

**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, July 8, 2019  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Oath of Office for Incoming Trustee Brian Johnson**
- V. Vote to Approve Accept a Trustee Resignation and Declare a Vacancy**
- VI. Presentation and Discussion with Product Architecture + Design**
- VII. Vote to Approve Minutes of June 17, 2019 Regular Meeting\***
- VIII. Library Report**
  - Board President's Comments (President Ruiz-Funes)
  - Director's Report (Director Wolf)\*
- IX. Liaisons to Other Organizations – Reports**
  - Winnetka Village (Trustee Reichert)
  - Northfield Village (Trustee Shoup)
- X. Unfinished Business**
  - Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020\*
- XI. New Business**
  - Discussion and Vote on Ordinance Adopting Building and Maintenance Tax (.02% special tax) for Fiscal Year 2018-2019\*
  - Review of Certified Estimate of Revenue by Source for Fiscal Year 2018-2019\*
  - Discussion and Vote on Resolution to Determine an Estimate of Funds Needed for Fiscal Year 2019-2020\*
  - Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2018-2019
- XII. 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.

**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**

5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)).

- XIII. Return to Open Session**
- XIV. Vote to Approve Separation Agreement**
- XV. Communications**
- XVI. Public Comments**
- XVII. Adjournment**

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

June 17, 2019

**I. Call to Order**

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

**II. Roll Call**

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

Present were library employees; Nicola White (Administrative Assistant) Kevin Breese (Human Resources Consultant) and Sarah Quish (Head of Communications and Marketing). Present was Nancy Fox from the League of Women voters, and Carrie Ruzicka from the Winnetka Caucus Council.

**III. Public Comments**

No public comments.

**IV. Vote to Approve Consent Agenda**

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

A MOTION was made by Trustee Reichert to approve the Consent Agenda and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

**V. Financial Report**

Director Wolf presented the May 2019 Financial Statements to the Board.

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

The MOTION passed on a voice vote.

**VI. Library Report**

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported that the Board training session was very informative. He stated that although the trustees have been operating relatively well as a Board, there are still opportunities for improvement. Trustee Gosselin volunteered to be the point person to determine how the Board can improve processes to be more effective and efficient throughout meetings.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf reported:

- The District will be transitioning to new accounting services
- The District has set preliminary audit fieldwork dates
- The District did not receive any bids for the patio project but will be rebidding the project in late July.
- The District is reviewing the results from the community survey, and Director Wolf is forming a Strategic Planning Committee
- The District currently has over 1,000 patrons signed up for Summer Reading
- The District had a great presence at the Winnetka Children's Fair
- The District is preparing for the next issue of the Source
- The District has partnered with the Winnetka Park District and is exploring other marketing opportunities, such as the Northfield Farmer's Market.

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

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Reichert reported that the Winnetka Village is preparing for stage one of the Street Scape activities.
- *Northfield Village*- Trustee Shoup reported that the Village of Northfield received a grant to pave a walking path along the old train tracks that run from the border of Northfield to New Trier High School.

**VIII. Unfinished Business**

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

The Board elected to change the location of the September and January Regular Board Meetings and the June Study Session to the Northfield Branch Library.

A MOTION was made by Trustee Shoup to Approve the Board of Trustees Meeting Calendar for Fiscal Year 2019-2020 and seconded by Trustee Gosselin.

**ROLL CALL VOTE**

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

**MOTION CARRIED**

**IX. New Business**

- *Discussion and Vote on District closure dates for Fiscal Year 2019-2020*

A MOTION was made by Trustee Reichert to approve the District closure dates for Fiscal Year 2019-2020 and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards*

A MOTION was made by Trustee Gosselin to Adopt the Annual Ordinance Authorizing Non-Resident Cards and seconded by Trustee Reichert.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate*

A MOTION was made by Trustee Shoup to Adopt the Prevailing Wage Rate Ordinance and seconded by Trustee Vandergrift.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Discussion and Vote on Proposal of Replacement of District Backup System*

A MOTION was made by Trustee Reichert to Approve the Replacement of the District Backup System and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: none

ABSENT: Trustees Anwar and Schmisek

MOTION CARRIED

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2019-2020*

The Board reviewed the first draft of the Budget and Appropriation Ordinance for Fiscal Year 2019-2020. They will review the draft again at the July 8, 2019 meeting.

**X. Adjourn to Closed Session**

A MOTION was made by Trustee Vandergrift 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 5 ILCS 120/2(c)(3): To consider the selection of a person to fill public office (the announced vacancy on the Library District Board of Trustees) when the public body is given power to appoint under law or ordinance (75 ILCS 16/30-25(b)). and seconded by Trustee Gosselin.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:11 p.m.

**XI. Return to Open Session**

President Ruiz-Funes called the meeting back to open session at 8:58 p.m.

**XII. Vote to Approve Resolution to Accept a Resignation, declare a Vacancy and Appoint a New Library Trustee**

The Board accepted the resignation of Brian Schmisek and appointed former Board member Brian Johnson as a new Library Trustee.

A MOTION was made by Trustee Reichert to Approve Resolution to Accept a Resignation, Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Gosselin.

**ROLL CALL VOTE**

AYES: Trustees Ruiz-Funes, Vandergrift, Gosselin, Reichert, and Shoup

NAYS: NONE

ABSENT: Trustees Anwar and Schmisek

**MOTION CARRIED**

**XIII. Communications**

- *July 4<sup>th</sup> Community Event/Parade Attendance*
- *Next Regular Board Meeting July 8, 2019*

**XIV. Public Comments**

No public comments.

**XV. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gosselin and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:02 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

### **Financial Report**

We are working with Lauterbach and Amen to begin the transition to the new accounting services. We will have two months of reports to review in August.

### **Building and Grounds**

We had a small HVAC issue that has now been resolved. Our new facilities company started working in both buildings on July 1st.

