

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

**THE MEETING WILL BEGIN AT 7:00 PM VIA ZOOM, INSTRUCTIONS TO JOIN POSTED
AT WWW.WINNETKALIBRARY.ORG**

**The Board meeting will be conducted as a virtual meeting consistent with the Governor's Executive
Orders and recent amendments to the Open Meetings Act.**

AGENDA

Monday, July 20, 2020

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the June 15, 2020 Regular Meeting***
- V. Financial Report**
 - Approve June 2020 Financial Statements*
- VI. Library Reports**
 - Director's Report (Interim Director Quish)*
 - Board President's Comments (President Ruiz-Funes)
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
 - Update on library director search (Trustee Gosselin)
 - Update on library reopening plans*
 - Patio project update
- IX. New Business**
 - Update and discussion of One Book Two Villages Program*
 - Discussion and assignment of two trustees to conduct annual Board Secretary's Review of Records for Fiscal Year 2019-2020
- X. Communications**
- XI. Public Comments**
- XII. Adjournment**

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

June 15, 2020

I. Call to Order

The meeting was held virtually via Zoom due to the COVID-19 pandemic. President Ruiz-Funes called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Katherine Casale MacNally and Deborah Vandergrift; and Interim Library Director Emily Compton-Dzak.

Absent: Trustees Raheela Anwar and Travis Gosselin

Present were library employees; Nicola White (Administrative Assistant) and Mark Swenson (Head of Information Technology). Present were Northfield residents Sue Kelly and Amy Richmond.

III. Public Comments

Northfield resident Sue Kelly commented on the reopening of the Studio.

Northfield resident Amy Richmond commented on staffing decisions at the Northfield Branch Library.

IV. Vote to Approve Consent Agenda

- Minutes of the May 18, 2020 Regular Meeting
- Minutes of the June 3, 2020 Study Session

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

The MOTION passed on a voice vote.

V. Financial Report

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

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

The MOTION passed on a voice vote.

VI. Library Report

LIBRARY DIRECTOR'S REPORT:

Interim Director Compton-Dzak reported:

- Digital usage has increased dramatically since the closure, and Collection Development Librarians Nick Mall and Kate Fuentes have analyzed digital usage data.
- Summer Reading launched on June 1, 2020 and had 171 registrants in the first three days.
- The District held virtual programming including a modern hand lettering program, a program on El Greco and the Spanish Renaissance, Medicare 101 and a Super Smash Brothers tournament that saw 63 rounds.
- Staff are continuing with virtual professional development training while working remotely. All staff were trained virtually on the District's new phone system.
- Curbside service began on June 1, 2020 and the District will be accepting returns beginning June 22, 2020.
- Management Team developed a COVID-19 Response Plan that ties District services and actions to the Restore Illinois Phase Plan.
- The District is developing a survey to better understand the needs of the community as we reopen amid the pandemic. The survey will be sent out electronically and made available on the District website.

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- In the wake of the death of George Floyd the District issued a statement about racism and social justice. The Board of Trustees stands with the Library in its support of those who seek to end systemic racism and social inequality. The demand for dignity, justice and equality is a matter of basic human rights. We are hopeful that the process of bringing about positive change in our country can be achieved in a peaceful and respectful manner. The Library is a place of community where all are welcome and treated equally. The Board of Trustees support the District's role in providing access to materials that expand minds and promote respectful conversations within the community.
- As the District moves towards stages of reopening, the Board of Trustees' thoughts are with all of those who have been affected by COVID-19. Trustee Ruiz-Funes thanked the medical professionals, first responders, community service personnel and the essential workers who work tirelessly to keep everyone safe.

VII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the Village of Winnetka is now open for outdoor dining; the farmer's market and beaches are also open. He also reported that the 4th of July parade and fireworks have been canceled.
- *Northfield Village*- Trustee Shoup reported that there will be a Village of Northfield virtual meeting held on June 16, 2020. She also reported that in lieu of the 4th of July parade, the Village of Northfield is holding a house decorating contest.

VIII. Unfinished Business

- *Presentation and Vote on Fiscal Year 2020-2021 Working Budget*
Interim Director Compton-Dzak presented the Fiscal Year 2020-2021 Working Budget.

A MOTION was made by Trustee Vandergrift to Approve the Fiscal Year 2020-2021 Working Budget and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Gosselin

MOTION CARRIED

- *Discussion and Vote on Amended Patio Plans*
Interim Director Compton-Dzak presented the patio plan options to the Board; the trustees decided on option B.
- *Update on Library Director Search*
Trustee Vandergrift gave an update on the Library Director Search.

IX. New Business

- *Discussion of District COVID-19 Response Plan*
Interim Director Compton-Dzak presented the District COVID-19 Response Plan.
- *Vote to cancel the August 3, 2020 Board Study Session and change date of August 17, 2020 Regular Board Meeting to August 18, 2020*
A MOTION was made by Trustee Johnson to cancel the August 3, 2020 Board Study Session and change date of August 17, 2020 Regular Board Meeting to August 18, 2020 and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

X. Communications

- *The District remains closed to the public due to the COVID-19 pandemic.*
- *Contactless pickup, or “curbside service” began on June 1, 2020 and materials returns will be accepted starting June 22, 2020.*

XI. Adjourn to Closed Session

- *Closed Session*
5 ILCS 120/2(c)(11): To discuss pending litigation.
5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district.

A MOTION to adjourn to Closed Session was made by Trustee Casale MacNally and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting to Closed Session at 8:06 p.m.

XII. Return to Open Session

The meeting returned to Open Session at 8:36 p.m.

XIII. Vote to Approve Employment Claim Agreement

A MOTION was made by Trustee Casale MacNally to Approve Employment Claim Agreement and seconded by Trustee Vandergrift.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Gosselin

