

**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, September 17, 2018
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Presentation by Lakota Group on Proposed Patio Project**
- V. Vote to Approve Minutes of August 20, 2018 Regular Meeting***
- VI. Financial Report**
 - Approve August 2018 Financial Statements*
- VII. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf)*
- VIII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- IX. Unfinished Business**
- X. New Business**
 - Discussion of Per Capita Requirements for 2018-2019
- XI. Communications**
 - Fiscal Year 2017-2018 Illinois Public Library Annual Report (IPLAR) has been submitted.
 - September 18, 2018 is the first day to circulate nomination petitions for the election of Library Trustees at the Consolidated Election scheduled for April 2, 2019.
- XII. Public Comments**
- XIII. Adjournment**

*Attachments

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

August 13, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

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

Absent: None

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Acquisitions and Technical Services Clerk), and Erin Collins (Adult Services Librarian). Present were Winnetka residents Ron White and Jeffrey Liss. Elijah E Wilde from the Winnetka Caucus and Nancy Fox from the League of Women Voters were also in attendance.

III. Public Comments

No public comments.

IV. Presentation by Staff members Katie Cangelosi and Erin Collins on District Reader's Advisory Efforts

Katie Cangelosi (Administrative Assistant) and Erin Collins (Adult Services Librarians) presented on the readers advisory initiatives that the Library District is undertaking.

V. Vote to Approve Minutes of July 16, 2018 Regular Meeting*

The following changes were requested for line item "Discussion and Vote to Engage Lakota Group for Patio Project":

- Change verbiage to "Trustee Ruiz-Funes stated that the District needs to be thinking about how to use the Patio Project to attract additional patronage".
- Include the conversation regarding whether a bid is necessary for the design of the Patio Project
- Include Trustee Reichert's comment regarding further Board input on all phases of the Patio Project

A MOTION was made by Trustee Reichert to approve the July 16, 2018 Regular Board Meeting Minutes given the above approved changes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VI. Financial Report

Trustee Ruiz-Funes requested to see the same format for Year End financials for the past three years.

Director Wolf stated that the Liability fund may be moved into the general fund in the future rather than remaining a separate fund. More discussion on separate funds will come with the audit presentation.

A MOTION was made by Trustee Anwar to approve the July 2018 Financial Statements and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that a freelance reporter is looking to profile the Winnetka Library with a story on reusing an existing space for a refreshed building look.

President Johnson suggested that the newly renovated Winnetka Library can be used as a selling point for local realtors.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that the audit fieldwork will begin in October. A preliminary audit presentation date is set for the November 19th, 2018 Regular Board Meeting.

Director Wolf stated that the punch list for the Winnetka renovation is still ongoing but will be completed soon. The Board can expect to see another payment application in the next Regular Board Meeting.

Director Wolf stated she is meeting with the Northfield staff for service point ideas and needs for the front desk remodel at the Northfield Branch.

Director Wolf asked the Board if they would like to use the September Study Session to discuss the Lakota project. The Board decided to use the September Regular Board meeting for this discussion.

Director Wolf congratulated all Circulation staff members who have taken the Circulation Associate test and passed. Katie Cangelosi has accepted the Head of Circulation Services position.

Director Wolf announced that Naomi Wolfson, Head of Technical Services, is heading the Cataloging and Metadata Management CCS committee, and Mark Swenson, Head of Information Technology, is heading the Information Technology CCS Committee.

Director Wolf stated that the automatic renewal process is increasing the number of circulations. President Johnson asked to see circulation statistics without automatic renewal numbers.

Director Wolf stated that study room usage has been high and are often fully booked. Discussion followed concerning study rooms and quiet room usage.

Trustee Ruiz-Funes asked who can use the Studio. Director Wolf responded that any library user who has a library card within the consortium can use the machinery. Trustee Ruiz-Funes asked Director Wolf to look at Studio usage and determine whether to restrict usage to Winnetka-Northfield cardholders. It was suggested that non-residents pay a fee to use Studio machinery.

Trustee McCarthy stated that the Glencoe Library has literary programming, in which the instructor teaches three or four sessions on a literary subject, that has done well. Trustee McCarthy suggested that the Library District look into similar programming.

Director Wolf stated that the Source will hit homes September 18th.

The Board discussed People Counter statistics and asked Director Wolf to evaluate whether the District should change how the People Counter statistics are being tracked.

VIII. Liaisons to Other Organizations-Reports

Director Wolf stated that RAILS is looking into new ways of providing e-resource sharing. Our current Overdrive/MyMediaMall group is now considering movement to a new governance structure and leaving the current consortia group.

Trustee Anwar presented that the Village of Winnetka approved a new garbage program, fire system, and road near the electric plant subdivision.

Trustee Neustadt stated that the Northfield Village had nothing to report.

IX. Unfinished Business

- *Review Draft of Budget and Appropriation Ordinance for Fiscal Year 2018-2019**
(Trustee Anwar left the meeting at 8:30 pm).

Director Wolf explained the Budget and Appropriation document to the Board. Director Wolf stated that a vote must be taken on the Budget and Appropriation at the September 17th, 2018 Regular Board Meeting.

The Board had no changes to make to the Draft of the Budget and Appropriation.

X. New Business

- *Discussion and Vote on payment applications to Shales McNutt, LLC for work due for the Renovation Project**

A MOTION was made by Trustee Reichert to approve the payment application to Shales McNutt for \$67,889.27, for work due for the Renovation Project, and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

A MOTION was made by Trustee Neustadt to approve the payment application to Shales McNutt for \$65, 219.96, for work due for the Renovation Project, and seconded by Trustee Shoup.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Discussion and Vote on Annual Ordinance Authorizing Non-Resident Cards**
Director Wolf stated that this annual Ordinance outlines how the District processes a non-resident who would like to pay for a Winnetka-Northfield Library District Card.

A MOTION was made by Trustee Reichert to approve the Annual Ordinance Authorizing Non-Resident Cards, Ordinance No. 2018-2019/1 and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Discussion and Vote on Ordinance to Adopt Prevailing Wage Rate**
A MOTION was made by Trustee Ruiz-Funes to approve the Ordinance to Adopt Prevailing Wage Rate, Ordinance No. 2018-2019/3 and seconded by Trustee Reichert.

ROLL CALL:

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

NAY:

Absent: Trustee Anwar

- *Review and Vote on Recommendation on Computer Replacements**
Trustee Neustadt asked whether the Library would be getting more Mac computers for patrons. Director Wolf said she would look into whether there is a patron need for more Mac computers.

A MOTION was made by Trustee Reichert to approve the recommendation on computer replacements, and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

XI. Communications

- The next Regular Board Meeting will be September 17th, 2018.

XII. Public Comments

Jeffrey Liss asked if there are current plans for repainting the stripes in the parking lot. Director Wolf responded that there are.

Jeffrey commented on the automatic renewals and the possibility of patrons storing books that the Library may not have been accounting shelf space for. Jeffrey also asked the Library District to look into the number of renewals that are on their 2nd or 3rd renewal and see if those numbers are high enough to change the renewal policy.

Jeffrey also asked if according to the Study Room Policy staff would bump out multiple non-residents from the Study Rooms to accommodate one patron that is a cardholder.

Jeffrey voiced his reservation about charging non-cardholders for Studio usage. Jeffrey stated he has been to Morton Grove and Highland Park libraries and been able to use equipment without charge.