### **Personnel Update**

We are very excited to announce our new Head of Youth Services will be Amanda Garrity. Amanda has been with the District for over four years. Recently she was promoted to Librarian II Programming Specialist and has been acting as interim Head of Youth. We are excited to have Amanda take on this new role and look forward her bright future as our Head of Youth Services.

### **Strategic Plan**

We will review the survey results at the August Board meeting, discussing what we have learned from both our survey and the Caucus Survey to move us forward. We will also discuss points of action we feel should be considered in the next strategic plan.

### **Circulation Services**

Total circulation for the month of June FY 2018/2019 was **44,223** compared to **44,132** for the same month last year. This represents a net change of **0.21 %**

Cumulative circulation through June FY 2018/2019 is **496,719** compared to **394,712** for the previous fiscal year to date. This represents a net change of **25.84 %**.

Virtual Branch circulation for the month of June FY 2018/2019 was **4,945** compared to **3,529** for the same month last year. This represents a net change of **40.12 %**.

Cumulative virtual branch circulation through June FY 2018/2019 is **56,735** compared to **40,113** for the previous fiscal year to date. This represents a net change of **41.44 %**.

Self-checkout at the Winnetka Library for the month of June was **71.35%**

### **Technology**

There were 1,068 public computer sessions at Winnetka with 46 percent of those occurring on laptops.

There were 647 public computer sessions at Northfield with 16 percent of those occurring on laptops.

Winnetka had 35,958 recorded hotspot sessions from 2,804 distinct devices. The average session time was 25 minutes. These sessions used a total of 458 GB of downstream bandwidth and 76 GB of upstream bandwidth.

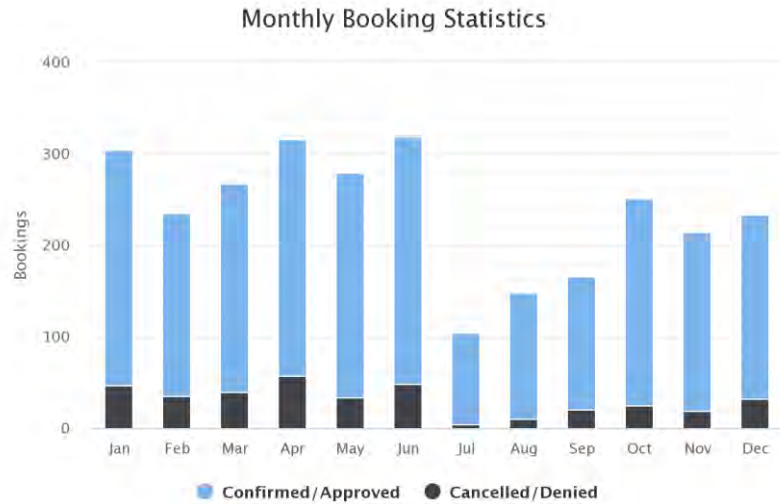
Northfield had 7,887 hotspot sessions from 1,111 distinct devices. The average session time was 32 minutes. These sessions used a total of about 185 GB of downstream bandwidth and about 14 GB of upstream bandwidth.

We had 9,855 web sessions with 5,931 unique website users as counted by Google Analytics. The sessions

number is down from last year's 11,312 sessions, and the unique visitors count is down from last year's 6,403 unique users.

**Website: Most Visited Pages**

Home Page | Movies | Summer Reading | digital-library/ebooks-eaudiobooks | digital/ New York Times



**Study Room Usage**

*Bookings Summary*

<i>Unique Users</i>	140
<i>Total Bookings</i>	251
<i>Time Available</i>	50,9400
<i>Time Booked</i>	27,073
<i>Average Booking Duration</i>	107
<i>User Showed Up - Yes</i>	226
<i>User Showed Up - No</i>	1

**Programs and Activities**

**Program Attendance**

Total District Program Attendance for the month of June FY 2018/2019 was **1,574** compared to **1,500** for the same month last year. This represents a net change of **4.93 %**

Cumulative District Program Attendance through June FY 2018/2019 is **17,180** compared to **15,441** for the same month last year. This represents a net change of **11.26 %**

**Programming Highlights**

- ***If Statues Could Talk, What Stories Would They Tell?*** was attended by **26** patrons. Beth Sair took participants on a one-of-a-kind virtual tour of "The Talking Statues of Chicago".
- ***Sally Field, In Pieces*** was attended by **40** patrons. In her latest dramatic book review, Jenny Riddle brought actress Sally Field to life based on Field's fabulous memoir, *In Pieces*.

**Communications and Marketing**

We have scheduled some outreach opportunities for the summer and are excited to go outside our library



Library Director's Report and Staff Activities  
for the July 8, 2019 Board Meeting

walls to interact with the community. We have some fun summer themed giveaways for the children, will promote the library offerings and sign people up for library cards. The dates & locations we have scheduled are as follows, and we are working to schedule staff for all of them.

Wednesday, July 10 : Wednesdays in the Woods  
Partner: Winnetka Park District  
Location: Hubbard Woods Park  
Schedule: 10:15-10:50am Pop-up Storytime by WNPLD  
11 – 11:45 a Children's Concert (Sarah & Kathy)  
6 – 8:30pm Evening Concert

Wednesday, July 17 : Northfield Market & Music  
Partner: Northfield Park District  
Location: Clarkson Park  
Time: 5:30 – 8:30pm  
Theme: Touch a truck

Friday, July 19 : Winnetka Sidewalk Sale  
Partner: Winnetka-Northfield Chamber of Commerce  
Location: Winnetka (Elm Street business district)  
Time: 9am – 5pm

Wednesday, August 7 : Wednesdays in the Woods  
Partner: Winnetka Park District  
Location: Hubbard Woods Park  
Time: 6 – 8:30pm Evening Concert

