

**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, October 15, 2018  
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Presentation by Lakota Group and Discussion on Proposed Patio Project**
- IV. Public Comments**
- V. Vote to Approve Consent Agenda**

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

  - Approval of Minutes of September 17, 2018 Special Meeting\*
  - Approval of Minutes of September 17, 2018 Regular Meeting\*
- VI. Financial Report**
  - Approve September 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 on Draft of Proposed Fiscal Year 2018-2019 Proposed Tax Levy\*
- XI. Communications**
  - November 7<sup>th</sup> Library Board Study Session and Open House for Proposed Patio Project
  - November Regular Board Meeting scheduled for November 19, 2018 will be held at the Northfield Community Room, Northfield Library. Presentation of annual audit by Lauterbach and Amen.

- District will close at 5 p.m. on Wednesday, November 21. The District will be closed on Thursday, November 22 in observance of the Thanksgiving holiday.

**XII. Public Comments**  
**XIII. Adjournment**

## **Project Development Timeline: Winnetka Landscape Plan**

### May 2016

The Board discussed the possibility of moving forward with landscaping at the Winnetka Library. The District was approached by Becky Hurley, Winnetka Resident and representative of The Lakota Group, to help us develop a master plan of the landscaping project. The initial plan was offered pro-bono. The Lakota Group has been intricately involved in the development of the Village of Winnetka Master Plan and of several successful projects with the Winnetka Park District as well as other surrounding communities. We agreed that we would move forward with the exploratory planning. It was also agreed that any subsequent formal commitments and/or construction would be addressed at a later date.

### February 2017

A committee of internal stakeholders was organized and comprised of (then) Board President Laurie Petersen and Trustee Raheela Gill Anwar, community member and representative of the Winnetka Weeders Toni Harkness and staff members Mary Hastings, Head of Communications, Stephanie Girardi, Acquisitions Associate, Kathy Hargrave, Youth Services Associate and Rebecca Wolf, Library Director. The Lakota Group held a listening session with the committee to understand their thoughts and concerns for the project.

As a result of the listening session, the North entrance (facing Green Bay Road) was deemed the priority for several reasons:

1. The (then) upcoming renovation
2. The need to improve the overall appearance and appeal of the library entrance, including the removal of overgrown vegetation
3. The opportunity to allow programs to utilize our outdoor spaces
4. The need to replace walkways that are on the capital replacement schedule

Other phases of the plan to be determined later were the West Children's Garden and the parking lot. The parking lot and south entrance were tabled as they would cause the greatest disruption.

### March 2017

The committee met with The Lakota Group to review and discuss the concept designs. The Lakota Group then created updated concept designs that would be presented to the Board of Trustees. At the March 20, 2017 Regular Meeting of the Board of Trustees, the Board discussed the proposed landscaping designs. Various concepts within the design plan were discussed by the Board. Staff and members of the landscape planning committee Kathy Hargrave and Stephanie Girardi shared their thoughts on the proposed concept designs. The Board requested a rendering of the landscaping plan for their review, and later, for community input.

**(The landscape project was tabled until the completion of the renovation.)**

### July 2018

The Board voted to move forward with the preferred concept. The final vote to come once final design and cost are determined. The Board requested that The Lakota Group come to the September Board meeting and present the concepts and timeline for moving forward.

## September 2018

The Lakota Group presented the concepts to the Board. Following a discussion, the Board asked for further design tweaks and additional information to understand the hardscape changes.

### **Guiding Principles of the Proposed Landscape Patio Project:**

1. Have our entrance be a gateway to an open community space
  - a. Give our community a place to engage and be social in our outdoor space
  - b. Align with the Village of Winnetka Master Plan to welcome people to Winnetka
2. Create awareness of library activities to help drive usage
  - a. Remove overgrown vegetation so that the library activity is visible; Use of the study rooms, the Lloyd room and reading room
  - b. Allow for visibility from Station Park and Green Bay Road
3. Have our outdoor space be a welcoming space for programming
  - a. Space for active and passive programs for children and adults
4. Maintain and enhance the original mid-century modern style of the building
  - a. Highlight the features of our building
  - b. Using lighting to enhance the buildings features at night
5. Bear in mind safety and comfort
  - a. Multigenerational usage with safety for our smallest users as a priority
  - b. Use lighting to enhance visibility and safety

## **Anticipated Timeline of Our Stage One | North Entrance**

### **October 15<sup>th</sup>: Regular Meeting**

Presentation and discussion of design concepts. Some tweaks were requested with the goal to present to the public on November 7<sup>th</sup>.

### **November 7<sup>th</sup>: Informational Open House**

- 1) Open House Study Session: We invite patrons to join the Board of Trustees for an informative display and presentation of the patio project concepts.
  - i) Concepts on Website with open feedback form
    - (a) Email, Social Media etc.
    - (b) In Source
- 2) Concepts up in lobby from November—December ember Regular Meeting

### **December: Regular Meeting**

Final Discussion including any comments and feedback received.

### **January or February 2019**

Vote on moving forward approval (Costs, finalizing)

### **Spring 2019**

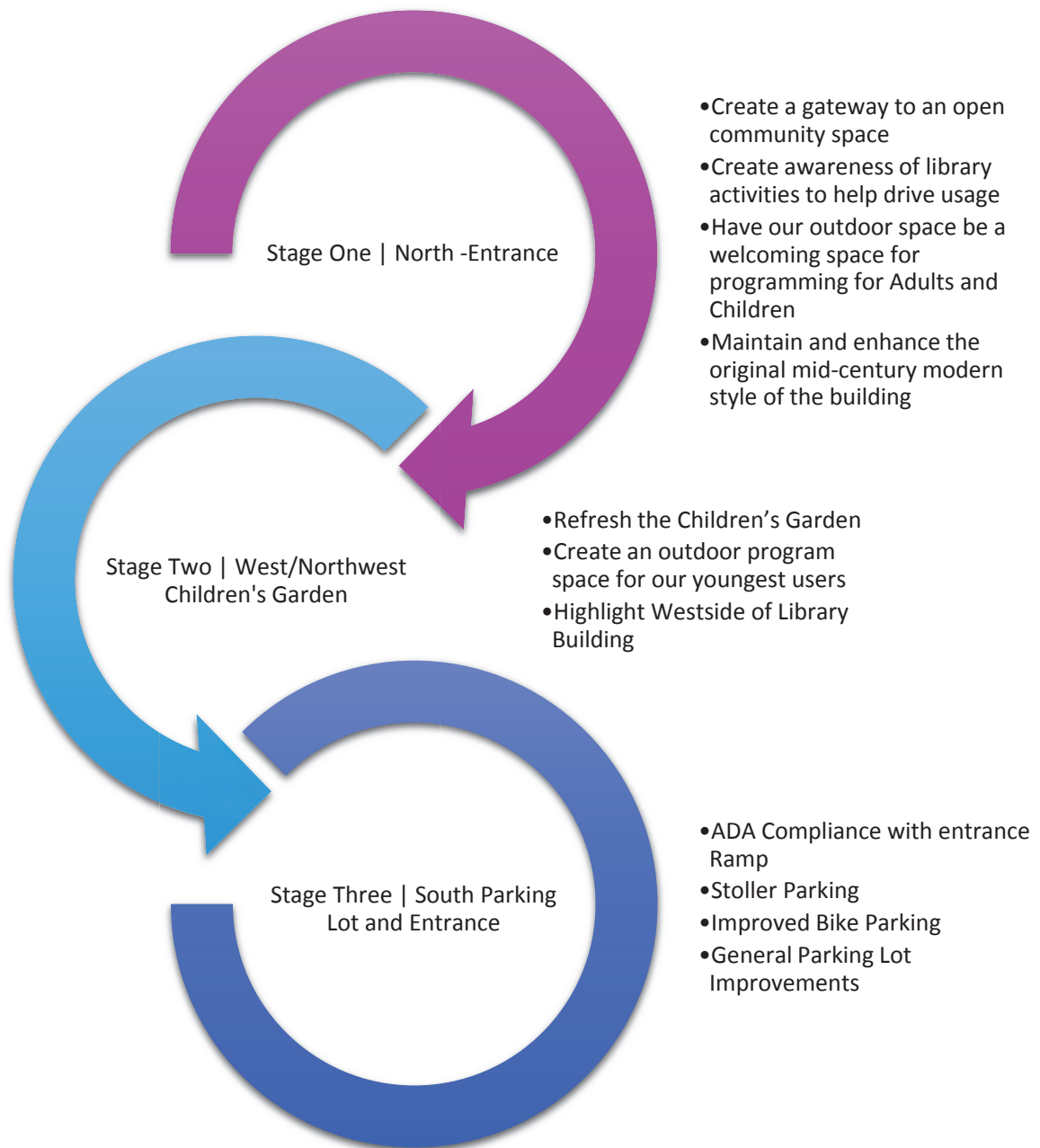
Movement to Village Commissions for approval

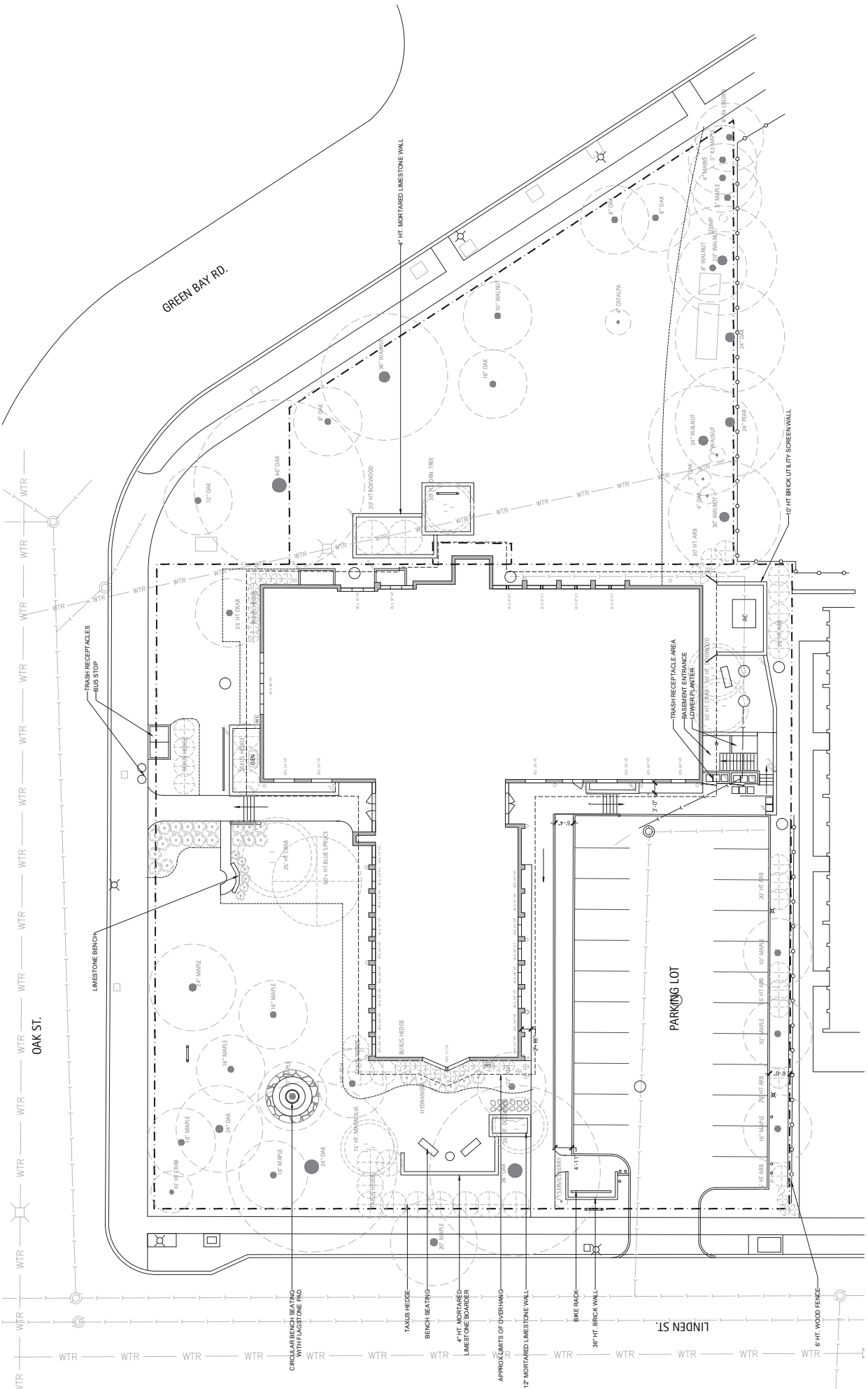
### **Summer/Fall 2019**

Construction

- a) Summer to early fall based on recommendation and planning commissions

# Three Stage Landscape and Hardscape Project





PREPARED FOR:  
 WINNETKA NORTHFIELD  
 PUBLIC LIBRARY

SCALE: 1/8" = 1'-0"  
 0" 6" 12" 24" NORTH  
 JANUARY 18, 2017

WINNETKA PUBLIC LIBRARY CAMPUS/LANDSCAPE MASTER PLAN  
**EXISTING CONDITIONS PLAN**  
 WINNETKA, IL  
 WARD October 2016



**A** **EXISTING VERTICAL BRICK STACK**

- Architectural feature obscured by existing trees.

**B** **OAK STREET BUS STOP**

- Close proximity to main walk

**C** **NORTHERN ENTRANCE**

- Built-in masonry planters
- Evergreen shrubs screening utilities

**D** **OAK STREET SIGN**

- Existing mature trees

**E** **NORTHERN FACADE**

- Limited foundation plantings

**F** **READING ROOM WINDOW**

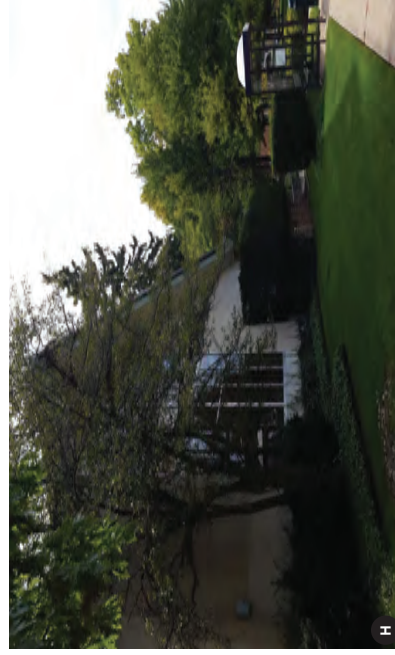
- Framed with ornamental tree

**G** **SITTING AREA AT ENTRANCE**

- Stone slab seats

**H** **NORTHERN YARD AT READING ROOM**

- Bike rack screened by evergreen hedge







**A**



**C**



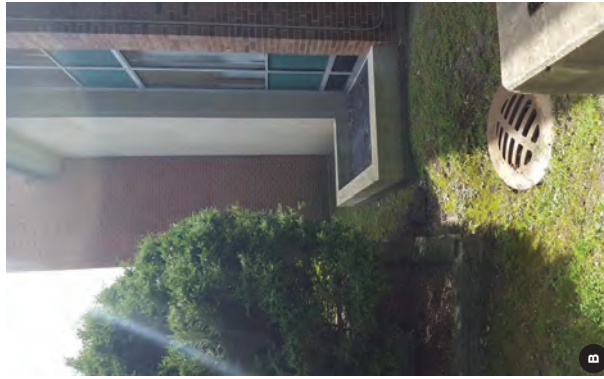
**F**



**D**



**G**



**B**



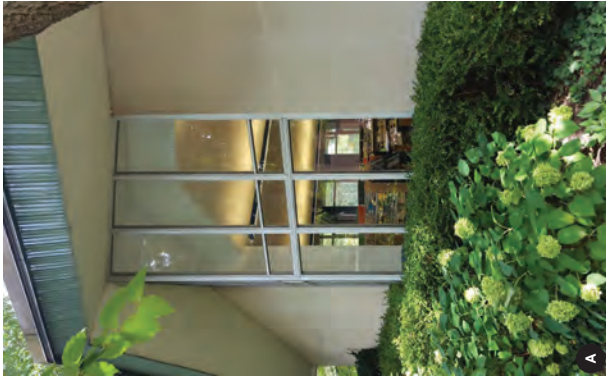
**E**



**H**

**EAST FACADE AND PARK DISTRICT PARCEL**

- A EAST SIGN**
  - Limited visibility from Green Bay Road
- B AREA WELLS AT EAST FACADE**
  - 2 large area wells
  - Storm sewer for drainage
- C NORTHEAST CORNER UTILITIES ON PARK DISTRICT PARCEL**
  - Anchored with evergreen shrubs
  - Large existing utility cabinets with some deciduous screening
- E EASTERN FACADE**
  - Limited foundation plantings on the southeast facade
- F EVERGREEN SCREENING AT EASTERN FACADE**
  - Large existing evergreens in stone curbed planters
- G SOUTHERN EDGE OF PROPERTY**
  - Fenced property line with limited deciduous screening
- H GREEN BAY ROAD FRONTAGE**
  - Large grass side yard with scattered mature trees



**A**



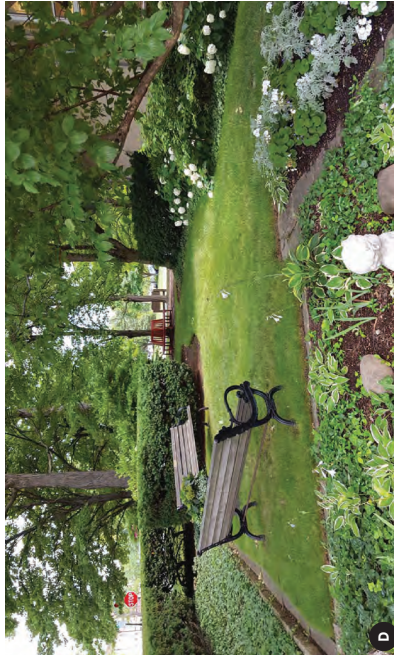
**C**



**F**



**B**



**D**



**G**



**E**



**H**

## WEST FACADE

### **A** CHILDREN'S ROOM WINDOW

- Focal point for west facade

### **B** SITTING AREA WITH DONOR BENCHES

- Low curbed planter west of benches
- Movable pots for annuals

### **C** WESTERN FACADE

- Architectural symmetry

### **D** WESTERN GARDEN

- More diverse plantings with flowering shrubs and perennial beds

### **E** FOUNDATION PLANTINGS AT WESTERN FACADE

- Varied evergreen hedges and flowering shrubs

### **F** EVERGREEN HEDGES AT WESTERN YARD

- Western garden screened and enclosed with evergreen hedges

### **G** NORTHWEST CORNER

- Leaning existing tree

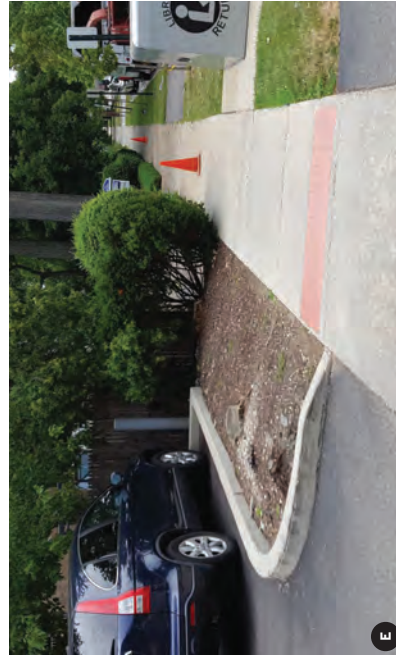
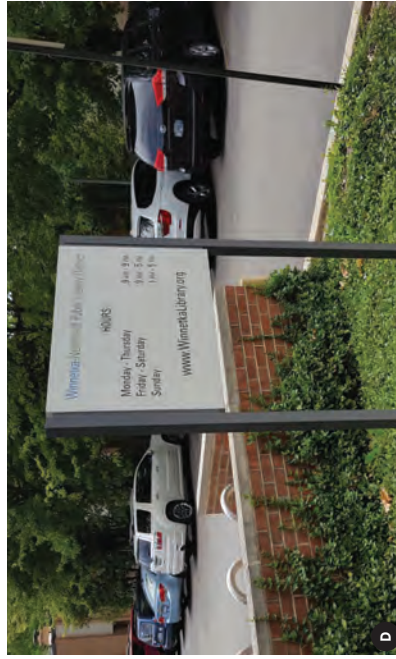
### **H** DONOR GARDEN

- Plantings maintained by local volunteers



## MAIN ENTRY AND PARKING LOT

- A** **NORTHERN PARKING LOT EDGE**
  - Varied steep slope with limited plantings
- B** **RAMP TO MAIN ENTRANCE**
  - Original railing replaced, current railing in need of maintenance
  - Built-in bench near entrance
- C** **PARKING LOT**
  - Small lot with 1 accessible space
- D** **LINDEN STREET SIGN**
  - Hours sign
  - Sign style differs from other signs
- E** **LINDEN ST FRONTAGE**
  - Lack of planting
- F** **STAIRS TO MAIN ENTRANCE**
  - Built-in masonry planter at base of stairs
- G** **SOUTHERN FACADE**
  - Gravel area at facade used for movable planters
- H** **DUMPSTER ENCLOSURE**
  - Not all trash receptacle fit within enclosure

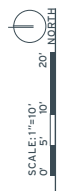


# LEGEND

- A STREETScape IMPROVEMENTS
- B PROPOSED SHADE TREE
- C CLAY PAVER - ENTRANCE PLAZA
- D BENCH
- E UPGRADED BUS STOP
- F PROPOSED DECIDUOUS SHRUBS
- G BIKE RACKS
- H PROPOSED PERENNIALS / GROUNDCOVER
- I EXISTING TREE TO REMAIN
- J OPEN LAWN
- K BLUESTONE STEPPERS IN LAWN
- L SIGN WITH UPLIT LETTERS
- M NEW HANDRAIL AT STAIRS
- N NEW CONCRETE STAIRS
- O EXISTING RETAINING WALL TO REMAIN
- P SCREEN WALL
- Q EXISTING LANDSCAPE BED TO REMAIN
- R EVERGREEN SHRUBS
- S CONCRETE PAVING
- T STAIRS
- U PAVER BAND
- V MASONRY SEATWALL WITH COPING LIGHT
- W MOVABLE TABLE AND CHAIRS
- X BLUESTONE PAVING
- Y PLANTER
- Z ORNAMENTAL GRASSES



PREPARED FOR:  
WINNETKA LIBRARY



WINNETKA LIBRARY  
**NORTH ENTRANCE**  
WNP/PLD October 2018  
WINNETKA, ILLINOIS

**THE LAKOTA GROUP.**  
© 2017 THE LAKOTA GROUP

MARCH 17, 2017

# LEGEND

- A OPEN LAWN
- B EXISTING LANDSCAPE BED TO REMAIN
- C EXISTING SHADE TREE TO REMAIN
- D PROPOSED SHRUB
- E PROPOSED PERENNIALS / GROUNDCOVER
- F STONE CURB
- G BLUESTONE STEPPERS IN LAWN
- H BENCH
- I EXISTING ORNAMENTAL TREE TO REMAIN
- J EXISTING CONCRETE WALK TO REMAIN
- K EVERGREEN HEDGE
- L MASONRY SEATWALL WITH COPING LIGHT
- M BIKE RACKS
- N CLAY PAVERS
- O EXISTING TREE LAWN TO REMAIN
- P CONCRETE PAVING





DECORATIVE BUS STOP



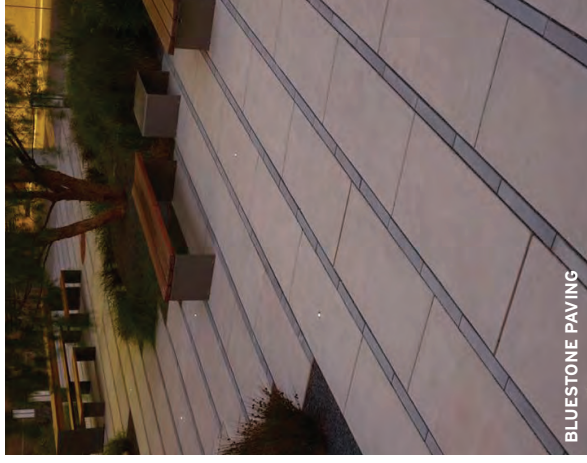
BIKE RACKS



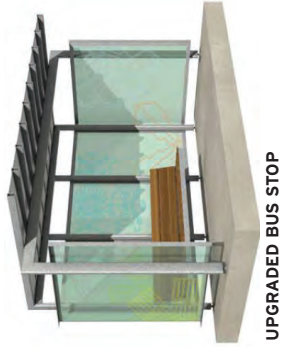
NATURAL BIKE RACKS



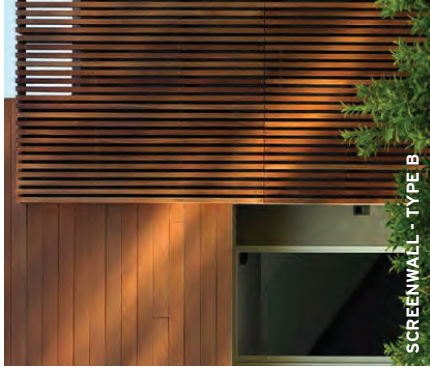
SCREENWALL - TYPE A



BLUESTONE PAVING



UPGRADED BUS STOP



SCREENWALL - TYPE B



SCREENWALL - TYPE C



BLUESTONE PAVERS IN LAWN



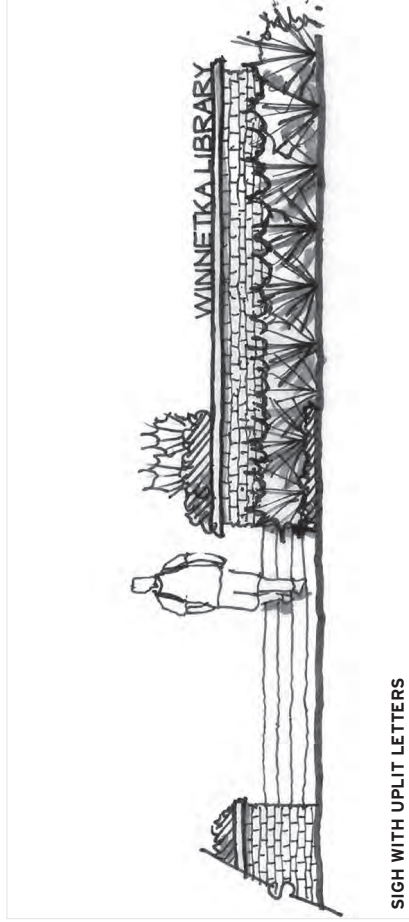
MASONRY Seatwall



BENCH



HANDRAIL



SIGN WITH UPLIT LETTERS



MOVABLE TABLES AND CHAIRS

WINNETKA LIBRARY

# STYLE IMAGES

WNPLD October 2018

WINNETKA, ILLINOIS

PREPARED FOR:  
WINNETKA LIBRARY

**THE LAKOTA GROUP.**  
© 2017 THE LAKOTA GROUP

MARCH 17, 2017

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

**September 17, 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 7:00 p.m. A quorum was present.

**II. ROLL CALL**

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

Present were library employees; Nicola White (Administrative Assistant), Katie Cangelosi (Head of Circulation), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Acquisitions and Technical Services Associate), and Kathy Hargrave (Youth Services Associate). Lakota Group members; Becky Hurley, Scott Freres, and Kevin Clark. Also present were Winnetka resident Jeffrey Liss and Nancy Fox from the League of Women Voter.

**III. PUBLIC COMMENTS**

No public comments.

**IV. PUBLIC HEARING ON PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-2019\***

Director Wolf stated that the purpose of the Budget and Appropriation Ordinance is to set an upper limit for the budget year. She stated that we have an approved budget that we plan to spend according to, but we have an appropriation that allows for flexibility should other needs or issues arise.

President Johnson reminded the Board that after spending time last year with Treasurer Ruiz-Funes, we have aligned the appropriations to be varying multiples of the baseline budget where we are likely to have overage.

**V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2018-2019\***

A MOTION was made by Trustee Anwar to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2018-2019, seconded by Trustee McCarthy.

**ROLL CALL VOTE**

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

NAYS: none

ABSENT: Trustee Neustadt

**MOTION CARRIED**

**VI. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 7:03 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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



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

September 17, 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 7:03 p.m. A quorum was present.

**II. Roll Call**

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

Absent: Trustee Lois Neustadt

Present were library employees; Nicola White (Administrative Assistant), Katie Cangelosi (Head of Circulation), Sarah Quish (Head of Communications and Marketing), Stephanie Girardi (Acquisitions and Technical Services Associate), and Kathy Hargrave (Youth Services Associate). Lakota Group members; Becky Hurley, Scott Freres, and Kevin Clark. Also present were Winnetka resident Jeffrey Liss and Nancy Fox from the League of Women Voters.

**III. Public Comments**

No public comments.

**IV. Presentation by Lakota Group on Proposed Patio Project**

President Scott Freres of Lakota Group presented ~~on~~ the Proposed Landscape and Patio Project. He stated that the purpose of this project is to improve the arrival sequence of the building, to incorporate the streetscape character, and to create an inviting indoor/outdoor space to welcome the community to gather and socialize.

President Johnson stated that the project should have guiding principles:

- Have the front door be an entrance to community space
- Create awareness of library activities to help drive usage
- Be a welcoming space for programming
- Enhance the midcentury modern architectural characteristics
- Bear in mind safety and comfort
- Ensure that any trees be replaced to retain our green spaces

The Board asked for a Master Plan to see all the proposed plans in the outdoor space surrounding the library. Trustee Anwar also suggested creating a daytime rendition of the patio displaying children. Trustee Reichart as asked that the Lakota Group include as part of the Lanscape/Patio Project a connection to the existing parking lot. i.e. a path or sidewalk.

The Board expressed safety concerns regarding children being too close to the street. Director Wolf responded that during programs and events a gate can be used to block the exit from the patio.

The Board will ~~be reviewing~~ the solutions to their concerns regarding the Proposed Patio Project as well as ~~and reviewing~~ the framework plan at the next board meeting ~~being held~~ on October 15, 2018.

On November 7, 2018 a Study Session/Public Meeting will be held to showcase the Proposed Patio Project and to receive feedback from the community. In addition, Director Wolf suggested adding the plan to the website for patrons to offer feedback and concerns.

**V. Vote to Approve Minutes of August 20, 2018 Regular Meeting\***

The following changes were requested for line item "Library Report":

- Change verbiage to “Trustee McCarthy stated that the Glencoe Library has literary programming, in which the leader can present two or three sessions on a literary subject”.

A MOTION was made by Trustee Reichert to approve the August 20, 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**

President Johnson mentioned that Northfield is slightly below budget on eMaterials and asked if the District is keeping their materials up to date. Director Wolf stated that Northfield is on pace with acquisitions ordering.

Director Wolf also mentioned that Adult Services tends to be overbudget due to database purchases at the beginning of the fiscal year.

Director Wolf stated that the District purchased a new database called Creative Bug, which revolves around DIY projects and crafting.

President Johnson asked if the elevator cost was annual. Director Wolf responded that it is annual, but also includes the appointments to certify the elevator and perform inspections.

President Johnson inquired about a payment to Southeast Kentucky Community and Technical College. Katie Cangelosi, Head of Circulation responded that the charge was for a book that went missing through Interlibrary Loan.

Trustee Ruiz-Funes mentioned that the District is over budget for Capital Outlay. Director Wolf responded that we will be ahead of budget because the punch list for the Renovation Project is still ongoing.

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

The MOTION passed on a voice vote.

## **VII. Library Report**

### **BOARD PRESIDENT’S REPORT:**

President Johnson shared with the board a complaint from Professor Rein about the noise level from the front desk. Director Wolf stated that this is the first complaint she has received about noise. She mentioned that patrons can be directed to the Quiet Room or encouraged to take advantage of the study rooms.

President Johnson asked to encourage staff to keep the Quiet Room door closed. Director Wolf responded that we could welcome patrons into the room with a sign, as opposed to an open door.

Trustee Ruiz-Funes stated that some of the staff who work at the circulation desk speak very loudly. Director Wolf responded that it is good to remind staff of this, as they are not used to having the desk in an open location.

President Johnson stated that the Caucus Committee is having a meeting at the Winnetka Library on September 27, 2018 at 7PM to discuss potential changes to the Caucus Rules Forum. Director Wolf mentioned that September 27, 2018 is the One Book Two Villages (OBTV) event, so she will communicate with the Caucus Committee about the possibility of rescheduling.

### **LIBRARY DIRECTOR’S REPORT:**

Director Wolf shared an impact story from a senior citizen, who stated that the Winnetka Library always makes him feel as though he has a place in the world.

Director Wolf stated that we are continuing to work on audit preparations. Field work will occur on the building and grounds. Director Wolf is waiting on finalizations of the Northfield Library Desk Renovation to share with the Board.

Director Wolf stated that the Winnetka Library is currently receiving quotes to re-stripe the parking lot.

Director Wolf announced that Steve Kline will be leaving the Winnetka-Northfield branch to be an Information Services Manager at Riverside Public Library.

Director Wolf congratulated all Circulation staff members who have taken the Circulation Associate test and passed. Beck Gelgeson has joined the Library District as a Youth Services associate.

Director Wolf announced that both our physical and our digital circulation continues to go up. We are monitoring spending in digital materials as the percentage of growth remains high. The Board asked about taking the automatic renewal numbers out of the total checkout for a baseline comparison. Director Wolf stated that they are working with Cooperative Computer Service (CCS) on this but we are not sure if the data will be available. Director Wolf stated that 60% of checkouts at the Winnetka Library have been at the self-check.

Director Wolf stated that the District is working on updating the Circulation Policy.

Director Wolf stated that the new website went live, and the District has received positive feedback.

Director Wolf announced that study room usage is increasing. There has been more conversation regarding tutoring, and Director Wolf specified that rooms cannot be booked for tutoring as per our policy.

Director Wolf stated that ticket sales are doing well for OBTV. Author Jennifer Egan will be attending a Cocktail Party Reception at the Winnetka Community House on September 27, 2018 from 6-7:30PM before speaking at 7:30PM. She will also be attending a Luncheon and Q&A, followed by a book signing at the Happ Inn in Northfield on September 28, 2018 at 11:30AM.

President Johnson mentioned that program presenters were not aware of the option for using the microphones with the hearing loop. Director Wolf responded that we have discussed with our librarians about mentioning the option of the microphones.

Director Wolf stated that the Library District will be starting Patron Point to offer programs to patrons and capture engagement data. Patron Point allows the District to send targeted emails to patrons, such as; pre and post program emails, customized notices, inquiries about no-shows, and welcome emails to new card members to assess their interests.

Trustee Ruiz-Funes asked if the Library can track what patrons check out, and send emails tailored to their interests. Director Wolf responded that patrons will be able to opt into that feature in the future.

Trustee Ruiz-Funes inquired about the number of holds. Director Wolf stated it is an incorrect number, because it is the number of holds at the exact time the report was run, and not for the entire month. Director Wolf mentioned that the District is working to determine which number should be reported.

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

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- President Johnson stated that the Village is planning to begin construction on the bridges.
- *Northfield Village*- Director Wolf stated from Trustee Neustadt that the Northfield Village reported that construction will begin on Happ Road.

**IX. Unfinished Business**

**X. New Business**

- *Discussion of Per Capita Requirements for 2018-2019*  
Director Wolf explained the Per Capita Grant to the Board. Director Wolf stated that this year the Library District is required to speak about Reader’s Advisory with the staff.

Director Wolf stated that she will be sending an email to the trustees including chapters 4-6 from the Trustee Handbook to review before having a discussion.

Director Wolf stated that one trustee must volunteer to watch a video that addresses services geared towards special needs communities.

**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<sup>nd</sup>, 2019.*

**XII. Public Comments**

Jeffrey Liss asked for clarification regarding the new placement of bike racks, and for the proposed wall for the Proposed Patio Project. He emphasized that it should be clear to patrons where they can sit and walk.

Nancy Fox asked if the patio will be in full sun. Stephanie Girardi stated that there will be times throughout the day when the patio is in full sun, and times when it is shaded.

**XIII. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Nicola White  
Recording Secretary

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

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

Winnetka-Northfield Public Library District  
Library Fund - Cash  
July 2018 - June 2019  
September 2018 - 25%

	Budget 2018-19		Actual September 2018		
		Prorated Through			Variance vs.
	Full Year	September 2018	September 2018	% of Budget	Prorated Budget
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 932,348	\$ 1,722,688	46.2%	\$ 790,340
Total 0004500 Interest	\$ 18,000	\$ 4,500	\$ 21,106	117.3%	\$ 16,606
1004040 Replacement Tax	\$ 20,000	\$ 5,000	\$ 5,755	28.8%	\$ 755
Total 1004050 Per Capita Grant	\$ 14,107	\$ 3,527	\$ 22,890	162.3%	\$ 19,364
1004060 Kenilworth Services	\$ 100,000	\$ 25,000	\$ 24,291	24.3%	\$ (709)
Total 1004100 Fines	\$ 35,000	\$ 8,750	\$ 4,290	12.3%	\$ (4,460)
1004120 Studio Fees	\$ 4,500	\$ 1,125	\$ 292	6.5%	\$ (833)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 1,125	\$ 185	4.1%	\$ (940)
Total 1004300 Copy/Printing	\$ 9,000	\$ 2,250	\$ 1,352	15.0%	\$ (898)
Total 1004700 Book Sales	\$ 2,000	\$ 500	\$ 1,038	51.9%	\$ 538
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 88		\$ 88
Total 1004800 Contributions	\$ 30,000	\$ 7,500	\$ 34	0.1%	\$ (7,466)
<b>Total Revenues</b>	<b>\$ 3,966,499</b>	<b>\$ 991,625</b>	<b>\$ 1,804,009</b>	<b>45.5%</b>	<b>\$ 812,385</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	173,150	43,288	37,733	21.8%	5,555
Total 1005000 Administrative Services	321,425	80,356	78,501	24.4%	1,855
Total 1005100 Personnel	1,835,000	458,750	392,081	21.4%	66,669
Total 1005900 Programming-District Initiative	81,100	20,275	13,785	17.0%	6,490
Total 1015300 Adult Services - Winnetka	475,000	118,750	201,990	42.5%	(83,240)
Total 1015400 Youth/Children's Svcs.- Winnetka	56,900	14,225	14,355	25.2%	(130)
Total 1025300 Adult Services - Northfield	61,000	15,250	13,973	22.9%	1,277
Total 1025400 Youth/Children's Sv.- Northfield	32,500	8,125	6,473	19.9%	1,652
Total 1035800 Capital Outlay	650,000	162,500	290,946	44.8%	(128,446)
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,686,075</b>	<b>921,519</b>	<b>1,049,836</b>	<b>28.5%</b>	<b>(128,317)</b>
<b>Total Revenues</b>	<b>3,966,499</b>	<b>991,625</b>	<b>1,804,009</b>	<b>45.5%</b>	<b>812,385</b>
<b>Total Expenses</b>	<b>3,686,075</b>	<b>921,519</b>	<b>1,049,836</b>	<b>28.5%</b>	<b>(128,317)</b>
<b>Net Operating Income</b>	<b>280,424</b>	<b>70,106</b>	<b>754,173</b>	<b>268.9%</b>	<b>\$ 684,067</b>
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  
 September 2018 - 25%

	Budget 2017-18		Actual September 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through September 2018	September 2018	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,729,392	\$ 932,348	\$ 1,722,688	46%	\$ 790,340
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,729,392</b>	<b>\$ 932,348</b>	<b>\$ 1,722,688</b>	<b>46%</b>	<b>\$ 790,340</b>
0004500 Interest	18,000	4,500			-
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			828		
1004525 FT Money Market-Interest			657		
1004595 FT Investment Interest Income			19,621		
<b>Total 0004500 Interest</b>	<b>\$ 18,000</b>	<b>\$ 4,500</b>	<b>\$ 21,106</b>	<b>117%</b>	<b>\$ 16,606</b>
1004040 Replacement Tax	\$ 20,000	\$ 5,000	\$ 5,755	29%	\$ 755
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	3,527	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107</b>	<b>\$ 3,527</b>	<b>\$ 22,890</b>	<b>162%</b>	<b>\$ 19,364</b>
1004060 Kenilworth Services	100,000	25,000	24,291	24%	(709)
1004100 Fines	35,000				-
1014100 Fines - Winnetka			3,580		
1024100 Fines - Northfield			710		
<b>Total 1004100 Fines</b>	<b>\$ 35,000</b>	<b>\$ 8,750</b>	<b>\$ 4,290</b>	<b>12%</b>	<b>\$ (4,460)</b>
1004120 Studio Fees	4,500	1,125	292	6%	(833)
1004150 Lost/Damaged Materials	4,500	1,125			-
1014150 Lost/Damaged Mat.-Winnetka			103		
1024150 Lost/Damaged Mat.-Northfield			82		
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 4,500</b>	<b>\$ 1,125</b>	<b>\$ 185</b>	<b>4%</b>	<b>\$ (940)</b>
1004300 Copy/Printing	9,000	2,250			-
1014300 Copy/Printing - Winnetka			802		
1024300 Copy/Printing - Northfield			550		
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000</b>	<b>\$ 2,250</b>	<b>\$ 1,352</b>	<b>15%</b>	<b>\$ (898)</b>
1004700 Book Sales	2,000	500			-
1014700 Book Sales - Winnetka			1,038		
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 1,038</b>	<b>52%</b>	<b>\$ 538</b>
1004775 Miscellaneous Revenue			\$ 88		\$ 88
1004800 Contributions	30,000	7,500			-
1004880 Gift Fund (over \$100)	-	-	-		-
1004885 Gift Fund (under \$100)			0	0%	0
1004895 Friends Donations	-	-	34		34
<b>Total 1004800 Contributions</b>	<b>\$ 30,000</b>	<b>\$ 7,500</b>	<b>\$ 34</b>	<b>0%</b>	<b>\$ (7,466)</b>
<b>Total Income</b>	<b>\$ 3,966,499</b>	<b>\$ 991,625</b>	<b>\$ 1,804,009</b>	<b>45%</b>	<b>\$ 812,385</b>
<b>Gross Profit</b>	<b>\$ 3,966,499</b>	<b>\$ 991,625</b>	<b>\$ 1,804,009</b>	<b>45%</b>	<b>\$ 812,385</b>
<b>Expenses</b>					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000	18,000	5,711	8%	(12,289)
1005133 OCLC	11,250	2,813	14,877	132%	12,065
1005134 Software	31,000	7,750	9,812	32%	2,062
1005135 LAN Management	55,000	13,750	6,711	12%	(7,039)
1005136 Hardware	1,900	475	622	33%	147

	Budget 2017-18		Actual September 2018		
	Full Year	Prorated Through September 2018	September 2018	% of Budget	Variance vs. Prorated Budget
1005177 Technology/Website	2,000	500	-	0%	(500)
<b>Total 10.5100 IT Services</b>	<b>\$ 173,150</b>	<b>\$ 43,288</b>	<b>\$ 37,733</b>	<b>22%</b>	<b>(5,554.81)</b>
<b>1005000 Administrative Services</b>					
1005101 Audit Fees	9,800	2,450	-	0%	(2,450)
1005120 Library Supplies	30,000	7,500	7,685	26%	185
1005121 Office Supplies	8,000	2,000	1,098	14%	(902)
1005122 Breakroom Supplies	1,500	375	185	12%	(190)
1005123 Postage	6,000	1,500	1,260	21%	(240)
1005124 Hospitality	6,000	1,500	8	0%	(1,492)
1005131 Accounting and Bookkeeping	15,000	3,750	7,500	50%	3,750
1005137 Legal Notices	1,500	375	-	0%	(375)
1005138 Delivery Service	7,700	1,925	1,902	25%	(23)
1005140 Payroll Services	8,500	2,125	1,920	23%	(205)
<b>1005170 Utilities</b>					
1005171 Electricity	45,000				-
1015171 Electricity - Winnetka			15,336		
1025171 Electricity - Northfield			2,149		
<b>Total 1005171 Electricity</b>	<b>45,000</b>	<b>11,250</b>	<b>17,485</b>	<b>39%</b>	<b>6,235</b>
1005172 Water	5,625				-
1015172 Water - Winnetka	-		657		
1025172 Water - Northfield			-		
<b>Total 1005172 Water</b>	<b>5,625</b>	<b>1,406</b>	<b>657</b>	<b>12%</b>	<b>(749)</b>
1005173 Storm Sewer	1,900				-
1015173 Storm Sewer - Winnetka			399		
<b>Total 1005173 Storm Sewer</b>	<b>1,900</b>	<b>475</b>	<b>399</b>	<b>21%</b>	<b>(76)</b>
1005174 Natural Gas	11,000				-
1015174 Natural Gas - Winnetka			1,985		
1025174 Natural Gas - Northfield			189		
<b>Total 1005174 Natural Gas</b>	<b>11,000</b>	<b>2,750</b>	<b>2,174</b>	<b>20%</b>	<b>(576)</b>
1005175 Telephone	9,250				-
1015175 Telephone - Winnetka			2,531		
<b>Total 1005175 Telephone</b>	<b>9,250</b>	<b>2,313</b>	<b>2,531</b>	<b>27%</b>	<b>219</b>
1005176 Internet Services	16,500	4,125	4,134	25%	9
<b>Total 1005170 Utilities</b>	<b>89,275</b>	<b>22,319</b>	<b>27,381</b>	<b>31%</b>	<b>5,062</b>
<b>1005700 Public Relations</b>					
1005720 PR E-Marketing	1,500	375	-	0%	(375)
1005721 PR Promotional	6,000	1,500	5,680	95%	4,180
1005722 PR Source	25,000	6,250	-	0%	(6,250)
1005723 PR Supplies	8,000	2,000	2,192	27%	192
1005724 PR Advertising	3,500	875	31	1%	(844)
<b>Total 1005700 Public Relations</b>	<b>44,000</b>	<b>11,000</b>	<b>7,903</b>	<b>18%</b>	<b>(3,097)</b>
1005703 ILL Fees	150	38	100	67%	63
1005713 Credit Card Processing Fees	-	-	332	0%	332
1005719 Board Expenses	1,000	250	-	0%	(250)
1005731 Memberships	6,500	1,625	14	0%	(1,611)
1005732 Staff Meetings	5,000	1,250	76	2%	(1,174)
1005734 Staff Recognition		-	19		19
1005735 Director's Expenses	1,000	250	-	0%	(250)
1005736 Legal	15,000	3,750	1,050	7%	(2,700)
1005741 Architects		-	9,352		9,352
1005742 Building Appraisal	500	125	-	0%	(125)
1005743 Other Consultations	15,000	3,750	8,095	54%	4,345
1005744 Investment Fees	-	-	1,121	0%	1,121

	Budget 2017-18		Actual September 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through September 2018	September 2018	% of Budget	
1005745 HR Consultant	50,000	12,500	1,500	3%	(11,000)
<b>Total 1005000 Administrative Services</b>	<b>321,425</b>	<b>80,356</b>	<b>78,501</b>	<b>24%</b>	<b>(1,855)</b>
<b>1005100 Personnel</b>					
1005110 Salaries	1,670,000	417,500	361,150	22%	(56,350)
1005111 Health Insurance	140,000	35,000	30,624	22%	(4,376)
1005112 Flu Vaccination	500	125	-	0%	(125)
1005113 Employee Asst. Program	1,500	375	38	3%	(338)
1005114 Conferences	20,000	5,000	157	1%	(4,843)
1005115 Flexible Spending Account	3,000	750	113	4%	(638)
<b>Total 1005100 Personnel</b>	<b>1,835,000</b>	<b>458,750</b>	<b>392,081</b>	<b>21%</b>	<b>(66,669)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	11,100	2,775	1,714	15%	(1,061)
1005716 OBTV	17,000	4,250	10,265	60%	6,015
1005907 Programming - Youth	15,500	3,875	1,151	7%	(2,724)
1005908 Programming - Adult	20,000	5,000	494	2%	(4,506)
1005910 Programming - Studio	10,000	2,500	-	0%	(2,500)
1005913 Studio General Supplies	7,500	1,875	161	2%	(1,714)
<b>Total 1005900 Programming-District Initiative</b>	<b>81,100</b>	<b>20,275</b>	<b>13,785</b>	<b>17%</b>	<b>(6,490)</b>
<b>1015300 Adult Services - Winnetka</b>					
1015340 Books-Fiction	55,000	13,750	20,342	37%	6,592
1015341 Books-Non-Fiction	65,000	16,250	18,304	28%	2,054
1015342 Periodicals	28,000	7,000	13,020	47%	6,020
1015343 DVDs	37,000	9,250	13,084	35%	3,834
1015344 Audio Books	25,000	6,250	4,593	18%	(1,657)
1015345 Books-Digital	170,000	42,500	52,071	31%	9,571
1015346 Online Database	95,000	23,750	80,576	85%	56,826
1015360 Program Supplies	-	-	-	-	-
1015361 Program Performers Fees	-	-	-	-	-
<b>Total 1015300 Adult Services - Winnetka</b>	<b>475,000</b>	<b>118,750</b>	<b>201,990</b>	<b>43%</b>	<b>83,240</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	10,500	2,625	1,891	18%	(734)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	3,250	2,782	21%	(468)
101544J Books-Jr. High	6,000	1,500	2,315	39%	815
101544N Books-Non Fiction	12,000	3,000	3,182	27%	182
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>31,000</b>	<b>7,750</b>	<b>8,279</b>	<b>27%</b>	<b>529</b>
1015443 DVDs	8,000	2,000	2,097	26%	97
1015444 Audio Books	7,000	1,750	1,425	20%	(325)
1015445 Music	400	100	663	166%	563
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>56,900</b>	<b>14,225</b>	<b>14,355</b>	<b>25%</b>	<b>130</b>
<b>1025300 Adult Services - Northfield</b>					
1025340 Books-Fiction-Adult	24,000	6,000	5,007	21%	(993)
1025341 Books-Non-Fiction-Adult	12,000	3,000	2,546	21%	(454)
1025342 Periodicals	-	-	285	#DIV/0!	285
1025343 DVDs-Adult	16,000	4,000	4,181	26%	181
1025344 Audio Books-Adult	9,000	2,250	1,955	22%	(295)
1025360 Program Supplies	-	-	-	-	-
1025361 Program Performers Fees	-	-	-	-	-
<b>Total 1025300 Adult Services - Northfield</b>	<b>61,000</b>	<b>15,250</b>	<b>13,973</b>	<b>23%</b>	<b>(1,277)</b>
<b>1025400 Youth/Children's Sv.-Northfield</b>					
1025440 Books-Fiction-Juv	7,000	1,750	1,324	19%	(426)



	Budget 2017-18		Actual September 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through September 2018	September 2018	% of Budget	
<b>1025441 Books-Non-Fiction, Easy, &amp; JH</b>					
<b>102544E Books-Easy</b>	5,000	1,250	1,190	24%	(60)
<b>102544J Books-Jr. High</b>	5,500	1,375	733	13%	(642)
<b>102544N Books-Non Fiction</b>	5,000	1,250	1,170	23%	(80)
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>15,500</b>	<b>3,875</b>	<b>3,093</b>	<b>20%</b>	<b>(782)</b>
<b>1025443 DVDs-Juv</b>	4,500	1,125	906	20%	(219)
<b>1025444 Audio Books-Juv</b>	5,000	1,250	962	19%	(288)
<b>1025445 Music - Juv</b>	500	125	188	38%	63
<b>1025460 Program Supplies</b>					-
<b>1025461 Program Performers Fees</b>					-
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>32,500</b>	<b>8,125</b>	<b>6,473</b>	<b>20%</b>	<b>(1,652)</b>
<b>1035800 Capital Outlay</b>					
<b>1005882 Building</b>	155,000	38,750	134,485	87%	95,735
<b>1005884 Equipment/Furniture</b>	400,000	100,000	150,947	38%	50,947
<b>1005885 Computer Equipment</b>	95,000	23,750	5,514	6%	(18,236)
<b>Total 1035800 Capital Outlay</b>	<b>650,000</b>	<b>162,500</b>	<b>290,946</b>	<b>45%</b>	<b>128,446</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>3,686,075</b>	<b>921,519</b>	<b>1,049,836</b>	<b>28%</b>	<b>128,317</b>
<b>Total Expenses</b>	<b>3,686,075</b>	<b>921,519</b>	<b>1,049,836</b>	<b>28%</b>	<b>128,317</b>
<b>Net Operating Income</b>	<b>280,424</b>	<b>70,106</b>	<b>754,173</b>	<b>269%</b>	<b>684,067</b>

Winnetka-Northfield Public Library District  
 Building Fund  
 July, 2018 - June, 2019  
 September 2018 - 25%

	Budget 2018-19		Actual September 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through September 2018	September 2018	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
7004000 BEF-Property Taxes	\$ 150,000	\$ 37,500	\$ 67,627	45%	\$ 30,127
<b>Total 0004000 Property Taxes Collections</b>	<b>150,000</b>	<b>37,500</b>	<b>67,627</b>	<b>45%</b>	<b>30,127</b>
<b>Total Income</b>	<b>150,000</b>	<b>37,500</b>	<b>67,627</b>	<b>45%</b>	<b>30,127</b>
<b>Expenses</b>					
<b>7005000 Fund 70 Building/Equipment</b>					
7005725 Janitorial Supplies	\$ 8,500	\$ 2,125	\$ 275	3%	\$ (1,850)
7005732 Snow Removal	8,500	2,125	0.00	0%	(2,125)
7005735 Photocopier Leases	40,000	10,000	8,873.10	22%	(1,127)
7005736 Phone Lease	9,600	2,400	2,399.94	25%	(0)
7005737 Building Maintenance Service	111,440	27,860	17,675.00	16%	(10,185)
7005738 Elevators	8,000	2,000	1,770.53	22%	(229)
7005739 Landscaping	15,000	3,750	1,260.00	8%	(2,490)
7005752 HVAC	12,000	3,000	0.00	0%	(3,000)
7005755 Automatic Doors	3,500	875	3,373.30	96%	2,498
7005756 Roof	600	150	0.00	0%	(150)
7005758 Alarms	2,750	688	1,635.00	59%	948
7005782 Equipment	4,000	1,000	197.68	5%	(802)
7005799 Misc Services	16,000	4,000	190.00	1%	(3,810)
7025159 Northfield Lease	64,898	16,225	10,709.28	17%	(5,515)
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>304,788</b>	<b>76,197</b>	<b>48,358</b>	<b>16%</b>	<b>(27,839)</b>
<b>Total Expenses</b>	<b>304,788</b>	<b>76,197</b>	<b>48,358</b>	<b>16%</b>	<b>(27,839)</b>
<b>Net Operating Income</b>	<b>(154,788)</b>	<b>(38,697)</b>	<b>19,269</b>	<b>-12%</b>	<b>27,839</b>
<b>Net Income</b>	<b>(154,788)</b>	<b>(38,697)</b>	<b>19,269</b>	<b>-12%</b>	<b>27,839</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July, 2018 - June, 2019  
 September 2018 - 25%

	Budget 2017-18		Actual September 2018		
	Full Year	Prorated Through September 2018	September 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	\$ 90,000	\$ 22,500	\$ 40,576	45%	\$ 18,076
Total 0004000 Property Taxes Collections	<b>\$ 90,000</b>	<b>\$ 22,500</b>	<b>\$ 40,576</b>	<b>45%</b>	<b>\$ 18,076</b>
<b>Total Income</b>	<b>\$ 90,000</b>	<b>\$ 22,500</b>	<b>\$ 40,576</b>	<b>45%</b>	<b>\$ 18,076</b>
<b>Gross Profit</b>	<b>\$ 90,000</b>	<b>\$ 22,500</b>	<b>\$ 40,576</b>	<b>45%</b>	<b>\$ 18,076</b>
<b>Expenses</b>					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	\$ 105,000	\$ 26,250	\$ 36,487	35%	\$ 10,237
Total 2005100 Fund 20 IMRF Expenses	<b>\$ 105,000</b>	<b>\$ 26,250</b>	<b>\$ 36,487</b>	<b>35%</b>	<b>\$ 10,237</b>
<b>Total Expenses</b>	<b>\$ 105,000</b>	<b>\$ 26,250</b>	<b>\$ 36,487</b>	<b>35%</b>	<b>\$ 10,237</b>
<b>Net Operating Income</b>	<b>\$ (15,000)</b>	<b>\$ (3,750)</b>	<b>\$ 4,090</b>	<b>-27%</b>	<b>\$ 7,840</b>
<b>Net Income</b>	<b>\$ (15,000)</b>	<b>\$ (3,750)</b>	<b>\$ 4,090</b>	<b>-27%</b>	<b>\$ 7,840</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July, 2018 - June, 2019**  
September 2018 - 25%

	Budget 2018-19		Actual September 2018		
	Full Year	Prorated Through September 2018	September 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes</b>					
<b>Collections</b>					
<b>4004000 LF-Property Taxes</b>	\$ 12,500	\$ 3,125	\$ 5,636	45%	\$ 2,511
<b>Total 0004000 Property Taxes</b>					
<b>Collections</b>	<b>12,500</b>	<b>3,125</b>	<b>5,636</b>	<b>45%</b>	<b>2,511</b>
<b>Total Income</b>	<b>12,500</b>	<b>3,125</b>	<b>5,636</b>	<b>45%</b>	<b>2,511</b>
<b>Gross Profit</b>	<b>12,500</b>	<b>3,125</b>	<b>5,636</b>	<b>45%</b>	<b>2,511</b>
<b>Expenses</b>					
<b>4005100 Fund 40 Liability</b>	\$ 35,000	\$ 8,750			
<b>4005101 D &amp; O</b>			\$ -		
<b>4005103 Workers Comp</b>			\$ 6,087		
<b>4005104 Insurance Package</b>			\$ 12,304		
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 35,000</b>	<b>\$ 8,750</b>	<b>\$ 18,391</b>	<b>53%</b>	<b>\$ 9,641</b>
<b>Total Expenses</b>	<b>35,000</b>	<b>8,750</b>	<b>18,391</b>	<b>53%</b>	<b>9,641</b>
<b>Net Operating Income</b>	<b>(22,500)</b>	<b>(5,625)</b>	<b>(12,755)</b>	<b>57%</b>	<b>(7,130)</b>
<b>Net Income</b>	<b>(22,500)</b>	<b>(5,625)</b>	<b>(12,755)</b>	<b>57%</b>	<b>(7,130)</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July, 2018 - June, 2019  
 September 2018 - 25%

	Budget 2018-19		Actual September 2018		
	Full Year	Prorated Through September 2018	September 2018	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
3004000 FF-Property Taxes	\$ 20,000	\$ 5,000	\$ 9,017	45%	\$ 4,017
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,000</b>	<b>\$ 5,000</b>	<b>\$ 9,017</b>	<b>45%</b>	<b>\$ 4,017</b>
<b>Total Income</b>	<b>\$ 20,000</b>	<b>\$ 5,000</b>	<b>\$ 9,017</b>	<b>45%</b>	<b>\$ 4,017</b>
<b>Gross Profit</b>	<b>\$ 20,000</b>	<b>\$ 5,000</b>	<b>\$ 9,017</b>	<b>45%</b>	<b>\$ 4,017</b>
<b>Expenses</b>					
<b>3005100 Fund 30 FICA</b>					
3005114 FICA-Payroll	\$ 125,000	\$ 31,250	\$ 26,945	22%	\$ (4,305)
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 125,000</b>	<b>\$ 31,250</b>	<b>\$ 26,945</b>	<b>22%</b>	<b>\$ (4,305)</b>
<b>Total Expenses</b>	<b>\$ 125,000</b>	<b>\$ 31,250</b>	<b>\$ 26,945</b>	<b>22%</b>	<b>\$ (4,305)</b>
<b>Net Operating Income</b>	<b>\$ (105,000)</b>	<b>\$ (26,250)</b>	<b>\$ (17,928)</b>	<b>17%</b>	<b>\$ 8,322</b>
<b>Net Income</b>	<b>\$ (105,000)</b>	<b>\$ (26,250)</b>	<b>\$ (17,928)</b>	<b>17%</b>	<b>\$ 8,322</b>

**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
 July, 2018 - June, 2019  
 September 2018 - 25%

	Budget 2018-19		Actual September 2018			Variance vs. Prorated Budget
	Full Year	Prorated Through September 2018	September 2018	% of Budget		
<b>Income</b>						
<b>Total Income</b>	\$ 10	\$ 3	4	-557%	0.44	
<b>Gross Profit</b>	\$ 10	\$ 3	\$ 4	-557%	0.44	
<b>Expenses</b>						
<b>6005100 Unemployment</b>	\$ 1,000	\$ 250	0	0%	(250.00)	
<b>Total Expenses</b>	\$ 1,000	\$ 250	0	0%	(250.00)	
<b>Net Operating Income</b>	\$ (990)	\$ (248)	4	-557%	(250.00)	
<b>Net Income</b>	\$ (990)	\$ (248)	4	-557%	(250.00)	

# Winnetka-Northfield Public Library District

## CHECK DETAIL

September 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
09/06/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-603.98 -603.98
09/06/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		C	-856.00 -856.00
09/14/2018	Bill Payment (Check)	2408	Aqua Chill of Chicago		C	-37.00 -37.00
09/14/2018	Bill Payment (Check)	2409	GREAT AMERICA FINANCIAL SERVICES		C	-799.98 -799.98
09/14/2018	Bill Payment (Check)	2410	Zabinski Consulting Services, Inc,			-1,250.00 -1,250.00
09/14/2018	Bill Payment (Check)	2411	Najma Deriwala			-250.00 -250.00
09/14/2018	Bill Payment (Check)	2412	USA Today		C	-293.33 -293.33
09/14/2018	Bill Payment (Check)	2413	Carol Mackey		C	-51.04 -51.04
09/14/2018	Bill Payment (Check)	2414	Communication Revolving Fund		C	-450.00 -450.00
09/17/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,443.98 -1,443.98
09/17/2018	Bill Payment (Check)	ACH	22ND CENTURY MEDIA, LLC			-157.48 -157.48
09/17/2018	Bill Payment (Check)	ACH	MICROSOFT		C	-912.00 -912.00
09/17/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-806.55 -806.55

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/17/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-450.71 -450.71
09/17/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-53.98 -53.98
09/17/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,693.70 -1,693.70
09/17/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		C	-175.00 -175.00
09/17/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		C	-420.00 -420.00
09/17/2018	Bill Payment (Check)	ACH	PITNEY BOWES		C	-334.32 -334.32
09/17/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-37.50 -37.50
09/17/2018	Bill Payment (Check)	ACH	DEMCO		C	-163.30 -163.30
09/17/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-23.75 -23.75
09/17/2018	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		C	-177.93 -177.93
09/17/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-1,043.24 -1,043.24
09/17/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-5.98 -5.98
09/17/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-134.46 -134.46
09/21/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,049.03 -3,049.03
09/21/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-2,416.67 -2,416.67
09/21/2018	Bill Payment (Check)	ACH	Philadelphia Insurance		C	-6,087.00



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			Companies			-6,087.00
09/21/2018	Bill Payment (Check)	ACH	LIBRARIES FIRST (Innovation Experts)		C	-4,530.00
						-4,530.00
09/21/2018	Bill Payment (Check)	ACH	PROQUEST LLC		C	-18,412.04
						-18,412.04
09/21/2018	Bill Payment (Check)	ACH	ASSA ABLOY Entrance Systems US Inc.		C	-3,373.30
						-3,373.30
09/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-5,586.56
						-5,586.56
09/21/2018	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00
						-100.00
09/21/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		C	-1,006.00
						-1,006.00
09/21/2018	Bill Payment (Check)	DD	CALL ONE		C	-400.65
						-400.65
09/24/2018	Bill Payment (Check)	2416	Neil H. Adelman			-50.00
						-50.00
09/24/2018	Bill Payment (Check)	2417	AT&T (Phone Service)			-35.98
						-35.98
09/24/2018	Bill Payment (Check)	2418	Catered by Design			-2,000.00
						-2,000.00
09/24/2018	Bill Payment (Check)	2419	Dean Milano			-225.00
						-225.00
09/24/2018	Bill Payment (Check)	2420	Erin Collins			-18.96
						-18.96
09/24/2018	Bill Payment (Check)	2421	Leslie Goddard			-300.00
						-300.00
09/24/2018	Bill Payment (Check)	2422	Rochelle Distelheim			-200.00
						-200.00
09/24/2018	Bill Payment (Check)	2423	Sea Beast Puppet Company			-400.00
						-400.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/24/2018	Bill Payment (Check)	2424	Terrence Lynch			-275.00 -275.00
09/25/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-11.36 -11.36
09/25/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-8.97 -8.97
09/25/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		C	-16.00 -16.00
09/25/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-648.00 -648.00
09/28/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,283.82 -3,283.82
09/28/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,033.07 -2,033.07
09/28/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-8,364.89 -8,364.89
09/28/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		C	-4,820.00 -4,820.00
09/28/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-11,942.29 -11,942.29
09/28/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,721.25 -1,721.25
09/28/2018	Bill Payment (Check)	2425	Aqua Chill of Chicago			-37.00 -37.00
09/28/2018	Bill Payment (Check)	2426	Esscoe L.L.C.			-1,375.85 -1,375.85
<hr/>						
1001001	GF - Operating Checking - FT					
09/01/2018	Bill Payment (Check)	DD	COMCAST		C	-254.85 -254.85
09/04/2018	Bill Payment (Check)	ACH	CDW-G		C	-105.00 -105.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/04/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-258.40 -258.40
09/07/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-9,470.62 -9,470.62
09/07/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-6,512.16 -6,512.16
09/07/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-2,137.50 -2,137.50
09/07/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,693.70 -1,693.70
09/07/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,209.34 -3,209.34
09/07/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,480.55 -2,480.55
09/07/2018	Bill Payment (Check)	2407	Cheryl Rich Heisler		C	-175.00 -175.00
09/08/2018	Bill Payment (Check)	DD	COMCAST		C	-237.85 -237.85
09/11/2018	Bill Payment (Check)	DD	NICOR		C	-62.52 -62.52
09/14/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,144.96 -3,144.96
09/14/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,825.33 -1,825.33
09/21/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-11,942.29 -11,942.29

## **Financial Report**

Audit fieldwork has been completed, and we expect a draft shortly. The presentation of the final audit is scheduled for the November 19, 2018 Regular Board Meeting.

### **Expenditures:**

- For September, incomes are on track with tax revenues coming in as expected. Fine incomes are down as we expected with the autorenewal feature; the trend is holding.
- Utility spending is up, but with the unexpected weather fluctuations this seems logical.

## **Building and Grounds**

At the Winnetka library we are getting quotes, and waiting for clear weather for the parking lot to be restriped; we hope this should be completed shortly.

## **Staff Training and Personnel Updates:**

Pam Rawlinson has retired after many years of dedicated service to the District at the Northfield Branch. We will miss Pam and hope that she enjoys her retirement.

### **Circulation Services Associate Promotions:**

Chris Richter and Pattie Phelan passed their associates tests this month, taking the library to a 100% success rate of Circulation Clerk to Circulation Services Associate promotions! Katie Cangelosi, Head of Circulation; Kristin Carlson, Head of Branch Services; and Emily Compton-Dzak, Assistant Director and Head of Adult Services commenced meetings this month to begin planning logistics for a Circulation Services Associate pool that rotates among Winnetka and Northfield's service points.

## **Circulation Services**

Total circulation for the month of September FY 2018/2019 was **40,658** compared to **31,004** for the same month last year. This represents a net change of **31.14 %**.

Cumulative circulation through September FY 2018/2019 is **172,767** compared to **104,855** for the previous fiscal year to date. This represents a net change of **64.77 %**.

Cumulative virtual branch circulation through September FY 2018/2019 is **12,022** compared to **9,762** for the previous fiscal year to date. This represents a net change of **23.15 %**.

Winnetka Library's circulation for the month of September FY 2018/2019 was **24,425** compared to **18,688** for the same month last year. This represents a net change of **30.70 %**.

Northfield Library's circulation for the month of September FY 2018/2019 was **12,007** compared to **8,624** for the same month last year. This represents a net change of **39.23 %**.

Virtual Branch circulation for the month of September FY 2018/2019 was **3,922** compared to **3,038** for the same month last year. This represents a net change of **29.10 %**.

## **Technology**

### **Computer Usage**

There were 940 public computer sessions at Winnetka with 59 percent of those occurring on laptops.

There were 561 public computer sessions at Northfield with 5 percent of those occurring on laptops.

Winnetka had 6,914 recorded hotspot sessions from 1,690 distinct devices. The average session time was 67 minutes.

These sessions used a total of 320 GB of downstream bandwidth and 71 GB of upstream bandwidth.

Northfield had 4,225 hotspot sessions from 915 distinct devices. The average session time was 44 minutes. These

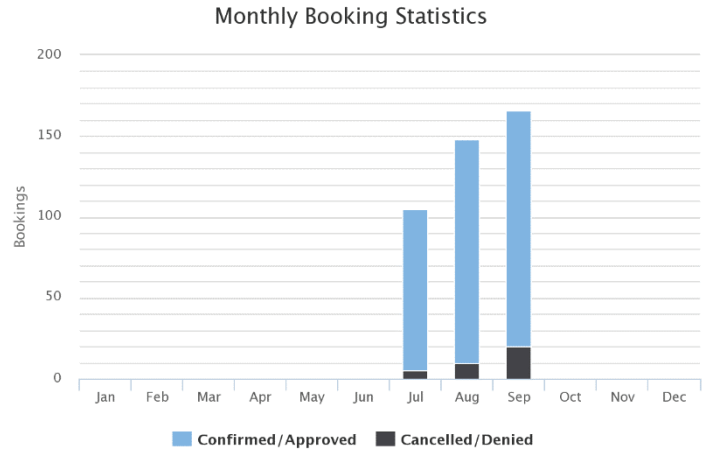
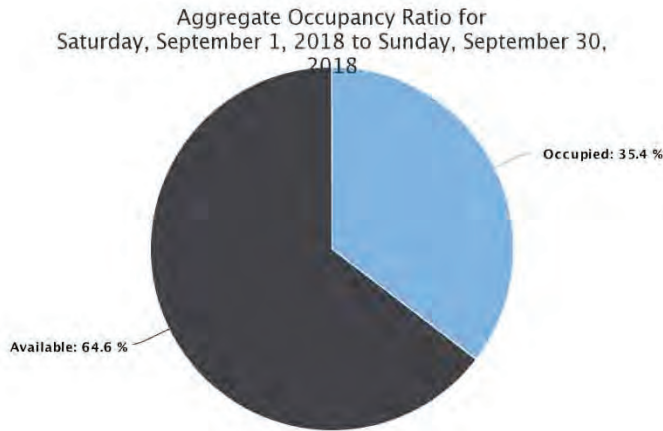
sessions used a total of about 117 GB of downstream bandwidth and about 11 GB of upstream bandwidth.

## **Website: Most Visited Pages**

Home Page | digital-library/ebooks-eaudiobooks | Movies | NYT | All Research A – Z | One Book Two Villages

We had 8,204 web sessions with 4,629 unique website users as counted by Google Analytics. The sessions number is down from last year's 9,266 sessions, and the unique visitors count is down slightly from last year's 5,360 unique users.

**Study Room Usage**



*Bookings Summary*

Unique Users	81
Total Bookings	146
Time Available	48,240
Time Booked	17,071
Average Booking Duration	117
User Showed Up - Yes	121
User Showed Up - No	1

**Programs and Activities**

We are pleased that One Book Two Villages went well; Jennifer Egan was a very interesting author. We received many compliments from attendees who enjoyed the events. Turnout was good, and fell within the upper ranges of our benchmarks from previous similar authors (Roz Chast & Simon Van Booy):

Cocktail Party	58	(Benchmark 46-54)
Lecture Only	120	(Benchmark 66-137)
Luncheon	70	(Benchmark 18-71)

This was our 15th One Book Two Villages program, and we had an overwhelmingly positive response from the attendees. One man, who has attended every one of the 15 programs, said Ms. Egan's lecture was the best one we've had! The guests who commented appreciated the lecture's balance of information about history and Ms. Egan's writing process. There were at least two aspiring writers at the cocktail hour, who surely benefited from hearing about her experience. We also received positive feedback from the luncheon attendees, who ate up Ms. Egan's stories about Lucy and Al, and had questions about Ms. Egan's writing process as well.

**Program Attendance**

Total District Program Attendance for the month of September FY 2018/2019 was **1,401** compared to **1,748** for the same month last year. This represents a net change of **-19.85 %**.

Cumulative District Program Attendance through September FY 2018/2019 is **4,176** compared to **4,233** for the same month last year. This represents a net change of **-1.35 %**.

	Current Month	Same Month Last FY	Percent Change	Current FY	Last FY to Date	Percent Change
Adult Program Count - Winnetka	29	25	16.00%	70	66	6.06%
Adult Program Attendance - Winnetka	438	655	-33.13%	785	980	-19.90%
Youth Program Count - Winnetka	36	33	9.09%	109	103	5.83%
Youth Program Attendance - Winnetka	581	686	-15.31%	2,048	2,094	-2.20%
Adult Program Count - Northfield	8	13	-38.46%	24	27	-11.11%
Adult Program Attendance - Northfield	73	149	-51.01%	235	275	-14.55%
Youth Program Count - Northfield	26	23	13.04%	82	71	15.49%
Youth Program Attendance - Northfield	309	258	19.77%	1,108	884	25.34%

### Programming Highlights

- **Queen Victoria: The Legendary Life of a Glorious Monarch with Leslie Goddard** was attended by **42** patrons. In this illustrated lecture, historian Leslie Goddard chronicled the life of Queen Victoria using a wealth of photographs and images.
- **Chicago: The First Hollywood** was attended **36** patrons. Before the film industry moved West, it was firmly rooted in Chicago. Some of its key players included Charlie Chaplin, Gloria Swanson, “Broncho Billy” Anderson, and many more. Film historian Annette Bochenek gave a presentation about the film industry’s early days in Chicago and discussed former silent film studios and film stars who worked in Chicago, and their legacies today.
- **Hans My Hedgehog** was attended by **29** patrons. Children and their parents enjoyed a performance of “Hans, My Hedgehog,” a Brothers Grimm Fairytale told through the art of shadow puppetry by Sea Beast Puppet Company.

### **Communications and Marketing**

We have been hard at work updating signage in both Winnetka Library and the Northfield Branch Library. We updated the colors and font to make them more legible. The colors are now pulled from the burst logo, hopefully creating a subtle increase in brand awareness. We received very positive responses from staff and patrons during the installation of the signage.

We are beginning the Winter issue of The Source; the issue runs from December through February. A copy has been submitted, and we are currently in the layout & design phase. The issue should be printed and delivered to District homes around November 17. We are hoping to feature the Northfield fireplace on the cover.

Library Card Sign Up month went well; we had 82 patrons enter the raffle for the wireless Beats headphones. To obtain some information, we added the question: “Were you aware that you can listen to eAudiobooks & music free with your Library Card?” to the raffle ticket. The breakdown of responses received are below:

Yes 53% | No 24% | Blank 23%

## Summary Report for September FY 2018/2019

### Circulation Report

#### Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	10,570	8,043	31.42 %	45,866	26,829	70.96 %	<b>Books</b>	13,645	10,121	34.82 %	58,250	34,757	67.59 %
<b>Book - Fiction</b>	5,883	4,610	27.61 %	26,013	15,420	68.70 %	<b>Book - Fiction</b>	11,749	8,862	32.58 %	50,401	30,642	64.48 %
<b>Book - Nonfiction</b>	4,687	3,433	36.53 %	19,853	11,409	74.01 %	<b>Book - Nonfiction</b>	1,896	1,259	50.60 %	7,849	4,115	90.74 %
<b>Audiobook - CD</b>	902	855	5.50 %	4,087	2,829	44.47 %	<b>Audiobook - CD</b>	96	100	-4.00 %	555	381	45.67 %
<b>Music CD</b>	135	163	-17.18 %	505	600	-15.83 %	<b>Music CD</b>	138	105	31.43 %	490	433	13.16 %
<b>Playaway</b>	248	204	21.57 %	1,056	738	43.09 %	<b>Playaway</b>	210	234	-10.26 %	1,371	998	37.37 %
<b>DVD/Blu-Ray</b>	6,869	4,407	55.87 %	31,126	14,844	109.69 %	<b>DVD/Blu-Ray</b>	2,635	1,346	95.77 %	12,852	5,625	128.48 %
<b>Magazine</b>	134	107	25.23 %	884	416	112.50 %	<b>Magazine</b>	-	-	-	1	5	-
<b>Other</b>	24	58	-58.62 %	53	193	-72.54 %	<b>Other</b>	26	61	-57.38 %	100	221	-54.75 %
<b>Sent Out</b>	1,104	2,162	-48.94 %	3,549	6,645	-46.59 %	<b>Sent Out</b>						
<b>Total</b>	<b>19,986</b>	<b>15,999</b>	<b>24.92 %</b>	<b>87,126</b>	<b>52,678</b>	<b>65.39 %</b>	<b>Total</b>	<b>16,750</b>	<b>11,967</b>	<b>39.97 %</b>	<b>73,618</b>	<b>42,415</b>	<b>73.57 %</b>

Kenilworth patron usage for the month of September FY 2018/2019 was **1,573**.

Items borrowed from other libraries for the month of September FY 2018/2019 was **1,557**.

Total circulation for the month of September FY 2018/2019 was **40,658** compared to **31,004** for the same month last year. This represents a net change of **31.14 %**

Cumulative circulation through September FY 2018/2019 is **172,767** compared to **104,855** for the previous fiscal year to date. This represents a net change of **64.77 %**.

#### Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	6,839	5,083	34.55 %	29,575	17,102	72.93 %	<b>Books</b>	9,471	7,310	29.56 %	41,050	24,967	64.42 %
<b>Book - Fiction</b>	3,370	2,539	32.73 %	14,670	8,704	68.54 %	<b>Book - Fiction</b>	8,264	6,486	27.41 %	35,946	22,308	61.14 %
<b>Book - Nonfiction</b>	3,469	2,544	36.36 %	14,905	8,398	77.48 %	<b>Book - Nonfiction</b>	1,207	824	46.48 %	5,104	2,659	91.95 %
<b>Audiobook - CD</b>	539	533	1.13 %	2,493	1,763	41.41 %	<b>Audiobook - CD</b>	64	58	10.34 %	393	263	49.43 %
<b>Music CD</b>	104	88	18.18 %	376	344	9.30 %	<b>Music CD</b>	74	48	54.17 %	275	247	11.34 %
<b>Playaway</b>	216	162	33.33 %	915	611	49.75 %	<b>Playaway</b>	175	147	19.05 %	1,078	761	41.66 %
<b>DVD/Blu-Ray</b>	4,554	2,782	63.70 %	21,033	9,413	123.45 %	<b>DVD</b>	1,466	816	79.66 %	8,100	3,560	127.53 %
<b>Magazine</b>	85	58	46.55 %	521	269	93.68 %	<b>Magazine</b>	-	-	-	1	2	-50.00 %
<b>Other</b>	20	46	-56.52 %	48	169	-71.60 %	<b>Other</b>	18	49	-63.27 %	76	187	-59.36 %
<b>Sent Out</b>	800	1,508	-46.95 %	2,479	4,606	-46.18 %	<b>Sent Out</b>						
<b>Total</b>	<b>13,157</b>	<b>10,260</b>	<b>28.24 %</b>	<b>57,440</b>	<b>34,277</b>	<b>67.58 %</b>	<b>Total</b>	<b>11,268</b>	<b>8,428</b>	<b>33.70 %</b>	<b>50,973</b>	<b>29,987</b>	<b>69.98 %</b>

Winnetka Library's circulation for the month of September FY 2018/2019 was **24,425** compared to **18,688** for the same month last year. This represents a net change of **30.70 %**.

#### Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
<b>Books</b>	3,731	2,960	26.05 %	16,291	9,727	67.48 %	<b>Books</b>	4,174	2,811	75.69 %	17,200	9,790	75.69 %
<b>Book - Fiction</b>	2,513	2,071	21.34 %	11,343	6,716	68.90 %	<b>Book - Fiction</b>	3,485	2,376	46.68 %	14,455	8,334	73.45 %
<b>Book - Nonfiction</b>	1,218	889	37.01 %	4,948	3,011	64.33 %	<b>Book - Nonfiction</b>	689	435	58.39 %	2,745	1,456	88.53 %
<b>Audiobook - CD</b>	363	322	12.73 %	1,594	1,066	49.53 %	<b>Audiobook - CD</b>	32	42	-23.81 %	162	118	37.29 %
<b>Music CD</b>	31	75	-58.67 %	129	256	-49.61 %	<b>Music CD</b>	64	57	12.28 %	215	186	15.59 %
<b>Playaway</b>	32	42	-23.81 %	141	127	11.02 %	<b>Playaway</b>	35	87	-59.77 %	293	237	23.63 %
<b>DVD</b>	2,315	1,625	42.46 %	10,093	5,431	85.84 %	<b>DVD/Blu-Ray</b>	1,169	530	120.57 %	4,752	2,065	130.12 %
<b>Magazine</b>	49	49	0.00 %	363	147	146.94 %	<b>Magazine</b>	-	-	-	-	3	-
<b>Other</b>	4	12	-66.67 %	5	24	-79.17 %	<b>Other</b>	8	12	-33.33 %	24	34	-29.41 %
<b>Sent Out</b>	763	1,500	-49.13 %	2,335	4,549	-48.67 %	<b>Sent Out</b>						
<b>Total</b>	<b>6,525</b>	<b>5,085</b>	<b>28.32 %</b>	<b>28,616</b>	<b>16,778</b>	<b>70.56 %</b>	<b>Total</b>	<b>5,482</b>	<b>3,539</b>	<b>54.90 %</b>	<b>22,646</b>	<b>12,433</b>	<b>82.14 %</b>

Northfield Library's circulation for the month of September FY 2018/2019 was **12,007** compared to **8,624** for the same month last year. This represents a net change of **39.23 %**.

**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 % +/-
2,100	1,495	40.47 %	6,565	5,102	28.68 %	1,100	785	40.13 %	3,273	2,372	37.98 %	526	637	-17.43 %	1,621	1,895	-14.46 %
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 % +/-						
142	72	97.22 %	397	190	108.95 %	54	49	10.20 %	166	203	-18.23 %						

Virtual Branch circulation for the month of September FY 2018/2019 was **3,922** compared to **3,038** for the same month last year. This represents a net change of **29.10 %**.

Cumulative virtual branch circulation through September FY 2018/2019 is **12,022** compared to **9,762** for the previous fiscal year to date. This represents a net change of **23.15 %**.



## 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
<b>People Counter</b>	-	11,571	-	21,693	38,113	-43.08 %	<b>People Counter</b>							-
<b>Reference Questions</b>	845	953	-11.33 %	2,729	3,171	-13.58 %	<b>Reference Questions</b>	581	502	15.74 %	2,099	2,104	-0.24 %	<b>1,426</b>
<b>Studio</b>	399	167	138.92 %	1,494	552	170.65 %	<b>Studio</b>							<b>399</b>
<b>Genealogy</b>	4	4	0.00 %	13	9	44.44 %	<b>Genealogy</b>							<b>4</b>
<b>Program Attendance</b>	438	655	-33.13 %	785	980	-19.90 %	<b>Program Attendance</b>	581	686	-15.31 %	2,048	2,094	-2.20 %	<b>1,019</b>

### 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
<b>People Counter</b>	-	6,107	-	7,331	21,193	-65.41 %	<b>People Counter</b>							-
<b>Reference Questions</b>	1,094	963	13.60 %	3,473	2,901	19.72 %	<b>Reference Questions</b>	125	99	26.26 %	438	394	11.17 %	<b>1,219</b>
<b>Program Attendance</b>	73	149	-51.01 %	235	275	-14.55 %	<b>Program Attendance</b>	309	258	19.77 %	1,108	884	25.34 %	<b>382</b>

A total of **1,252** holds were placed for patrons in the month of September FY 2018/2019.

There were a total of **8,204** website sessions in the month of September FY 2018/2019.

Total District Program Attendance for the month of September FY 2018/2019 was **1,401** compared to **1,748** for the same month last year. This represents a net change of **-19.85 %**

Cumulative District Program Attendance through September FY 2018/2019 is **4,176** compared to **4,233** for the same month last year. This represents a net change of **-1.35 %**

**Illinois Department of Revenue  
History of CPI's Used for the PTELL  
01/12/2018**

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019

Income included	2013/14		2014/15		2015/16		2016/17		2017/18		2018/19		2019/20		2019/20		2019/20		
	Fiscal Year	Levy	Levy	Levy	Levy	Levy	Levy	Levy	Levy	Levy	Levy	Levy	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Levy Percentage Actual (with 1% loss included)	(0% Levy)	0.0%	(1.5% Levy)	(2.5% Levy)	(3% Levy)	(2.5% Levy)	(2.5% Levy)	(2.5% Levy)	(2.5% Levy)	(2.5% Levy)	Cap (PTELL) Expectation 2.1% CPI-U + new growth	2.0%	1.5	1.5	1.5	1.5	1.5	1.5	
Levy Amount	\$ 3,606,955	3,697,571	3,837,111	3,956,585	4,036,175	4,093,510	4,213,407	4,319,374.05	4,428,006.31	4,539,370.67	\$ 4,213,407	\$ 4,319,374.05	\$ 4,428,006.31	\$ 4,539,370.67	\$ 4,584,764	\$ 4,647,221	\$ 4,714,722	\$ 4,782,221	
Grand Tax Extension	3,642,927	3,743,523	3,852,924	3,935,631	3,991,842	4,130,791	4,255,541	4,362,568	4,472,286	4,584,764	\$ 4,255,541	\$ 4,362,568	\$ 4,472,286	\$ 4,584,764	\$ 4,647,221	\$ 4,714,722	\$ 4,782,221	\$ 4,850,722	
Property Taxes (distributed)	3,614,936	3,725,242	3,837,765	3,795,003	4,016,691	4,014,697	4,127,875	4,231,691	4,338,118	4,447,221	\$ 4,127,875	\$ 4,231,691	\$ 4,338,118	\$ 4,447,221	\$ 4,500,722	\$ 4,558,221	\$ 4,615,722	\$ 4,673,221	
Amount Collect v. GTE Percentage Collected	\$ (27,991) 99.2%	(18,281) 99.5%	(15,159) 99.6%	(140,628) 96.4%	24,849 100.6%	(38,47) 97.2%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%	(38,47) 97.0%
Amount Collect v. Levy Amount Percentage Collected	\$ 7,981 100.2%	27,671 100.7%	654 100.0%	(161,582) 95.9%	(19,484) 99.5%	(78,813) 98.1%	(85,532) 98.0%	(87,683) 98.0%	(89,889) 98.0%	(92,149) 98.0%	(85,532) 98.0%	(87,683) 98.0%	(89,889) 98.0%	(92,149) 98.0%	(92,149) 98.0%	(92,149) 98.0%	(92,149) 98.0%	(92,149) 98.0%	(92,149) 98.0%
1% Growth General Fund Operating & Capital Projects	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000
1% Growth General Fund Operating & Capital Projects	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
1% Growth General Fund Operating & Capital Projects	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20
Tax Income	4,016,691	4,016,691	4,016,691	4,016,691	4,016,691	4,014,697	4,127,875	4,231,691	4,338,118	4,447,221	4,127,875	4,231,691	4,338,118	4,447,221	4,558,221	4,615,722	4,673,221	4,730,722	
other income	291,497	291,497	291,497	291,497	291,497	237,107	237,107	235,000	235,000	235,000	237,107	235,000	235,000	235,000	235,000	235,000	235,000	235,000	
General Expense	(3,392,075)	(3,392,075)	(3,392,075)	(3,392,075)	(3,392,075)	(3,766,663)	(3,804,330)	(3,842,373)	(3,880,797)	(3,919,605)	(3,804,330)	(3,842,373)	(3,880,797)	(3,919,605)	(3,958,418)	(4,007,231)	(4,056,046)	(4,104,861)	
Capital - Projects only (not IT or MISC Equip)	(1,809,702)	(1,809,702)	(1,809,702)	(1,809,702)	(1,809,702)	(500,000)	(320,000)	(400,000)	(400,000)	(400,000)	(320,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	
Net	(893,590)	(893,590)	(893,590)	(893,590)	(893,590)	(14,859)	240,652	224,318	292,321	362,414	240,652	224,318	292,321	362,414	434,519	506,628	578,737	650,846	

Of the total tax bill

- 38.33% Winnetka Public Schools
- 25.67% New Trier HS
- 13.06% Village
- 7.22% Cook County
- 4.87% Water Reclamation
- 4.47% Park District
- 3.70% Other (Special)
- 2.68% Library

100.00%

**Tax rate:** 0.07777

**Equalizer:** 2.9627

**Agency EAV**

1,967,934,977

**New Property**

17,501,634

<b>Equalized Assessed Valuation (EAV)</b>		<b>2018.-2019 Library Rate</b>						
\$	500,000.00	0.0021	\$	1,050.00				
		\$	1,045.00	1.50%	\$	15.68	\$	1,060.68
		\$	1,045.00	2.50%	\$	26.13	\$	1,071.13
		\$	1,045.00	3.00%	\$	31.35	\$	1,076.35
\$	1,000,000.00	0.00209	\$	2,090.00				
		\$	2,090.00	1.50%	\$	31.35	\$	2,121.35
		\$	2,090.00	2.50%	\$	52.25	\$	2,142.25
		\$	2,090.00	3.00%	\$	62.70	\$	2,152.70
		<b>2017.-2018 Library Rate</b>						
\$	500,000.00	0.00209	\$	1,045.00				
		\$	1,045.00	1.50%	\$	15.68	\$	1,060.68
		\$	1,045.00	2.50%	\$	26.13	\$	1,071.13
		\$	1,045.00	3.00%	\$	31.35	\$	1,076.35
\$	1,000,000.00	0.00209	\$	2,090.00				
		\$	2,090.00	1.50%	\$	31.35	\$	2,121.35
		\$	2,090.00	2.50%	\$	52.25	\$	2,142.25
		\$	2,090.00	3.00%	\$	62.70	\$	2,152.70

October 15, 2018

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

### **Fiscal Year 2018 -2019 Projects**

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

The Lakota Group and a committee made up of Trustees, staff, and community members met to discuss a master plan for the outdoor areas at the Winnetka Library. The discussed plan would happen in stages with the first areas under consideration being the North Entrance and West Garden. The Board discussed the options at the March 2017 Regular Meeting and a rendering was sought. The next step is a proposal which will be brought to the Board in December of 2017 for review.

The range of construction costs provided is dependent on the final material and design choices that will be made as the concepts are further developed. The expectation of cost is estimated at \$300,000.

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

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

### **Fiscal Year 2019 – 2020**

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

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

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

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

### **Fiscal Year 2020 – 2021**

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

The aluminum frame windows which are approximately 20 years old. The window wall system is original to the building and consists of single pane glass (reading room and youth room.) The recommendation would be to replace the window wall systems and assess the condition of the exterior aluminum frame windows. The window wall replacement was estimated at \$200,000 in our 2011 Capital Asset Study. It is

reasonable to estimate that the costs for a window replacement project depending on scale and design to be \$200,000 to \$400,000.

**Fiscal Year 2021 – 2022**

**Exterior Masonry Work at Winnetka Library**

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

**Replacement Flooring Northfield Library**

In 2013, we replaced the carpet at the Northfield Library the carpet will be nine years old in a heavily trafficked and commercial space. It is estimated that replacement would be \$20,000.

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
THREE-YEAR FINANCIAL SUMMARY**

Audited FINALS - Coming Soon

	Budget 2014-15	Actual June 2015	Budget 2015-16	Actual June 2016	Budget 2016-17	Actual June 2017	Budget 2017-18	Actual June 2018	Budget 2018-19
<b>LIBRARY FUND</b>									
<b>Income</b>									
Property Taxes Collections	3,168,371	3,471,661	3,498,390	3,594,891	3,618,010	3,657,193	3,636,694	3,648,143	3,729,392
Interest	8,000	4,604	10,000	35,200	18,000	50,346	30,000	77,946	18,000
Change on Investments			-	(150)	-	-	-	-	-
Merchandise	2,000	109	2,000	-	-	-	-	-	-
Replacement Tax	25,000	36,623	25,000	33,714	25,000	37,450	25,000	28,135	20,000
Per Capita Grant	22,696	22,764	22,696	35,076	22,696	678	14,107	13,477	14,107
Kenilworth Services	94,000	89,203	90,000	93,494	90,000	101,199	90,000	103,324	100,000
Fines	45,000	47,611	45,000	42,103	45,000	39,001	40,000	32,294	35,000
Studio Fees	-	1,707	4,500	4,971	4,500	3,373	4,500	2,712	4,500
Lost/Damaged Materials	5,000	4,161	5,000	6,399	5,000	3,865	5,000	2,983	4,500
Non-Resident Fees	-	2,295	-	153	-	1,420	-	-	-
Copy/Printing	7,000	9,257	8,000	10,115	8,500	9,991	9,000	5,116	9,000
Library Programs	7,000	522	7,000	35					
Book Sales	2,000	2,028	2,000	3,299	2,000	2,845	2,000	538	2,000
Contributions	37,500	39,652	42,500	29,305	32,500	112,905	32,500	24,973	30,000
<b>Total Income</b>	<b>3,423,567</b>	<b>3,732,197</b>	<b>3,762,086</b>	<b>3,891,166</b>	<b>3,871,206</b>	<b>4,032,441</b>	<b>3,888,801</b>	<b>3,941,278</b>	<b>3,966,499</b>
<b>Expenses</b>									
IT Services	176,150	150,864	158,255	137,210	164,830	155,226	171,000	130,496	173,150
Administrative Services	247,100	196,988	232,150	193,082	256,200	233,799	308,400	269,517	321,425
Personnel	1,830,600	1,674,823	1,861,850	1,824,446	1,913,281	1,863,626	1,992,210	1,912,130	1,835,000
Programming-District Initiative	67,000	22,667	71,000	84,479	71,100	68,209	72,100	81,635	81,100
Adult Services - Winnetka	389,500	374,384	407,000	424,102	410,000	359,788	436,000	493,974	475,000
Youth/Children's Svcs.-Winnetka	58,000	63,865	61,400	62,851	61,900	62,173	55,900	51,877	56,900
Adult Services - Northfield	59,000	69,658	66,000	86,837	66,000	58,287	65,000	62,282	61,000
Youth/Children's Sv.-Northfield	25,500	34,802	28,000	37,171	29,500	30,835	30,000	28,069	32,500
Capital Outlay	1,035,000	1,315,989	535,000	329,116	535,000	181,870	1,985,000	1,908,059	650,000
<b>Total General Expenses</b>	<b>3,887,850</b>	<b>3,904,041</b>	<b>3,428,155</b>	<b>3,038,041</b>	<b>3,507,811</b>	<b>2,872,994</b>	<b>5,115,610</b>	<b>4,665,307</b>	<b>3,686,075</b>
<b>Net Operating Income</b>	<b>(464,283)</b>	<b>(171,844)</b>	<b>333,931</b>	<b>853,125</b>	<b>363,395</b>	<b>1,159,447</b>	<b>(1,226,809)</b>	<b>(724,030)</b>	<b>(280,424)</b>
<b>IMRF FUND</b>									
Total Income	135,000	69,309	89,120	89,838	89,120	89,142	89,120	88,382	90,000
Total Expenses	135,000	133,062	130,000	117,232	140,000	121,319	135,000	131,661	105,000
<b>Net Operating Income</b>	<b>-</b>	<b>(63,753)</b>	<b>(40,880)</b>	<b>(27,394)</b>	<b>(50,880)</b>	<b>(32,178)</b>	<b>(45,880)</b>	<b>(43,280)</b>	<b>(15,000)</b>
<b>FICA FUND</b>									
Total Income	132,700	9,768	9,722	5,098	9,722	11,012	20,620	20,685	20,000
Total Expenses	132,700	116,934	132,700	118,956	135,000	119,654	135,000	119,639	125,000
<b>Net Operating Income</b>	<b>-</b>	<b>(107,167)</b>	<b>(122,978)</b>	<b>(113,858)</b>	<b>(125,278)</b>	<b>(108,642)</b>	<b>(114,380)</b>	<b>(98,954)</b>	<b>(105,000)</b>
<b>LIABILITY INSURANCE FUND</b>									
Total Income	15,100	14,700	14,580	7,522	14,580	8,074	14,996	15,029	12,500
Total Expenses	33,100	29,374	33,899	21,070	34,000	24,384	36,040	23,422	35,000
<b>Net Operating Income</b>	<b>(18,000)</b>	<b>(14,674)</b>	<b>(19,319)</b>	<b>(13,548)</b>	<b>(19,420)</b>	<b>(16,310)</b>	<b>(21,044)</b>	<b>(8,393)</b>	<b>(22,500)</b>
<b>UNEMPLOYMENT FUND</b>									
Total Income	1,000	1,457		51		48			10
Total Expenses	1,000	13,697		11,117		-			1,000
<b>Net Operating Income</b>	<b>-</b>	<b>(12,240)</b>	<b>-</b>	<b>(11,066)</b>	<b>-</b>	<b>48</b>	<b>(1,000)</b>	<b>-</b>	<b>(990)</b>
<b>AUDIT FUND</b>									
Total Income	10,000	7,311	4,860	3,936	4,860	3,395	3,748	1,874	FUND CLOSED
Total Expenses	10,000	8,000	9,000	9,100	10,650	9,500	9,700	4,850	9,800
<b>Net Operating Income</b>	<b>-</b>	<b>(689)</b>	<b>(4,140)</b>	<b>(5,164)</b>	<b>(5,790)</b>	<b>(6,105)</b>	<b>(5,952)</b>	<b>(2,976)</b>	
<b>BUILDING &amp; SITE FUND</b>									
Total Income	235,400	123,062	147,455	149,539	147,455	147,594	144,343	144,797	150,000
Total Expenses	235,400	228,614	274,624	262,984	285,895	276,453	301,807	256,898	304,788
<b>Net Operating Income</b>	<b>-</b>	<b>(105,553)</b>	<b>(127,169)</b>	<b>(113,444)</b>	<b>(138,440)</b>	<b>(128,859)</b>	<b>(157,464)</b>	<b>(112,102)</b>	<b>(154,788)</b>

WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT  
THREE-YEAR FINANCIAL SUMMARY

Audited FINALS - Coming Soon

	Budget 2014-15	Actual June 2015	Budget 2015-16	Actual June 2016	Budget 2016-17	Actual June 2017	Budget 2017-18	Actual June 2018	Budget 2018-19
<b>Special Funds</b>									
Total Income	529,200	225,606	265,737	255,984	265,737	259,265	272,827	270,766	272,510
Total Expenses	547,200	529,681	580,223	540,459	605,545	551,310	617,547	536,470	580,588
Net Income	(18,000)	(304,075)	(314,486)	(284,475)	(339,808)	(292,045)	(344,720)	(265,705)	(308,078)
<b>ALL FUNDS</b>									
Total Income	3,952,767	3,957,802	4,027,823	4,147,150	4,136,943	4,291,706	4,161,628	4,212,043	4,239,009
Total Expenses	4,435,050	4,433,722	4,008,378	3,578,500	4,113,356	3,424,304	5,733,157	5,201,778	4,266,663
Net Income	(482,283)	(475,920)	19,445	568,650	23,587	867,402	(1,571,529)	(989,734)	(27,654)
<b>INCOME &amp; EXPENSES SUMMARY - ALL FUNDS</b>									
Property Taxes	3,696,571	3,695,811	3,764,127	3,850,824	3,883,747	3,916,409	3,909,521	3,918,909	4,001,892
Other Revenues	255,196	260,535	263,696	293,712	253,196	363,072	252,107	291,497	237,107
<b>Total Revenues</b>	3,951,767	3,956,346	4,027,823	4,144,537	4,136,943	4,279,481	4,161,628	4,210,406	4,238,999
Direct Patron Expenses	599,000	565,376	633,400	695,440	638,500	579,293	659,000	717,837	706,500
Personnel	2,099,300	1,938,516	2,124,550	2,071,751	2,188,281	2,104,599	2,262,210	2,163,430	2,066,000
Administrative Expenses	466,350	385,227	433,304	360,462	465,680	422,909	525,140	428,284	539,375
Building & Site - Special Fund	235,400	228,614	274,624	262,984	285,895	276,453	301,807	256,898	304,788
<b>Total Operating Expenses</b>	3,400,050	3,117,733	3,465,878	3,390,637	3,578,356	3,383,253	3,748,157	3,566,449	3,616,663
<b>IMRF extra contribution 14/15</b>	50,000	50,000							
<b>Capital Outlay -IT Equipment   Projects  </b>									
<b>Maintanance</b>	1,035,000	1,315,989	535,000	329,116	535,000	181,870	1,985,000	1,908,059	650,000
<b>Total Expenses</b>	4,484,050	4,470,025	4,008,378	3,567,383	4,113,356	3,424,304	5,733,157	5,201,778	4,266,663
<b>Net Operating Income</b>	(531,283)	(512,223)	19,445	579,767	23,587	867,402	(1,571,529)	(989,734)	(27,654)

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

Personnel = Personnel + IMRF + FICA + Unemployment

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

Building & Site = Building & Site