse Direct		R	-451.69
						-451.69
05/13/2019	Check	SVCCHRG		Service Charge	R	-206.56
						206.56
05/17/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,956.34
						-1,956.34
05/17/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,351.81
						-4,351.81
05/17/2019	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		R	-1,828.61
						-1,828.61
05/17/2019	Bill Payment (Check)	2619	Cheryl Rich Heisler		R	-175.00
						-175.00
05/17/2019	Bill Payment (Check)	2620	Chicago Tribune		R	-364.00
						-364.00
05/17/2019	Bill Payment (Check)	2621	GREAT AMERICA FINANCIAL SERVICES		R	-799.98
						-799.98
05/17/2019	Bill Payment (Check)	2622	Tumbleweed Press, Inc.		R	-749.46
						-749.46
05/17/2019	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00
						-1,006.00
05/20/2019	Bill Payment (Check)	DD	CALL ONE		R	-406.19
						-406.19
05/20/2019	Bill Payment (Check)	DD	First Bankcard		R	-11,224.24
						-11,224.24
05/20/2019	Bill Payment (Check)	DD	First Bankcard		R	-26.68
						-26.68
05/20/2019	Bill Payment (Check)	ACH	NIR ROOF CARE, INC.		R	-578.00
						-578.00
05/20/2019	Bill Payment (Check)	ACH	IMPACT NETWORKING		R	-319.50
						-319.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/20/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,063.74 -1,063.74
05/20/2019	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		R	-195.00 -195.00
05/20/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-123.45 -123.45
05/20/2019	Bill Payment (Check)	ACH	RAILS		R	-184.50 -184.50
05/20/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-29.98 -29.98
05/20/2019	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		R	-177.93 -177.93
05/20/2019	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-268.00 -268.00
05/20/2019	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
05/21/2019	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-3,054.79 -3,054.79
05/24/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,668.50 -2,668.50
05/24/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-7,311.10 -7,311.10
05/24/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-2,722.50 -2,722.50
05/24/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-1,739.06 -1,739.06
05/24/2019	Bill Payment (Check)	ACH	CDW-G		R	-5,650.00 -5,650.00
05/24/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63 -1,614.63

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/24/2019	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-13,012.51 -13,012.51
05/24/2019	Bill Payment (Check)	2626	Apple Inc.			-732.00 -732.00
05/24/2019	Bill Payment (Check)	2624	AT&T (Phone Service)			-436.85 -436.85
05/24/2019	Bill Payment (Check)	2627	Henrichsen's			-270.25 -270.25
05/24/2019	Bill Payment (Check)	2628	Leslie Goddard			-300.00 -300.00
05/24/2019	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00 -100.00
05/24/2019	Bill Payment (Check)	2629	Zabinski Consulting Services, Inc,			-3,750.00 -3,750.00
05/28/2019	Bill Payment (Check)	ACH	AMERICAN LIBRARY ASSOCIATION		R	-130.00 -130.00
05/28/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-795.29 -795.29
05/28/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-17.21 -17.21
05/28/2019	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-6,862.57 -6,862.57
05/28/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00 -665.00
05/28/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-474.77 -474.77
05/28/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-47.51 -47.51
05/28/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-763.83 -763.83

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/31/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,340.00
						-1,340.00
05/31/2019	Bill Payment (Check)	ACH	The Lakota Group, Inc.		R	-7,680.96
						-7,680.96
05/31/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,608.05
						-3,608.05
05/31/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-6,031.96
						-6,031.96
05/31/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-7,762.62
						-7,762.62
05/31/2019	Bill Payment (Check)	DD	COMED		R	-450.31
						-450.31
05/31/2019	Bill Payment (Check)	2630	Amber Mechanical Contractors Inc.			-1,999.50
						-1,999.50
05/31/2019	Bill Payment (Check)	2631	Apple Inc.			-6,116.00
						-6,116.00
05/31/2019	Bill Payment (Check)	2632	Aqua Chill of Chicago			-37.00
						-37.00
05/31/2019	Bill Payment (Check)	2633	Collection HQ			-4,500.00
						-4,500.00
05/31/2019	Bill Payment (Check)	2634	Communication Revolving Fund			-450.00
						-450.00
05/31/2019	Bill Payment (Check)	2635	HP Inc.			-549.00
						-549.00
05/31/2019	Bill Payment (Check)	2636	Ivan Figueredo			-210.00
						-210.00
05/31/2019	Bill Payment (Check)	2637	Susan Elizabeth Girardi			-200.00
						-200.00
05/31/2019	Bill Payment (Check)	2638	Therese Cleary			-16.23
						-16.23

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1001001	GF - Operating Checking - FT					
05/02/2019	Bill Payment (Check)	DD	COMED		R	-499.35 -499.35
05/03/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-8,597.09 -8,597.09
05/03/2019	Bill Payment (Check)	ACH	CDW-G		R	-1,645.00 -1,645.00
05/03/2019	Bill Payment (Check)	ACH	MORNINGSTAR		R	-4,963.00 -4,963.00
05/03/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,408.86 -1,408.86
05/03/2019	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-1,362.00 -1,362.00
05/03/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,593.67 -2,593.67
05/03/2019	Bill Payment (Check)	ACH	RECORDED BOOKS, INC.		R	-10,313.89 -10,313.89
05/03/2019	Bill Payment (Check)	2610	Aqua Chill of Chicago		R	-37.00 -37.00
05/03/2019	Bill Payment (Check)	2611	Product Architecture and Design		R	-4,667.65 -4,667.65
05/06/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,383.85 -1,383.85
05/06/2019	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		R	-177.93 -177.93
05/06/2019	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-45.00 -45.00
05/06/2019	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-473.67 -473.67
05/06/2019	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-1,075.71 -1,075.71
05/06/2019	Bill Payment (Check)	ACH	Kanopy		R	-180.00 -180.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/06/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
05/06/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-860.17 -860.17
05/06/2019	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
05/06/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-516.80 -516.80
05/08/2019	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
05/10/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-6,214.25 -6,214.25
05/10/2019	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,437.00 -2,437.00
05/10/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,483.75 -1,483.75
05/10/2019	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50 -8,837.50
05/10/2019	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-671.12 -671.12
05/10/2019	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.00 -5,297.00