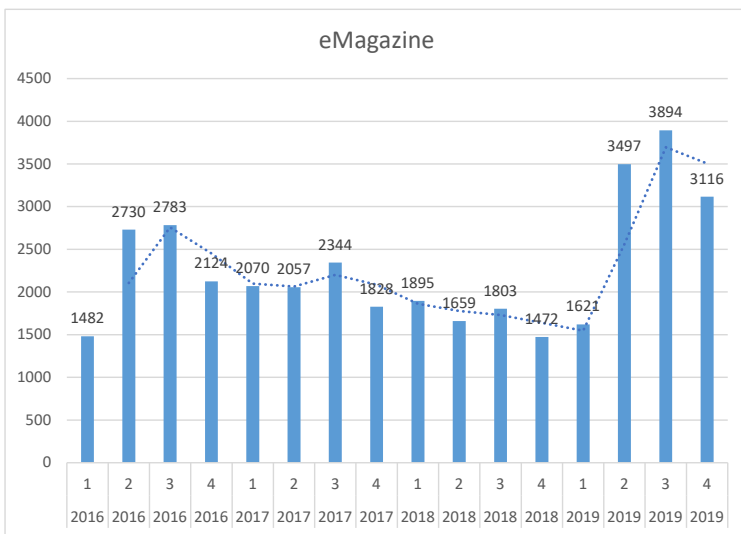
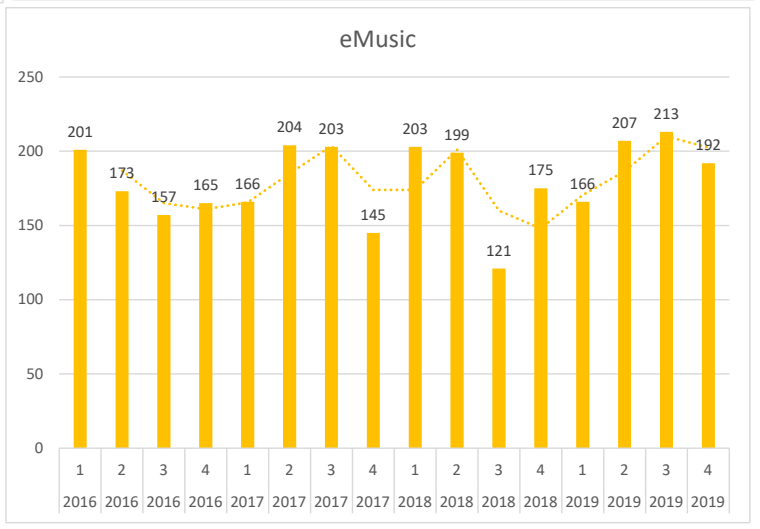
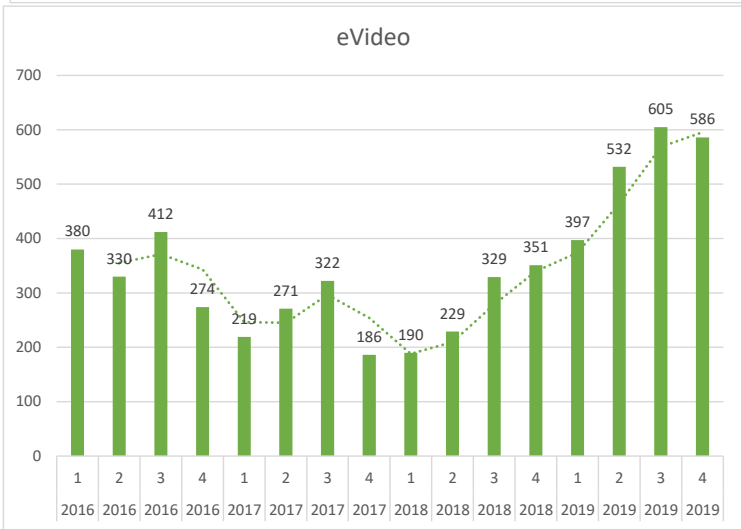
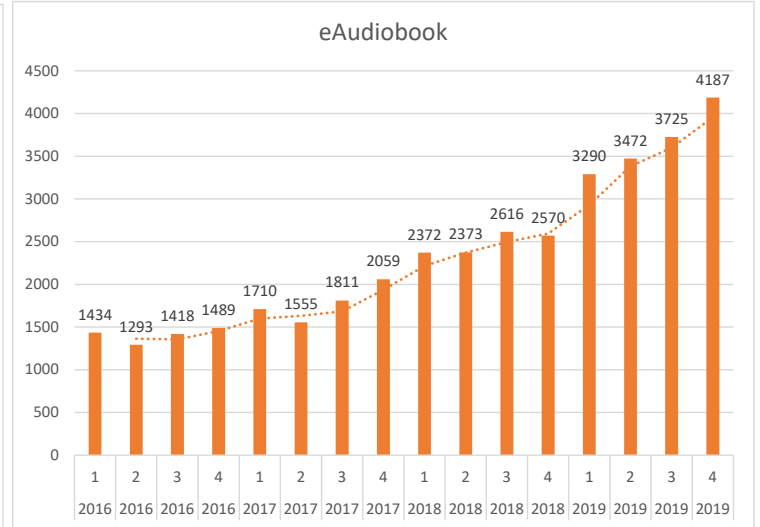
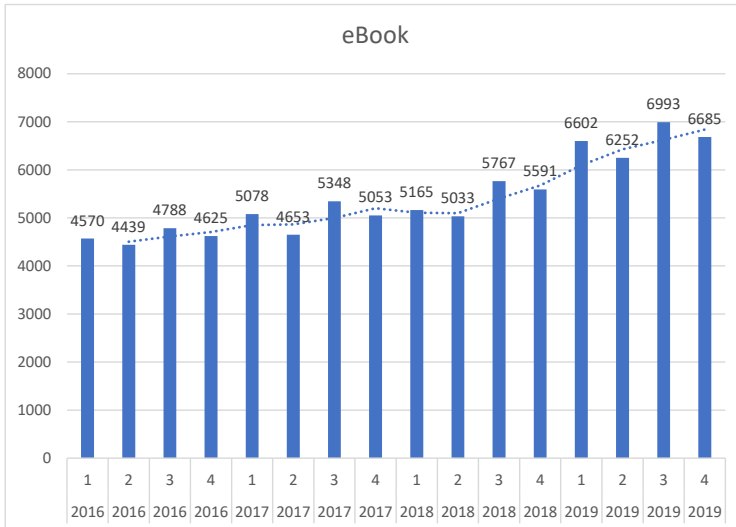
Wednesday, August 14 : Northfield Market & Music  
Partner: Northfield Park District  
Location: Clarkson Park  
Time: 5:30 – 8:30pm  
Theme: Dog themed craft/activity

We continue to push the Summer Reading program and are excited to have heard positive responses about the book bags and theme.