MOTION CARRIED

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 Shoup and seconded by Trustee Casale MacNally. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 8:38 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	4,093,135.00	4,285,366.30	104.70 %	192,231.30
IMRF Fund	88,200.00	88,200.00	90,994.97	103.17 %	2,794.97
FICA Fund	24,500.00	24,500.00	25,276.34	103.17 %	776.34
Building Fund	147,000.00	147,000.00	151,657.93	103.17 %	4,657.93
Unemployment Fund	10.00	10.00	10.04	100.40 %	0.04
Total Revenues	<u>4,352,845.00</u>	<u>4,352,845.00</u>	<u>4,553,305.58</u>	<u>104.61 %</u>	<u>200,460.58</u>
Expenses					
Library Fund	3,798,154.00	3,798,154.00	3,001,646.80	79.03 %	(796,507.20)
IMRF Fund	111,000.00	111,000.00	106,289.47	95.76 %	(4,710.53)
FICA Fund	123,000.00	123,000.00	113,886.32	92.59 %	(9,113.68)
Building Fund	286,146.00	286,146.00	319,030.36	111.49 %	32,884.36
Unemployment Fund	<u>1,000.00</u>	<u>1,000.00</u>	<u>6,406.00</u>	<u>640.60 %</u>	<u>5,406.00</u>
Total Expenses	<u>4,319,300.00</u>	<u>4,319,300.00</u>	<u>3,547,258.95</u>	<u>82.13 %</u>	<u>(772,041.05)</u>
Total Revenues	4,352,845.00	4,352,845.00	4,553,305.58	104.61 %	200,460.58
Total Expenses	<u>4,319,300.00</u>	<u>4,319,300.00</u>	<u>3,547,258.95</u>	<u>82.13 %</u>	<u>772,041.05</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>33,545.00</u>	<u>1,006,046.63</u>	<u>2,999.10 %</u>	<u>972,501.63</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	3,835,439.00	4,014,845.62	104.68 %	179,406.62
Replacement Tax	20,000.00	20,000.00	30,894.48	154.47 %	10,894.48
Collections	155,696.00	155,696.00	111,994.56	71.93 %	(43,701.44)
Materials	12,000.00	12,000.00	6,950.91	57.92 %	(5,049.09)
Other Income	<u>70,000.00</u>	<u>70,000.00</u>	<u>120,680.73</u>	<u>172.40 %</u>	<u>50,680.73</u>
Total Operating Revenue	<u>4,093,135.00</u>	<u>4,093,135.00</u>	<u>4,285,366.30</u>	<u>104.70 %</u>	<u>192,231.30</u>
Operating Expenses					
Personnel	1,790,000.00	1,790,000.00	1,690,284.09	94.43 %	(99,715.91)
Administration	214,204.00	214,204.00	214,909.61	100.33 %	705.61
Utilities	97,700.00	97,700.00	71,962.22	73.66 %	(25,737.78)
IT Services	171,250.00	171,250.00	155,577.46	90.85 %	(15,672.54)
Public Relations	45,000.00	45,000.00	30,951.68	68.78 %	(14,048.32)
Library Materials - Adult	561,000.00	561,000.00	531,078.09	94.67 %	(29,921.91)
Library Materials - Youth	89,900.00	89,900.00	58,750.17	65.35 %	(31,149.83)
Programs	79,100.00	79,100.00	57,124.43	72.22 %	(21,975.57)
Capital	<u>750,000.00</u>	<u>750,000.00</u>	<u>188,543.95</u>	<u>25.14 %</u>	<u>(561,456.05)</u>
Total Operating Expenses	<u>3,798,154.00</u>	<u>3,798,154.00</u>	<u>3,001,646.80</u>	<u>79.03 %</u>	<u>(796,507.20)</u>
Total Revenues	4,093,135.00	4,093,135.00	4,285,366.30	104.70 %	192,231.30
Total Expenses	<u>3,798,154.00</u>	<u>3,798,154.00</u>	<u>3,001,646.80</u>	<u>79.03 %</u>	<u>(796,507.20)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>294,981.00</u>	<u>1,283,719.50</u>	<u>435.19 %</u>	<u>988,738.50</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	3,835,439.00	3,997,151.79	104.22 %	161,712.79
Property Taxes Collections-Liability	0.00	0.00	12,638.15	0.00	12,638.15
Property Taxes Collections-Audit	0.00	0.00	5,055.68	0.00	5,055.68
Replacement Tax	<u>20,000.00</u>	<u>20,000.00</u>	<u>30,894.48</u>	<u>154.47 %</u>	<u>10,894.48</u>
Total Taxes	<u>3,855,439.00</u>	<u>3,855,439.00</u>	<u>4,045,740.10</u>	<u>104.94 %</u>	<u>190,301.10</u>
Collections					
Per Capita Grant	21,696.00	21,696.00	21,696.25	100.00 %	0.25
Kenilworth Services	100,000.00	100,000.00	75,546.64	75.55	(24,453.36)
Fines - Winnetka	25,000.00	25,000.00	13,320.68	53.28	(11,679.32)
Studio Fees	4,500.00	4,500.00	1,008.17	22.40	(3,491.83)
Lost/Damaged Mat.-Winnetka	4,500.00	4,500.00	91.58	2.04	(4,408.42)
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>331.24</u>	<u>0.00</u>	<u>331.24</u>
Total Collections	<u>155,696.00</u>	<u>155,696.00</u>	<u>111,994.56</u>	<u>71.93 %</u>	<u>(43,701.44)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	10,000.00	4,846.93	48.47 %	(5,153.07)
Book Sales - Winnetka	<u>2,000.00</u>	<u>2,000.00</u>	<u>2,103.98</u>	<u>105.20</u>	<u>103.98</u>
Total Materials	<u>12,000.00</u>	<u>12,000.00</u>	<u>6,950.91</u>	<u>57.92 %</u>	<u>(5,049.09)</u>
Other Income					
Checking Interest Income	45,000.00	45,000.00	2,981.84	6.63 %	(42,018.16)
Byline Bank IMA Interest	0.00	0.00	110,828.82	0.00	110,828.82
Change on Investment Value	0.00	0.00	2,364.51	0.00	2,364.51
Money Market-Interest	0.00	0.00	533.39	0.00	533.39
Misc. Revenue - Winnetka	0.00	0.00	3,806.46	0.00	3,806.46
Contributions	25,000.00	25,000.00	0.00	0.00	(25,000.00)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>165.71</u>	<u>0.00</u>	<u>165.71</u>
Total Other Income	<u>70,000.00</u>	<u>70,000.00</u>	<u>120,680.73</u>	<u>172.40 %</u>	<u>50,680.73</u>
Total Revenue	<u>4,093,135.00</u>	<u>4,093,135.00</u>	<u>4,285,366.30</u>	<u>104.70 %</u>	<u>192,231.30</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Expenses					
Personnel					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	1,610,000.00	1,548,408.21	96.17	(61,591.79)
Health Insurance	155,000.00	155,000.00	134,229.78	86.60	(20,770.22)
Flu Vaccination	500.00	500.00	80.41	16.08	(419.59)
Employee Asst. Program	1,500.00	1,500.00	320.00	21.33	(1,180.00)
Conferences	20,000.00	20,000.00	6,298.19	31.49	(13,701.81)
Flexible Spending Account	<u>3,000.00</u>	<u>3,000.00</u>	<u>497.50</u>	<u>16.58</u>	<u>(2,502.50)</u>
Total Personnel	<u>1,790,000.00</u>	<u>1,790,000.00</u>	<u>1,690,284.09</u>	<u>94.43 %</u>	<u>(99,715.91)</u>
Administration					
Audit Fees	11,050.00	11,050.00	9,850.00	89.14 %	(1,200.00)
Library Supplies	35,000.00	35,000.00	30,017.99	85.77	(4,982.01)
Office Supplies	8,000.00	8,000.00	4,106.88	51.34	(3,893.12)
Breakroom Supplies	1,500.00	1,500.00	2,506.52	167.10	1,006.52
Postage	4,500.00	4,500.00	3,009.19	66.87	(1,490.81)
Hospitality	6,000.00	6,000.00	157.05	2.62	(5,842.95)
Accounting and Bookkeeping	20,004.00	20,004.00	16,670.00	83.33	(3,334.00)
Legal Notices	1,000.00	1,000.00	756.54	75.65	(243.46)
Delivery Service	8,000.00	8,000.00	5,760.00	72.00	(2,240.00)
Payroll Services	9,000.00	9,000.00	9,444.59	104.94	444.59
Liability Insurance Costs	30,000.00	30,000.00	15,137.00	50.46	(14,863.00)
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	150.00	(21.95)	(14.63)	(171.95)
Board Expenses	1,000.00	1,000.00	24.99	2.50	(975.01)
Memberships	6,000.00	6,000.00	2,077.00	34.62	(3,923.00)
Staff Recognition/Events/Meetings	5,000.00	5,000.00	7,824.69	156.49	2,824.69
Director's Expenses	500.00	500.00	0.00	0.00	(500.00)
Legal	12,000.00	12,000.00	27,582.80	229.86	15,582.80
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	500.00	0.00	0.00	(500.00)
Other Consultations	15,000.00	15,000.00	29,582.76	197.22	14,582.76
Investment Fees	0.00	0.00	7,407.47	0.00	7,407.47
HR Consultant	40,000.00	40,000.00	33,136.25	82.84	(6,863.75)
Miscellaneous	<u>0.00</u>	<u>0.00</u>	<u>419.94</u>	<u>0.00</u>	<u>419.94</u>
Total Administration	<u>214,204.00</u>	<u>214,204.00</u>	<u>214,909.61</u>	<u>100.33 %</u>	<u>705.61</u>
Utilities					
Electricity - Winnetka	49,000.00	49,000.00	37,221.80	75.96 %	(11,778.20)
Water - Winnetka	5,700.00	5,700.00	2,714.33	47.62	(2,985.67)
Storm Sewer - Winnetka	1,900.00	1,900.00	1,464.76	77.09	(435.24)
Natural Gas - Winnetka	14,000.00	14,000.00	8,550.34	61.07	(5,449.66)
Telephone - Winnetka	10,000.00	10,000.00	10,168.00	101.68	168.00
Internet Services	<u>17,100.00</u>	<u>17,100.00</u>	<u>11,842.99</u>	<u>69.26</u>	<u>(5,257.01)</u>
Total Utilities	<u>97,700.00</u>	<u>97,700.00</u>	<u>71,962.22</u>	<u>73.66 %</u>	<u>(25,737.78)</u>
Information Technology					
CCS Operating	83,250.00	83,250.00	75,902.00	91.17 %	(7,348.00)
Software	35,000.00	35,000.00	29,138.45	83.25	(5,861.55)
LAN Management	50,000.00	50,000.00	47,856.80	95.71	(2,143.20)
Hardware	0.00	0.00	316.95	0.00	316.95

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Technology/Website	3,000.00	3,000.00	2,363.26	78.78	(636.74)
Total Information Technology	<u>171,250.00</u>	<u>171,250.00</u>	<u>155,577.46</u>	<u>90.85 %</u>	<u>(15,672.54)</u>
Public Relations					
PR E-Marketing	1,500.00	1,500.00	2,230.16	148.68 %	730.16
PR Promotional	7,000.00	7,000.00	2,559.89	36.57	(4,440.11)
PR Source	25,000.00	25,000.00	17,429.91	69.72	(7,570.09)
PR Supplies	8,000.00	8,000.00	5,858.68	73.23	(2,141.32)
PR Advertising	3,500.00	3,500.00	2,873.04	82.09	(626.96)
Total Public Relations	<u>45,000.00</u>	<u>45,000.00</u>	<u>30,951.68</u>	<u>68.78 %</u>	<u>(14,048.32)</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	79,000.00	56,568.11	71.61 %	(22,431.89)
Books-Non-Fiction-Adult-Winnetka	77,000.00	77,000.00	57,367.61	74.50	(19,632.39)
Periodicals-Winnetka	28,000.00	28,000.00	40,104.67	143.23	12,104.67
DVDs-Adult-Winnetka	53,000.00	53,000.00	37,790.09	71.30	(15,209.91)
Audio Books-Adult-Winnetka	34,000.00	34,000.00	22,464.30	66.07	(11,535.70)
Books-Digital-Winnetka	185,000.00	185,000.00	234,102.65	126.54	49,102.65
Online Database	105,000.00	105,000.00	82,680.66	78.74	(22,319.34)
Total Library Materials - Adult	<u>561,000.00</u>	<u>561,000.00</u>	<u>531,078.09</u>	<u>94.67 %</u>	<u>(29,921.91)</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	18,000.00	11,752.16	65.29 %	(6,247.84)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	17,000.00	2,520.03	14.82	(14,479.97)
DVDs-Juv-Winnetka	12,500.00	12,500.00	10,040.71	80.33	(2,459.29)
Audio Books-Juv-Winnetka	12,000.00	12,000.00	9,859.64	82.16	(2,140.36)
Music-Juv-Winnetka	900.00	900.00	368.10	40.90	(531.90)
Books-Easy-Winnetka	18,500.00	18,500.00	12,334.81	66.67	(6,165.19)
Books-Jr. High-Winnetka	11,000.00	11,000.00	5,756.15	52.33	(5,243.85)
Books-Non-Fiction-Winnetka	0.00	0.00	6,118.57	0.00	6,118.57
Total Library Materials - Youth	<u>89,900.00</u>	<u>89,900.00</u>	<u>58,750.17</u>	<u>65.35 %</u>	<u>(31,149.83)</u>
Programs					
Summer Reading	11,100.00	11,100.00	7,175.81	64.65 %	(3,924.19)
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	7,500.00	6,133.63	81.78	(1,366.37)
OBTV	17,000.00	17,000.00	12,516.19	73.62	(4,483.81)
Programming - Youth	16,500.00	16,500.00	9,795.41	59.37	(6,704.59)
Programming - Adult	22,000.00	22,000.00	18,436.09	83.80	(3,563.91)
Studio Maintenance/Repair	5,000.00	5,000.00	1,966.24	39.32	(3,033.76)
Total Programs	<u>79,100.00</u>	<u>79,100.00</u>	<u>57,124.43</u>	<u>72.22 %</u>	<u>(21,975.57)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Capital					
Capital Outlay	0.00	0.00	103,407.30	0.00 %	103,407.30
Building	155,000.00	155,000.00	443.04	0.29	(154,556.96)
Equipment/Furniture	500,000.00	500,000.00	12,017.79	2.40	(487,982.21)
Computer Equipment	<u>95,000.00</u>	<u>95,000.00</u>	<u>72,675.82</u>	<u>76.50</u>	<u>(22,324.18)</u>
Total Capital	<u>750,000.00</u>	<u>750,000.00</u>	<u>188,543.95</u>	<u>25.14 %</u>	<u>(561,456.05)</u>
Total Expenses	<u>3,798,154.00</u>	<u>3,798,154.00</u>	<u>3,001,646.80</u>	<u>79.03 %</u>	<u>(796,507.20)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>294,981.00</u>	<u>1,283,719.50</u>	<u>435.19 %</u>	<u>988,738.50</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 12 Months Ended June 30, 2020

Ideal Budget Percentage Spent: 100.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	147,000.00	151,657.93	103.17 %	4,657.93
Total Revenue	<u>147,000.00</u>	<u>147,000.00</u>	<u>151,657.93</u>	<u>103.17 %</u>	<u>4,657.93</u>
Expenses					
Northfield Lease	66,196.00	66,196.00	69,422.73	104.87 %	3,226.73
Janitorial Supplies	8,500.00	8,500.00	10,771.26	126.72	2,271.26
Snow Removal	8,000.00	8,000.00	4,669.76	58.37	(3,330.24)
Photocopier Leases	40,000.00	40,000.00	32,498.84	81.25	(7,501.16)
Phone Lease	9,600.00	9,600.00	11,199.72	116.66	1,599.72
Building Maintenance Service	110,000.00	110,000.00	126,288.60	114.81	16,288.60
Elevators	8,000.00	8,000.00	6,785.81	84.82	(1,214.19)
Landscaping	5,000.00	5,000.00	4,498.37	89.97	(501.63)
HVAC	10,000.00	10,000.00	19,041.59	190.42	9,041.59
Automatic Doors	3,500.00	3,500.00	2,829.82	80.85	(670.18)
Roof	600.00	600.00	666.00	111.00	66.00
Alarms	2,750.00	2,750.00	5,903.98	214.69	3,153.98
Equipment	4,000.00	4,000.00	2,068.91	51.72	(1,931.09)
Misc Services	10,000.00	10,000.00	22,384.97	223.85	12,384.97
Total Expenses	<u>286,146.00</u>	<u>286,146.00</u>	<u>319,030.36</u>	<u>111.49 %</u>	<u>32,884.36</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (139,146.00)</u>	<u>\$ (167,372.43)</u>	<u>120.29 %</u>	<u>(28,226.43)</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

June 1, 2020 - June 30, 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
First Bankcard				1007	06/30/20	<u>1,837.76</u>
10-0-5134	Software	First Bankcard - compton-Dzak	69.98			
10-0-5134	Software	First Bankcard - Swenson	243.92			
10-0-5134	Software	First Bankcard - WOLF	70.00			
10-0-5177	Technology/Website	First Bankcard - Swenson	123.36			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading	First Bankcard - Swenson	4.00			
10-0-5720	PR E-Marketing	First Bankcard - Quish	90.00			
10-0-5720	PR E-Marketing	First Bankcard - Quish	420.00			
10-0-5721	PR Promotional	First Bankcard - Quish	486.61			
10-0-5721	PR Promotional	First Bankcard - Quish	19.99			
10-0-5724	PR Advertising	First Bankcard - Quish	19.95			
10-0-5724	PR Advertising	First Bankcard - Quish	264.95			
GREAT AMERICA FINANCIAL SERVICES						
70-0-5747	Phone Lease	GREAT AMERICA FINANCIAL SERVICES	799.98	2907	06/30/20	<u>799.98</u>
Amber Mechanical Contractors Inc.						
70-0-5752	HVAC	Inv # C007142	1,999.50	2909	06/11/20	<u>1,999.50</u>
Aqua Chill of Chicago						
10-0-5122	Breakroom Supplies	Inv # 2260399	37.00	2910	06/11/20	<u>37.00</u>
AT&T						
10-0-5176	Internet Services	Inv # S663007007-20101	513.23	2911	06/11/20	<u>513.23</u>
Chicago Sun-Times						
10-1-5342	Periodicals-Winnetka	Acct # 179853	520.00	2912	06/11/20	<u>520.00</u>
Chicago Tribune						
10-1-5342	Periodicals-Winnetka	Acct # 10046207	124.00	2913	06/11/20	<u>124.00</u>
Consumer's Checkbook						
10-1-5346	Online Database - Winnetka	Inv # CHI1321938V2020	500.00	2914	06/11/20	<u>500.00</u>
GREAT AMERICA FINANCIAL SERVICES						
70-0-5747	Phone Lease	Inv # 27200470	799.98	2915	06/11/20	<u>799.98</u>
Investor's Business Daily						
10-1-5342	Periodicals-Winnetka	Investor's Business Daily - 1 year	260.00	2916	06/11/20	<u>260.00</u>
Ivan Figueredo						
10-0-5907	Programming - Youth	Ivan Figueredo - learn and play chess	210.00	2917	06/11/20	<u>210.00</u>
Jason Kollum						
10-0-5907	Programming - Youth	Jason Kollum - See the show & become the pro	296.25	2918	06/11/20	<u>296.25</u>
New York Times						
10-1-5342	Periodicals-Winnetka	Acct # 901619494 serve period 4/24/20-4/22/21	1,258.40	2919	06/11/20	<u>1,258.40</u>
Peregrine, Stime, Newman, Ritzman & Bruckner, LTD						
10-0-5736	Legal	Inv # 60362	1,800.00	2920	06/11/20	<u>1,800.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Technology Management Rev Fund				2921	06/11/20	<u>900.00</u>
10-0-5176	Internet Services	Inv # T2023026	450.00			
10-0-5176	Internet Services	Inv # T2220223	450.00			
Amber Mechanical Contractors Inc.				2922	06/25/20	<u>7,620.40</u>
70-0-5752	HVAC	Inv #W20447	2,917.00			
70-0-5752	HVAC	Inv #W20333	232.20			
70-0-5752	HVAC	Inv # W20382	1,924.00			
70-0-5752	HVAC	Inv # W20383	2,027.00			
70-0-5752	HVAC	Inv #W20406	520.20			
Aqua Chill of Chicago				2923	06/25/20	<u>37.00</u>
10-0-5122	Breakroom Supplies	Inv #2260870	37.00			
AT&T				2924	06/25/20	<u>732.81</u>
10-0-5176	Internet Services	AT&T - INV # S663007007-20131	363.27			
10-0-5176	Internet Services	AT&T - INV #S663007007-20162	369.54			
Chad Sell				2925	06/25/20	<u>50.00</u>
10-0-5907	Programming - Youth	Chad Sell - Author Visit	50.00			
Chicago Tribune				2926	06/25/20	<u>405.38</u>
10-1-5342	Periodicals-Winnetka	Acct #10046207	405.38			
Clear Loss Prevention, Inc				2927	06/25/20	<u>546.49</u>
10-0-5885	Computer Equipment	Clear Loss Prevention, Inc - Inv #65675	546.49			
Illinois Department of Employment Security				2928	06/25/20	<u>2,904.00</u>
10-0-5104	Unemployment	Billing Period Jan1-Mach31 2020	2,904.00			
Investor's Business Daily				2929	06/25/20	<u>260.00</u>
10-1-5342	Periodicals-Winnetka	Investor's Business Daily - 1 Year Subscription	260.00			
Landworks Limited				2930	06/25/20	<u>103,407.30</u>
10-0-5800	Capital Outlay	Inv #21598	103,407.30			
Mark Anderson - Andertoons				2931	06/25/20	<u>200.00</u>
10-0-5907	Programming - Youth	Mark Anderson - Andertoons - Legend of the Lost Toon	200.00			
Pioneer Press				2932	06/25/20	<u>32.50</u>
10-1-5342	Periodicals-Winnetka	Pioneer Press - Acct #168203901	32.50			
Team One Repair, Inc.				2933	06/25/20	<u>175.00</u>
10-0-5120	Library Supplies	Team One Repair, Inc. -Inv # 1002518	175.00			
Technology Management Rev Fund				2934	06/25/20	<u>450.00</u>
10-0-5176	Internet Services	Technology Management Rev Fund - Inv # T2025838	450.00			
DIGITAL INSURANCE, INC.				15823	06/05/20	<u>35.50</u>
10-0-5115	Flexible Spending Account	FSA Service Fees	35.50			
Warehouse Direct				15824	06/05/20	<u>452.37</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5725	Janitorial Supplies	inv # 4667359-0	452.37			
FIRST COMMUNICATIONS				15825	06/05/20	<u>484.05</u>
10-1-5175	Telephone - Winnetka	inv # 119479585	484.05			
HR Source				15826	06/05/20	<u>637.50</u>
10-0-5745	HR Consultant	inv # 11693	637.50			
DE LAGE LANDEN FINANCIALSVC.				15827	06/05/20	<u>665.00</u>
70-0-5746	Photocopier Leases	inv # 68069994	665.00			
OVERDRIVE INC.				15828	06/05/20	<u>1,095.20</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,095.20			
VILLAGE OF NORTHFIELD				15829	06/05/20	<u>5,340.21</u>
70-2-5159	Northfield Lease	inv # 20200066	5,340.21			
VILLAGE OF NORTHFIELD				15830	06/05/20	<u>5,340.21</u>
70-2-5159	Northfield Lease	inv # 20200073	5,340.21			
OVERDRIVE INC.				15831	06/05/20	<u>10,000.00</u>
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	10,000.00			
Anette Isaacs				15832	06/08/20	<u>275.00</u>
10-0-5908	Programming - Adult	Anette Isaacs - Germany's Liquid Bread	275.00			
NCPERS GROUP LIFE INS.				15833	06/19/20	<u>32.00</u>
10-0-5111	Health Insurance	inv # 5130032020&5130042020	32.00			
NCPERS GROUP LIFE INS.				15834	06/19/20	<u>32.00</u>
10-0-5111	Health Insurance	Inv # 5130042020&5130052020	32.00			
City Wide of Chicago				15835	06/19/20	<u>90.00</u>
70-0-5725	Janitorial Supplies	inv # 100005265	90.00			
Martina Jae Mathisen				15836	06/19/20	<u>100.00</u>
10-0-5908	Programming - Adult	Martina Jae Mathisen - Great Mothers of History	100.00			
Thompson Reuters				15837	06/19/20	<u>106.26</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	inv # 842496940	106.26			
MORNINGSTAR				15838	06/19/20	<u>112.00</u>
10-1-5345	Books-Digital-Winnetka	ID# 6739528	112.00			
CDW-G				15839	06/19/20	<u>120.00</u>
10-0-5885	Computer Equipment	Inv # XXZ1700	120.00			
RECORDED BOOKS, INC.				15840	06/19/20	<u>166.94</u>
10-1-5342	Periodicals-Winnetka	inv # 76655675	166.94			
ALARM DETECTION SYSTEMS, INC.				15841	06/19/20	<u>245.51</u>
70-0-5758	Alarms	inv # S1-528479	245.51			
OVERDRIVE INC.				15842	06/19/20	<u>250.92</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	250.92			
Stephanie Girardi 70-0-5750	Landscaping	Garden Reimbursement	326.77	15843	06/19/20	<u>326.77</u>
PITNEY BOWES 10-0-5123	Postage	inv # 3103866892	329.46	15844	06/19/20	<u>329.46</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100005200	388.06	15845	06/19/20	<u>388.06</u>
RECORDED BOOKS, INC. 10-1-5342	Periodicals-Winnetka	inv # 76655674	417.35	15846	06/19/20	<u>417.35</u>
City Wide of Chicago 70-0-5725	Janitorial Supplies	inv # 100005264	476.53	15847	06/19/20	<u>476.53</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv #1000005201	536.55	15848	06/19/20	<u>536.55</u>
CDW-G 10-0-5134	Software	inv # ZBV5010	560.00	15849	06/19/20	<u>560.00</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	Inv #100005198	632.30	15850	06/19/20	<u>632.30</u>
City Wide of Chicago 10-0-5884	Equipment/Furniture	inv # 1000005225	712.36	15851	06/19/20	<u>712.36</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Inv # 199860	855.00	15852	06/19/20	<u>855.00</u>
SENSOURCE 10-0-5134	Software	inv # 44280	920.00	15853	06/19/20	<u>920.00</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	inv # 57525-1092	984.86	15854	06/19/20	<u>984.86</u>
HR Source 10-0-5745	HR Consultant	inv # 11804	1,087.50	15855	06/19/20	<u>1,087.50</u>
Lynnee D Alves 10-0-5908	Programming - Adult	interview like an expert - Lynnee Alves	100.00	15856	06/19/20	<u>100.00</u>
DE LAGE LANDEN FINANCIALSVC. 70-0-5746	Photocopier Leases	inv # 68265235	1,614.63	15857	06/19/20	<u>1,614.63</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5749	Elevators	inv # 3005221261	1,888.60	15858	06/19/20	<u>1,888.60</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	inv # 1337117	1,970.04	15859	06/19/20	<u>1,970.04</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	Inv # 98967120	2,601.53	15860	06/19/20	<u>2,601.53</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
3 Points, LLC 10-0-5135	LAN Management	Inv # 34593	2,717.00	15861	06/19/20	<u>2,717.00</u>
EBSCO Information Services 10-1-5346	Online Database - Winnetka	inv # 1000128047-1	2,750.00	15862	06/19/20	<u>2,750.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Monthly Health Insurance inv # 2020-0000006	2,901.32	15863	06/19/20	<u>2,901.32</u>
MORNINGSTAR 10-1-5345	Books-Digital-Winnetka	ID# 6739528	5,000.00	15864	06/19/20	<u>5,000.00</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	inv # 20200066	5,340.21	15865	06/19/20	<u>5,340.21</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	inv # 20200075	5,340.21	15866	06/19/20	<u>5,340.21</u>
Robbins Schwartz 10-0-5736	Legal	Robbins Schwartz	5,701.25	15867	06/19/20	<u>5,701.25</u>
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100005219	9,000.00	15868	06/19/20	<u>9,000.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	10,000.00	15869	06/19/20	<u>10,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Monthly Health Insurance inv # 2020-0000006	15,000.00	15870	06/19/20	<u>15,000.00</u>
PITNEY BOWES 10-0-5123	Postage	Acct #13110614	100.00	15871	06/05/20	<u>100.00</u>
NICOR 10-2-5174	Natural Gas - Northfield	Acct. # 14-82-55-0000 3	196.58	15872	06/05/20	<u>196.58</u>
COMCAST 10-0-5176	Internet Services	Acct #8771 10 130 0116031	237.85	15873	06/05/20	<u>237.85</u>
NORTH SHORE GAS 10-1-5174	Natural Gas - Winnetka	Acct #0603375136-00001	480.81	15874	06/05/20	<u>480.81</u>
CALL ONE 10-1-5175	Telephone - Winnetka	INv #238921	445.96	15875	06/05/20	<u>445.96</u>
COMED 10-2-5171	Electricity - Northfield	Acct #1717118003	220.89	15876	06/05/20	<u>220.89</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	Inv #07102	35.50	15877	06/29/20	<u>35.50</u>
NCPERS GROUP LIFE INS.				15878	06/29/20	<u>48.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5111	Health Insurance	Inv # 5130042020-5130052020-5130062020	48.00			
City Wide of Chicago 70-0-5725	Janitorial Supplies	Inv #100005298	90.00	15879	06/29/20	<u>90.00</u>
RECORDED BOOKS, INC. 10-1-5344	Audio Books-Adult-Winnetka	Inv #76659304	111.38	15880	06/29/20	<u>111.38</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	Inv #22353	210.00	15881	06/29/20	<u>210.00</u>
CDW-G 10-0-5885	Computer Equipment	Inv #ZCZ4325	300.00	15882	06/29/20	<u>300.00</u>
NIR ROOF CARE, INC. 70-0-5756	Roof	Inv #143907	333.00	15883	06/29/20	<u>333.00</u>
City Wide of Chicago 10-0-5882	Building	Inv #100005294	443.04	15884	06/29/20	<u>443.04</u>
FIRST COMMUNICATIONS 10-1-5175	Telephone - Winnetka	Inv #119660564	484.14	15885	06/29/20	<u>484.14</u>
BAKER & TAYLOR 10-1-5440	Books-Fiction-Juv-Winnetka	Acct #L4305112	443.53	15886	06/29/20	<u>443.53</u>
THYSSENKRUPP ELEVATOR CORP. 70-0-5749	Elevators	inv# 6000442777	598.00	15887	06/29/20	<u>598.00</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	Inv #68429973	665.00	15888	06/29/20	<u>665.00</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	Inv #22436	735.00	15889	06/29/20	<u>735.00</u>
HR Source 10-0-5745	HR Consultant	Inv #11920	1,218.75	15890	06/29/20	<u>1,218.75</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	Inv #INV-US32991	1,286.82	15891	06/29/20	<u>1,286.82</u>
HR Source 10-0-5745	HR Consultant	Inv #FY21-100	1,340.00	15892	06/29/20	<u>1,340.00</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	Inv #1345978	2,997.51	15893	06/29/20	<u>2,997.51</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15894	06/29/20	<u>926.00</u>
NATIONWIDE RETIREMENT SOLUTIONS 10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00	15895	06/29/20	<u>926.00</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
NATIONWIDE RETIREMENT SOLUTIONS				15896	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				15897	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				15898	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				15899	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				15900	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
NATIONWIDE RETIREMENT SOLUTIONS				15901	06/29/20	<u>901.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	901.00			
GREAT AMERICA FINANCIAL SERVICES				15902	06/01/20	<u>799.98</u>
70-0-5747	Phone Lease	GREAT AMERICA FINANCIAL SERVICES	799.98			
COMCAST				15903	06/04/20	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
VILLAGE OF WINNETKA				15904	06/30/20	<u>1,505.02</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	47.80			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,261.44			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	33.79			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	15.35			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	7.95			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	133.16			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	3.53			
Check List Total						<u><u>257,063.89</u></u>

Interim Library Director's Report and Staff Activities
For the June 15, 2020 Board Meeting

Impact Stories

Patron Courtney Holohan praised Head of Youth Services Amanda Garrity via email about the Choose Your Own Adventure Read Aloud Book Club Program. "THANK YOU! My kids absolutely love your Tuesday program and we really appreciate your doing it as it gives them something to look forward to. THANKS AGAIN – you are really adding value with this program."

Youth Service Associate Anny Rusk noted that, "Many of the patrons I spoke to this month made a point to thank me for going into work and making it possible for them to get physical books/DVDs into their hands or their children's hands. Many of them also thanked me for making the curbside process effective and safe."

Financial Report

June 2020

Financial highlights

- Overall, we finished FY 2019/2020 almost **\$1 million** under budget.
- Revenues were **4.6%** higher than expected.
- Library Fund expenses were at **79%**, which was mostly driven by postponing the capital outlay for the Northfield Branch.
- Building fund expenses were **11%** over budget, which was driven by Covid-19 related expenses.
- Digital Materials are running high at **126%**, though overall collection spending is on track with reduced spending on physical materials.

Circulation Services

Patrons took advantage of Curbside Pickup in June 2020. Circulation was still impacted by the closure, however the Library District had **2,390** physical checkouts for the month of June for Curbside Pickup.

Digital Circulation was **7,991** for the month of June 2020, with a comparable month of June 2019 at **4,954** which is a **61.3%** increase. We did see a slight dip from May 2020 (**8,845**) as we began to offer Curbside Pickup. The District does however hope to see a sustained increase from pre-pandemic digital usage.

The Nick Mall, Adult Collections Librarian, coordinated the launch of PressReader, a digital newspaper service like RB Digital magazine service, in response to increased adoption of digital periodicals.

38 temporary library cards were issued in June, and **188** temporary library cards have been issued total since the library closure.

Total circulation for the month of June FY 2019/2020 was **10,558** compared to **44,232** for the same month last year. This represents a net change of **-76.13 %**

Cumulative circulation through June FY 2019/2020 is **368,512** compared to **493,881** for the previous fiscal year to date. This represents a net change of **-25.38 %**.

Virtual Branch circulation for the month of June FY 2019/2020 was **7,991** compared to **4,954** for the same month last year. This represents a net change of **61.30 %**.

Cumulative virtual branch circulation through June FY 2019/2020 is **69,238** compared to **56,254** for the previous fiscal year to date. This represents a net change of **23.08 %**.

Technology

Winnetka had 1,919 hot spot sessions from 295 distinct devices. The average session time was 2 hours and 46 minutes (abnormally high). These sessions used a total of about 13 GB of downstream bandwidth and about 4 GB of upstream bandwidth.

Northfield had 456 hotspot sessions from 100 distinct devices. The average session time was 32 minutes. These sessions used a total of about 52 GB of downstream bandwidth and about 1 GB of upstream bandwidth.

We had 8,775 web sessions with 4,566 website users as counted by Google Analytics. The sessions number is down from last year's 9,855 sessions, and the unique visitors count is down from last year's 5,931 unique users.

Website: Most Visited Pages

Home Page | Library Updates | Curbside Pickup | Summer Reading | Digital eBooks & eAudiobooks

Program and Activities

Our 2020 Summer Reading Program, Create Your Own Adventure! is up and running. As of July 15, we have 375 registrants, 7 patron-submitted reviews, and 18 finishers who have received their electronic gift certificates to The Book Stall.

We started a new comprehensive readers advisory service to take the place of Strictly Digital called Found4You. We heard from patrons that they missed our in person recommendations during the closure, and this gives patrons the opportunity to request a curated list of materials in the format of their preference for youth, teen and adult materials. This project was a library wide collaboration between Youth Services, Adult Services and Marketing & Communications.

Cumulative District Program Attendance through June FY 2019/2020 is **15,252** compared to **17,180** for the same month last year. This represents a net change of **-11.22 %**

Virtual Programming Highlights –

- June 3: **19** people attended **Introduction to Zoom and Videoconferencing**. Led by our longtime volunteer George Lowman, the group explored how to use Zoom and a few competitive products such as FaceTime and Skype.
- June 6: **14** people attended **Germany's Liquid Bread: A Refreshing Look at the History of Beer**. German historian Anette Isaacs, M.A., presented a fascinating exploration into the history of this iconic drink that also included a look at the lucky German brewers who became Beer Barons in the USA.
- June 6: **9** people attended **Dungeons & Dragons: Family Edition**. Maddy Belk, Youth Services Librarian, was the DM (Dungeon Master) for an online game of Dungeons & Dragons.
- June 11: **22** people attended **All Ages Storytime** led by Amanda Garrity, Head of Youth Services.
- June 16: **6** people (maximum capacity) attended **Dungeons & Dragons**. Maddy Belk, Youth Services Librarian, was the DM (Dungeon Master) for an online game of Dungeons & Dragons.
- June 20: **23** people attended **Modern Hand Lettering** with expert Michelle Maurer.
- June 29: **45** people attended the pop-up **Super Smash Bros. Game Play** hosted by Jimmy Gonzales-Vicker, Studio Associate. Participants played 71 rounds of Super Smash Bros.
- June 29: **42** people attended **Monet and the Story of Impressionism**. Art historian Jeff Mishur talked about Monet's prolific career and his favorite series subjects such as poplars and water lilies.

Professional Development and Training

Staff continue to take advantage of training opportunities while working remotely. These are just a few examples of learning opportunities staff took advantage of in June:

- Amanda Garrity, Head of Youth Services, attended a meeting of the RAILS EDIT-YS (Equity, Diversity, and Inclusion Team in Youth Services) Networking Group.
- Erin Collins, Adult Services Librarian, attended *Teen Readers' Advisory: Beyond Best Sellers and Award Winners* and *Equity in Collections: Audits, Weeding, Purchasing, & More*.
- Jill Brasseur, Adult Services Librarian, attended several webinars including *Amazing Audiobooks for Summer and Beyond*, *Novelist Crash Course in Graphic Novels* and the Back to Business virtual forum which included the following meetings: *Creating New Service Models in a Pandemic*, *Keeping the Peace: Diffusing Situations While Keeping People Safe at Work*, and *Human Resources, A Pandemic and Embracing New Models for Work*.
- Katie Cangelosi, Head of Circulation Services, attended *Teen Readers Advisory webinar* and the ALA Virtual Conference.
- Mark Swenson, Head of IT, attended a webinar *How to Analyze and Negotiate Library IT Contracts*.
- Melissa Morgan, Youth Services Librarian, attended a meeting of the CCS PAS Networking Group.
- Stephanie Girardi, Acquisitions Associate, attended *Navigating the 'new normal': How libraries can continue to serve their communities in a post-Covid world*.
- Stephanie Girardi, Acquisitions Associate, Steve Kline, Programming Librarian, and Jill Brasseur, Adult Services Librarian, attended *Dismantling Institutional Racism in your Library: From Theory to Practice*.

Library App

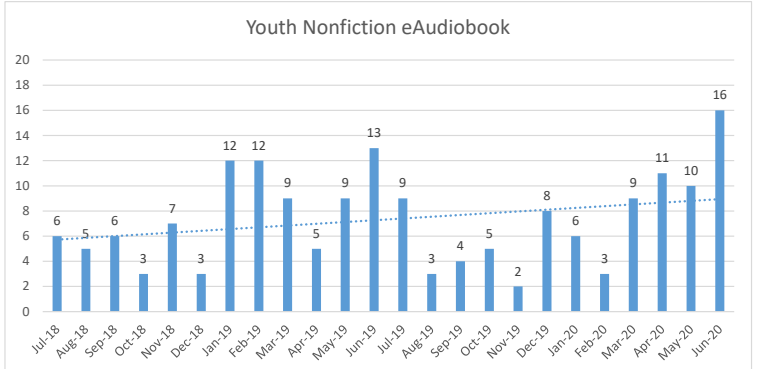
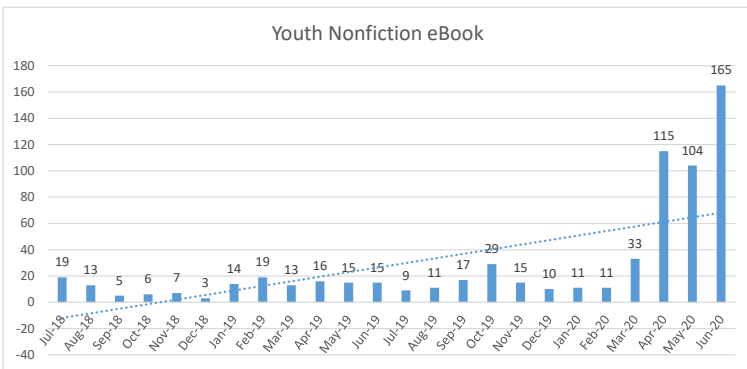
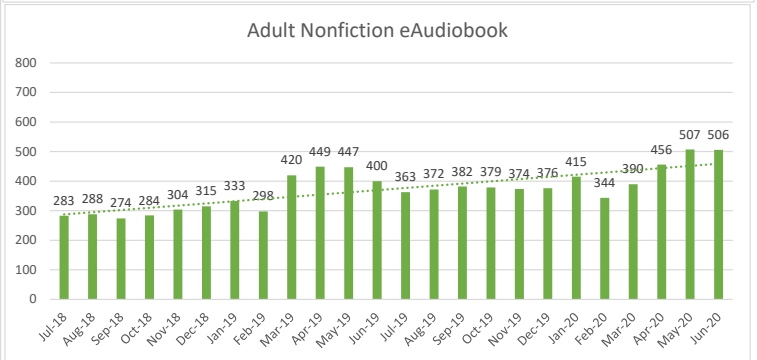
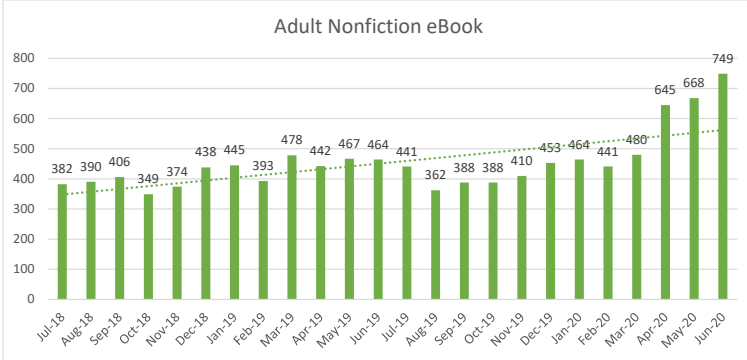
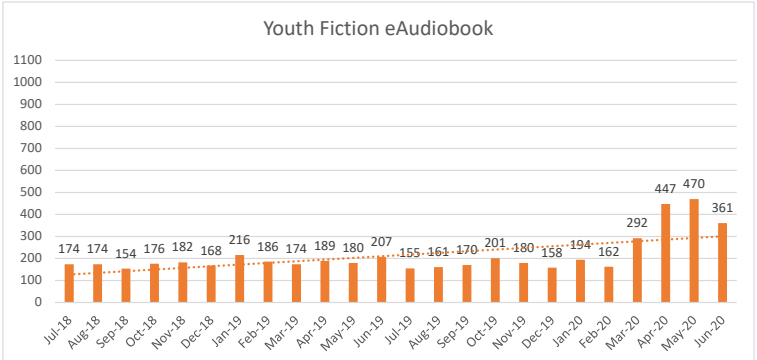
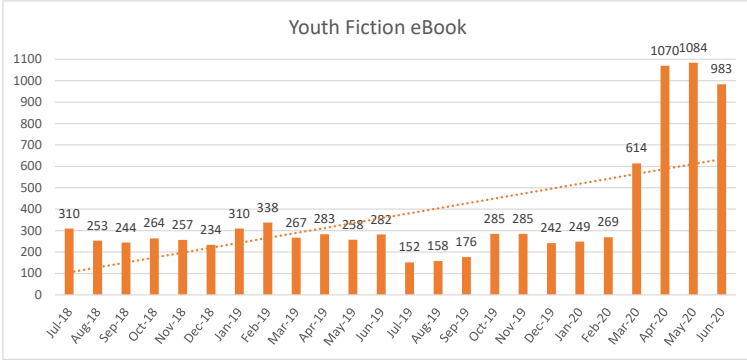
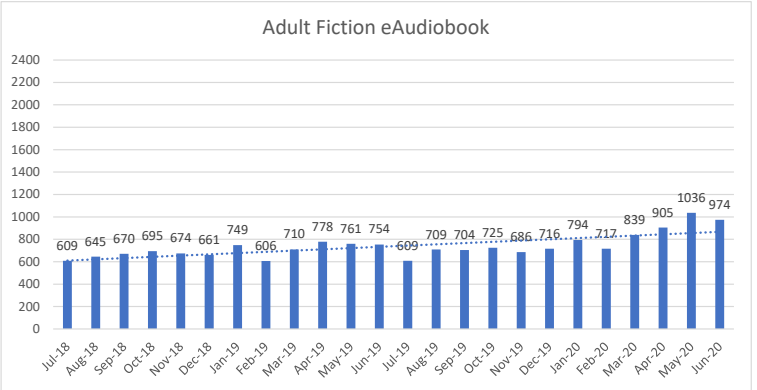
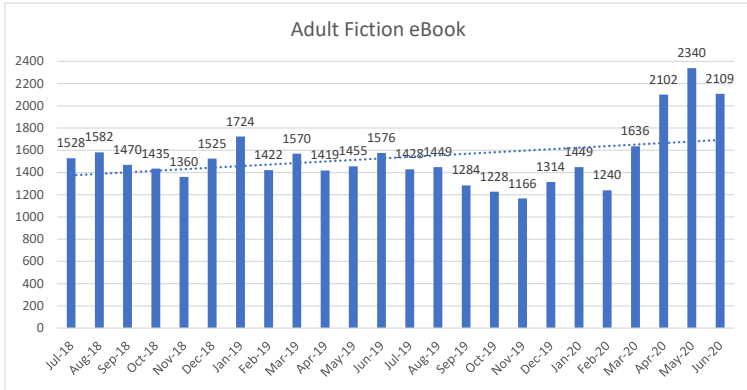
Work on the app has been ongoing and is expected to be available for download before the end of July.

A new version of the app was created after the final list of errors reported by the library's internal app group were compiled and delivered to the developer. However, during internal testing of this new version, numerous search issues were discovered. This proved to be somewhat challenging but a work around was developed. A recent testing of the app confirmed the search issue was fixed.

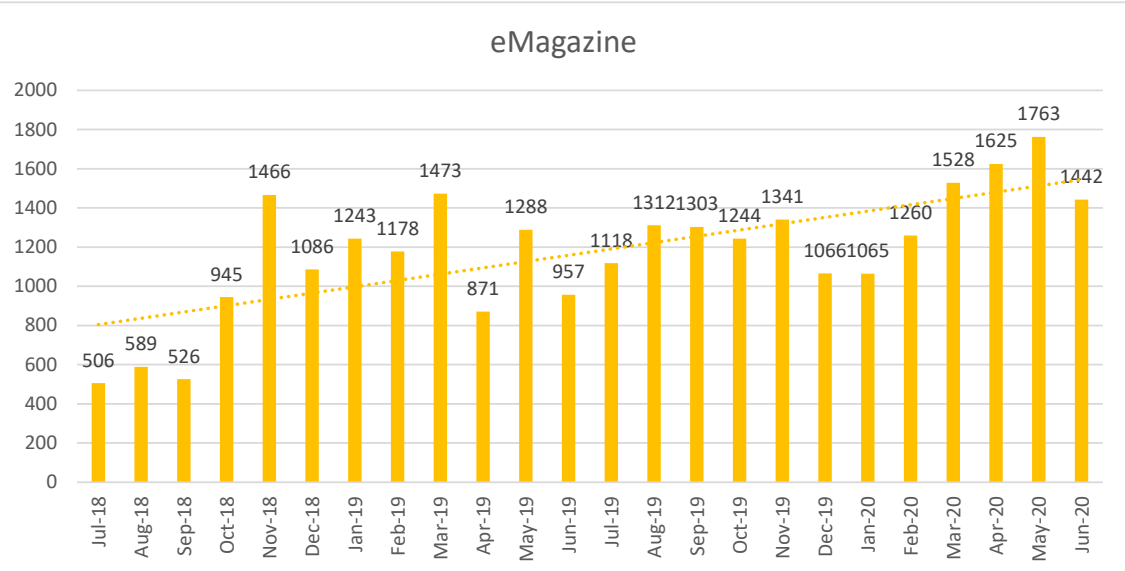
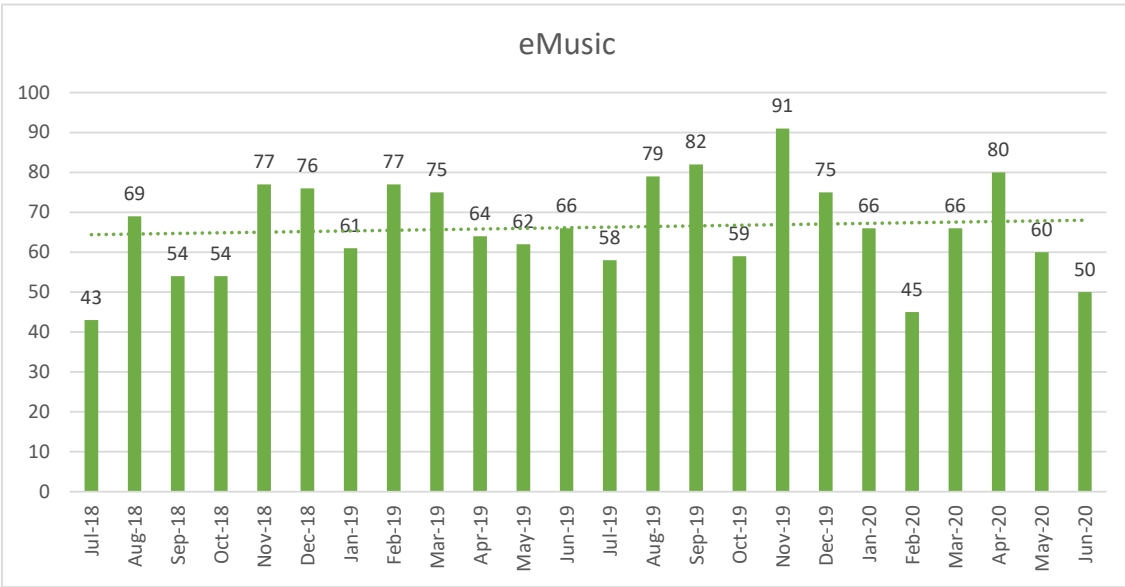
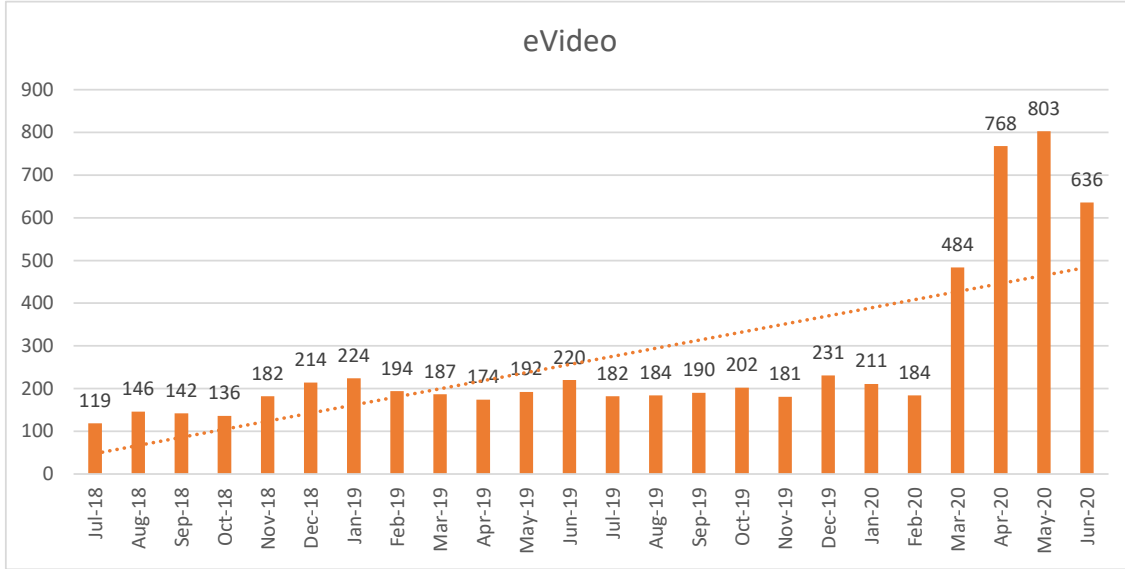
The library's app group met and discussed the feedback. It was decided by the group that the NYT icon needed to be highlighted and the new service Pressreader needed to be added. The developer will make a simple change on the homescreen to make "Research" read "Newspapers and Research" for more clarity, and they are putting the NYT and Pressreader at the top of the Newspapers and Research page. The developer will make these last two changes and then the app will be completed.

It will be delivered to Google Play and the Apple App store by July 17. The app should be available on Google Play by July 22 and Apple App store between July 24 and July 31.

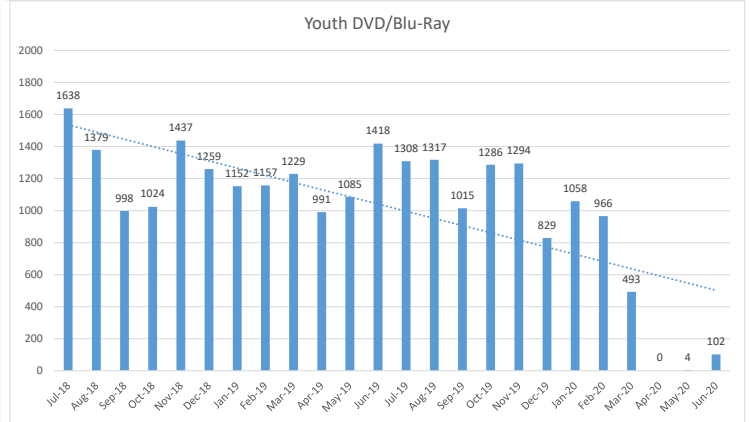
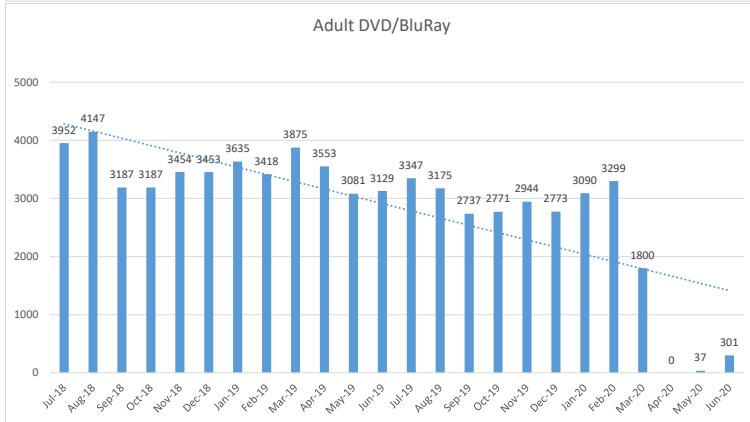
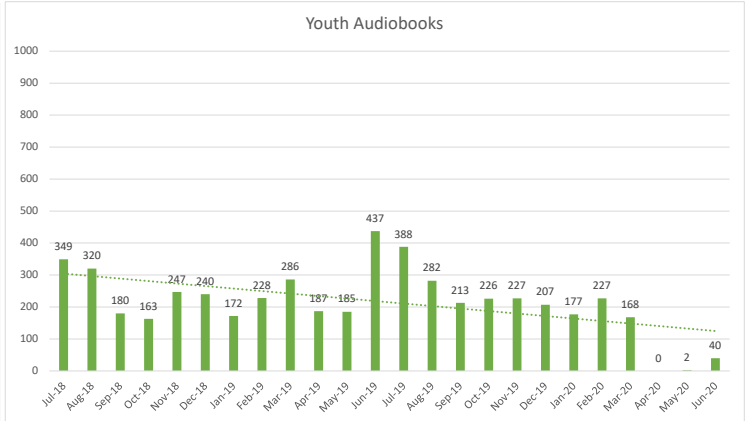
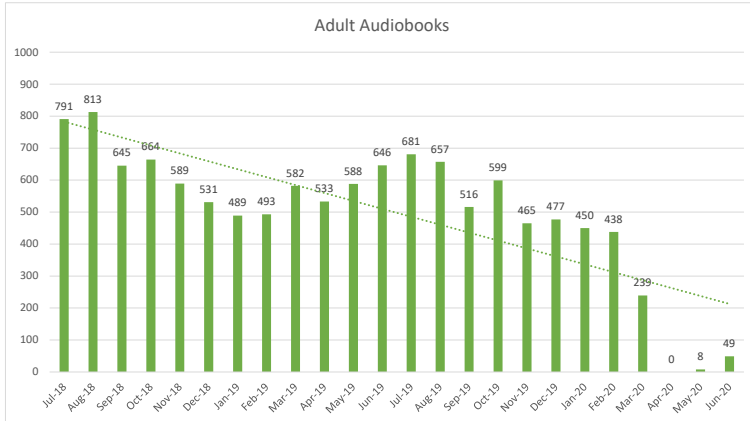
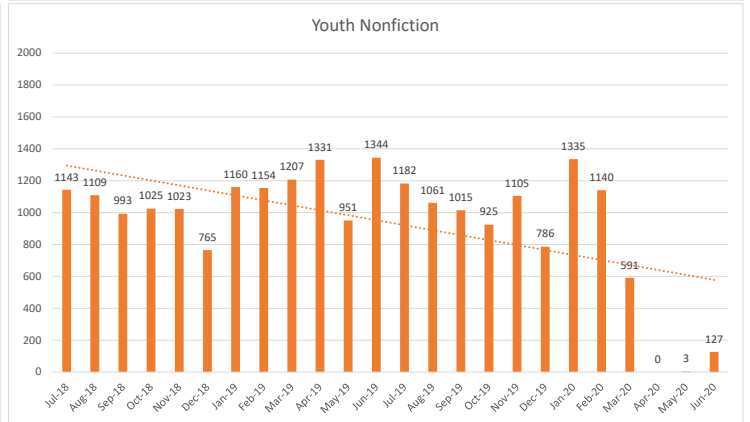
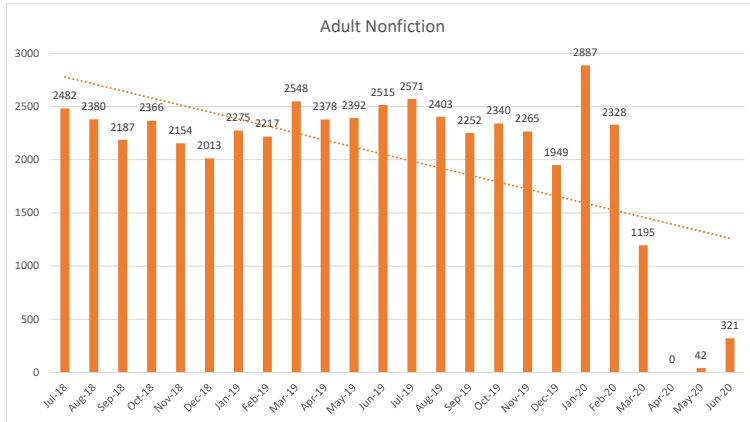
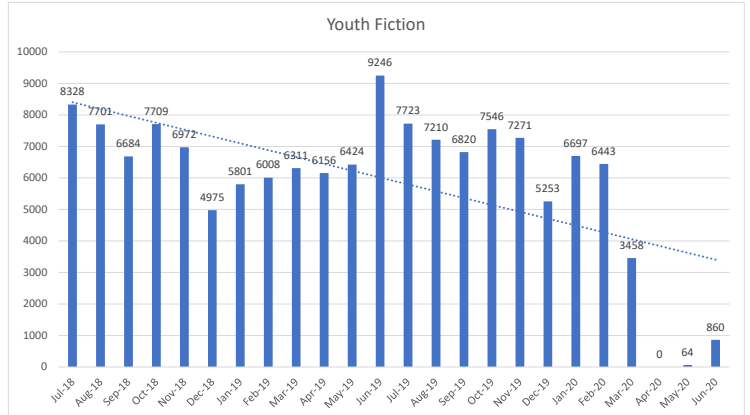
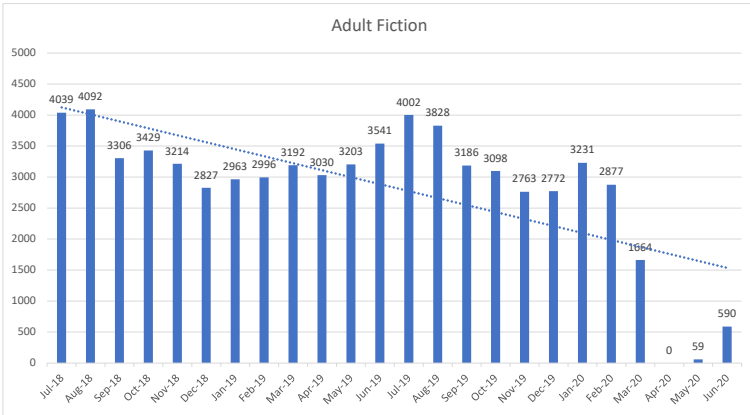
Digital June 2020



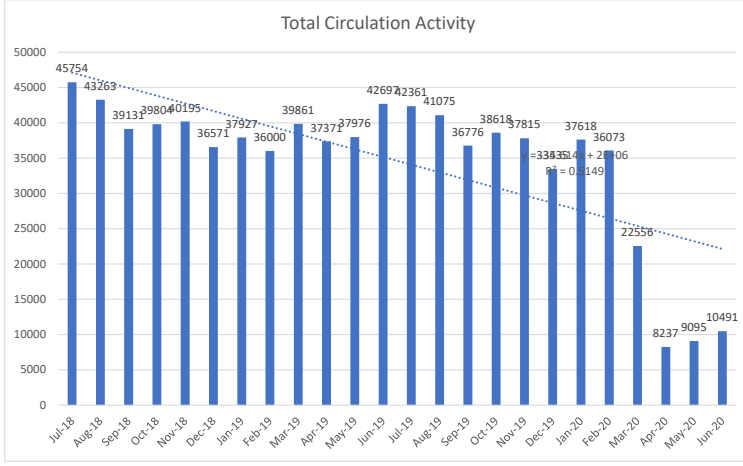
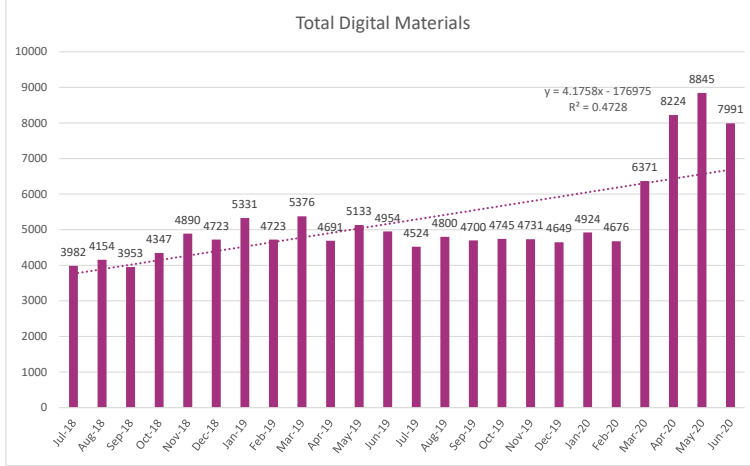
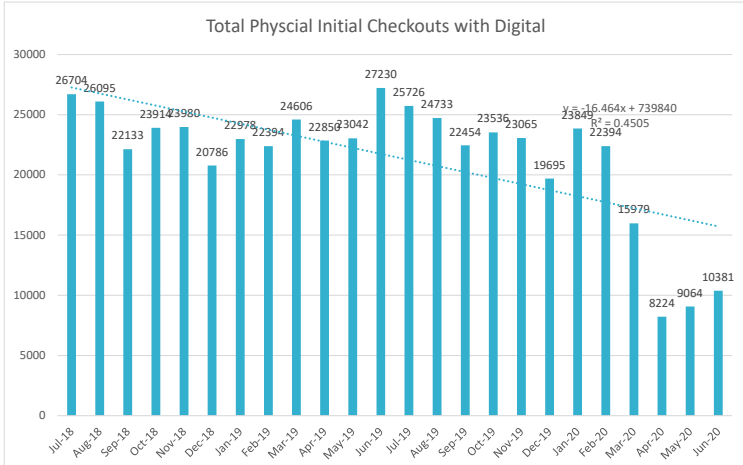
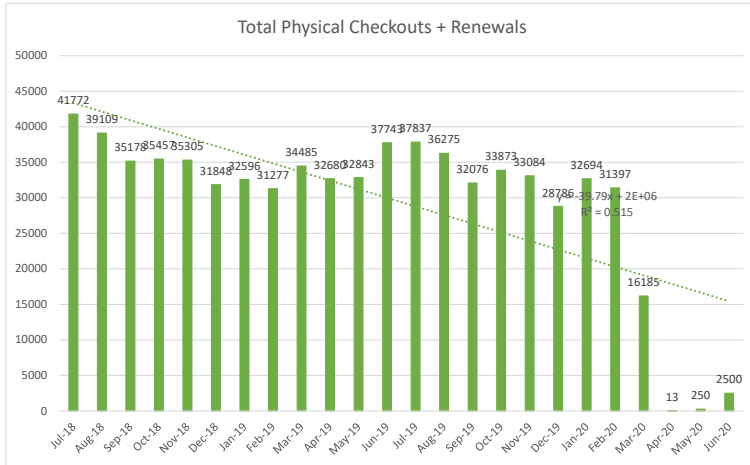
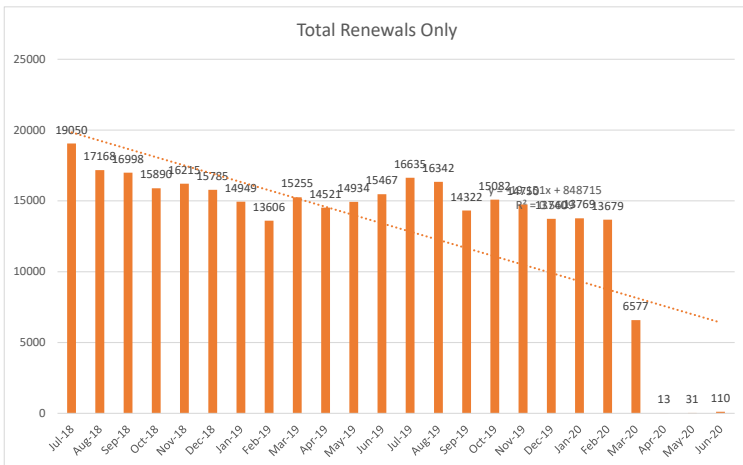
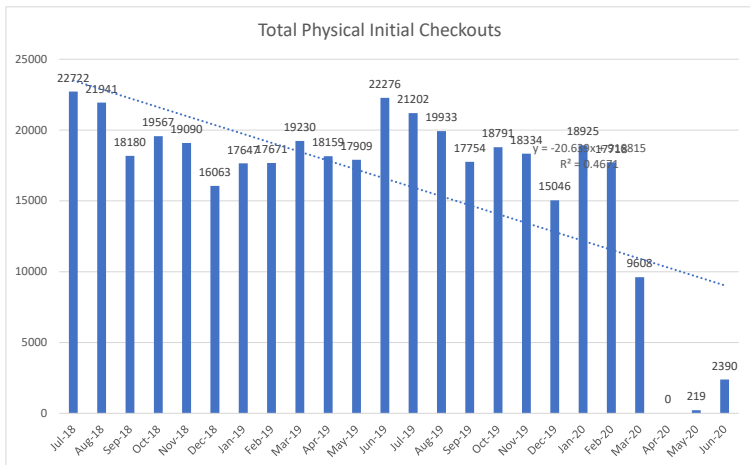
Digital June 2020 Continued



Physical Initial Checkouts June 2020



Totals Graphs June 2020



Reopening Plans

Community Survey

We launched a community survey about reopening a few weeks ago. The purpose was to learn what our community was comfortable with so that we could focus our efforts on meeting their needs. Here are a few key things that we learned from the survey:

- We heard that all our respondents were most interested in browsing materials, and we are pleased that we can now offer that at the Winnetka Library.
- We asked about potential library hours, which helped shape the hours that we chose for our reopening.
- We heard that patrons were most concerned about cleaning and safety protocols. As a result, we have increased the cleanings at the Winnetka Library, added plexiglass partitions around our service and staff desks for added protection, removed seating to allow for greater social distancing, placed hand sanitizer throughout the building, and we are also limiting the number of people in the building to ensure adequate social distancing.
- We heard that patrons would be interested in limited curbside service at the Northfield Branch, and we are exploring ways to safely offer this service in the future.

Reopening Plans

We opened the Winnetka Library July 8, with reduced hours and services. We were excited to have patrons back in the building, and great efforts were made to make sure that our reopen was safe for both staff and patrons. The library hours are below:

Monday – Thursday: 11 a.m. – 7 p.m.

Friday – Saturday: 11 a.m. – 5 p.m.

Sunday: 1 p.m. – 5 p.m.

*The Studio remains closed

The Northfield Branch does remain closed for the time being. Unfortunately, the size of the branch does not allow our staff to work while safely following social distancing guidelines.

Once we get the Winnetka reopening running smoothly, we will turn our focus to accessing the Northfield collection, and then, if possible, during phase 4, reopening the Northfield Branch on a limited basis. We look forward to offering services at the Northfield Branch again as social distancing guidelines ease, and as we navigate various stages of reopening. Our management team is actively working on plans for the next stages of reopening.

We would like to thank our patrons for their patience as we are working diligently to try to serve all of our Winnetka-Northfield patrons as best we can while minimizing the risks to all. The intent is simply to offer the broadest and safest amount of service and then continue to expand from there.

One Book Two Villages

Overview

The One Book Two Villages is an annual District tradition in which patrons from Northfield and Winnetka come together to discuss the same novel with each other and hear from the perspective of the novel's author.

This year provides a unique challenge for the program as the current pandemic makes it impossible for patrons and staff to safely congregate together for book discussions, author meet-and-greets, or lectures within auditoriums.

Goals

To provide Winnetka-Northfield Library District patrons with an exemplary OBTV experience over an online platform. This experience must feel unique to residents and the community so as not to appear perfunctory or like a generic experience anyone could have by surfing YouTube.

To facilitate discussion among community members so that they feel stronger connections to the Library and their fellow residents.

Specifications

The pre-lecture book discussion will be held on the Zoom platform. Depending on the number of participants, the discussion might start off splintered into several "Break Out Rooms" on the platform so that those involved are able to have meaningful back-and-forth exchanges with others with the diminished risk of several people attempting to speak at once. This will also allow residents to talk with neighbors that have not yet met. After a time, all groups will come back together into one big digital room again and each will talk about what avenues their smaller conversations went down.

The in-person cocktail hour and auditorium lecture will be combined into a different three-phased event. The author will give a planned talk online. Afterward, there will be a pleasant sit-down interview with the author, followed by a moderated Q+A from the online audience. This will be in the Zoom webinar format.

Previous OBTV events involved multiple tiers of ticket prices. This year, we are proposing to make it an unpaid event. This will serve as a "Thank you!" for the extraordinary patience and support that our patrons have displayed through the months of change, service disruptions, and all necessary but inconvenient restrictions we have put in place in order to serve them in a safe and responsible manner.

The Winnetka Community House has been notified of this cancellation and agreed to return our deposit in full.

The author has designed specialized bookplates for this event, which we will give to participants as a gift.