Financial Report

- We are working with Lauterbach and Amen to begin the transition to the new accounting services.
- We have set the preliminary audit fieldwork dates.

Building and Grounds

We will be rebidding the patio project. Further updates will be provided as they are available.

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

Personnel Update

The staff are coping with the loss of a dear coworker, friend and neighbor Katherine Radler. Katherine was an avid reader and helped keep the Northfield Branch well stocked and tidy. She will be missed by all of us.

Strategic Planning

The strategic plan results are in process. We are reviewing the results and planning next steps with our team. The staff committees will be formed over the course of the next few weeks.

Circulation Services

Total circulation for the month of May FY 2018/2019 was **40,050** compared to **37,125** for the same month last year. This represents a net change of **7.88 %**.

Cumulative circulation through May FY 2018/2019 is **452,989** compared to **350,735** for the previous fiscal year to date. This represents a net change of **29.15 %**.

Virtual Branch circulation for the month of May FY 2018/2019 was **5,626** compared to **3,361** for the same month last year. This represents a net change of **67.39 %**.

Cumulative virtual branch circulation through May FY 2018/2019 is **52,284** compared to **36,584** for the previous fiscal year to date. This represents a net change of **42.91 %**.

Self-checkout at the Winnetka Library for the month of May was **69.03%**.

Inventory

We are continuing with the inventory process. The adult areas in Winnetka and Northfield have been completed. The youth department is working on a plan to change shelf locations, and inventory is therefore on hold for both locations until that has been completed. We expect to be back on track in July to continue with youth materials. We continue to investigate areas of high loss to understand if there is an error or a loss issue.

Technology

There were 1135 public computer sessions at Winnetka with 52 percent of those occurring on laptops.

There were 583 public computer sessions at Northfield with 7 percent of those occurring on laptops.

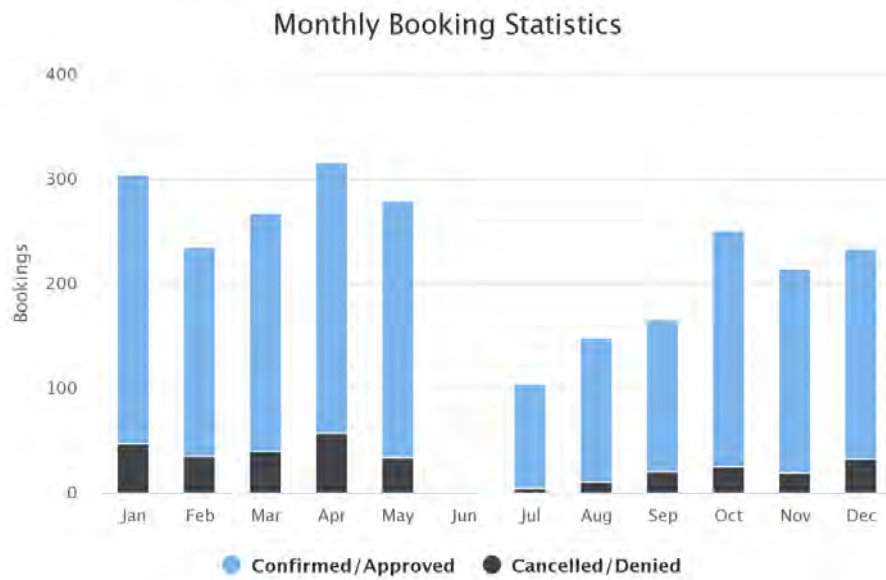
Winnetka had 20,685 recorded hotspot sessions from 2,537 distinct devices. The average session time was 37 minutes. These sessions used a total of 406 GB of downstream bandwidth and 67 GB of upstream bandwidth.

Northfield had 7,984 hotspot sessions from 1112 distinct devices. The average session time was 33 minutes. These sessions used a total of about 181 GB of downstream bandwidth and about 17 GB of upstream bandwidth.

We had 8,967 web sessions with 5,539 unique website users as counted by Google Analytics. The sessions number is down from last year’s 9,178 sessions, and the unique visitors count is up from last year’s 5,177 unique users.

Website: Most Visited Pages

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



Study Room Usage

Bookings Summary

Unique Users	118
Total Bookings	245
Time Available	51,660
Time Booked	26,880
Average Booking Duration	110
User Showed Up - Yes	225
User Showed Up - No	1

Programs and Activities

One Book Two Villages

Tickets for the OBTV cocktail and lecture event with Susan Orlean went on sale June 1st. We also have a variety of programs in our Summer Source in support of the One Book choice “The Library Book.”

Program Attendance

Total District Program Attendance for the month of May FY 2018/2019 was **1,545** compared to **1,069** for the same month last year. This represents a net change of **44.53 %**.