Ticket sales for One Book Two Villages are live and we will continue to push the event through the summer. We are preparing for the next cycle of The Source. The Studio 5-year Anniversary is going to be a highlight.

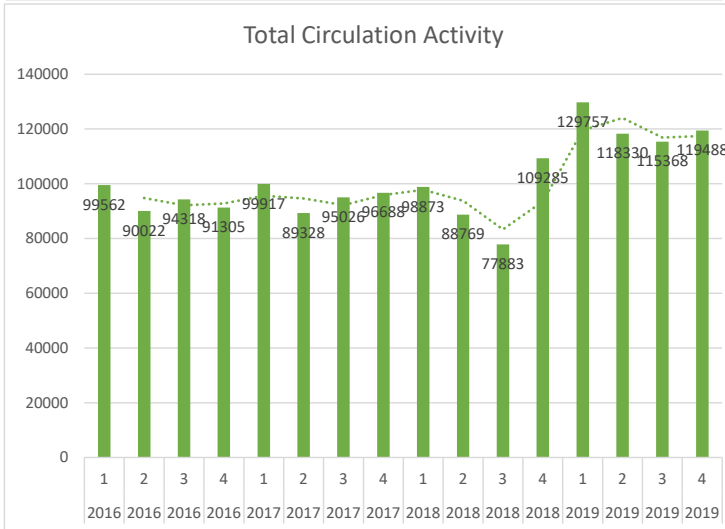
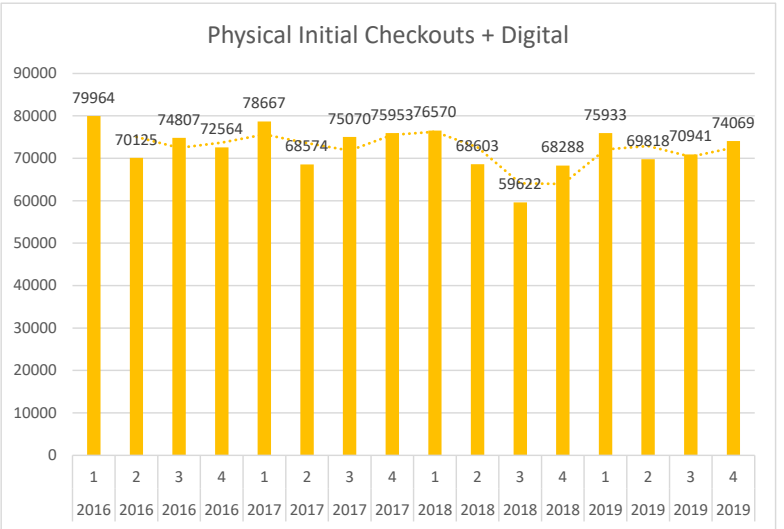
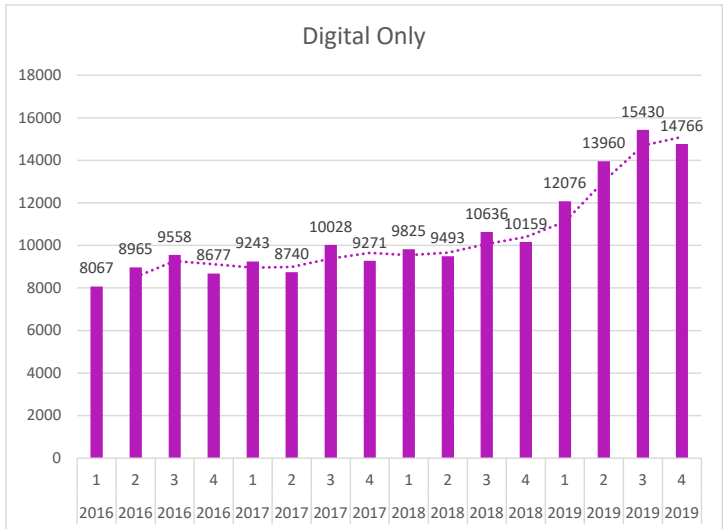
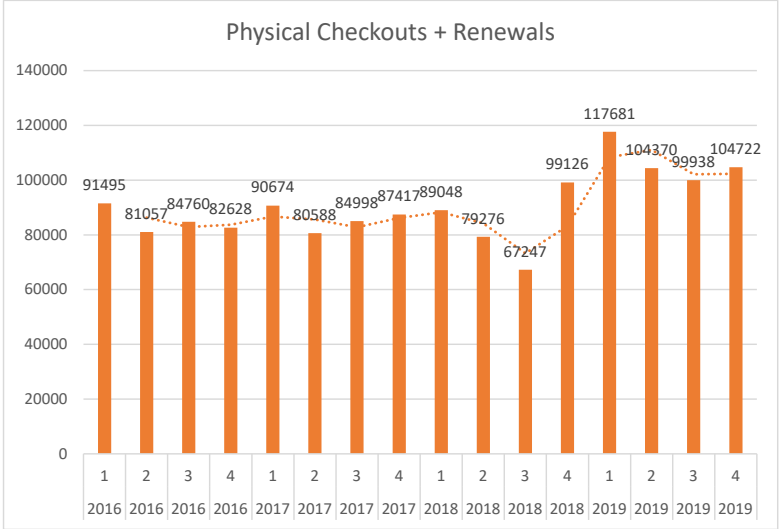
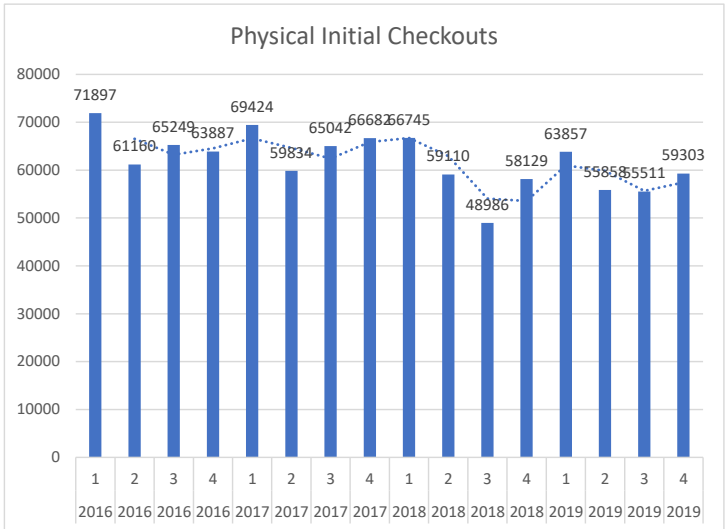
<b>Branch</b>	<b>Age</b>	<b>Material Type</b>	<b>On Shelf</b>	<b>Checked Out</b>	<b>Total Missing</b>	<b>% Checked out (Checked out/Totals)</b>	<b>Loss Ratio % (Missing/Total owned +Missing)</b>	<b>Total Owned (On Shelf + Checked Out)</b>
Winnetka	Adult	Audiobook	1477	169	41	10.27%	2.7%	1646
Northfield	Adult	Audiobook	429	104	6	19.51%	1.4%	533
Winnetka	Adult	Blu-Ray	486	111	25	18.59%	4.3%	597
Northfield	Adult	Blu-Ray	199	83	13	29.43%	4.3%	282
Winnetka	Adult	CD	500	5	4	0.99%	0.8%	505
Winnetka	Adult	DVD	4278	568	74	11.72%	1.5%	4846
Northfield	Adult	DVD	1396	292	44	17.30%	2.8%	1688
Winnetka	Adult	Fiction Book	15338	1427	375	8.5%	2.0%	16765
Winnetka	Teen	Fiction Book	819	103	17	11.17%	1.5%	922
Northfield	Adult	Fiction Book	3120	903	163	22.45%	4.7%	4023
Northfield	Teen	Fiction Book	293	45	7	13.31%	2.0%	338
Winnetka	Teen	Graphic Novel	139	20	8	12.58%	4.9%	159
Northfield	Teen	Graphic Novel	60	4	3	6.25%	4.9%	64
Winnetka	Teen	Media	78	7	2	8.24%	2.5%	85
Northfield	Teen	Media	13	0	1	0.00%	7.7%	13
Winnetka	Adult	Nonfiction Book	19304	1593	170	7.62%	0.8%	20897
Winnetka	Teen	Nonfiction Book	84	11	1	11.58%	1.2%	95
Northfield	Adult	Nonfiction Book	2411	397	70	14.14%	2.4%	2808
Northfield	Teen	Nonfiction Book	15	3	0	16.67%	0.0%	18
Winnetka	Adult	Playaway	303	81	12	21.09%	3.6%	384
Northfield	Adult	Playaway	101	18	4	15.13%	3.8%	119