XIII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 August 2018 - 16.66%

	Budget 2018-19		Actual August 2018		
	Full Year	Prorated Through August 2018	August 2018	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 621,565	\$ 1,714,714	46.0%	\$ 1,093,149
Total 0004500 Interest	\$ 18,000	\$ 3,000	\$ 13,912	77.3%	\$ 10,912
1004040 Replacement Tax	\$ 20,000	\$ 3,333	\$ 5,755	28.8%	\$ 2,421
Total 1004050 Per Capita Grant	\$ 14,107	\$ 2,351	\$ 22,890	162.3%	\$ 20,539
1004060 Kenilworth Services	\$ 100,000	\$ 16,667	\$ -	0.0%	\$ (16,667)
Total 1004100 Fines	\$ 35,000	\$ 5,833	\$ 3,293	9.4%	\$ (2,540)
1004120 Studio Fees	\$ 4,500	\$ 750	\$ 192	4.3%	\$ (558)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 750	\$ 159	3.5%	\$ (591)
Total 1004300 Copy/Printing	\$ 9,000	\$ 1,500	\$ 1,290	14.3%	\$ (210)
Total 1004700 Book Sales	\$ 2,000	\$ 333	\$ -	0.0%	\$ (333)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 68		\$ 68
Total 1004800 Contributions	\$ 30,000	\$ 5,000	\$ 23	0.1%	\$ (4,977)
Total Revenues	\$ 3,966,499	\$ 661,083	\$ 1,762,296	44.4%	\$ 1,101,213
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	28,858	21,527	12.4%	7,332
Total 1005000 Administrative Services	321,425	53,571	63,808	19.9%	(10,237)
Total 1005100 Personnel	1,835,000	305,833	246,940	13.5%	58,894
Total 1005900 Programming-District Initiative	81,100	13,517	8,556	10.5%	4,961
Total 1015300 Adult Services - Winnetka	475,000	79,167	140,990	29.7%	(61,824)
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	9,483	11,288	19.8%	(1,804)
Total 1025300 Adult Services - Northfield	61,000	10,167	10,819	17.7%	(652)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	5,417	4,596	14.1%	820
Total 1035800 Capital Outlay	650,000	108,333	289,465	44.5%	(181,132)
Total 1000000 Fund 10 General Expenses	3,686,075	614,346	797,988	21.6%	(183,642)
Total Revenues	3,966,499	661,083	1,762,296	44.4%	1,101,213
Total Expenses	3,686,075	614,346	797,988	21.6%	(183,642)
Net Operating Income	280,424	46,737	964,308	343.9%	\$ 917,570
7005000 Fund 70 Building/Equipment	\$ 304,788.00	\$ 50,798.00	\$ 37,940.21	12%	\$ (12,857.79)
2005100 Fund 30 IMRF	\$ 105,000.00	\$ 17,500.00	\$ 26,313.56	25.1%	\$ 8,813.56
4005100 Fund 40 Liability	\$ 35,000.00	\$ 5,833.33	\$ 15,070.00	43.1%	\$ 9,236.67
3005100 Fund 30 FICA	\$ 125,000.00	\$ 20,833.33	\$ 17,780.45	14%	\$ (3,052.88)
6005100 Unemployment Payment	\$ 1,000.00	\$ 166.67	\$ -	0%	\$ (166.67)

Winnetka-Northfield Public Library District
General Fund Income Statement
 July, 2018 - June, 2019
 August 2018 - 16.66%

	Budget 2017-18		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,729,392	\$ 621,565	\$ 1,714,714	46%	\$ 1,093,149
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 621,565	\$ 1,714,714	46%	\$ 1,093,149
0004500 Interest	18,000	3,000			-
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			732		
1004525 FT Money Market-Interest			344		
1004595 FT Investment Interest Income			12,835		
Total 0004500 Interest	\$ 18,000	\$ 3,000	\$ 13,912	77%	\$ 10,912
1004040 Replacement Tax	\$ 20,000	\$ 3,333	\$ 5,755	29%	\$ 2,421
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	2,351	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 2,351	\$ 22,890	162%	\$ 20,539
1004060 Kenilworth Services	100,000	16,667	-	0%	(16,667)
1004100 Fines	35,000				-
1014100 Fines - Winnetka			2,696		
1024100 Fines - Northfield			597		
Total 1004100 Fines	\$ 35,000	\$ 5,833	\$ 3,293	9%	\$ (2,540)
1004120 Studio Fees	4,500	750	192	4%	(558)
1004150 Lost/Damaged Materials	4,500	750			-
1014150 Lost/Damaged Mat.-Winnetka			97		
1024150 Lost/Damaged Mat.-Northfield			62		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 750	\$ 159	4%	\$ (591)
1004300 Copy/Printing	9,000	1,500			-
1014300 Copy/Printing - Winnetka			763		
1024300 Copy/Printing - Northfield			528		
Total 1004300 Copy/Printing	\$ 9,000	\$ 1,500	\$ 1,290	14%	\$ (210)
1004700 Book Sales	2,000	333			-
1014700 Book Sales - Winnetka			-		
Total 1004700 Book Sales	\$ 2,000	\$ 333	\$ -	0%	\$ (333)
1004775 Miscellaneous Revenue			\$ 68		\$ 68
1004800 Contributions	30,000	5,000			-
1004880 Gift Fund (over \$100)	-	-	-		-
1004885 Gift Fund (under \$100)			0	0%	0
1004895 Friends Donations	-	-	23		23
Total 1004800 Contributions	\$ 30,000	\$ 5,000	\$ 23	0%	\$ (4,977)
Total Income	\$ 3,966,499	\$ 661,083	\$ 1,762,296	44%	\$ 1,101,213
Gross Profit	\$ 3,966,499	\$ 661,083	\$ 1,762,296	44%	\$ 1,101,213
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000	12,000	5,711	8%	(6,289)
1005133 OCLC	11,250	1,875	-	0%	(1,875)
1005134 Software	31,000	5,167	8,537	28%	3,370
1005135 LAN Management	55,000	9,167	6,711	12%	(2,456)
1005136 Hardware	1,900	317	568	30%	251
1005177 Technology/Website	2,000	333	-	0%	(333)

	Budget 2017-18		Actual August 2018		
	Full Year	Prorated	August 2018	% of Budget	Variance vs. Prorated Budget
		Through August 2018			
Total 10.5100 IT Services	\$ 173,150	\$ 28,858	\$ 21,527	12%	(7,331.67)
1005000 Administrative Services					
1005101 Audit Fees	9,800	1,633	-	0%	(1,633)
1005120 Library Supplies	30,000	5,000	6,024	20%	1,024
1005121 Office Supplies	8,000	1,333	1,074	13%	(259)
1005122 Breakroom Supplies	1,500	250	111	7%	(139)
1005123 Postage	6,000	1,000	825	14%	(175)
1005124 Hospitality	6,000	1,000	8	0%	(992)
1005131 Accounting and Bookkeeping	15,000	2,500	6,250	42%	3,750
1005137 Legal Notices	1,500	250	-	0%	(250)
1005138 Delivery Service	7,700	1,283	1,254	16%	(29)
1005140 Payroll Services	8,500	1,417	1,260	15%	(156)
1005170 Utilities					
1005171 Electricity	45,000				-
1015171 Electricity - Winnetka			10,084		
1025171 Electricity - Northfield			1,457		
Total 1005171 Electricity	45,000	7,500	11,541	26%	4,041
1005172 Water	5,625				-
1015172 Water - Winnetka	-		455		
1025172 Water - Northfield			-		
Total 1005172 Water	5,625	938	455	8%	(482)
1005173 Storm Sewer	1,900				-
1015173 Storm Sewer - Winnetka			266		
Total 1005173 Storm Sewer	1,900	317	266	14%	(50)
1005174 Natural Gas	11,000				-
1015174 Natural Gas - Winnetka			1,381		
1025174 Natural Gas - Northfield			127		
Total 1005174 Natural Gas	11,000	1,833	1,508	14%	(325)
1005175 Telephone	9,250				-
1015175 Telephone - Winnetka			1,680		
Total 1005175 Telephone	9,250	1,542	1,680	18%	138
1005176 Internet Services	16,500	2,750	11,121	67%	8,371
Total 1005170 Utilities	89,275	14,879	26,571	30%	11,692
1005700 Public Relations					
1005720 PR E-Marketing	1,500	250	-	0%	(250)
1005721 PR Promotional	6,000	1,000	685	11%	(315)
1005722 PR Source	25,000	4,167	-	0%	(4,167)
1005723 PR Supplies	8,000	1,333	2,035	25%	702
1005724 PR Advertising	3,500	583	31	1%	(553)
Total 1005700 Public Relations	44,000	7,333	2,751	6%	(4,583)
1005703 ILL Fees	150	25	100	67%	75
1005713 Credit Card Processing Fees	-	-	238	0%	238
1005719 Board Expenses	1,000	167	-	0%	(167)
1005731 Memberships	6,500	1,083	389	6%	(694)
1005732 Staff Meetings	5,000	833	76	2%	(757)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	167	-	0%	(167)
1005736 Legal	15,000	2,500	1,050	7%	(1,450)
1005741 Architects		-	9,352		9,352
1005742 Building Appraisal	500	83	-	0%	(83)
1005743 Other Consultations	15,000	2,500	4,236	28%	1,736
1005744 Investment Fees	-	-	719	0%	719
1005745 HR Consultant	50,000	8,333	1,500	3%	(6,833)
Total 1005000 Administrative Services	321,425	53,571	63,808	20%	10,237

	Budget 2017-18		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
1005100 Personnel					
1005110 Salaries	1,670,000	278,333	238,378	14%	(39,955)
1005111 Health Insurance	140,000	23,333	8,292	6%	(15,041)
1005112 Flu Vaccination	500	83	-	0%	(83)
1005113 Employee Asst. Program	1,500	250	-	0%	(250)
1005114 Conferences	20,000	3,333	157	1%	(3,176)
1005115 Flexible Spending Account	3,000	500	113	4%	(388)
Total 1005100 Personnel	1,835,000	305,833	246,940	13%	(58,894)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	1,850	1,635	15%	(215)
1005716 OBTV	17,000	2,833	975	6%	(1,858)
1005907 Programming - Youth	15,500	2,583	2,621	17%	37
1005908 Programming - Adult	20,000	3,333	3,163	16%	(170)
1005910 Programming - Studio	10,000	1,667	-	0%	(1,667)
1005913 Studio General Supplies	7,500	1,250	161	2%	(1,089)
Total 1005900 Programming-District Initiative	81,100	13,517	8,556	11%	(4,961)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	9,167	17,734	32%	8,568
1015341 Books-Non-Fiction	65,000	10,833	13,812	21%	2,979
1015342 Periodicals	28,000	4,667	12,103	43%	7,437
1015343 DVDs	37,000	6,167	10,573	29%	4,406
1015344 Audio Books	25,000	4,167	3,068	12%	(1,098)
1015345 Books-Digital	170,000	28,333	41,298	24%	12,965
1015346 Online Database	95,000	15,833	42,401	45%	26,568
1015361 Program Performers Fees	-	-	-	-	-
Total 1015300 Adult Services - Winnetka	475,000	79,167	140,990	30%	61,824
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	1,750	1,254	12%	(496)
1015441 Books-Non-Fiction, Easy, & JH					
101544E Books-Easy	13,000	2,167	1,950	15%	(217)
101544J Books-Jr. High	6,000	1,000	2,044	34%	1,044
101544N Books-Non Fiction	12,000	2,000	2,663	22%	663
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	5,167	6,657	21%	1,490
1015443 DVDs	8,000	1,333	1,666	21%	333
1015444 Audio Books	7,000	1,167	1,048	15%	(119)
1015445 Music	400	67	663	166%	597
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	9,483	11,288	20%	1,804
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000	4,000	4,090	17%	90
1025341 Books-Non-Fiction-Adult	12,000	2,000	1,732	14%	(268)
1025342 Periodicals	-	-	285	#DIV/0!	285
1025343 DVDs-Adult	16,000	2,667	3,060	19%	393
1025344 Audio Books-Adult	9,000	1,500	1,653	18%	153
1025360 Program Supplies	-	-	-	-	-
1025361 Program Performers Fees	-	-	-	-	-
Total 1025300 Adult Services - Northfield	61,000	10,167	10,819	18%	652 error
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	1,167	841	12%	(326)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	833	913	18%	80
102544J Books-Jr. High	5,500	917	692	13%	(225)
102544N Books-Non Fiction	5,000	833	826	17%	(7)

	Budget 2017-18		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
JH Total 1025441 Books-Non-Fiction, Easy, &	15,500	2,583	2,431	16%	(153)
1025443 DVDs-Juv	4,500	750	745	17%	(5)
1025444 Audio Books-Juv	5,000	833	397	8%	(436)
1025445 Music - Juv	500	83	183	37%	99
1025460 Program Supplies					-
1025461 Program Performers Fees					-
Total 1025400 Youth/Children's Sv.-Northfield	32,500	5,417	4,596	14%	(820)
1035800 Capital Outlay					
1005882 Building	155,000	25,833	133,109	86%	107,276
1005884 Equipment/Furniture	400,000	66,667	150,947	38%	84,280
1005885 Computer Equipment	95,000	15,833	5,409	6%	(10,424)
Total 1035800 Capital Outlay	650,000	108,333	289,465	45%	181,132
Total 1000000 Fund 10 General Expenses	3,686,075	614,346	797,988	22%	183,642
Total Expenses	3,686,075	614,346	797,988	22%	183,642
Net Operating Income	280,424	46,737	964,308	344%	917,570

Winnetka-Northfield Public Library District
 Building Fund
 July, 2018 - June, 2019
 August 2018 - 16.66%

	Budget 2018-19		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	\$ 150,000	\$ 25,000	\$ 67,314	45%	\$ 42,314
Total 0004000 Property Taxes Collections	150,000	25,000	67,314	45%	42,314
Total Income	150,000	25,000	67,314	45%	42,314
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	\$ 8,500	\$ 1,417	\$ 254	3%	\$ (1,163)
7005732 Snow Removal	8,500	1,417	0.00	0%	(1,417)
7005735 Photocopier Leases	40,000	6,667	3,069.03	8%	(3,598)
7005736 Phone Lease	9,600	1,600	1,599.96	17%	(0)
7005737 Building Maintenance Service	111,440	18,573	17,675.00	16%	(898)
7005738 Elevators	8,000	1,333	1,770.53	22%	437
7005739 Landscaping	15,000	2,500	840.00	6%	(1,660)
7005752 HVAC	12,000	2,000	0.00	0%	(2,000)
7005755 Automatic Doors	3,500	583	0.00	0%	(583)
7005756 Roof	600	100	0.00	0%	(100)
7005758 Alarms	2,750	458	1,635.00	59%	1,177
7005782 Equipment	4,000	667	197.68	5%	(469)
7005799 Misc Services	16,000	2,667	190.00	1%	(2,477)
7025159 Northfield Lease	64,898	10,816	10,709.28	17%	(107)
Total 7005000 Fund 70 Building/Equipment	304,788	50,798	37,940	12%	(12,858)
Total Expenses	304,788	50,798	37,940	12%	(12,858)
Net Operating Income	(154,788)	(25,798)	29,374	-19%	12,858
Net Income	(154,788)	(25,798)	29,374	-19%	12,858

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July, 2018 - June, 2019
 August 2018 - 16.66%

	Budget 2017-18		Actual August 2018		
	Full Year	Prorated Through August 2018	August 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	\$ 90,000	\$ 15,000	\$ 40,388	45%	\$ 25,388
Total 0004000 Property Taxes Collections	\$ 90,000	\$ 15,000	\$ 40,388	45%	\$ 25,388
Total Income	\$ 90,000	\$ 15,000	\$ 40,388	45%	\$ 25,388
Gross Profit	\$ 90,000	\$ 15,000	\$ 40,388	45%	\$ 25,388
Expenses					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	\$ 105,000	\$ 17,500	\$ 26,314	25%	\$ 8,814
Total 2005100 Fund 20 IMRF Expenses	\$ 105,000	\$ 17,500	\$ 26,314	25%	\$ 8,814
Total Expenses	\$ 105,000	\$ 17,500	\$ 26,314	25%	\$ 8,814
Net Operating Income	\$ (15,000)	\$ (2,500)	\$ 14,075	-94%	\$ 16,575
Net Income	\$ (15,000)	\$ (2,500)	\$ 14,075	-94%	\$ 16,575

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
July, 2018 - June, 2019
 August 2018 - 16.66%

	Budget 2018-19		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
Income					
0004000 Property Taxes					
Collections					
4004000 LF-Property Taxes	\$ 12,500	\$ 2,083	\$ 5,610	45%	\$ 3,526
Total 0004000 Property Taxes					
Collections	12,500	2,083	5,610	45%	3,526
Total Income	12,500	2,083	5,610	45%	3,526
Gross Profit	12,500	2,083	5,610	45%	3,526
Expenses					
4005100 Fund 40 Liability	\$ 35,000	\$ 5,833			
4005101 D & O			\$ -		
4005103 Workers Comp			\$ 2,766		
4005104 Insurance Package			\$ 12,304		
Total 4005100 Fund 40 Liability	\$ 35,000	\$ 5,833	\$ 15,070	43%	\$ 9,237
Total Expenses	35,000	5,833	15,070	43%	9,237
Net Operating Income	(22,500)	(3,750)	(9,461)	42%	(5,711)
Net Income	(22,500)	(3,750)	(9,461)	42%	(5,711)

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July, 2018 - June, 2019
 August 2018 - 16.66%

	Budget 2018-19		Actual August 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through August 2018	August 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	\$ 20,000	\$ 3,333	\$ 8,975	45%	\$ 5,642
Total 0004000 Property Taxes Collections	\$ 20,000	\$ 3,333	\$ 8,975	45%	\$ 5,642
Total Income	\$ 20,000	\$ 3,333	\$ 8,975	45%	\$ 5,642
Gross Profit	\$ 20,000	\$ 3,333	\$ 8,975	45%	\$ 5,642
Expenses					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	\$ 125,000	\$ 20,833	\$ 17,780	14%	\$ (3,053)
Total 3005100 Fund 30 FICA	\$ 125,000	\$ 20,833	\$ 17,780	14%	\$ (3,053)
Total Expenses	\$ 125,000	\$ 20,833	\$ 17,780	14%	\$ (3,053)
Net Operating Income	\$ (105,000)	\$ (17,500)	\$ (8,805)	8%	\$ 8,695
Net Income	\$ (105,000)	\$ (17,500)	\$ (8,805)	8%	\$ 8,695

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
July, 2018 - June, 2019
August 2018 - 16.66%

	Budget 2018-19		Actual August 2018			Variance vs. Prorated Budget
	Prorated Through		August 2018	% of Budget		
	Full Year	August 2018				
Income						
Total Income	\$ 10	\$ 2	4	-557%		0.44
Gross Profit	\$ 10	\$ 2	\$ 4	-557%		0.44
Expenses						
6005100 Unemployment	\$ 1,000	\$ 167	0	0%		(166.67)
Total Expenses	\$ 1,000	\$ 167	0	0%		(166.67)
Net Operating Income	\$ (990)	\$ (165)	4	-557%		(166.67)
Net Income	\$ (990)	\$ (165)	4	-557%		(166.67)

Winnetka-Northfield Public Library District

CHECK DETAIL

August 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001 Operating Checking - FT						
08/17/2018	Bill Payment (Check)	ACH	PROQUEST LLC		R	-2,940.00 -2,940.00
08/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-5,424.29 -5,424.29
08/24/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		R	-856.00 -856.00
08/30/2018	Bill Payment (Check)	DD	COMED		R	-691.66 -691.66
1001001 GF - Operating Checking - FT						
08/01/2018	Bill Payment (Check)	DD	COMCAST		R	-254.85 -254.85
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-7,611.95 -7,611.95
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-5,606.09 -5,606.09
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-4,612.14 -4,612.14
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,870.58 -3,870.58
08/03/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-30,834.51 -30,834.51
08/03/2018	Bill Payment (Check)	ACH	RANDOM HOUSE LLC		R	-7,500.00 -7,500.00
08/03/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-5,710.66 -5,710.66
08/03/2018	Bill Payment (Check)	ACH	Assistive Hearing Systems,		R	-1,859.50

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			LLC.			-1,859.50
08/03/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-11,158.39
						-11,158.39
08/03/2018	Bill Payment (Check)	ACH	MANGO LANGUAGES		R	-3,350.00
						-3,350.00
08/03/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,258.75
						-1,258.75
08/03/2018	Bill Payment (Check)	ACH	WT. Cox Subscriptions, Inc.		R	-11,271.24
						-11,271.24
08/03/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,137.15
						-4,137.15
08/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,705.86
						-1,705.86
08/03/2018	Bill Payment (Check)	ACH	CDW-G		R	-161.00
						-161.00
08/03/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		R	-247.86
						-247.86
08/03/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-308.63
						-308.63
08/03/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,075.96
						-1,075.96
08/03/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		R	-299.00
						-299.00
08/03/2018	Bill Payment (Check)	2369	AV Techsource, Inc.			-9,477.09
						-9,477.09
08/03/2018	Bill Payment (Check)	2375	Product Architecture and Design		R	-5,052.10
						-5,052.10
08/03/2018	Bill Payment (Check)	2376	Hartford		R	-2,766.00
						-2,766.00
08/03/2018	Bill Payment (Check)	2377	AT&T (Phone Service)			-1,755.95
						-1,755.95

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/03/2018	Bill Payment (Check)	2378	Peregrine, Stime, Newman, Ritzman & Bruck		R	-1,050.00 -1,050.00
08/03/2018	Bill Payment (Check)	2379	Communication Revolving Fund		R	-450.00 -450.00
08/03/2018	Bill Payment (Check)	2380	Team One Repair, Inc.		R	-345.00 -345.00
08/03/2018	Bill Payment (Check)	2381	Lynn Rymarz		R	-300.00 -300.00
08/03/2018	Bill Payment (Check)	2382	Grainger		R	-154.45 -154.45
08/03/2018	Bill Payment (Check)	2383	Aqua Chill of Chicago		R	-111.00 -111.00
08/03/2018	Bill Payment (Check)	2384	Southeast Kentucky Community & Technical College		R	-30.00 -30.00
08/06/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-242.34 -242.34
08/06/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,163.75 -1,163.75
08/06/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-525.00 -525.00
08/06/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-849.00 -849.00
08/06/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-817.50 -817.50
08/06/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,243.76 -1,243.76
08/06/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00 -665.00
08/06/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-450.63 -450.63

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/06/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-258.40 -258.40
08/06/2018	Bill Payment (Check)	ACH	CDW-G		R	-14.00 -14.00
08/06/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-337.69 -337.69
08/06/2018	Bill Payment (Check)	ACH	COMED		R	-765.56 -765.56
08/06/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		R	-16.00 -16.00
08/07/2018	Bill Payment (Check)	DD	NICOR			-31.65 -31.65
08/08/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85 -237.85
08/10/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,309.87 -3,309.87
08/10/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,852.97 -1,852.97
08/10/2018	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL			-70,731.00 -70,731.00
08/10/2018	Bill Payment (Check)	ACH	SENSOURCE		R	-4,981.35 -4,981.35
08/10/2018	Bill Payment (Check)	2386	VOGUE PRINTERS	Voided		0.00 0.00
08/10/2018	Bill Payment (Check)	2387	Mark Lyons		R	-350.00 -350.00
08/10/2018	Bill Payment (Check)	2388	Avril 1 Group, Inc.		R	-160.00 -160.00
08/10/2018	Bill Payment (Check)	2389	Audrey Jonas		R	-150.00 -150.00
08/10/2018	Bill Payment (Check)	2390	Shales McNutt Construction		R	-67,889.27 -67,889.27

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/10/2018	Bill Payment (Check)	2391	Shales McNutt Construction		R	-65,219.96 -65,219.96
08/13/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		R	-22.29 -22.29
08/13/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-817.50 -817.50
08/13/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-630.00 -630.00
08/13/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70 -394.70
08/13/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-97.74 -97.74
08/13/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50 -37.50
08/15/2018	Bill Payment (Check)	2392	U.S. Postal Service		R	-725.42 -725.42
08/17/2018	Bill Payment (Check)	ACH	PROQUEST LLC		R	-2,940.00 -2,940.00
08/17/2018	Bill Payment (Check)	ACH	LIBRARY FURNITURE INTERNATIONAL		R	-34,661.00 -34,661.00
08/17/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,233.00 -2,233.00
08/17/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		R	-5,297.83 -5,297.83
08/17/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,718.37 -3,718.37
08/17/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,769.16 -2,769.16
08/17/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,185.00 -2,185.00
08/17/2018	Bill Payment (Check)	2393	Frances Vail			-280.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-280.00
08/17/2018	Bill Payment (Check)	2394	Winnetka Community House		R	-975.00
						-975.00
08/17/2018	Bill Payment (Check)	2395	Cheryl Rich Heisler		R	-175.00
						-175.00
08/20/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-21.69
						-21.69
08/20/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		R	-26.86
						-26.86
08/21/2018	Bill Payment (Check)	DD	First Bankcard		R	-4,740.30
						-4,740.30
08/22/2018	Bill Payment (Check)	DD	U.S. Postal Service		R	-100.00
						-100.00
08/24/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,980.86
						-2,980.86
08/24/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,713.75
						-1,713.75
08/24/2018	Bill Payment (Check)	2396	U.S. Postal Service	Voided		0.00
						0.00
08/24/2018	Bill Payment (Check)	2399	Chicago Sun-Times		R	-416.00
						-416.00
08/24/2018	Bill Payment (Check)	2400	Ivan Figueredo			-210.00
						-210.00
08/24/2018	Bill Payment (Check)	2401	Leslie Goddard			-275.00
						-275.00
08/24/2018	Bill Payment (Check)	2402	Annette Bochenek			-200.00
						-200.00
08/24/2018	Bill Payment (Check)	2403	Zabinski Consulting Services, Inc,			-1,250.00
						-1,250.00
08/24/2018	Bill Payment (Check)	2404	Utica National Insurance Group			-12,304.00
						-12,304.00
08/24/2018	Bill Payment (Check)	2405	GREAT AMERICA FINANCIAL SERVICES	Voided		0.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						0.00
08/27/2018	Bill Payment (Check)	ACH	CDW-G		R	-274.00
						-274.00
08/27/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-166.29
						-166.29
08/27/2018	Bill Payment (Check)	ACH	GALE/GENGAGE LEARNING		R	-102.41
						-102.41
08/27/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-739.90
						-739.90
08/27/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
						-799.98
08/31/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-4,004.67
						-4,004.67
08/31/2018	Bill Payment (Check)	ACH	Infogroup		R	-2,040.00
						-2,040.00
08/31/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-2,084.19
						-2,084.19
08/31/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		R	-1,770.53
						-1,770.53
08/31/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
08/31/2018	Bill Payment (Check)	2406	Grainger			-43.23
						-43.23
08/31/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,712.00
						-1,712.00
08/31/2018	Bill Payment (Check)	ACH	EBSCO Information Services		R	-6,652.00
						-6,652.00

Winnetka-Northfield Public Library District
Library Fund
Three Year Analytical

Notes: Personnel Includes unfunded IMRF and FICA Total income with FUNDS included AUDIT, Building and Liability

	Budget 2017-18	Actual June 2018	Budget 2016-17	Actual June 2017	Budget 2015-16	Actual June 2016
Income						
Total 0004000 Property Taxes Collections	3,636,694.00	3,648,143.17	3,618,010.00	3,657,192.57	3,498,390.00	3,594,890.64
Total 0004500 Interest	30,000.00	77,945.92	18,000.00	50,345.54	10,000.00	35,199.84
1004510 FT - Change on Investments	-	-	-	-	-	(150.24)
10-4159 Merchandise	-	-	-	-	2,000.00	-
1004040 Replacement Tax	25,000.00	28,134.58	25,000.00	37,449.50	25,000.00	33,713.53
1004050 Per Capita Grant	14,107.00	13,476.67	22,696.00	678.00	22,696.00	35,075.89
1004060 Kenilworth Services	90,000.00	103,324.00	90,000.00	101,199.04	90,000.00	93,493.88
1004100 Fines	40,000.00	32,293.89	45,000.00	39,000.77	45,000.00	42,102.68
1004120 Studio Fees	4,500.00	2,712.30	4,500.00	3,373.31	4,500.00	4,971.14
1004150 Lost/Damaged Materials	5,000.00	2,982.72	5,000.00	3,865.24	5,000.00	6,398.97
104200 Non-Resident Fees			-	1,419.58		153.35
1004300 Copy/Printing	9,000.00	5,115.96	8,500.00	9,991.05	8,000.00	10,114.95
1004600 Library Programs					7,000.00	35.00
1004700 Book Sales	2,000.00	537.91	2,000.00	2,845.20	2,000.00	3,298.83
1004800 Contributions	32,500.00	24,973.05	32,500.00	112,905.18	42,500.00	29,304.65
Total Income	3,888,801.00	3,941,277.61	3,871,206.00	4,032,440.92	3,762,086.00	3,891,166.00
Expenses						
Total 10.5100 IT Services	171,000.00	130,496.21	164,830.00	155,225.87	158,255.00	137,210.45
Total 1005000 Administrative Services	308,400.00	269,516.54	256,200.00	233,799.20	232,150.00	193,081.62
Total 1005100 Personnel	1,992,210.00	1,912,129.52	1,913,281.00	1,863,625.70	1,861,850.00	1,824,445.62
Total 1005900 Programming-District Initiative	72,100.00	81,634.69	71,100.00	68,209.01	71,000.00	84,479.13
Total 1015300 Adult Services - Winnetka	436,000.00	493,974.19	410,000.00	359,788.20	407,000.00	424,101.59
Total 1015400 Youth/Children's Svcs.-Winnetka	55,900.00	51,876.56	61,900.00	62,173.21	61,400.00	62,851.13
Total 1025300 Adult Services - Northfield	65,000.00	62,282.03	66,000.00	58,287.24	66,000.00	86,837.18
Total 1025400 Youth/Children's Sv.-Northfield	30,000.00	28,069.13	29,500.00	30,835.07	28,000.00	37,170.55
Total 1035800 Capital Outlay	1,985,000.00	1,908,058.61	535,000.00	181,870.24	535,000.00	329,116.39
Total 1000000 Fund 10 General Expenses	5,115,610.00	4,665,307.24	3,507,811.00	2,872,993.92	3,428,155.00	3,038,041.15
Net Operating Income	(1,226,809.00)	(724,029.63)	363,395.00	1,159,447.00	333,931.00	853,124.85

Winnetka-Northfield Public Library District
Library Fund
Three Year Analytical

Notes: Personnel Includes unfunded IMRF and FICA
Total income with FUNDS included AUDIT, Building and Liability

	Budget 2017-18	Actual June 2018	Budget 2016-17	Actual June 2017	Budget 2015-16	Actual June 2016
With other Funds total net income	(1,226,809.00)	(844,524.16)	363,395.00	1,014,278.47	333,931.00	720,968.95
OTHER FUNDS: See Notes*	Budget 2017-18	Actual June 2018	Budget 2016-17	Actual June 2017	Budget 2015-16	Actual June 2016
IMRF - Total Expenses	\$ 135,000.00	\$ 131,661.26	\$ 140,000.00	121,319.46	\$ 130,000.00	\$ 117,232.09
Net Operating Income	\$ (46,896.00)	\$ (43,279.59)	\$ (50,880.00)	(32,177.92)	\$ (40,880.00)	\$ (27,394.41)
FICA - Total Expenses	\$ 135,000.00	\$ 119,639.37	\$ 135,000.00	119,654.03	\$ 132,700.00	\$ 118,956.29
Net Operating Income	\$ (114,380.00)	\$ (98,954.44)	\$ (125,278.00)	(108,641.90)	\$ (122,978.00)	\$ (113,858.10)
Liability Ins. -Total Expenses	\$ 36,040.00	\$ 23,421.67	\$ 34,000.00	24,383.50	\$ 33,899.00	\$ 21,070.00
Net Operating Income	\$ (21,044.00)	\$ (8,393.00)	\$ (19,420.00)	(16,309.96)	\$ (19,319.00)	\$ (13,547.97)
Building -Total Expenses	\$ 301,807.00	\$ 256,898.09	\$ 285,895.00	276,452.61	\$ 274,624.00	\$ 262,983.70
Net Operating Income	\$ (157,464.00)	\$ (112,101.53)	\$ (138,440.00)	(128,858.57)	\$ (127,169.00)	\$ (113,444.41)
Unemployment - Net Operating Income	\$ (1,000.00)	\$ -	\$ -	48.14	\$ -	\$ (11,066.48)
Net Income	\$ (1,000.00)	\$ -	\$ -	48.14	\$ -	\$ (11,066.48)
Audit - Total Expenses	\$ 4,850.00		10650	9,500.00	\$ 9,000.00	\$ 9,100.00
Net Operating Income	\$ (2,976.00)		-5790	(6,104.80)	\$ (4,140.00)	\$ (5,163.52)

Impact Story

Submitted by Librarian Steve Kline:

A senior citizen said on his way out. "A lot of times people ignore an old man, but you people are so friendly here that you always make me feel like I have a place in the world."

Financial Report

Audit preparations have begun, fieldwork will be conducted in October. Presentation of the final audit is tentatively scheduled for the November 19, 2018 Regular Board Meeting.

Expenditures:

- For August, incomes are on track with tax revenues coming in as expected. Fine incomes are down as we expected with the autorenewal feature but we will have to see if the trend holds.
- We still expect to have two payment applications for the remodel project incoming. We did not receive an application in September.

Building and Grounds

Tiffany Nash of Product + Architecture walked through the Northfield Branch to understand the proposed project needs and areas under consideration. Staff met to discuss ideas and look at examples from other libraries. A proposal will be forth coming to the board in order to move forward with design work.

At the Winnetka library we are getting quotes to restripe the parking lot and looking forward to moving forward with the Patio Project.

Staff Training and Personnel Updates:

Please join me in congratulating Steve Kline, who is joining the Riverside Public Library as their Information Services Manager this September! While we are sad to lose Steve as part of the Adult Services team we are thrilled that he is taking this next exciting, and deserved, step in his career. Steve has been the renaissance man of the library, working with patrons in all corners of the building, teaching Studio classes, assisting in Admin, and even serving as library photographer on several occasions. Steve capably accepted a myriad of tasks with grace and good cheer, and was a true asset to Winnetka-Northfield. Riverside is fortunate to have you on their management team. Steve's last day will be Friday, September 21.

Margie Surpless, Lisa Porter, Amy Richmond, and Joan Scaccia passed the test and received their promotions from Circulation Clerk to Circulation Services Associate. Adult Services librarians Erin Collins, Nick Mall, Jill Brasseur, and Steve Kline continued supporting this initiative as trainers, as coordinated by Katie Cangelosi.

Beck Helgeson has accepted the part-time 18 hour Youth Services Associate position as of Monday, September 10. Beck has a variety of experiences in museums and libraries. We welcome her aboard.

Collection Development Improvements:

August 22, Librarian Nick Mall led a selectors meeting about our digital collections, presenting statistics he has been analyzing on our digital platform circulation and budgets. We discussed the possibility of eliminating a platform and/or pulling out of the Overdrive MyMediMall consortium to get a better ROI for titles purchased. Take-aways from the meeting were that we are interested in reports on how much new vs. back list material is being checked out, how many patrons are maxing out their limits per month, and what genres are circulating well in digital.

Circulation Services

Total circulation for the month of August FY 2018/2019 was **44,994** compared to **37,014** for the same month last year.

This represents a net change of **21.56 %**

Cumulative circulation through August FY 2018/2019 is **132,109** compared to **73,958** for the previous fiscal year to date.

This represents a net change of **78.63 %**

Cumulative virtual branch circulation through August FY 2018/2019 is **8,100** compared to **6,724** for the previous fiscal year to date. This represents a net change of **20.46 %**.

Library Director's Report and Staff Activities
for the September 17, 2018 Board Meeting

Winnetka Library's circulation for the month of August FY 2018/2019 was **27,639** compared to **22,665** for the same month last year. This represents a net change of **21.95 %**.

Northfield Library's circulation for the month of August FY 2018/2019 was **12,873** compared to **10,156** for the same month last year. This represents a net change of **26.75 %**

Virtual Branch circulation for the month of August FY 2018/2019 was **4,136** compared to **3,483** for the same month last year. This represents a net change of **18.75 %**.

Material Totals

	Books	Audio	Video	Grand Total
Initial Totals	85,498	5,945	12,518	103,961
August - Adds	1,188	89	269	1,546
August - W/D	2,145	148	527	2,820
August End	84,541	5,886	12,260	102,687

Technology

Computer Usage

There were 1026 public computer sessions at Winnetka with 50 percent of those occurring on laptops.

There were 750 public computer sessions at Northfield with 7 percent of those occurring on laptops.

Winnetka had 16,186 recorded hotspot sessions from 1,873 distinct devices. The average session time was 33 minutes. These sessions used a total of 442 GB of downstream bandwidth and 93 GB of upstream bandwidth.

Northfield had 6,746 hotspot sessions from 1,046 distinct devices. The average session time was 36 minutes. These sessions used a total of about 181 GB of downstream bandwidth and about 25 GB of upstream bandwidth.

Website: Most Visited Pages

The new website debuted August 27th.

Home Page | digital-library/ebooks-eaudiobooks | NYT | Movies | One Book Two Villages | Financial Resources

We had 9,963 web sessions with 5,911 unique website users as counted by Google Analytics. The sessions number is down slightly from last year's 10,489 sessions, and the unique visitors count is down slightly from last year's 6,243 unique users.

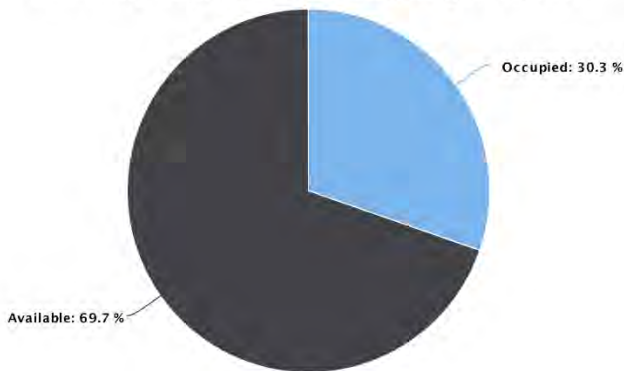
Circulation Technology

Procedures for processing the "Pick-List" have been updated. The change eliminates the need for circulation staff to print the "Pick-List" twice a day and transitions staff to using a tablet. Two benefits to this are; the elimination of the use of paper and as materials are found and pulled from the shelves, staff update the electronic list, which in-turn updates patrons in real-time that an item they've requested is available for pick up.

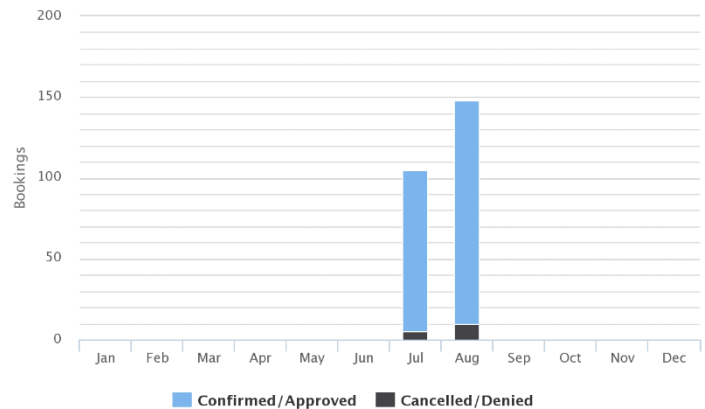
Study Room Usage

Library Director's Report and Staff Activities for the September 17, 2018 Board Meeting

Aggregate Occupancy Ratio for
Wednesday, August 1, 2018 to Friday, August 31, 2018



Monthly Booking Statistics



Bookings Summary

Unique Users	79
Total Bookings	138
Time Available	54720
Time Booked	16586
Average Booking Duration	120
User Showed Up - Yes	78
User Showed Up - No	2

Programs and Activities

One Book Two Villages main events are just around the corner! September 27th is the cocktail and lecture event and September 28th is the Lunch. Logistical planning continues, including finalizing the details and room setups at the Winnetka Community House. Sarah Quish continues to market the events to increase ticket sales.

Program Attendance

Total District Program Attendance for the month of August FY 2018/2019 was **1,313** compared to **1,242** for the same month last year.

This represents a net change of **5.72 %**

Cumulative District Program Attendance through August FY 2018/2019 is **2,775** compared to **2,485** for the same month last year. This represents a net change of **11.67 %**

	Current Month	Same Month Last FY	% Change	Current FY	Last FY to Date	% Change
Adult Program Count - Winnetka	19	20	-5.00%	41	41	0.00%
Adult Program Attendance - Winnetka	147	134	9.70%	347	325	6.77%
Youth Program Count - Winnetka	38	33	15.15%	73	70	4.29%
Youth Program Attendance - Winnetka	764	779	-1.93%	1,467	1,408	4.19%
Adult Program Count - Northfield	7	7	0.00%	16	14	14.29%
Adult Program Attendance - Northfield	53	27	96.30%	162	126	28.57%
Youth Program Count - Northfield	26	23	13.04%	56	48	16.67%
Youth Program Attendance - Northfield	349	302	15.56%	799	626	27.64%

Programming Highlights

- **American Girl Fashion Festival** was attended by **75** patrons. Kathy Hargrave, Amanda Garrity, and Natalie Roche led a celebration of the classic books and dolls with crafts, games, and a runway for kids to show off their dolls.

- ***Bicentennial Celebration: Rails that Linked the Land of Lincoln*** was attended **43** patrons. Author-historians and lecturers Gerry and Janet Souter tell the story of the Illinois railroads.
- ***The True Story of the Unsinkable Molly Brown*** was attended by **35** patrons. Attendees enjoyed a performance by Lynn Rymarz as the Unsinkable Molly Brown.

Communications and Marketing

We are excited for OBTV; ticket sales are on par with past authors Roz Chast and Simon Van Booy. We expect that ticket sales will continue as we get closer to the events. We will continue to get the word out about the events in the coming weeks, and look forward to a great set of events with Jennifer Egan.

We are busy working on promotional materials for the upcoming programs and are prepping for the next round of The Source. The next round of The Source will be in District homes in the end of November. We are hoping to highlight the Northfield fireplace on the cover. We are continuing to update signage in the Library District, and are implementing some of the Readers Advisory initiatives with display signage.

The District will also be starting a subscription to Patron Point. The benefits of Patron Point:

- It will allow a centralized system to communicate with our patrons in a streamlined and automated way.
- It will allow us to easily analyze and segment patron groups for targeted marketing.
- It will provide us with centralized statistical data about our patrons and how they engage with the Library on all platforms.
- It will allow for greater patron engagement, and a higher level of customer service by allowing them to opt in/out according to their preferences.

Patron Point can be used in many ways, the following is a list of ways that we will aim to implement first:

- Programming
 - Pre-program: Send reminders about program
 - Post-program: Send follow up emails
 - Attended: Thanks for coming & what did you think
 - No-Show: We missed you (with a gentle reminder to keep us posted if you need to cancel)
- Notices can be sent through the system automatically
 - Holds
 - Overdue
- New Cardholders
 - A welcome email will be sent to all new cardholders with information about the Library and all of the ways that they can use their Library card.
 - Follow-up emails could be sent if we don't see their card used in a specified amount of time.
- Existing Cardholders
 - A notice can be set & sent within a specified amount of time that a card will be expiring, explaining how to renew. The notices can continue until the card is renewed, so a patron will not come in to use their card without prior notification that it will be expiring.

Once we have the first items up and running smoothly we will be adding lists & preferences, so that patrons can get personalized notifications.

Summary Report for August 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	11,540	9,376	23.08 %	35,296	18,786	87.88 %	Books	14,411	12,124	18.86 %	44,605	24,636	81.06 %
Book - Fiction	6,615	5,382	22.91 %	20,130	10,810	86.22 %	Book - Fiction	12,492	10,720	16.53 %	38,652	21,780	77.47 %
Book - Nonfiction	4,925	3,994	23.31 %	15,166	7,976	90.15 %	Book - Nonfiction	1,919	1,404	36.68 %	5,953	2,856	108.44 %
Audiobook - CD	1,090	1,037	5.11 %	3,185	1,974	61.35 %	Audiobook - CD	150	137	9.49 %	459	281	63.35 %
Music CD	121	193	-37.31 %	370	437	-15.33 %	Music CD	114	150	-24.00 %	352	328	7.32 %
Playaway	260	256	1.56 %	808	534	51.31 %	Playaway	380	348	9.20 %	1,161	764	51.96 %
DVD/Blu-Ray	8,049	5,235	53.75 %	24,257	10,437	132.41 %	DVD/Blu-Ray	3,229	2,124	52.02 %	10,217	4,279	138.77 %
Magazine	270	137	97.08 %	750	309	142.72 %	Magazine	-	2	-	1	5	-
Other	6	71	-91.55 %	29	135	-78.52 %	Other	26	91	-71.43 %	74	160	-53.75 %
Sent Out	1,212	2,250	-46.13 %	2,445	4,483	-45.46 %	Sent Out						
Total	22,548	18,555	21.52 %	67,140	36,786	82.52 %	Total	18,310	14,974	22.28 %	56,868	30,448	86.77 %

Kenilworth patron usage for the month of August FY 2018/2019 was **1,143**.

Items borrowed from other libraries for the month of August FY 2018/2019 was **1,793**.

Total circulation for the month of August FY 2018/2019 was **44,994** compared to **37,014** for the same month last year. This represents a net change of **21.56 %**

Cumulative circulation through August FY 2018/2019 is **132,109** compared to **73,958** for the previous fiscal year to date. This represents a net change of **78.63 %**.

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	7,401	5,865	26.19 %	22,736	12,019	89.17 %	Books	10,135	8,894	13.95 %	31,579	17,657	78.85 %
Book - Fiction	3,688	2,962	24.51 %	11,300	6,165	83.29 %	Book - Fiction	8,880	7,907	12.31 %	27,682	15,822	74.96 %
Book - Nonfiction	3,713	2,903	27.90 %	11,436	5,854	95.35 %	Book - Nonfiction	1,255	987	27.15 %	3,897	1,835	112.37 %
Audiobook - CD	668	634	5.36 %	1,954	1,230	58.86 %	Audiobook - CD	100	101	-0.99 %	329	205	60.49 %
Music CD	90	121	-25.62 %	272	256	6.25 %	Music CD	64	68	-5.88 %	201	199	1.01 %
Playaway	228	213	7.04 %	699	449	55.68 %	Playaway	292	269	8.55 %	903	614	47.07 %
DVD/Blu-Ray	5,528	3,360	64.52 %	16,479	6,631	148.51 %	DVD	2,108	1,370	53.87 %	6,634	2,744	141.76 %
Magazine	134	85	57.65 %	436	211	106.64 %	Magazine	-	2	-	1	2	-50.00 %
Other	6	64	-90.63 %	28	123	-77.24 %	Other	19	79	-75.95 %	58	138	-57.97 %
Sent Out	866	1,540	-43.77 %	1,679	3,098	-45.80 %	Sent Out						
Total	14,921	11,882	25.58 %	44,283	24,017	84.38 %	Total	12,718	10,783	17.94 %	39,705	21,559	84.17 %

Winnetka Library's circulation for the month of August FY 2018/2019 was **27,639** compared to **22,665** for the same month last year. This represents a net change of **21.95 %**.

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	4,139	3,511	17.89 %	12,560	6,767	85.61 %	Books	4,276	3,230	86.65 %	13,026	6,979	86.65 %
Book - Fiction	2,927	2,420	20.95 %	8,830	4,645	90.10 %	Book - Fiction	3,612	2,813	28.40 %	10,970	5,958	84.12 %
Book - Nonfiction	1,212	1,091	11.09 %	3,730	2,122	75.78 %	Book - Nonfiction	664	417	59.23 %	2,056	1,021	101.37 %
Audiobook - CD	422	403	4.71 %	1,231	744	65.46 %	Audiobook - CD	50	36	38.89 %	130	76	71.05 %
Music CD	31	72	-56.94 %	98	181	-45.86 %	Music CD	50	82	-39.02 %	151	129	17.05 %
Playaway	32	43	-25.58 %	109	85	28.24 %	Playaway	88	79	11.39 %	258	150	72.00 %
DVD	2,521	1,875	34.45 %	7,778	3,806	104.36 %	DVD/Blu-Ray	1,121	754	48.67 %	3,583	1,535	133.42 %
Magazine	136	52	161.54 %	314	98	220.41 %	Magazine	-	-	-	-	3	-
Other	-	7	-	1	12	-91.67 %	Other	7	12	-41.67 %	16	22	-27.27 %
Sent Out	824	1,515	-45.61 %	1,572	3,049	-48.44 %	Sent Out						
Total	7,281	5,963	22.10 %	22,091	11,693	88.92 %	Total	5,592	4,193	33.37 %	17,164	8,894	92.98 %

Northfield Library's circulation for the month of August FY 2018/2019 was **12,873** compared to **10,156** for the same month last year. This represents a net change of **26.75 %**.

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 % +/-
2,228	1,793	24.26 %	4,465	3,607	23.79 %	1,104	849	30.04 %	2,173	1,587	36.93 %	589	700	-15.86 %	1,095	1,258	-12.96 %
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 % +/-						
146	53	175.47 %	255	118	116.10 %	69	88	-21.59 %	112	154	-27.27 %						

Virtual Branch circulation for the month of August FY 2018/2019 was **4,136** compared to **3,483** for the same month last year. This represents a net change of **18.75 %**.

Cumulative virtual branch circulation through August FY 2018/2019 is **8,100** compared to **6,724** for the previous fiscal year to date. This represents a net change of **20.46 %**.

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	10,767	13,654	-21.14 %	21,693	26,542	-18.27 %	People Counter							10,767
Reference Questions	970	1,121	-13.47 %	1,884	2,244	-14.56 %	Reference Questions	691	779	-11.30 %	1,518	1,602	-5.24 %	1,661
Studio	593	197	201.02 %	1,095	385	184.42 %	Studio							593
Genealogy	6	2	200.00 %	9	5	80.00 %	Genealogy							6
Program Attendance	147	134	9.70 %	347	325	6.77 %	Program Attendance	764	779	-1.93 %	1,467	1,408	4.19 %	911

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	7,331	7,414	-1.12 %	7,331	15,086	-51.41 %	People Counter							7,331
Reference Questions	1,272	996	27.71 %	2,379	1,938	22.76 %	Reference Questions	159	103	54.37 %	313	295	6.10 %	1,431
Program Attendance	53	27	96.30 %	162	126	28.57 %	Program Attendance	349	302	15.56 %	799	626	27.64 %	402

A total of **2,299** holds were placed for patrons in the month of August FY 2018/2019.

There were a total of **9,963** website sessions in the month of August FY 2018/2019.

Total District Program Attendance for the month of August FY 2018/2019 was **1,313** compared to **1,242** for the same month last year. This represents a net change of **5.72 %**

Cumulative District Program Attendance through August FY 2018/2019 is **2,775** compared to **2,485** for the same month last year. This represents a net change of **11.67 %**