Cumulative District Program Attendance through May FY 2018/2019 is **15,606** compared to **13,941** for the same month last year. This represents a net change of **11.94 %**.

Programming Highlights

- ***Gone With The Wind: The Making of a Hollywood Classic*** was attended by **38** patrons. Attendees got the chance to go behind the scenes to look at the making of the film *Gone With the Wind*. This talk by historian Leslie Goddard, Ph.D., reviews the story of how *Gone with the Wind* was made, including the two-year search for Scarlett, the pioneering special effects, and the perfectionistic drive of visionary producer David O. Selznick.
- ***Edouard Manet: Painter of Modern Life*** was attended by **35** patrons. Attendees learned about important works in Manet's oeuvre including Luncheon on the Grass, The Balcony and A Bar at the Folies-Bergère. Art historian Jeff Mishur presented this illustrated lecture which relates to an exhibition at the Art Institute of Chicago.

Communications and Marketing

Through Patron Point we have launched a series of card notifications to patrons whose library cards are expiring. The response has been positive, and the emails have an initial open rate of 74 percent. We are hopeful that the patrons find these helpful, and that we can continue to use the Patron Point system to better our patron communication. Next on our list is a series of welcome emails, which will introduce new patrons to the many services that the Library has to offer.

We coordinated the materials for the booth at the Winnetka Children's Fair. It was nice to meet some of our patrons outside our walls and spread a little summer cheer along the way. We are encouraging summer reading sign-ups at the Children's Fair.

We are preparing for the next cycle of The Source and are looking to take a little time to plan out initiatives for the year. We are tracking the "ads" that we put in The Source, this issue it was Creativebug & Lynda.com. We have also been pushing those internally with signage, and on our website and social media. We have seen growth in Creativebug and look forward to tracking the impact.

We are enjoying a social media (and personal) relationship with the Winnetka Park District this summer. The first of their posts was live this week, featuring one of their parks and one of our books. We look forward to working with our community partners more in the year to come.

Planning is underway for the Fourth of July parade, and we are looking into a few outreach opportunities in both Winnetka and Northfield for the summer.

Summary of the Northfield Renovation Project

Feedback for the Northfield renovation was collected through staff input sessions, a survey (which collected 281 responses), and a series of open houses.

Summary of Proposed Topics & Results:

Self-Check Technology

The survey results were split on the addition of self-check technology, 58% were not interested and 43% were interested in adding the technology. This was a surprising survey result, because many patrons have asked about having one at the Northfield Branch and they have been quite successful at Winnetka. In conclusion, patrons might be interested in the self-check technology if they knew it was an added option and not a replacement of staff.

Study Rooms

Feedback was not favorable for the creation of two small study/work rooms. The survey results were 63% - No, 37% - Yes. Overall the survey respondents were not interested in using the study rooms with 66% - No, 21% Maybe/Neutral, and 13% - Yes.

Removing the Glass Room

An overwhelming number of patrons expressed that they wanted to keep the glass room and do not favor an open concept design for the Northfield Branch. The main takeaways were that the Glass Room should be kept, but perhaps expanded and made ADA compliant.

Switching the Location of the Youth Area

The children's area should remain in the back of the building. Patrons like having an adult space separate from the rest of the library and felt an open concept might take away from that.

Top concerns for patrons:

1. Service -- Patrons felt strongly about maintaining the level of service that they are used to at the Northfield Branch.
2. Atmosphere – Patrons want to maintain a warm and comfortable environment at the Northfield Branch, and they felt it should be different from the design at the Winnetka Library.
3. Collection – There was some concern that we maintain the depth & breadth of collection at the Northfield Branch.

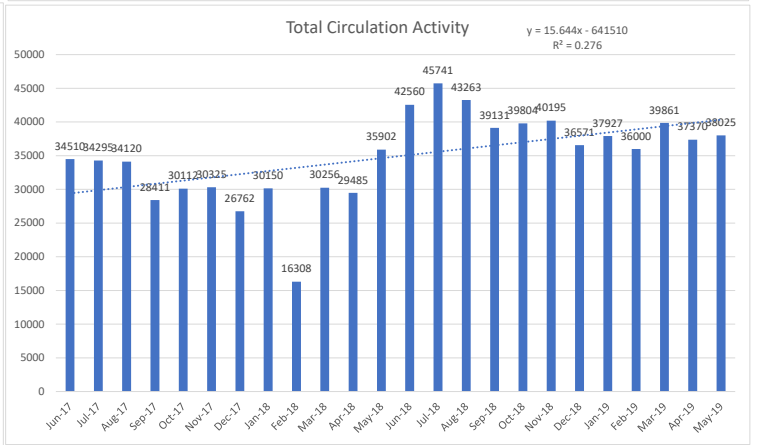
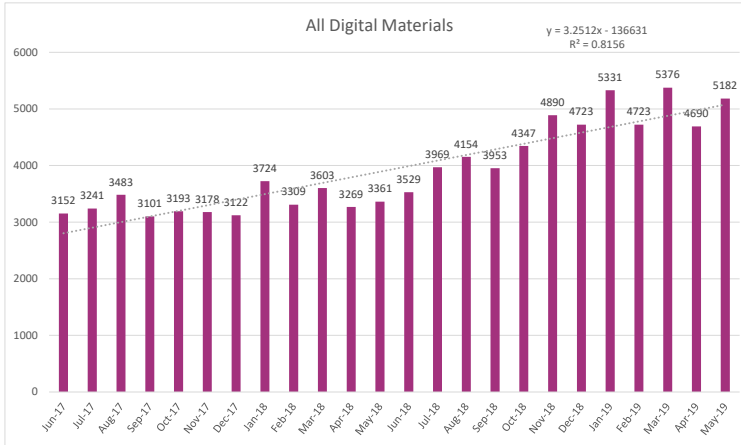
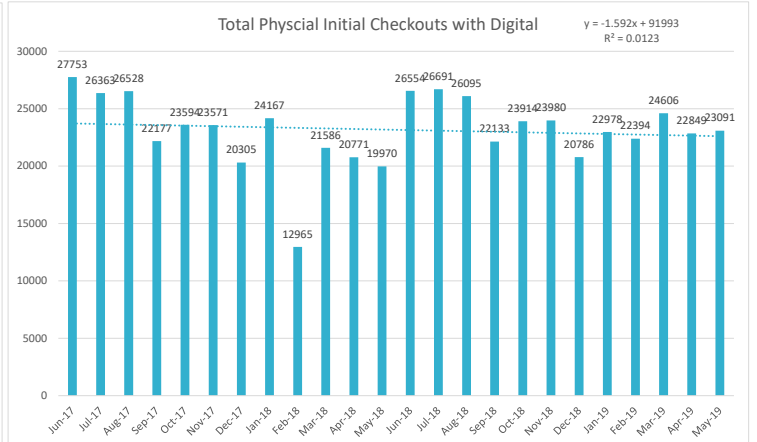
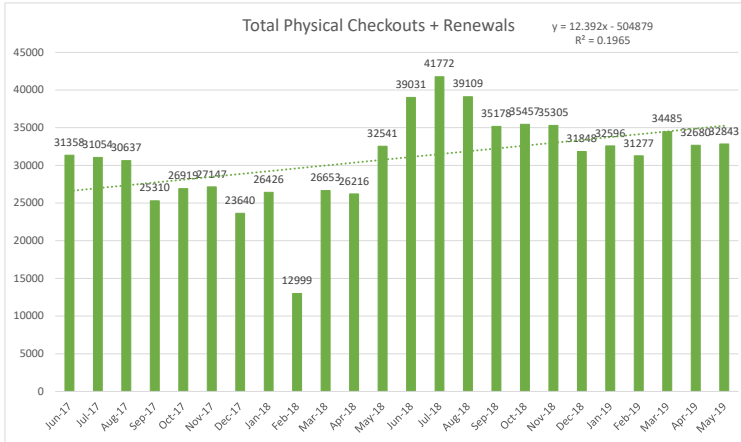
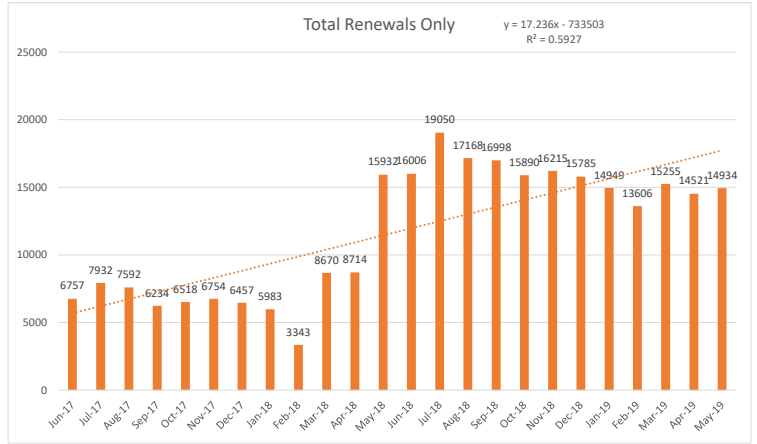
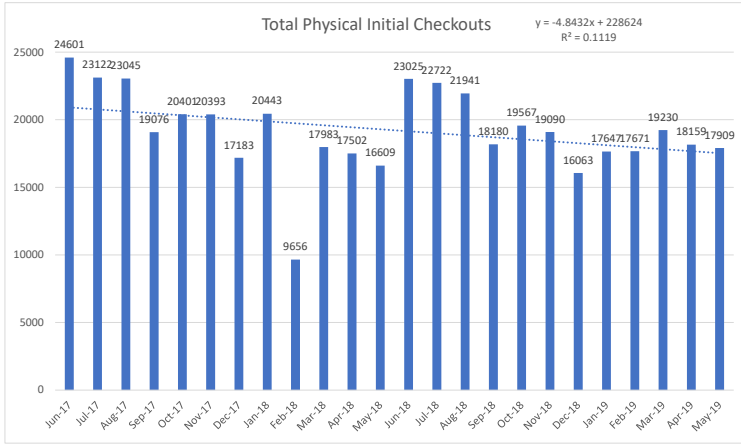
Actionable Takeaways:

We heard loud and clear that we need a glass room to remain and accessibility added. We understand the need for updated lighting and new carpeting along with several other areas of improvement to our plan. The overall impression was that the changes do not need to be grandiose, but rather simple and convenient.

The decision was made by the board to slow down the process and rethink the plans while gathering more community input. We hope to have an updated plan, which reflects the feedback received, for the community by August so that it can be added to *The Source*.

It is wonderful to know how treasured the library is to the Northfield community. We look forward to maintaining the same levels of service and quality, while improving upon the overall atmosphere that is well loved by our patrons.

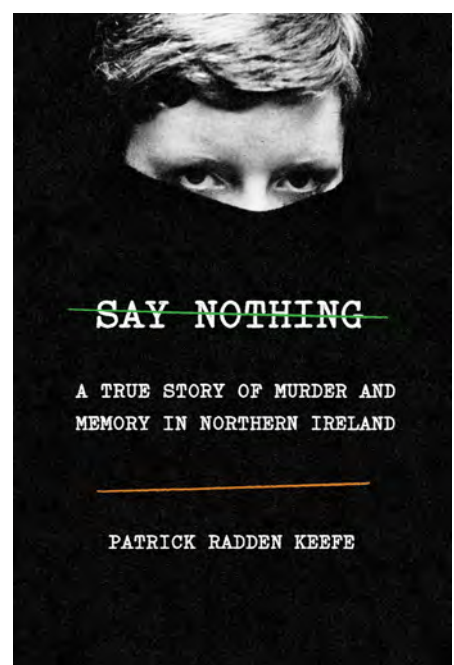
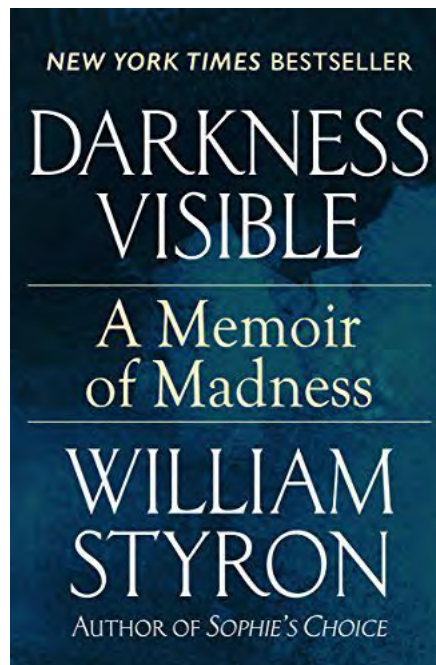
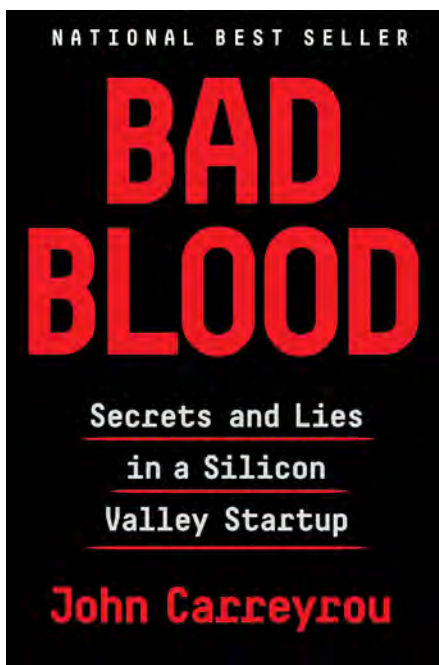
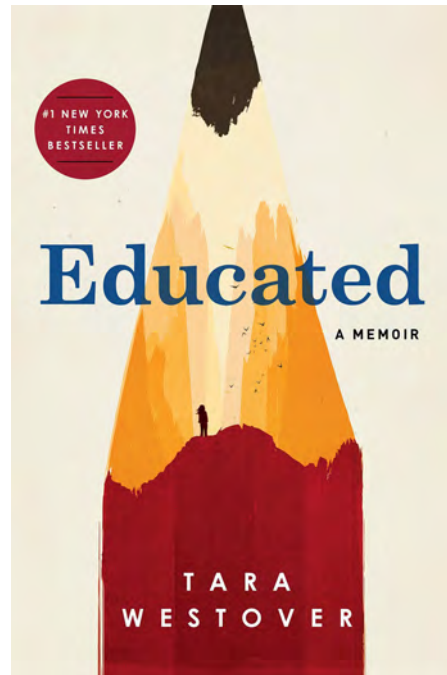
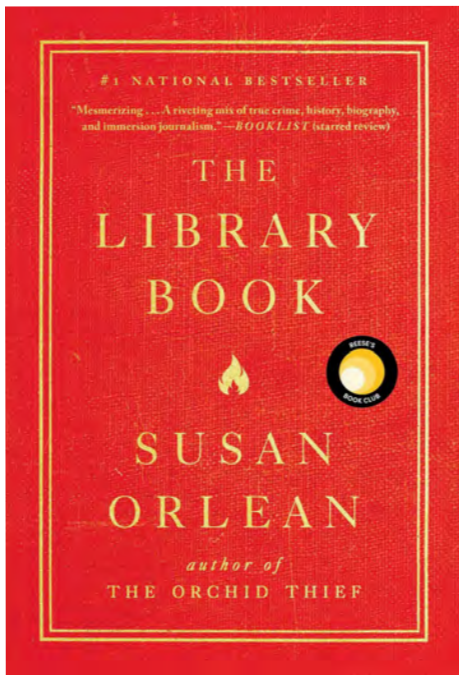
Totals Graphs May 2019





Top Nonfiction Titles May 2019

Top 5 titles circulated at the WNPLD



**THE BOARD OF TRUSTEES
OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 2019-2020/6

ORDINANCE SETTING SCHEDULE OF REGULAR MEETINGS
OF THE BOARD OF TRUSTEES
THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS
FOR FISCAL YEAR 2019-2020

WHEREAS, the Illinois Public Library District Act (75 ILCS 16/30-50) requires this Board to establish a regular schedule of meetings at the beginning of the fiscal year, stating the regular dates, times, and places of such meetings; and

WHEREAS, the Illinois Public Library District Act provides that the Secretary of this Board shall maintain at a public place specified by ordinance certified copies of all ordinances, and it is therefore necessary to establish a public place for maintenance of said certified copies;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, that:

Section 1. Unless otherwise changed by this Board pursuant to said statutes, all meetings of this Board shall be held at the Winnetka-Northfield Public Library District, 768 Oak Street, Winnetka, Illinois 60093 or the Northfield Branch Facility, 1785 Orchard Lane, Northfield, Illinois 60093, whichever is indicated, at the time of 7:00 p.m.

Section 2. The following is a schedule of the dates of the regular meetings for the 2019-2020 fiscal year:

July 8, 2019	Winnetka	January 20, 2020	Winnetka
August 19, 2019	Winnetka	February 17, 2020	Winnetka
September 16, 2019	Winnetka	March 16, 2020	Winnetka
October 21, 2019	Winnetka	April 20, 2020	Northfield
November 18, 2019	Northfield	May 18, 2020	Winnetka
December 16, 2019	Winnetka	June 15, 2020	Winnetka

Section 3. The following is a schedule of the dates of the study sessions for the 2019-2020 fiscal year:

September 4, 2019	Winnetka	May 6, 2020	Winnetka
February 5, 2020	Winnetka	June 3, 2020	Winnetka

Section 4. Any changes in these regular meeting dates or study sessions on a temporary or permanent basis shall be according to the aforesaid statutes and with notices as set forth in said statutes. Public notice of this schedule shall be given by posting a copy of the notice at the Winnetka - Northfield Public Library, main library and branch, and a copy of said notice shall be supplied to a newspaper published within the District. This schedule shall be available at the Winnetka - Northfield Public Library District for public inspection throughout the fiscal year.

Section 5. The following public place shall be the repository to which the Secretary of this Board shall maintain certified copies of all ordinances passed by this Board and make such available for public inspection:

Winnetka - Northfield Public Library District
768 Oak Street
Winnetka, Illinois 60093

Section 6. This ordinance shall be in full force and effect from and after its passage and approval, according to law; and any resolutions or ordinances in conflict herewith are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby and shall not affect any other provisions or part of this act.

Passed by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 17th day of June, 2019 by a vote of:

Ayes:
Nays:
Absent or Not Voting:

STATE OF
ILLINOIS)
) SS
COUNTY OF
COOK)

APPROVED:

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

ATTEST:

Suzanne Shoup
Secretary, Board of Library Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
ORDINANCE NO. 2018-2019/7**

**ANNUAL ORDINANCE AUTHORIZING
PUBLIC LIBRARY DISTRICT NON-RESIDENT CARDS**

WHEREAS, the Winnetka-Northfield Public Library District is a tax-supported Public Library District; and

WHEREAS, people residing within the jurisdictional boundaries of the Winnetka-Northfield Public Library District pay taxes to support the library, and so need pay no additional fee to be eligible to receive a library card; and

WHEREAS, PA 92-0166 stipulates that “A person residing outside of a public library service area must apply for a non-resident card at the public library located closest to the person’s principal residence”; and

WHEREAS, the Office of the Illinois Secretary of State has issued regulations defining the “closest public library” and also providing three formulae which public libraries can use to determine the non-resident fee; and

WHEREAS, the Board of Library Trustees of the Winnetka-Northfield Public Library District has determined for its 2019-2020 fiscal year, commencing July 1, 2019 and ending June 30, 2020 to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE BOARD OF LIBRARY TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, may purchase a nonresident fee card for the fee calculated according to the Tax Bill Method (23 Ad. Code 3050.60{b}).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Winnetka-Northfield Public Library District, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, or serving as a Senior Administrative Officer of a firm, business, or other corporation owning taxable property within the jurisdictional boundaries of the Winnetka-Northfield Public Library District, notwithstanding anything to the contrary in this Ordinance, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided, however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Ordinance, stating (a) the effective date of this Ordinance, (b) the beginning and ending dates of the 12-month period of validity for non-resident library cards issued pursuant to this Ordinance, and (c) the fee formula as set forth herein.

Section 4: The Winnetka-Northfield Public Library District shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Winnetka-Northfield Public Library District shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Winnetka-Northfield Public Library District for service to non-residents, including a description of the Library’s service areas and the methods of calculating fees, shall be available for public inspection at the library.

Section 7: A valid non-resident library card issued by the Winnetka-Northfield Public Library District pursuant to this Ordinance shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a “local use” library card from the Winnetka-Northfield Public Library District.

Adopted by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, on the 17th day of June 2019 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED by the Board of Library Trustees of the Winnetka-Northfield Public Library District.

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

ATTEST:

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

District closing dates for Fiscal Year 2019-2020

Independence Day	Wednesday, July 4, 2019
Sunday before Labor Day (not a paid holiday)	Sunday, September 1, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Eve – close at 5 p.m. (not a paid holiday)	Wednesday, November 27, 2019
Thanksgiving Day	Thursday, November 28, 2019
Christmas Eve	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
New Year’s Eve	Tuesday, December 31, 2019
New Year’s Day	Wednesday, January 1, 2020
Easter Sunday (not a paid holiday)	Sunday, April 12, 2020
Sunday before Memorial Day (not a paid holiday)	Sunday, May 24, 2020
Memorial Day	Monday, May 25, 2020

8 paid holidays

THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
COOK COUNTY, ILLINOIS

ORDINANCE NO. 2018-2019/8

AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS,
MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS
FOR THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT

WHEREAS, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

WHEREAS, the Act requires that during the month of June of each calendar year the President and Board of Trustees of the Winnetka-Northfield Public Library District investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Library District for laborers, mechanics and other workers performing construction of public works for the Library District.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, as follows:

SECTION 1: To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Library District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois (the "Department") as of June 17, 2019, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Library District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as the definitions specified in the Act.

SECTION 2: Nothing herein is intended to apply or shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Library District except public works construction to the extent required by the Act.

SECTION 3: The Library Board of Trustees Secretary shall publicly post or keep available for inspection by any interested party in the Library's administrative office this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: By August 13th, the Library District Secretary shall file a certified copy of this Ordinance with the Secretary of State of Illinois in Springfield and with the Illinois Department of Labor.

SECTION 5: Within thirty (30) days after filing a certified copy of this Ordinance with the Secretary of State, the Library Board of Trustees Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body.

SECTION 6: The Library Board of Trustees Secretary shall mail a copy of this Ordinance to any employer, to any association of employers, and to any person or association of employees, who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 7: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

SECTION 8: All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 9: This Ordinance shall be in full force and effect from after its passage, approval and publication as provided by law.

PASSED BY THE BOARD OF TRUSTEES OF THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS, on the 17TH day of June 2019 by a vote of:

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED:

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

ATTEST:

Suzanne Shoup
Secretary, Board of Trustees
Winnetka-Northfield Public Library District
Cook County, Illinois

Backup System Replacement Recommendation

For the past six years we have been using products from a company called Unitrends as our primary backup system. The equipment we have was last replaced three years ago. These units have worked well but need upgrading and modernization.

We have been using a separate piece of equipment at each location, using the other site as a backup. This has had some drawbacks from design complexity. I'm proposing that we implement a simpler plan with a single backup unit that is located at Winnetka. Data on that unit would be archived to the cloud for off-site storage which is required in the case of disaster.

The network speeds between the two buildings is now fast enough to handle backing up the servers at to a piece of equipment, particularly as the backups are typically run overnight when the network connections are not otherwise heavily used.

The contract to provide the equipment, three years of support, and three years of three terabytes of cloud storage will not exceed \$22,000.

Respectfully submitted,

Mark Swenson
Head of Information Technology

**The Board of Trustees of the Winnetka-Northfield
Public Library District, Cook County, Illinois**

Ordinance No. 2019-2020/

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSE FOR THE FISCAL YEAR 2019-2020

WHEREAS, the Illinois Municipal Budget Law, 50 ILCS 330/1 et seq., as amended, requires all Illinois municipal corporations to adopt a combined annual budget and appropriations ordinance specifying the objects and purposes of expenditures; and the Illinois Public Library District Act, 75 ILCS 16/1-1 et seq. provides procedures for the passage of a budget and appropriation ordinance and a tax levy ordinance; and WHEREAS, pursuant to the above and other statutes, an ordinance has been prepared in a tentative form and made available for public inspection at least thirty (30) days prior to the adoption thereof, and a public hearing on said budget and appropriation ordinance has been held prior to final action hereon, and notice of said hearing was advertised in a newspaper published within the District;

NOW, THEREFORE BE IT ORDAINED by the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, as follows:

Section 1. The following budget containing an estimate of all receipts of said Library District, and of expenditures therefrom, is hereby adopted as the budget for said District for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020; and the same sums are hereby appropriated as necessary to defray said expenses and liabilities of this Library District, for the objects and purposes indicated for the said Fiscal Year:

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
FOR LIBRARY PURPOSES FOR THE FISCAL YEAR 2019-2020

CASH ON HAND BEGINNING OF FISCAL YEAR:

ESTIMATE OF CASH EXPECTED TO BE RECEIVED DURING THE FISCAL YEAR:

		Budget 18-19	Budget 19-20	FY 2018-19 Appropriation	FY 2019-20 Appropriation
1.	Tax Receipts	\$ 4,001,902	\$ 4,095,149	\$ 4,300,000	\$ 4,400,000
2.	Corporate Replacement Tax	\$ 20,000	\$ 20,000	\$ 50,000	\$ 50,000
3.	Per Capita Grant	\$ 14,107	\$ 21,696	\$ 25,000	\$ 25,000
4.	Gift Fund	\$ 2,500	\$ 2,000	\$ 300,000	\$ 300,000
5.	Friends of the Library	\$ 27,500	\$ 25,000	\$ 50,000	\$ 50,000
6.	Kenilworth Service Contract	\$ 100,000	\$ 100,000	\$ 110,000	\$ 110,000
7.	Other Income	\$ 73,000	\$ 89,000	\$ 200,000	\$ 200,000

TOTAL ESTIMATED REVENUE:	\$4,239,009	\$4,352,845	\$5,035,000	\$5,135,000
ESTIMATE OF EXPENDITURES FROM GENERAL FUND:				
	Budget 18-19	Budget 19-20	FY 2018-19 Appropriation	FY 2019-20 Appropriation
IT Services	\$ 173,150	\$ 171,250	\$ 200,000	\$ 200,000
Administrative Services	\$ 321,425	\$ 326,904	\$ 358,000	\$ 360,000
Personnel Salaries and Benefits	\$ 1,835,000	\$ 1,790,000	\$ 1,935,000	\$ 1,879,500
Programming	\$ 81,100	\$ 79,100	\$ 100,000	\$ 100,000
Insurance	\$ 20,000	\$ 30,000	\$ 30,000	\$ 40,000
Materials	\$ 625,400	\$ 650,900	\$ 700,000	\$ 725,000
Capital Outlay	\$ 650,000	\$ 750,000	\$ 800,000	\$ 1,000,000
Contingency	\$ -	\$ -	\$ 200,000	\$ 300,000
Total General Expenses	\$ 3,706,075	\$ 3,798,154	\$ 4,323,000	\$ 4,604,500
TOTAL GENERAL FUND				
BUDGET AND APPROPRIATION:	\$ 3,706,075	\$ 3,798,154	\$ 4,323,000	\$ 4,604,500
ESTIMATE OF EXPENDITURES FROM SPECIAL TAX FUNDS:				
1. IMRF	\$ 105,000	\$ 111,000	\$ 200,000	\$ 200,000
2. FICA	\$ 125,000	\$ 123,000	\$ 150,000	\$ 150,000
3. Unemployment Insurance Fund	\$ 1,000	\$ 1,000	\$ 20,000	\$ 20,000
4. Liability Insurance	\$ 15,000	\$ 15,000	\$ 30,000	\$ 30,000
5. Audit	\$ 9,800	\$ 11,050	\$ 20,000	\$ 20,000
6. Building and Equipment (.02%)	\$ 304,789	\$ 286,146	\$ 500,000	\$ 500,000
TOTAL SPECIAL TAX FUNDS:	\$ 560,589	\$ 547,196	\$ 920,000	\$ 920,000
TRANSFER OF FUNDS FROM GENERAL FUND				
TO SPECIAL RESERVE FUND:	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000
TOTAL LIBRARY APPROPRIATION:			\$ 6,243,000	\$ 6,524,500
ESTIMATED YEAR END CASH ON HAND JUNE 30, 2020:			-	
Section 2. There is hereby appropriated from the taxes to be levied for the Fiscal Year and other sources of income the sum of SIX MILLION, FIVE-HUNDRED TWENTY-FOUR THOUSAND FIVE HUNDRED DOLLARS (\$6,524,500) the same to be divided among the several corporate objects and purposes for the aforesaid Fiscal Year.				
Section 3. Except as otherwise provided by law, no further appropriations shall be made at any time within such Fiscal Year, provided that this Board may from time to time make transfers between the various items in any Fund, or appropriate in excess of those authorized by the budget in order to meet an immediate and unforeseen emergency, by two-thirds (2/3) vote of all the trustees, as provided by 75 ILCS 16/40-50, et seq., and this Board may amend this budget and appropriation				

ordinance from time to time by the same procedures as prescribed by statute for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfer between Funds required by law to be kept separate. Any remaining balances after the close of the Fiscal Year shall be available until August 30 for the authorization of the payment of obligations incurred prior to the close of the Fiscal Year, and until September 30 for the payment of such obligations or for the transfer of unexpected balances thereof to be accumulated, as provided by 75 ILCS 16/30-90.

Section 4. The Board has established a Special Reserve Fund, in accordance with appropriate statutes, in which case the unexpended balances from the proceeds received from the library taxes may be accumulated in the Special Reserve Fund.

Section 5. A Copy of this ordinance in tentative form has been available for public inspection at the Winnetka-Northfield Public Library District for thirty (30) days, and notice of said hearing has been given by posting for thirty (30) days, and by publication in a newspaper published within this District in substantially the following form:

Section 6. This ordinance is passed pursuant to statutory authority and the Illinois Public Library District Act, 75 ILCS 16/35-5, et seq., and 16/40-50; and the Illinois Revenue Code, 35 ILCS 205/157, et seq; and other statutes appertaining thereto.

Section 7. This ordinance shall be in full force and effect from and after its passage and approval according to law, and any resolutions or ordinances in conflict with this are hereby repealed; and should any part of this ordinance be adjudged invalid or unconstitutional, such adjudication shall affect only that part of this act specifically covered thereby, and shall not affect any other provision or parts of this act, which shall be severable therefrom.

PASSED by the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois on the 16th day of September 2019 by a vote of

AYES:

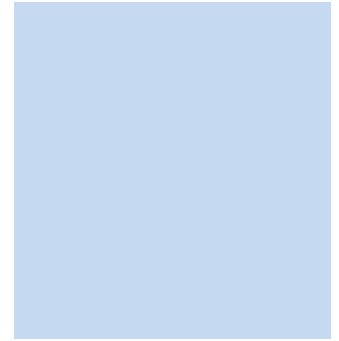
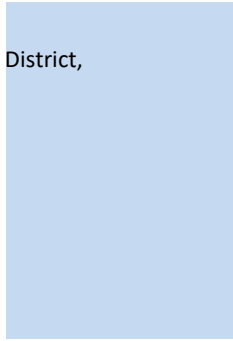
NAYS:

ABSENT or NOT VOTING:

APPROVED:

Jean Paul Ruiz-Funes

President, the Board of Library Trustees
of the Winnetka-Northfield Public Library District,
Cook County, Illinois



ATTEST:

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

THE WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
RESOLUTION NO. 2018-2019/8

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

(Brian Schmisek/ "Name of Appointed Candidate" Appointment)

WHEREAS, Brian Schmisek ("Schmisek") previously served as a Library Trustee; and

WHEREAS, Schmisek resigned; and

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

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

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

A. Declare a vacancy in the office of Library Trustee for a term set to expire in 2021 (the term previously filled by Schmisek);

B. Appoint "**Name of Appointed Candidate**" to fill the vacancy effective June 17, 2019 and until the next regular election of Library Trustees in April, 2021.

This Resolution adopted this 17th day of June, 2019

Votes (by Trustee Last Name)

AYES: ____

NAYS: ____

ABSENT: ____

ABSTAIN: ____

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

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