## Quarterly Digital Quarter 4



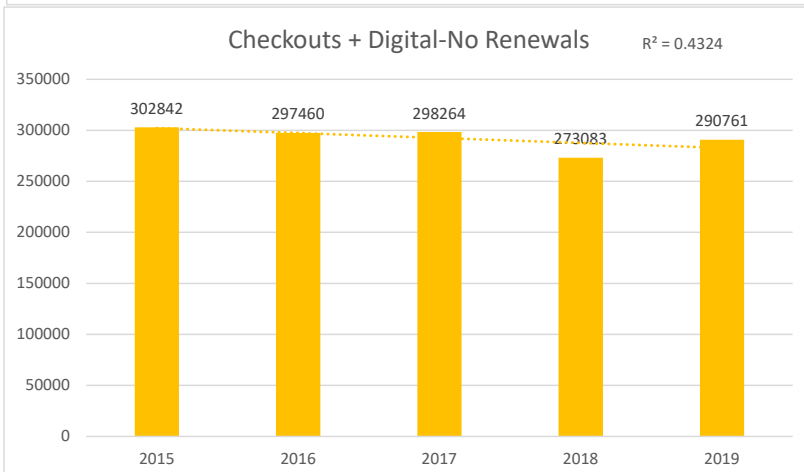
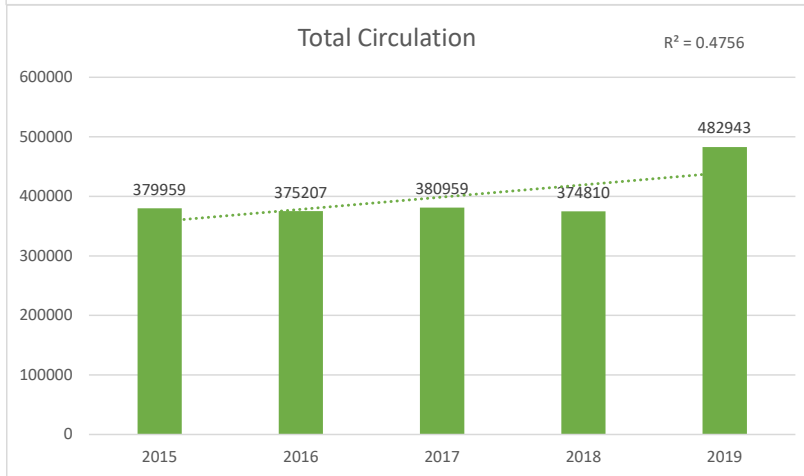
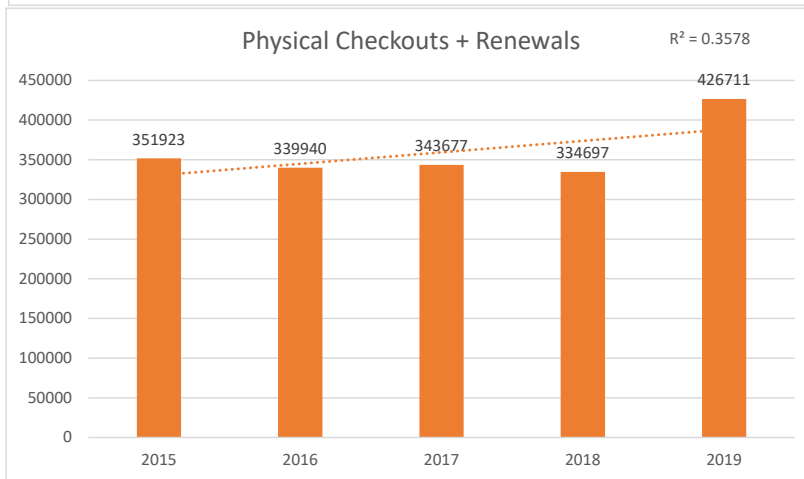
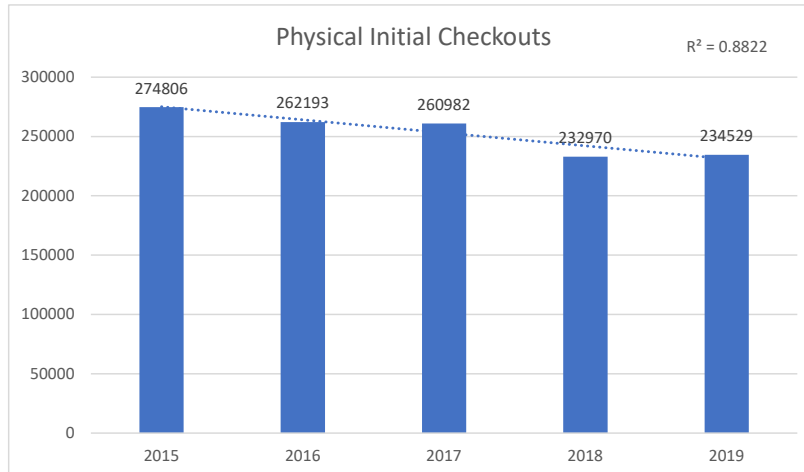
**Q. 1 - July, Aug., Sept.**  
**Q. 2 - Oct., Nov., Dec.**  
**Q. 3 - Jan., Feb., March**  
**Q. 4 - Apr., May, June**

**Quarter 4 June 2019**



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

## Annual Statistics



# Summary Report for June FY 2018/2019

## Circulation Report

### Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	10,863	11,015	-1.38 %	126,480	100,464	25.90 %	Books	16,086	14,823	8.52 %	159,642	125,336	27.37 %
Book - Fiction	5,838	6,191	-5.70 %	68,440	55,717	22.84 %	Book - Fiction	13,841	12,781	8.29 %	135,070	107,551	25.59 %
Book - Nonfiction	5,025	4,824	4.17 %	58,040	44,747	29.71 %	Book - Nonfiction	2,245	2,042	9.94 %	24,572	17,785	38.16 %
Audiobook - CD	790	958	-17.54 %	9,944	9,825	1.21 %	Audiobook - CD	123	142	-13.38 %	1,476	1,252	17.89 %
Music CD	94	154	-38.96 %	1,773	2,062	-14.02 %	Music CD	66	112	-41.07 %	1,376	1,111	23.85 %
Playaway	233	290	-19.66 %	2,477	2,474	0.12 %	Playaway	465	498	-6.63 %	3,358	3,266	2.82 %
DVD/Blu-Ray	6,058	7,989	-24.17 %	82,519	63,863	29.21 %	DVD/Blu-Ray	3,125	3,313	-5.67 %	34,166	22,087	54.69 %
Magazine	174	155	12.26 %	2,261	1,423	-	Magazine	-	-	-	-	12	-
Other	7	8	-12.50 %	202	476	-57.56 %	Other	29	9	222.22 %	614	629	-2.38 %
Sent Out	1,165	1,137	2.46 %	13,694	21,754	-37.05 %	Sent Out						
<b>Total</b>	<b>19,384</b>	<b>21,706</b>	<b>-10.70 %</b>	<b>239,350</b>	<b>200,918</b>	<b>19.13 %</b>	<b>Total</b>	<b>19,894</b>	<b>18,897</b>	<b>5.28 %</b>	<b>200,632</b>	<b>153,681</b>	<b>30.55 %</b>

Kenilworth patron usage for the month of June FY 2018/2019 was **1,270**.

Items borrowed from other libraries for the month of June FY 2018/2019 was **1,598**.

Total circulation for the month of June FY 2018/2019 was **44,223** compared to **44,132** for the same month last year. This represents a net change of **0.21 %**

Cumulative circulation through June FY 2018/2019 is **496,719** compared to **394,712** for the previous fiscal year to date. This represents a net change of **25.84 %**.

### Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	7,207	6,755	6.69 %	82,477	60,399	36.55 %	Books	11,879	10,263	15.75 %	115,699	82,137	40.86 %
Book - Fiction	3,440	3,288	4.62 %	39,020	28,853	35.24 %	Book - Fiction	10,225	8,948	14.27 %	98,675	71,609	37.80 %
Book - Nonfiction	3,767	3,467	8.65 %	43,457	31,546	37.76 %	Book - Nonfiction	1,654	1,315	25.78 %	17,024	10,528	61.70 %
Audiobook - CD	474	557	-14.90 %	5,798	5,514	5.15 %	Audiobook - CD	91	121	-24.79 %	1,069	841	27.11 %
Music CD	59	113	-47.79 %	1,160	1,288	-9.94 %	Music CD	37	62	-40.32 %	860	627	37.16 %
Playaway	195	248	-21.37 %	1,979	1,957	1.12 %	Playaway	332	380	-12.63 %	2,616	2,374	10.19 %
DVD/Blu-Ray	3,954	5,130	-22.92 %	55,035	39,788	38.32 %	DVD	2,019	1,990	1.46 %	20,956	13,179	59.01 %
Magazine	71	95	-25.26 %	1,186	823	44.11 %	Magazine	-	-	-	2	2	0.00 %
Other	4	8	-50.00 %	181	357	-49.30 %	Other	20	5	300.00 %	515	509	1.18 %
Sent Out	790	736	7.34 %	9,672	12,859	-24.78 %	Sent Out						
<b>Total</b>	<b>12,754</b>	<b>13,642</b>	<b>-6.51 %</b>	<b>157,488</b>	<b>122,985</b>	<b>28.05 %</b>	<b>Total</b>	<b>14,378</b>	<b>12,821</b>	<b>12.14 %</b>	<b>141,717</b>	<b>99,669</b>	<b>42.19 %</b>

Winnetka Library's circulation for the month of June FY 2018/2019 was **27,132** compared to **26,463** for the same month last year. This represents a net change of **2.53 %**.

### Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,656	4,260	-14.18 %	44,003	40,065	9.83 %	Books	4,207	4,560	-7.74 %	43,943	43,199	1.72 %
Book - Fiction	2,398	2,903	-17.40 %	29,420	26,864	9.51 %	Book - Fiction	3,616	3,833	-5.66 %	36,395	35,942	1.26 %
Book - Nonfiction	1,258	1,357	-7.30 %	14,583	13,201	10.47 %	Book - Nonfiction	591	727	-18.71 %	7,548	7,257	4.01 %
Audiobook - CD	316	401	-21.20 %	4,146	4,311	-3.83 %	Audiobook - CD	32	21	52.38 %	407	411	-0.97 %
Music CD	35	41	-14.63 %	613	774	-20.80 %	Music CD	29	50	-42.00 %	516	484	6.61 %
Playaway	38	42	-9.52 %	498	517	-3.68 %	Playaway	133	118	12.71 %	742	892	-16.82 %
DVD	2,104	2,859	-26.41 %	27,484	24,075	14.16 %	DVD/Blu-Ray	1,106	1,323	-16.40 %	13,210	8,908	48.29 %
Magazine	103	60	71.67 %	1,075	600	79.17 %	Magazine	-	-	-	-	10	-
Other	3	-	-	21	119	-82.35 %	Other	9	4	125.00 %	99	120	-17.50 %
Sent Out	774	714	8.40 %	9,353	12,647	-26.05 %	Sent Out						
<b>Total</b>	<b>6,255</b>	<b>7,663</b>	<b>-18.37 %</b>	<b>77,840</b>	<b>70,461</b>	<b>10.47 %</b>	<b>Total</b>	<b>5,516</b>	<b>6,076</b>	<b>-9.22 %</b>	<b>58,917</b>	<b>54,024</b>	<b>9.06 %</b>

Northfield Library's circulation for the month of June FY 2018/2019 was **11,771** compared to **13,739** for the same month last year. This represents a net change of **-14.32 %**.

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 % +/-
2,332	1,904	22.48 %	27,035	21,556	25.42 %	1,370	886	54.63 %	14,674	9,931	47.76 %	957	508	88.39 %	12,128	6,829	77.60 %

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 % +/-
220	156	41.03 %	2,120	1,099	92.90 %	66	75	-12.00 %	778	698	11.46 %

Virtual Branch circulation for the month of June FY 2018/2019 was **4,945** compared to **3,529** for the same month last year. This represents a net change of **40.12 %**.

Cumulative virtual branch circulation through June FY 2018/2019 is **56,735** compared to **40,113** for the previous fiscal year to date. This represents a net change of **41.44 %**.

# 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	12,460	3,805	227.46 %	116,054	89,107	30.24 %	People Counter							12,460
Reference Questions	1,511	924	63.53 %	13,224	9,279	37.31 %	Reference Questions	859	932	-7.83 %	7,457	6,888	8.26 %	2,370
Studio	505	642	-21.34 %	5,105	3,705	37.79 %	Studio							505
Genealogy	1	1	0.00 %	61	32	90.63 %	Genealogy							1
Program Attendance	261	265	-1.51 %	2,657	2,590	2.59 %	Program Attendance	899	734	22.48 %	9,483	7,468	26.98 %	1,160

## 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	7,162	-	-	61,867	67,803	-8.75 %	People Counter							7,162
Reference Questions	757	1,118	-32.29 %	12,596	11,416	10.34 %	Reference Questions	104	169	-38.46 %	1,279	1,145	11.70 %	861
Program Attendance	126	91	38.46 %	971	1,386	-29.94 %	Program Attendance	288	410	-29.76 %	4,069	3,997	1.80 %	414

A total of **3,568** holds were placed for patrons in the month of June FY 2018/2019.

There were a total of **9,855** website sessions in the month of June FY 2018/2019.

Total District Program Attendance for the month of June FY 2018/2019 was **1,574** compared to **1,500** for the same month last year. This represents a net change of **4.93 %**

Cumulative District Program Attendance through June FY 2018/2019 is **17,180** compared to **15,441** for the same month last year. This represents a net change of **11.26 %**



**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	\$ 4,095,150	\$ 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	\$4,352,846	\$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	\$ 180,000
Administrative Services	\$ 321,425	\$ 326,904	\$ 358,000	\$ 360,000
Personnel Salaries and Benefits	\$ 1,835,000	\$ 1,790,000	\$ 1,935,000	\$ 1,861,600
Programming	\$ 81,100	\$ 79,100	\$ 100,000	\$ 100,000
Insurance	\$ 20,000	\$ 30,000	\$ 30,000	\$ 35,000
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
<b>Total General Expenses</b>	<b>\$ 3,706,075</b>	<b>\$ 3,798,154</b>	<b>\$ 4,323,000</b>	<b>\$ 4,561,600</b>
TOTAL GENERAL FUND				
BUDGET AND APPROPRIATION:	\$ 3,706,075	\$ 3,798,154	\$ 4,323,000	\$ 4,561,600
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
<b>TOTAL LIBRARY APPROPRIATION:</b>			\$ 6,243,000	\$ 6,481,600
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, FOUR-HUNDRED EIGHTY-ONE THOUSAND SIX HUNDRED DOLLARS (\$6,481,600) 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:

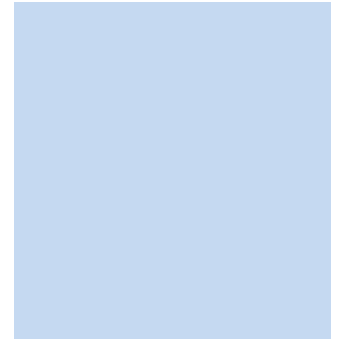
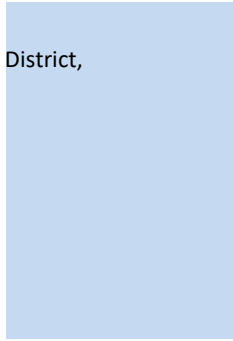
NAYS:

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

ORDINANCE NO. 2019-2020/1:

AN ORDINANCE DETERMINING TO LEVY AN ADDITIONAL  
TAX OF .02% FOR THE 2019-2020 FISCAL YEAR

WHEREAS, the Public Library District Act of 1991 (75 ILCS 16/35-5) authorizes the Board of Trustees to levy a special tax in addition to the annual public library district tax for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment; and

WHEREAS, the amount of said special tax is .02% of the value of all the taxable property in the District as equalized or assessed by the Department of Revenue; and

WHEREAS, the Board of Trustees deems it advisable and necessary to levy said special tax for the 2018-2019 fiscal year for the purposes herein before set forth.

NOW, THEREFORE, BE IT ORDAINED AND DETERMINED by the Board of Trustees of the Winnetka-Northfield Public Library District that for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, a special tax of .02% of the value of all taxable property in the District, as equalized or assessed, shall be levied for the fiscal year 2019-2020.

FURTHER, a copy of this Ordinance shall be published in a newspaper of general circulation within the District within fifteen (15) days after the date of adoption of the Ordinance in the form provided by law.

FURTHER, this Ordinance shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 8th day of July 2019, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT OR NOT VOTING:

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

STATE OF ILLINOIS                    )  
  ) SS  
COUNTY OF COOK                    )

CERTIFICATION OF AUTHENTICITY

I, Suzanne Shoup, hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois and as such I am the custodian and keeper of the records and files of said Library District.

I do further certify that the attached is a true and correct copy of an Ordinance adopted on the 8th day of July 2019, at a meeting of the Board of Trustees of the Winnetka-Northfield Public Library District. I further certify that the Ordinance will be published in a newspaper of general circulation within the District by the 31st day of July 2019.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and corporate seal of the Winnetka-Northfield Public Library District, Cook County, Illinois, on this 8th day of July 2019.

\_\_\_\_\_  
Suzanne Shoup, Secretary  
Board of Trustees  
Winnetka-Northfield Public Library District  
Cook County, IL

(SEAL)

PUBLIC NOTICE

PUBLIC NOTICE is hereby given that, by Ordinance adopted on the 8th day of July, 2019, the Board of Trustees of the Winnetka-Northfield Public Library District determined to levy an additional tax of .02% of the value of all the taxable property in the District, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs and alterations of library buildings and equipment, said tax levy to be effective for the 2019-2020 fiscal year. The text of said Ordinance is set forth below.

The question of levying a .02% tax shall be submitted to the electors of the District if a petition is filed with the Board signed by 1,571 registered voters in the District asking that the question of levying said .02% tax be submitted to the electors of the District. Said petition must be filed within thirty (30) days after publication of this Public Notice. The date of the prospective referendum is November 1, 2019.

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

(SEAL)

**Winnetka-Northfield Public Library District  
Certified Estimate of Anticipated Revenue by Source**

The anticipated revenue by source for the Winnetka-Northfield Public Library District for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020:

Tax Receipts	\$	4,095,150
Interest	\$	45,000
Kenilworth Service Contract	\$	100,000
Corporate Replacement Tax	\$	20,000
Fines	\$	25,000
Contributions/Friends of the Library	\$	25,000
Illinois Public Library Per Capita Grant	\$	21,696
Gifts	\$	2,000
Other Income	\$	<u>19,000</u>
Total Anticipated Revenue	\$	4,352,846

In accordance with 35 ILCS 200/18-50, I hereby certify that I am the elected Treasurer of the Winnetka-Northfield Public Library District and that the above figures are a true and accurate estimate of the anticipated revenue taken from information available to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Vandergrift, Treasurer  
Library Board of Trustees  
Winnetka-Northfield Public Library District



WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
RESOLUTION NO. 2019-2020/1

A RESOLUTION TO DETERMINE AN ESTIMATE  
OF FUNDS NEEDED FOR FISCAL YEAR 2019-2020

WHEREAS, The Winnetka-Northfield Public Library District must adopt on or before December 3, 2019 and file on or before December 31, 2019 its Levy Ordinance for the 2019-2020 fiscal year; and

WHEREAS, pursuant to the Truth in Taxation Law, The Winnetka-Northfield Public Library District must determine not fewer than 20 days prior to adoption of its Levy Ordinance the amount of money, exclusive of any portion of the levy attributable to election costs, necessary to be raised by taxation for the 2019-2020 fiscal year;

NOW, THEREFORE BE IT RESOLVED AND DETERMINED by the Board of Trustees of The Winnetka-Northfield Public Library District that the estimated amounts of money, exclusive of election costs, to be raised by taxation for the 2019-2020 fiscal year shall be no greater than 3.0% percent above the prior year's tax extension grand total as determined by the Office of the Clerk of Cook County, Illinois.

ADOPTED on the 8<sup>th</sup> day of July 2019.

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

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

AYES:

NAYS:

ABSENT: