

**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 21, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
Public comments will be limited to 20 minutes.
- IV. Vote to Approve Consent Agenda**
All items listed will be enacted by one vote. There will be no separate discussion on these items unless a Library Board member so requests, in which event, the item will be removed from the Consent Agenda and added to the Agenda for separate consideration.
 - Approval of Minutes of September 16, 2019 Special Meeting*
 - Approval of Minutes of September 16, 2019 Regular Meeting*
- V. Financial Report**
 - Approve September 2019 Financial Statements*
- VI. Library Report**
 - Board President's Comments (President Ruiz-Funes)
 - Director's Report (Director Wolf)*
- VII. Liaisons to Other Organizations – Reports**
 - Winnetka Village
 - Northfield Village (Trustee Shoup)
- VIII. Unfinished Business**
 - Report on Community Engagement and Responsiveness
 - Discussion and Vote on Patio Project: Heated Sidewalk Quote
- IX. New Business Reorder items below**
 - Discussion on Draft of Proposed Fiscal Year 2019-2020 Proposed Tax Levy*
 - Discussion and Vote to form Special Board Committee to Review Human Resources Practices and Procedures
 - Presentation and Discussion on Board & Library Continuous Improvement by Vice President Gosselin*
 - Discussion and Vote on Proposal on Network Switch Replacement Recommendation*

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

**THE MEETING WILL BEGIN AT 7:00 PM AT THE WINNETKA LIBRARY
768 OAK STREET, WINNETKA, IL 60093**

X. Communications

- November Regular Board Meeting scheduled for November 18, 2019 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 27. The District will be closed on Thursday, November 28 in observance of the Thanksgiving holiday.

XI. Public Comments

Public comments will be limited to 20 minutes.

XII. Adjourn to Closed Session

• **Closed Session**

5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district

XIII. Return to Open Session

XIV. Adjournment

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

September 16, 2019

I. CALL TO ORDER

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

II. ROLL CALL

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

Absent: Trustees Raheela Anwar and Brian Johnson

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Head of Adult Services), Sarah Quish (Head of Communications & Marketing) Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Janet Lagouranis, Jeanne Dechovitz, Beth Schneider, Pat Doherty, Jeanne Doherty, Chaya Rubenstein, Carol Ritchell, Amy Richmond, Nancy Seabury, Ronda Franks, Annie Peterson, Sue Kelly, Patricia Andrew, Maureen Gallagher, Marcie Patterson and Maureen Mohling. Present was Wilmette resident Joan Scaccia. Present was Nancy Fox from the League of Women Voters. Present was Brian O'Mahoney from the Chicago Tribune. Present was Neil Milbert from 22nd Century Media.

III. PUBLIC COMMENTS

Northfield resident Pat Doherty gave a comment.

IV. PUBLIC HEARING ON PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2019-2020

V. Vote to Adopt Budget and Appropriation Ordinance for Fiscal Year 2019-2020

A MOTION was made by Trustee Vandergrift to adopt the Annual Budget and Appropriation Ordinance for Fiscal Year 2019-2020 and seconded by Trustee Gosselin.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Johnson and Anwar

MOTION CARRIED

VI. Adjournment

There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 7:07 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

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

September 16, 2019

I. Call to Order

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Ruiz-Funes called the meeting to order at 7:08 p.m. A quorum was present.

II. Roll Call

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

Absent: Trustees Raheela Anwar and Brian Johnson

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Head of Adult Services), Sarah Quish (Head of Communications & Marketing) Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present was Winnetka resident Jeffrey Liss. Present were Northfield residents Janet Lagouranis, Jeanne Dechovitz, Beth Schneider, Pat Doherty, Jeanne Doherty, Chaya Rubenstein, Carol Ritchell, Amy Richmond, Nancy Seabury, Ronda Franks, Annie Peterson, Sue Kelly, Patricia Andrew, Maureen Gallagher, Marcie Patterson and Maureen Mohling. Present was Wilmette resident Joan Scaccia. Present was Nancy Fox from the League of Women Voters. Present was Brian O'Mahoney from the Chicago Tribune. Present was Neil Milbert from 22nd Century Media.

III. Vote to Adopt a Resolution to Declare a Vacancy and Appoint a New Library Trustee

A MOTION was made by Trustee Gosselin to Adopt a Resolution to Declare a Vacancy and Appoint a New Library Trustee and seconded by Trustee Shoup.

ROLL CALL VOTE

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

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

IV. Oath of Office

Director Wolf swore in incoming trustee Kathryn Casale MacNally.

V. Public Comments

Northfield residents Sue Kelly, Patricia Andrew, Maureen Gallagher, Marcie Patterson. Carol Ritchell, Pat Doherty, Jeanne Dechovitz, Amy Richmond, Maureen Mohling, and Winnetka resident Jeffrey Liss gave comments regarding the Winnetka-Northfield Public Library District. President Ruiz-Funes thanked those who gave comments for their feedback.

VI. Vote to Approve Consent Agenda

- Vote to Approve Minutes of August 19, 2019 Regular Meeting
- Vote to Approve Minutes of September 4, 2019 Study Session

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

The MOTION passed on a voice vote; Trustee Casale MacNally abstained.

VII. Financial Report

- Director Wolf presented the June 2019 Financial Statements.
A MOTION was made by Trustee Vandergrift to approve the June 2019 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- Director Wolf presented the August 2019 Financial Statements.
A MOTION was made by Trustee Vandergrift to approve the August 2019 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VIII. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes reported:

- The trustees and library management are continuing to listen and gather data on the issues that have been raised pertaining to the Northfield Branch Library.
- With the support of the trustees, the District has put the Northfield Branch renovation plans on hold indefinitely.
- The District's priority is to build a trust-based relationship between the staff and the community.
- There have been two closed board sessions on HR and personnel issues, and there will be a third closed session tonight.
- The District has a high level of patron satisfaction, solid financial management, and circulation and visitorship are increasing.
- Having two separate library locations is an asset that enables the District to increase reach and operate more efficiently.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Circulation is slightly down for the month, but there is a rise in virtual circulation.
- The Collection Development Librarians will be presenting their collection plan to all staff.
- Summer Reading went very well; the District read 12,850 hours collectively, which equals one and a half years of reading!
- The Strategic Planning Committee will be meeting again to discuss next steps.

- Virtual Services Coordinator Michael Cianfrani is working on creating an app for the District.

IX. Liaisons to Other Organizations-Reports

- *Winnetka Village*- There was nothing new to report on the Winnetka Village.
- *Northfield Village*- Trustee Shoup presented on how the District operates by pooling resources from Winnetka and Northfield.

X. Unfinished Business

- *Presentation of the Plan to Address Community Concerns in Northfield*
Director Wolf presented the plan to address community concerns in Northfield. She noted that the plan focused on three main areas:
 - The unique character and culture of the Northfield Branch
 - The Northfield Branch renovation
 - The overall personnel issues and the impact on patron service

Director Wolf noted the three main objectives of the plan:

- Establish community dialogue, augment community engagement and expand community outreach
- Defer the Northfield Branch renovation and refine plans in response to community dialogue and concerns
- Conduct a more robust internal dialogue about District culture, practices, and staffing

- *Review of the Summary of Strategic Plan Survey Results and Next Steps*
President Ruiz-Funes postponed the Summary of Strategic Plan Survey Results and Next Steps until the October meeting.

XI. New Business

- *Discussion and Vote to Approve Backflow Valve Replacement*
A MOTION was made by Trustee Shoup to Approve Backflow Valve Replacement and seconded by Trustee Vandergrift.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift, Casale
MacNally

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

- *Discussion and Vote to Approve Patio Project Bid*
Kevin Clark from Lakota Group presented the patio project bid from Landworks Ltd.

A MOTION was made by Trustee Vandergrift to Approve the Patio Project Base Bid of \$221,291.00 and Alternate #2: Irrigation, Alternate #4: Coping Lighting, while waiting for a second bid before voting on Alternate #5: Heated Paving, and seconded by Trustee Gosselin.

ROLL CALL VOTE

AYES: Trustees Ruiz-Funes, Shoup, Gosselin, Vandergrift, Casale
MacNally

NAYS: 0

ABSENT: Trustees Anwar and Johnson

MOTION CARRIED

XII. Communications

- *One Book Two Villages Event is September 26, 2019*

XIII. Public Comments

Carol Ritchell made a comment regarding the Northfield Branch Library. Director Wolf thanked Ms. Ritchell for her feedback.

XIV. Adjourn to Closed Session

A MOTION was made by Trustee Gosselin to adjourn to Closed Session per 5 ILCS 120/2(c)(1): To consider the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the library district and seconded by Trustee Vandergrift.

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 9:16 p.m.

XV. Return to Open Session

XVI. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Gosselin and seconded by Trustee Vandergrift. The MOTION passed on a voice vote and President Ruiz-Funes adjourned the meeting at 9:16 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	1,023,283.75	1,826,920.15	44.63 %	803,636.40
IMRF Fund	88,200.00	22,050.00	40,509.85	45.93 %	18,459.85
FICA Fund	24,500.00	6,125.00	11,252.72	45.93 %	5,127.72
Building Fund	147,000.00	36,750.00	67,516.25	45.93 %	30,766.25
Unemployment Fund	10.00	2.50	4.48	44.80 %	1.98
Total Revenues	<u>4,352,845.00</u>	<u>1,088,211.25</u>	<u>1,946,203.45</u>	<u>44.71 %</u>	<u>857,992.20</u>
Expenses					
Library Fund	3,798,154.00	949,538.50	805,261.51	21.20 %	(144,276.99)
IMRF Fund	111,000.00	27,750.00	12,010.81	10.82 %	(15,739.19)
FICA Fund	123,000.00	30,750.00	26,204.60	21.30 %	(4,545.40)
Building Fund	286,146.00	71,536.50	79,782.28	27.88 %	8,245.78
Unemployment Fund	<u>1,000.00</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00 %</u>	<u>(250.00)</u>
Total Expenses	<u>4,319,300.00</u>	<u>1,079,825.00</u>	<u>923,259.20</u>	<u>21.38 %</u>	<u>(156,565.80)</u>
Total Revenues	4,352,845.00	1,088,211.25	1,946,203.45	44.71 %	857,992.20
Total Expenses	<u>4,319,300.00</u>	<u>1,079,825.00</u>	<u>923,259.20</u>	<u>21.38 %</u>	<u>156,565.80</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>8,386.25</u>	<u>1,022,944.25</u>	<u>3,049.47 %</u>	<u>1,014,558.00</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	958,859.75	1,787,360.65	46.60 %	828,500.90
Replacement Tax	20,000.00	5,000.00	6,116.40	30.58 %	1,116.40
Collections	155,696.00	38,924.00	30,188.64	19.39 %	(8,735.36)
Materials	12,000.00	3,000.00	2,028.94	16.91 %	(971.06)
Other Income	70,000.00	17,500.00	1,225.52	1.75 %	(16,274.48)
Total Operating Revenue	<u>4,093,135.00</u>	<u>1,023,283.75</u>	<u>1,826,920.15</u>	<u>44.63 %</u>	<u>803,636.40</u>
Operating Expenses					
Personnel	1,790,000.00	447,500.00	381,385.17	21.31 %	(66,114.83)
Administration	226,704.00	56,676.00	78,321.60	34.55 %	21,645.60
Utilities	97,700.00	24,425.00	21,767.63	22.28 %	(2,657.37)
IT Services	171,250.00	42,812.50	36,800.74	21.49 %	(6,011.76)
Public Relations	45,000.00	11,250.00	13,805.19	30.68 %	2,555.19
Library Materials - Adult	561,000.00	140,250.00	186,888.64	33.31 %	46,638.64
Library Materials - Youth	89,900.00	22,475.00	20,505.23	22.81 %	(1,969.77)
Programs	66,600.00	16,650.00	27,316.22	41.02 %	10,666.22
Capital	750,000.00	187,500.00	36,103.72	4.81 %	(151,396.28)
Total Operating Expenses	<u>3,798,154.00</u>	<u>949,538.50</u>	<u>805,261.51</u>	<u>21.20 %</u>	<u>(144,276.99)</u>
Total Revenues	4,093,135.00	1,023,283.75	1,826,920.15	4,463.00 %	803,636.40
Total Expenses	<u>3,798,154.00</u>	<u>949,538.50</u>	<u>805,261.51</u>	<u>2,120.00 %</u>	<u>(144,276.99)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>73,745.25</u>	<u>1,021,658.64</u>	<u>2,343.00 %</u>	<u>947,913.39</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	958,859.75	1,779,483.57	46.40 %	820,623.82
Property Taxes Collections-Liability	0.00	0.00	5,626.36	0.00	5,626.36
Property Taxes Collections-Audit	0.00	0.00	2,250.72	0.00	2,250.72
Replacement Tax	<u>20,000.00</u>	<u>5,000.00</u>	<u>6,116.40</u>	<u>30.58 %</u>	<u>1,116.40</u>
Total Taxes	<u>3,855,439.00</u>	<u>963,859.75</u>	<u>1,793,477.05</u>	<u>46.52 %</u>	<u>829,617.30</u>
Collections					
Per Capita Grant	21,696.00	5,424.00	0.00	0.00 %	(5,424.00)
Kenilworth Services	100,000.00	25,000.00	0.00	0.00	(25,000.00)
Fines - Winnetka	25,000.00	6,250.00	4,807.01	19.23	(1,442.99)
Studio Fees	4,500.00	1,125.00	339.22	7.54	(785.78)
Lost/Damaged Mat.-Winnetka	4,500.00	1,125.00	24,933.56	554.08	23,808.56
Library Programs - Winnetka	<u>0.00</u>	<u>0.00</u>	<u>108.85</u>	<u>0.00</u>	<u>108.85</u>
Total Collections	<u>155,696.00</u>	<u>38,924.00</u>	<u>30,188.64</u>	<u>19.39 %</u>	<u>(8,735.36)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	2,500.00	2,028.94	20.29 %	(471.06)
Book Sales - Winnetka	<u>2,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(500.00)</u>
Total Materials	<u>12,000.00</u>	<u>3,000.00</u>	<u>2,028.94</u>	<u>16.91 %</u>	<u>(971.06)</u>
Other Income					
Checking Interest Income	45,000.00	11,250.00	680.46	1.51 %	(10,569.54)
Money Market-Interest	0.00	0.00	313.63	0.00	313.63
Misc. Revenue - Winnetka	0.00	0.00	174.10	0.00	174.10
Contributions	25,000.00	6,250.00	0.00	0.00	(6,250.00)
Gift Fund (under \$100)	<u>0.00</u>	<u>0.00</u>	<u>57.33</u>	<u>0.00</u>	<u>57.33</u>
Total Other Income	<u>70,000.00</u>	<u>17,500.00</u>	<u>1,225.52</u>	<u>1.75 %</u>	<u>(16,274.48)</u>
Total Revenue	<u>4,093,135.00</u>	<u>1,023,283.75</u>	<u>1,826,920.15</u>	<u>44.63 %</u>	<u>803,636.40</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Expenses					
Personnel					
Salaries	1,610,000.00	402,500.00	353,542.56	21.96 %	(48,957.44)
Health Insurance	155,000.00	38,750.00	25,599.43	16.52	(13,150.57)
Flu Vaccination	500.00	125.00	0.00	0.00	(125.00)
Employee Asst. Program	1,500.00	375.00	320.00	21.33	(55.00)
Conferences	20,000.00	5,000.00	1,790.18	8.95	(3,209.82)
Flexible Spending Account	<u>3,000.00</u>	<u>750.00</u>	<u>133.00</u>	<u>4.43</u>	<u>(617.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>447,500.00</u>	<u>381,385.17</u>	<u>21.31 %</u>	<u>(66,114.83)</u>
Administration					
Audit Fees	11,050.00	2,762.50	0.00	0.00 %	(2,762.50)
Library Supplies	35,000.00	8,750.00	15,901.89	45.43	7,151.89
Office Supplies	8,000.00	2,000.00	937.35	11.72	(1,062.65)
Breakroom Supplies	1,500.00	375.00	610.65	40.71	235.65
Postage	4,500.00	1,125.00	650.29	14.45	(474.71)
Hospitality	6,000.00	1,500.00	58.70	0.98	(1,441.30)
Accounting and Bookkeeping	20,004.00	5,001.00	1,667.00	8.33	(3,334.00)
Legal Notices	1,000.00	250.00	597.04	59.70	347.04
Delivery Service	8,000.00	2,000.00	1,872.00	23.40	(128.00)
Payroll Services	9,000.00	2,250.00	2,061.12	22.90	(188.88)
Liability Insurance Costs	30,000.00	7,500.00	18,696.00	62.32	11,196.00
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
Studio General Supplies	7,500.00	1,875.00	2,821.67	37.62	946.67
ILL Fees	150.00	37.50	0.00	0.00	(37.50)
Board Expenses	1,000.00	250.00	0.00	0.00	(250.00)
Memberships	6,000.00	1,500.00	533.00	8.88	(967.00)
Staff Recognition/Events/Meetings	5,000.00	1,250.00	2,634.36	52.69	1,384.36
Director's Expenses	500.00	125.00	0.00	0.00	(125.00)
Legal	12,000.00	3,000.00	4,778.30	39.82	1,778.30
Architects	0.00	0.00	2,000.00	0.00	2,000.00
Building Appraisal	500.00	125.00	0.00	0.00	(125.00)
Other Consultations	15,000.00	3,750.00	7,707.76	51.39	3,957.76
Investment Fees	0.00	0.00	708.47	0.00	708.47
HR Consultant	40,000.00	10,000.00	10,181.25	25.45	181.25
Studio Maintenance/Repair	<u>5,000.00</u>	<u>1,250.00</u>	<u>602.75</u>	<u>12.06</u>	<u>(647.25)</u>
Total Administration	<u>226,704.00</u>	<u>56,676.00</u>	<u>78,321.60</u>	<u>34.55 %</u>	<u>21,645.60</u>
Utilities					
Electricity - Winnetka	49,000.00	12,250.00	14,147.01	28.87 %	1,897.01
Water - Winnetka	5,700.00	1,425.00	852.92	14.96	(572.08)
Storm Sewer - Winnetka	1,900.00	475.00	399.48	21.03	(75.52)
Natural Gas - Winnetka	14,000.00	3,500.00	1,081.26	7.72	(2,418.74)
Telephone - Winnetka	10,000.00	2,500.00	3,026.71	30.27	526.71
Internet Services	<u>17,100.00</u>	<u>4,275.00</u>	<u>2,260.25</u>	<u>13.22</u>	<u>(2,014.75)</u>
Total Utilities	<u>97,700.00</u>	<u>24,425.00</u>	<u>21,767.63</u>	<u>22.28 %</u>	<u>(2,657.37)</u>
Information Technology					
CCS Operating	83,250.00	20,812.50	0.00	0.00 %	(20,812.50)
OCLC	0.00	0.00	18,575.72	0.00	18,575.72
Software	35,000.00	8,750.00	10,406.04	29.73	1,656.04
LAN Management	50,000.00	12,500.00	7,696.00	15.39	(4,804.00)

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Hardware	0.00	0.00	28.00	0.00	28.00
Technology/Website	<u>3,000.00</u>	<u>750.00</u>	<u>94.98</u>	<u>3.17</u>	<u>(655.02)</u>
Total Information Technology	<u>171,250.00</u>	<u>42,812.50</u>	<u>36,800.74</u>	<u>21.49 %</u>	<u>(6,011.76)</u>
Public Relations					
PR E-Marketing	1,500.00	375.00	681.69	45.45 %	306.69
PR Promotional	7,000.00	1,750.00	254.98	3.64	(1,495.02)
PR Source	25,000.00	6,250.00	6,227.94	24.91	(22.06)
PR Supplies	8,000.00	2,000.00	5,278.58	65.98	3,278.58
PR Advertising	<u>3,500.00</u>	<u>875.00</u>	<u>1,362.00</u>	<u>38.91</u>	<u>487.00</u>
Total Public Relations	<u>45,000.00</u>	<u>11,250.00</u>	<u>13,805.19</u>	<u>30.68 %</u>	<u>2,555.19</u>
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	19,750.00	21,386.55	27.07 %	1,636.55
Books-Non-Fiction-Adult-Winnetka	77,000.00	19,250.00	15,509.28	20.14	(3,740.72)
Periodicals-Winnetka	28,000.00	7,000.00	1,755.38	6.27	(5,244.62)
DVDs-Adult-Winnetka	53,000.00	13,250.00	13,386.71	25.26	136.71
Audio Books-Adult-Winnetka	34,000.00	8,500.00	10,900.52	32.06	2,400.52
Books-Digital-Winnetka	185,000.00	46,250.00	59,693.04	32.27	13,443.04
Online Database	<u>105,000.00</u>	<u>26,250.00</u>	<u>64,257.16</u>	<u>61.20</u>	<u>38,007.16</u>
Total Library Materials - Adult	<u>561,000.00</u>	<u>140,250.00</u>	<u>186,888.64</u>	<u>33.31 %</u>	<u>46,638.64</u>
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	4,500.00	3,388.28	18.82 %	(1,111.72)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	4,250.00	675.13	3.97	(3,574.87)
DVDs-Juv-Winnetka	12,500.00	3,125.00	4,699.41	37.60	1,574.41
Audio Books-Juv-Winnetka	12,000.00	3,000.00	4,834.72	40.29	1,834.72
Music-Juv-Winnetka	900.00	225.00	186.74	20.75	(38.26)
Books-Easy-Winnetka	18,500.00	4,625.00	4,556.26	24.63	(68.74)
Books-Jr. High-Winnetka	11,000.00	2,750.00	1,899.61	17.27	(850.39)
Books-Non-Fiction-Winnetka	<u>0.00</u>	<u>0.00</u>	<u>265.08</u>	<u>0.00</u>	<u>265.08</u>
Total Library Materials - Youth	<u>89,900.00</u>	<u>22,475.00</u>	<u>20,505.23</u>	<u>22.81 %</u>	<u>(1,969.77)</u>
Programs					
Summer Reading	11,100.00	2,775.00	7,014.99	63.20 %	4,239.99
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	2,065.00	0.00	2,065.00
Program Performers Fee-Winnetka	0.00	0.00	300.00	0.00	300.00
OBTV	17,000.00	4,250.00	9,999.35	58.82	5,749.35
Programming - Youth	16,500.00	4,125.00	2,702.03	16.38	(1,422.97)
Programming - Adult	<u>22,000.00</u>	<u>5,500.00</u>	<u>4,523.79</u>	<u>20.56</u>	<u>(976.21)</u>
Total Programs	<u>66,600.00</u>	<u>16,650.00</u>	<u>27,316.22</u>	<u>41.02 %</u>	<u>10,666.22</u>
Capital					
Building	155,000.00	38,750.00	0.00	0.00 %	(38,750.00)
Equipment/Furniture	500,000.00	125,000.00	2,709.16	0.54	(122,290.84)
Computer Equipment	<u>95,000.00</u>	<u>23,750.00</u>	<u>33,394.56</u>	<u>35.15</u>	<u>9,644.56</u>
Total Capital	<u>750,000.00</u>	<u>187,500.00</u>	<u>36,103.72</u>	<u>4.81 %</u>	<u>(151,396.28)</u>
Total Expenses	<u>3,798,154.00</u>	<u>949,538.50</u>	<u>805,261.51</u>	<u>21.20 %</u>	<u>(144,276.99)</u>
Excess Revenues less Expenses	<u>294,981.00</u>	<u>73,745.25</u>	<u>1,021,658.64</u>	<u>346.35 %</u>	<u>947,913.39</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 3 Months Ended September 30, 2019

Ideal Budget Percentage Spent: 0.249999999999999

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	36,750.00	67,516.25	45.93 %	30,766.25
Total Revenue	<u>147,000.00</u>	<u>36,750.00</u>	<u>67,516.25</u>	<u>45.93 %</u>	<u>30,766.25</u>
Expenses					
Northfield Lease	66,196.00	16,549.00	16,020.63	24.20 %	(528.37)
Janitorial Supplies	8,500.00	2,125.00	29,788.66	350.45	27,663.66
Snow Removal	8,000.00	2,000.00	0.00	0.00	(2,000.00)
Photocopier Leases	40,000.00	10,000.00	0.00	0.00	(10,000.00)
Phone Lease	9,600.00	2,400.00	11,944.34	124.42	9,544.34
Building Maintenance Service	110,000.00	27,500.00	10,666.11	9.70	(16,833.89)
Elevators	8,000.00	2,000.00	0.00	0.00	(2,000.00)
Landscaping	5,000.00	1,250.00	1,382.52	27.65	132.52
HVAC	10,000.00	2,500.00	3,322.50	33.23	822.50
Automatic Doors	3,500.00	875.00	395.41	11.30	(479.59)
Roof	600.00	150.00	0.00	0.00	(150.00)
Alarms	2,750.00	687.50	1,402.15	50.99	714.65
Equipment	4,000.00	1,000.00	0.00	0.00	(1,000.00)
Misc Services	10,000.00	2,500.00	4,859.96	48.60	2,359.96
Total Expenses	<u>286,146.00</u>	<u>71,536.50</u>	<u>79,782.28</u>	<u>27.88 %</u>	<u>8,245.78</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (34,786.50)</u>	<u>\$ (12,266.03)</u>	<u>8.82 %</u>	<u>22,520.47</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Daniel Rosa Top Note Music Academy 10-0-5907	Programming - Youth	Music and Movement with Top Note	600.00	2716	09/04/19	<u>600.00</u>
Amos Mu 10-0-4150	Lost/Damaged Materials	"Who was Genghis Khan?" - paid for lost book and returned item within 14 days	4.99	2717	09/06/19	<u>4.99</u>
Gerald Bruns 10-0-4150	Lost/Damaged Materials	paid \$50 for \$15 ILL item	35.00	2718	09/06/19	<u>35.00</u>
Pioneer Press 10-1-5342	Periodicals-Winnetka	acct # 168189160	32.50	2719	09/06/19	<u>32.50</u>
Quench USA, Inc. 10-0-5122	Breakroom Supplies	inv # 01982451 acct # D281124	105.42	2720	09/06/19	<u>105.42</u>
Robbins Schwartz 10-0-5736	Legal	inv # 853016 - Carlson Retirement through 7/31/2019	3,037.50	2721	09/06/19	<u>3,037.50</u>
Esscoe L.L.C. 10-0-5134	Software	Quote # JIBSQ1251 annual subscription fee	240.00	2722	09/05/19	<u>240.00</u>
Winnetka Community House 10-0-5716	OBTV	Permit # 5834 - OBTV even	1,225.00	2723	09/05/19	<u>1,225.00</u>
Ivan Figueredo 10-0-5907	Programming - Youth	Learn and play chess	210.00	2724	09/06/19	<u>210.00</u>
Blair Carothers 10-0-5908	Programming - Adult	Summer Parties & Picnics	300.00	2725	09/10/19	<u>300.00</u>
Catered by Design 10-0-5716	OBTV	Deposit -One Book, Two Villages - The Library Book by Susan Orlean	1,000.00	2726	09/11/19	<u>1,000.00</u>
Augustana College 10-0-4150	Lost/Damaged Materials	book title - Beyond Life Every Voice and Sing, the culture of uplift, identity and politics in black musical theater IL	70.00	2727	09/20/19	<u>70.00</u>
BLACKSTONE AUDIO, INC. 10-1-5344	Audio Books-Adult-Winnetka	Inv ID 1136938	27.94	2728	09/20/19	<u>27.94</u>
Catered by Design 10-0-5716	OBTV	09/26/2019 event	1,577.00	2729	09/20/19	<u>1,577.00</u>
Clear Loss Prevention, Inc 10-0-5885	Computer Equipment	inv # 7052	3,188.01	2730	09/20/19	<u>3,188.01</u>
Counseling Center of the North Shore 10-0-5113	Employee Asst. Program	inv # 2037	160.00	2731	09/20/19	<u>160.00</u>

Winnetka-Northfield Public Library District

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Fran Vail				2732	09/20/19	<u>380.00</u>
10-0-5908	Programming - Adult	Fran Vail - paint fall foliage with watercolors	380.00			
GREAT AMERICA FINANCIAL SERVICES				2733	09/20/19	<u>799.98</u>
70-0-5747	Phone Lease	inv # 25501215	799.98			
Intellicorp Records Inc.				2734	09/20/19	<u>79.20</u>
10-0-5736	Legal	inv # 1064303	79.20			
Jim Gibbons				2735	09/20/19	<u>275.00</u>
10-0-5908	Programming - Adult	Jim Gibbons - Following the Yellow Brick Road	275.00			
Lynn Rymarz				2736	09/20/19	<u>300.00</u>
10-0-5908	Programming - Adult	Lynn Rymarz - Lad Catherine and the Real Downton Abbey	300.00			
Mid-USA Falun Dafa Association				2737	09/20/19	<u>100.00</u>
10-0-5908	Programming - Adult	Mid-USA Falun Dafa Association - Traditional Chinese Music - a short lecture on the music of Shen Yun	100.00			
Samantha Younis				2738	09/20/19	<u>150.00</u>
10-0-5908	Programming - Adult	Samantha Younis - fluid painting or abstract art for beginners	150.00			
Technology Management Rev Fund				2739	09/20/19	<u>450.00</u>
10-0-5176	Internet Services	inv # T2000166	450.00			
The Lyceum Agency				2740	09/20/19	<u>6,250.00</u>
10-0-5716	OBTV	inv # 3244LF-B - balance of lecture fee	6,250.00			
Barbara Louise Deane				2741	09/26/19	<u>150.00</u>
10-0-5908	Programming - Adult	Women of WWII: Serving Soldiers at the Whistle Stop Canteen - 10/5/19	150.00			
Kaleb Van Rijswijk				2742	09/26/19	<u>150.00</u>
10-0-5907	Programming - Youth	Tiny Toes Dance Class - 9/27/19	150.00			
LR Consulting LLC				2743	09/26/19	<u>1,500.00</u>
10-0-5732	Staff Recognition/Events/Meetings	Prof Development - Diversity related Training Services - 10/8/19	1,500.00			
Terrence Lynch				2744	09/26/19	<u>275.00</u>
10-0-5908	Programming - Adult	Just 20 Feet From Safety: The Story of the SS Eastland - 10/7/19	275.00			
Christopher Garlington				2745	09/27/19	<u>250.00</u>
10-0-5908	Programming - Adult	I Tell Awesome Stories: The Full English - 10/2/19	250.00			
PROQUEST LLC				15135	09/23/19	<u>19,148.52</u>
10-1-5346	Online Database - Winnetka	PROQUEST LLC	19,148.52			
VILLAGE OF WINNETKA				15136	09/23/19	<u>9,718.73</u>
10-0-5111	Health Insurance	VILLAGE OF WINNETKA	9,718.73			

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD	5,340.21	15137	09/23/19	<u>5,340.21</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	3,776.73	15138	09/23/19	<u>3,776.73</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	3,159.73	15139	09/23/19	<u>3,159.73</u>
3 Points, LLC 10-0-5135	LAN Management	3 Points, LLC	2,612.00	15140	09/23/19	<u>2,612.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	2,592.80	15141	09/23/19	<u>2,592.80</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	2,151.22	15142	09/23/19	<u>2,151.22</u>
TODAY'S BUSINESS SOLUTIONS INC. 70-0-5747	Phone Lease	TODAY'S BUSINESS SOLUTIONS INC.	2,021.97	15143	09/23/19	<u>2,021.97</u>
TODAY'S BUSINESS SOLUTIONS INC. 70-0-5747	Phone Lease	TODAY'S BUSINESS SOLUTIONS INC.	1,700.00	15144	09/23/19	<u>1,700.00</u>
HR Source 10-0-5745	HR Consultant	HR Source	1,450.00	15145	09/20/19	<u>1,450.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	1,404.86	15146	09/20/19	<u>1,404.86</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Warehouse Direct	1,367.38	15147	09/20/19	<u>1,367.38</u>
HOOPLA (MIDWEST TAPE) 10-1-5345	Books-Digital-Winnetka	HOOPLA (MIDWEST TAPE)	1,222.21	15148	09/20/19	<u>1,222.21</u>
HR Source 10-0-5745	HR Consultant	HR Source	1,116.25	15149	09/20/19	<u>1,116.25</u>
MICROSOFT 10-0-5134	Software	MICROSOFT	912.00	15150	09/20/19	<u>912.00</u>
MERCHANTS DELIVERY SERVICE 10-0-5138	Delivery Service	MERCHANTS DELIVERY SERVICE	648.00	15151	09/20/19	<u>648.00</u>
ALARM DETECTION SYSTEMS, INC. 70-0-5758	Alarms	ALARM DETECTION SYSTEMS, INC.	636.15	15152	09/20/19	<u>636.15</u>
City Wide of Chicago 70-0-5799	Misc Services	City Wide of Chicago	400.00	15153	09/20/19	<u>400.00</u>
TODAY'S BUSINESS SOLUTIONS INC. 70-0-5747	Phone Lease	TODAY'S BUSINESS SOLUTIONS INC.	394.70	15154	09/20/19	<u>394.70</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
PITNEY BOWES 10-0-5123	Postage	PITNEY BOWES	334.32	15155	09/20/19	<u>334.32</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	321.11	15156	09/20/19	<u>321.11</u>
IMPACT NETWORKING 10-0-5121	Office Supplies	IMPACT NETWORKING	319.50	15157	09/20/19	<u>319.50</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	253.93	15158	09/20/19	<u>253.93</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	240.98	15159	09/20/19	<u>240.98</u>
DEMCO 10-0-5120	Library Supplies	DEMCO	225.77	15160	09/20/19	<u>225.77</u>
Kanopy 10-1-5345	Books-Digital-Winnetka	Kanopy	196.00	15161	09/20/19	<u>196.00</u>
Jaime Gonzalez Vicker 10-0-5114	Conferences	Jaime Gonzalez Vicker	150.00	15162	09/20/19	<u>150.00</u>
Cengage Learning 10-1-5340	Books-Fiction-Adult-Winnetka	Cengage Learning	125.40	15163	09/20/19	<u>125.40</u>
22ND CENTURY MEDIA, LLC 10-0-5137	Legal Notices	22ND CENTURY MEDIA, LLC	109.36	15164	09/20/19	<u>109.36</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	99.05	15165	09/20/19	<u>99.05</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	90.04	15166	09/20/19	<u>90.04</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	QUILL CORPORATION	89.97	15167	09/20/19	<u>89.97</u>
DEMCO 10-0-5120	Library Supplies	DEMCO	83.55	15168	09/20/19	<u>83.55</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	80.00	15169	09/20/19	<u>80.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	65.97	15170	09/20/19	<u>65.97</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	QUILL CORPORATION	57.70	15171	09/20/19	<u>57.70</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	56.14	15172	09/20/19	<u>56.14</u>
NEWEGG BUSINESS, INC.				15173	09/20/19	<u>55.96</u>

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5885	Computer Equipment	NEWEGG BUSINESS, INC.	55.96			
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	55.00	15174	09/20/19	<u>55.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	50.00	15175	09/20/19	<u>50.00</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Cengage Learning	49.48	15176	09/20/19	<u>49.48</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	49.24	15177	09/20/19	<u>49.24</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	47.99	15178	09/20/19	<u>47.99</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	47.81	15179	09/20/19	<u>47.81</u>
22ND CENTURY MEDIA, LLC 10-0-5137	Legal Notices	22ND CENTURY MEDIA, LLC	44.76	15180	09/20/19	<u>44.76</u>
DIGITAL INSURANCE, INC. 10-0-5115	Flexible Spending Account	DIGITAL INSURANCE, INC.	43.00	15181	09/20/19	<u>43.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	40.00	15182	09/20/19	<u>40.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	40.00	15183	09/20/19	<u>40.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	39.99	15184	09/20/19	<u>39.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	39.56	15185	09/20/19	<u>39.56</u>
NEWEGG BUSINESS, INC. 10-0-5885	Computer Equipment	NEWEGG BUSINESS, INC.	36.28	15186	09/20/19	<u>36.28</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	35.97	15187	09/20/19	<u>35.97</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	34.99	15188	09/20/19	<u>34.99</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	32.99	15189	09/20/19	<u>32.99</u>
Warehouse Direct 70-0-5725	Janitorial Supplies	Warehouse Direct	29.85	15190	09/20/19	<u>29.85</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	28.00	15191	09/20/19	<u>28.00</u>

Winnetka-Northfield Public Library District

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	26.95	15192	09/20/19	<u>26.95</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.00	15193	09/20/19	<u>25.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.00	15194	09/20/19	<u>25.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	25.00	15195	09/20/19	<u>25.00</u>
22ND CENTURY MEDIA, LLC 10-0-5137	Legal Notices	22ND CENTURY MEDIA, LLC	19.92	15196	09/20/19	<u>19.92</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	19.34	15197	09/20/19	<u>19.34</u>
NCPERS GROUP LIFE INS. 10-0-5111	Health Insurance	NCPERS GROUP LIFE INS.	16.00	15198	09/20/19	<u>16.00</u>
Philadelphia Insurance Companies 10-0-5150	Liability Insurance Costs	Philadelphia Insurance Companies	6,110.00	15199	09/09/19	<u>6,110.00</u>
VILLAGE OF NORTHFIELD 70-2-5159	Northfield Lease	VILLAGE OF NORTHFIELD	5,340.21	15200	09/09/19	<u>5,340.21</u>
VOGUE PRINTERS 10-0-5722	PR Source	VOGUE PRINTERS	4,614.00	15201	09/09/19	<u>4,614.00</u>
LIBRARIES FIRST (Innovation Experts) 10-1-5346	Online Database - Winnetka	LIBRARIES FIRST (Innovation Experts)	4,167.00	15202	09/09/19	<u>4,167.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	3,831.05	15203	09/09/19	<u>3,831.05</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	3,493.29	15204	09/09/19	<u>3,493.29</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	3,000.00	15205	09/09/19	<u>3,000.00</u>
Infogroup 10-1-5346	Online Database - Winnetka	Infogroup	2,040.00	15206	09/09/19	<u>2,040.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	BIBLIOTHECA, LLC	1,750.35	15207	09/09/19	<u>1,750.35</u>
Lauterbach & Amen, LLP 10-0-5131	Accounting and Bookkeeping	Lauterbach & Amen, LLP	1,667.00	15208	09/09/19	<u>1,667.00</u>
Oxford University Press 10-1-5346	Online Database - Winnetka	Oxford University Press	1,465.00	15209	09/06/19	<u>1,465.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	809.92	15210	09/06/19	<u>809.92</u>
DELTA DENTAL PLAN OF ILLINOIS 10-0-5111	Health Insurance	DELTA DENTAL PLAN OF ILLINOIS	710.39	15211	09/06/19	<u>710.39</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	423.76	15212	09/06/19	<u>423.76</u>
ANTHONY SCOPELLITI LANDSCAPING, INC. 70-0-5750	Landscaping	ANTHONY SCOPELLITI LANDSCAPING, INC.	420.00	15213	09/06/19	<u>420.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	317.95	15214	09/06/19	<u>317.95</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	265.00	15215	09/06/19	<u>265.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	180.05	15216	09/06/19	<u>180.05</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	165.00	15217	09/06/19	<u>165.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	163.45	15218	09/06/19	<u>163.45</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	162.99	15219	09/06/19	<u>162.99</u>
QUILL CORPORATION 10-0-5120 10-0-5121	Library Supplies Office Supplies	QUILL CORPORATION QUILL CORPORATION	110.49 35.97	15220	09/06/19	<u>146.46</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	140.00	15221	09/03/19	<u>140.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	122.95	15222	09/03/19	<u>122.95</u>
RECORDED BOOKS, INC. 10-1-5344	Audio Books-Adult- Winnetka	RECORDED BOOKS, INC.	111.37	15223	09/03/19	<u>111.37</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	95.00	15224	09/03/19	<u>95.00</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	91.99	15225	09/03/19	<u>91.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	89.95	15226	09/03/19	<u>89.95</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	74.99	15227	09/03/19	<u>74.99</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	73.03	15228	09/03/19	<u>73.03</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	71.99	15229	09/03/19	<u>71.99</u>
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	66.27	15230	09/03/19	<u>66.27</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	65.23	15231	09/03/19	<u>65.23</u>
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	62.93	15232	09/03/19	<u>62.93</u>
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	59.83	15233	09/03/19	<u>59.83</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	57.99	15234	09/03/19	<u>57.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	55.00	15235	09/03/19	<u>55.00</u>
Cengage Learning 10-1-5341	Books-Non-Fiction-Adult-Winnetka	Cengage Learning	48.73	15236	09/03/19	<u>48.73</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	46.99	15237	09/03/19	<u>46.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	42.98	15238	09/03/19	<u>42.98</u>
QUILL CORPORATION 10-0-5122	Breakroom Supplies	QUILL CORPORATION	42.56	15239	09/03/19	<u>42.56</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	40.00	15240	09/03/19	<u>40.00</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	39.94	15241	09/03/19	<u>39.94</u>
QUILL CORPORATION 10-0-5120	Library Supplies	QUILL CORPORATION	31.99	15242	09/03/19	<u>31.99</u>
QUILL CORPORATION 10-0-5121	Office Supplies	QUILL CORPORATION	27.27	15243	09/03/19	<u>27.27</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	19.99	15244	09/03/19	<u>19.99</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	14.99	15245	09/03/19	<u>14.99</u>
OVERDRIVE INC.				15246	09/03/19	<u>9.99</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	9.99			
FIRST COMMUNICATIONS				15247	09/03/19	<u>965.70</u>
10-1-5175	Telephone - Winnetka	FIRST COMMUNICATIONS	965.70			
City Wide of Chicago				15248	09/09/19	<u>9,000.00</u>
70-0-5725	Janitorial Supplies	City Wide of Chicago	9,000.00			
DE LAGE LANDEN FINANCIALSVC.				15249	09/09/19	<u>1,693.70</u>
70-0-5747	Phone Lease	DE LAGE LANDEN FINANCIALSVC.	1,693.70			
Stephanie G. Ettelson				15250	09/20/19	<u>122.52</u>
70-0-5750	Landscaping	Stephanie G. Ettelson	122.52			
Courtney Volny				15251	09/20/19	<u>103.98</u>
10-0-5910	Studio Maintenance/Repair	Courtney Volny	103.98			
Stephanie G. Ettelson				15252	09/20/19	<u>39.90</u>
10-0-5114	Conferences	Stephanie G. Ettelson	39.90			
Sarah Quish				15253	09/20/19	<u>17.98</u>
10-0-5114	Conferences	Sarah Quish	17.98			
AMANDA GARRITY				15254	09/06/19	<u>255.20</u>
10-0-5114	Conferences	AMANDA GARRITY	255.20			
AMANDA GARRITY				15255	09/06/19	<u>22.02</u>
10-0-5114	Conferences	AMANDA GARRITY	22.02			
NATIONWIDE RETIREMENT SOLUTIONS				15256	09/19/19	<u>926.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00			
NATIONWIDE RETIREMENT SOLUTIONS				15257	09/20/19	<u>926.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00			
COMCAST				15258	09/04/19	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
PITNEY BOWES				15259	09/06/19	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
NORTH SHORE GAS				15260	09/09/19	<u>248.81</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	248.81			
NICOR				15261	09/10/19	<u>76.48</u>
10-2-5174	Natural Gas - Northfield	NICOR	76.48			
COMCAST				15262	09/11/19	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
VILLAGE OF WINNETKA				15263	09/20/19	<u>3,902.21</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.76			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	3,411.46			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	93.18			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

September 1, 2019 - September 30, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	43.65			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	98.80			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.20			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
CALL ONE				15264	09/23/19	<u>379.27</u>
10-1-5175	Telephone - Winnetka	CALL ONE	379.27			
ENCYCLOPAEDIA BRITANNICA, INC.				15265	09/16/19	<u>740.00</u>
10-1-5346	Online Database - Winnetka	ENCYCLOPAEDIA BRITANNICA, INC.	740.00			
Check List Total						<u><u>151,227.26</u></u>

Library Director's Report and Staff Activities
for the September 16, 2019 Board Meeting

Financial Report

Field work for the 2018-2019 fiscal year audit has begun.

September 2019

- Expenses are as expected
 - Personnel we are running just below the Ideal budget
 - Administration we are running slightly higher with architect fees being a significant factor
 - Utilities are running as expected with Power being slightly higher
 - IT services are running high; this is due to subscription software expenditures.
 - PR is running high as Summer reading is a quarter one expense.

Circulation Services

Total circulation for the month of September FY 2019/2020 was **38,307** compared to **40,672** for the same month last year. This represents a net change of **-5.81 %**

Cumulative circulation through September FY 2019/2020 is **125,041** compared to **132,484** for the previous fiscal year to date. This represents a net change of **-5.62 %**.

Virtual Branch circulation for the month of September FY 2019/2020 was **4,695** compared to **3,953** for the same month last year.

This represents a net change of **18.77 %**.

Cumulative virtual branch circulation through September FY 2019/2020 is **14,022** compared to **12,089** for the previous fiscal year to date. This represents a net change of **15.99 %**.

Self-checkout at the Winnetka Library for the month of August was 69.52%

Personnel

Youth Services Librarian Allison Phillips has resigned for employment with the Chicago Public Library. This is a wonderful opportunity for Allison, and we wish her all the best. Her last day will be October 27.

Brandon Marshall has joined our team as the Assistant Head of Circulation Services. Brandon's first day was September 30. We hope everyone will stop by and say hello.

Fireside Chat Date

We are excited to get to know the community at a series of Fireside Chats at the Northfield Branch Library.

Name	Title	Date	Time
Courtney Volny	Branch Services Coordinator	Wednesday, Oct. 30	2-3pm
Amanda Garrity	Head of Youth Services	Monday, Nov. 4	4-5pm
Mark Swenson	Head of Information Technology	Thursday, Dec. 12	7-8pm
Katie Cangelosi	Head of Circulation	Tuesday, Jan. 7	2-3pm
Emily Compton-Dzak	Assistant Director	Tuesday, Feb. 4	4-5pm
Sarah Quish	Head of Marketing & Communications	Tuesday, March 10	1-2pm

Technology

There were 1003 public computer sessions in the month of September at Winnetka with 54% of those

Library Director's Report and Staff Activities for the September 16, 2019 Board Meeting

occurring on library laptops. There were 624 public computer sessions at Northfield with 13 percent of those occurring on laptops. There were 9 Chromebook sessions in Youth Services.

Winnetka had 20,795 hotspot sessions from 2,157 distinct devices. The average session time was 40 minutes. These sessions used a total of about 444 GB of downstream bandwidth and about 99 GB of upstream bandwidth.

Northfield had 7,657 hotspot sessions from 1,064 distinct devices. The average session time was 32 minutes. These sessions used a total of about 286 GB of downstream bandwidth and about 22 GB of upstream bandwidth.

We had 9,131 web sessions with 5,556 website users as counted by Google Analytics. The sessions number is up from last year's 8,204 sessions, and the unique visitors count is up from last year's 4,629 unique users.

Indian Trails Migration:

The Indian Trails public library will be joining our network of consortia libraries officially coming online this weekend October 19 to the 23rd. During this time the catalog and checkout systems will be updated. We will be unable to check out materials without a library card until the migration is complete. We have put out the message in signage, email and social media. We are excited to have Indian Trails join the CCS consortia group.

New Library App

Michael Cianfrani, Virtual Services Coordinator is working with our team to test and design our new mobile application. We look to launch in Spring 2020.

Strategic Plan:

We had a collaborative brainstorm of the marketing & communications group and generated some ideas for the upcoming strategic plan. Among the many topics discussed were patron communication, outreach, digital strategy and visual identity.

We also discussed internal staff communication opportunities. Including topics that our team feels we should address and if there need to be more opportunities for small group discussion.

The UX group also met and discussed opportunities to improve the patron experience both online and in person. Based on the strategic plan survey, we want to explore further our digital collection platforms, solicit more feedback about adult programs, and gather more data about the patron experience at physical service points throughout the district.

Website: Most Visited Pages

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

Study Room Usage

Bookings Summary

<i>Unique Users</i>	134
<i>Total Bookings</i>	235
<i>Time Available</i>	51,840
<i>Time Booked</i>	25,640
<i>Average Booking Duration</i>	109

Library Director's Report and Staff Activities for the September 16, 2019 Board Meeting

User Showed Up - Yes	209
User Showed Up - No	0

Programs and Activities

Total District Program Attendance for the month of September FY 2019/2020 was **1,915** compared to **1,401** for the same month last year.

This represents a net change of **36.69 %**

Cumulative District Program Attendance through September FY 2019/2020 is **5,202** compared to **4,176** for the same month last year.

This represents a net change of **24.57 %**

Outreach

Head of Youth Services Amanda Garrity visited 47 sixth-grade language arts students at Skokie School on September 27 for book talks and a general visit. Originally, the group was going to visit the library for a tour and book talks, but weather made that an impossibility. This group of students was also invited to make sure that they have current library cards. Multiple students were able to renew out-of-date cards, and 12 students received brand new library cards with parent permissions. Following the event, Language Arts teacher Louisa Erickson noted that multiple other teachers expressed interest in a similar visit and library card update, and Amanda is looking forward to setting up more visits and getting more students their own library cards.

One Book Two Villages:

One Book Two Villages was a successful evening. Susan Orlean was an engaging guest author, and our ticket sales were higher than last year with total ticket sales of 204 compared to last years' total of 178. *The Winnetka Current* did a nice article on the (upcoming) event which was published September 18.

Library Card Sign up Month:

Library Card Sign Up Month went well. We received 104 entries for the iPad raffle this year, which was up from the headphones raffle (68 entries) from last year. The winner of the raffle was a Northfield resident who was very happy to have won. Below is the breakdown of new cards made. Next year we hope to add more outreach to the month to see if we can grow the numbers more dramatically.

	September 2019	September 2018	Percent Change
New Winnetka Cards	85	84	1.19%
New Northfield Cards	28	10	180%
New Kenilworth Cards	2	2	0%

Studio 5 Year Celebration

We updated The Studio signage and displays and created marketing materials for the event. We were pleased to see it all come together for a wonderful day to showcase our creative space. There was an article on Patch.com about the event October 15.

Programming Highlights

- **Music and Movement with Top Note** was attended by **50** patrons. A music educator from Top Note Music Academy presents a variety of songs, fingerplays, and activities.
- **Pokemon Party** was attended by **23** patrons. Amanda Garrity, Head of Youth Services lead a celebration of crafts, activities, and all things Pokemon.

Library Director's Report and Staff Activities
for the September 16, 2019 Board Meeting

Communications and Marketing

The Source:

We have begun the design of the winter issue of *The Source*. *The Source* has received many compliments from our patrons who have noticed that we've evolved the look and feel. Our graphic designer, Kathy Skiba, has been instrumental in those changes. Her keen design eye and forward-thinking approach has been a real asset to our team.

We are adding more book related and library news to the publication to better represent the Library as a whole to all postal residents. This next issue will include a letter from the director, upcoming new release (book and movie) lists, and staff spotlight (Kate Fuentes, Youth Collections Librarian) among other things. We look forward to continuing to evolve the publication to represent the Library's services and engage our patrons.

Summary Report for September FY 2019/2020

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	10,109	10,570	-4.36 %	33,324	34,326	-2.92 %	Books	13,038	13,645	-4.45 %	41,998	43,839	-4.20 %
Book - Fiction	5,524	5,883	-6.10 %	18,542	19,398	-4.41 %	Book - Fiction	11,225	11,749	-4.46 %	36,262	37,909	-4.34 %
Book - Nonfiction	4,585	4,687	-2.18 %	14,782	14,928	-0.98 %	Book - Nonfiction	1,813	1,896	-4.38 %	5,736	5,930	-3.27 %
Audiobook - CD	740	902	-17.96 %	2,456	2,997	-18.05 %	Audiobook - CD	64	96	-33.33 %	344	405	-15.06 %
Music CD	86	135	-36.30 %	354	384	-7.81 %	Music CD	112	138	-18.84 %	336	376	-10.64 %
Playaway	153	248	-38.31 %	685	796	-13.94 %	Playaway	295	210	40.48 %	1,256	991	26.74 %
DVD/Blu-Ray	5,309	6,869	-22.71 %	17,651	23,077	-23.51 %	DVD/Blu-Ray	2,368	2,638	-10.24 %	8,474	9,628	-11.99 %
Magazine	180	134	34.33 %	536	614	-	Magazine	-	-	-	-	1	-
Other	11	7	57.14 %	32	12	166.67 %	Other	16	9	77.78 %	36	27	33.33 %
Non-CCS ILL	22	65	-66.15 %	102	166	-38.55 %	Non-CCS ILL						
Sent Out	1,074	1,039	3.37 %	3,351	3,329	0.66 %	Sent Out						
STEAM Kits							STEAM Kits	35	14	150.00 %	84	42	100.00 %
Total	17,684	19,969	-11.44 %	58,491	65,087	-10.13 %	Total	15,928	16,750	-4.91 %	52,528	55,308	-5.03 %

Kenilworth patron usage for the month of September FY 2019/2020 was **1,598**.

Items borrowed from other libraries for the month of September FY 2019/2020 was **1,593**.

Total circulation for the month of September FY 2019/2020 was **38,307** compared to **40,672** for the same month last year. This represents a net change of **-5.81 %**

Cumulative circulation through September FY 2019/2020 is **125,041** compared to **132,484** for the previous fiscal year to date. This represents a net change of **-5.62 %**.

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	6,567	6,839	-3.98 %	22,043	22,174	-0.59 %	Books	9,949	9,471	5.05 %	31,802	30,915	2.87 %
Book - Fiction	3,151	3,370	-6.50 %	10,905	10,982	-0.70 %	Book - Fiction	8,537	8,264	3.30 %	27,436	27,066	1.37 %
Book - Nonfiction	3,416	3,469	-1.53 %	11,138	11,192	-0.48 %	Book - Nonfiction	1,412	1,207	16.98 %	4,366	3,849	13.43 %
Audiobook - CD	412	539	-23.56 %	1,454	1,825	-20.33 %	Audiobook - CD	48	64	-25.00 %	268	293	-8.53 %
Music CD	65	104	-37.50 %	260	286	-9.09 %	Music CD	52	74	-29.73 %	180	211	-14.69 %
Playaway	110	216	-49.07 %	532	687	-22.56 %	Playaway	233	175	33.14 %	949	786	20.74 %
DVD/Blu-Ray	3,585	4,554	-21.28 %	11,909	15,505	-23.19 %	DVD	1,464	1,466	-0.14 %	5,469	5,992	-8.73 %
Magazine	99	85	16.47 %	228	387	-41.09 %	Magazine	-	-	-	-	1	-
Other	9	3	200.00 %	25	7	257.14 %	Other	15	4	275.00 %	31	15	106.67 %
Non-CCS ILL	15	51	-70.59 %	78	134	-41.79 %	Non-CCS&ILL						
Sent Out	708	749	-5.47 %	2,270	2,297	-1.18 %	Sent Out						
STEAM Kits							STEAM&Kits	28	14	100.00 %	65	42	54.76 %
Total	11,570	13,140	-11.95 %	38,799	43,302	-10.40 %	Total	11,789	11,268	4.62 %	38,764	38,255	1.33 %

Winnetka Library's circulation for the month of September FY 2019/2020 was **23,359** compared to **24,408** for the same month last year. This represents a net change of **-4.30 %**.

Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,542	3,731	-5.07 %	11,281	12,152	-7.17 %	Books	3,089	4,174	-25.99 %	10,196	12,924	-21.11 %
Book - Fiction	2,373	2,513	-5.57 %	7,637	8,416	-9.26 %	Book - Fiction	2,688	3,485	-22.87 %	8,826	10,843	-18.60 %
Book - Nonfiction	1,169	1,218	-4.02 %	3,644	3,736	-2.46 %	Book - Nonfiction	401	689	-41.80 %	1,370	2,081	-34.17 %
Audiobook - CD	328	363	-9.64 %	1,002	1,172	-14.51 %	Audiobook - CD	16	32	-50.00 %	76	112	-32.14 %
Music CD	21	31	-32.26 %	94	98	-4.08 %	Music CD	60	64	-6.25 %	156	165	-5.45 %
Playaway	43	32	34.38 %	153	109	40.37 %	Playaway	62	35	77.14 %	307	205	49.76 %
DVD	1,724	2,315	-25.53 %	5,742	7,572	-24.17 %	DVD/Blu-Ray	904	1,172	-22.87 %	3,005	3,636	-17.35 %
Magazine	81	49	65.31 %	308	227	35.68 %	Magazine	-	-	-	-	-	-
Other	2	4	-50.00 %	7	5	40.00 %	Other	1	5	-80.00 %	5	12	-58.33 %
Non-CCS ILL	7	14	-50.00 %	24	32	-25.00 %	Non-CCS&ILL						
Sent Out	366	290	26.21 %	1,081	1,032	4.75 %	Sent Out						
STEAM Kits							STEAM&Kits	7	-	-	19	-	-
Total	5,741	6,525	-12.02 %	18,587	21,335	-12.88 %	Total	4,132	5,482	-24.63 %	13,745	17,054	-19.40 %

Northfield Library's circulation for the month of September FY 2019/2020 was **9,873** compared to **12,007** for the same month last year. This represents a net change of **-17.77 %**.

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 % +/-
1,863	2,125	-12.33 %	5,875	6,602	-11.01 %	1,257	1,106	13.65 %	3,639	3,293	10.51 %	1,303	526	147.72 %	3,733	1,621	130.29 %

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 % +/-
190	142	33.80 %	556	407	36.61 %	82	54	51.85 %	219	166	31.93 %

Virtual Branch circulation for the month of September FY 2019/2020 was **4,695** compared to **3,953** for the same month last year. This represents a net change of **18.77 %**.

Cumulative virtual branch circulation through September FY 2019/2020 is **14,022** compared to **12,089** for the previous fiscal year to date. This represents a net change of **15.99 %**.

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	10,078	-	-	31,540	21,693	45.39 %	People Counter							10,078
Reference Questions	1,213	845	43.55 %	4,160	2,600	52.44 %	Reference Questions	548	581	-5.68 %	1,834	2,099	-12.63 %	1,761
Studio	436	399	9.27 %	1,464	1,494	-2.01 %	Studio							436
Genealogy	4	4	0.00 %	9	13	-30.77 %	Genealogy							4
Program Attendance	427	438	-2.51 %	784	785	-0.13 %	Program Attendance	891	581	53.36 %	2,712	2,048	32.42 %	1,318

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	5,648	-	-	19,590	7,331	167.22 %	People Counter							5,648
Reference Questions	825	1,094	-24.59 %	2,189	3,473	-36.97 %	Reference Questions	44	125	-64.80 %	142	438	-67.58 %	869
Program Attendance	21	73	-71.23 %	144	235	-38.72 %	Program Attendance	576	309	86.41 %	1,562	1,108	40.97 %	597

A total of **3,568** holds were placed for patrons in the month of September FY 2019/2020.

There were a total of **9,131** website sessions in the month of September FY 2019/2020.

Total District Program Attendance for the month of September FY 2019/2020 was **1,915** compared to **1,401** for the same month last year. This represents a net change of **36.69 %**

Cumulative District Program Attendance through September FY 2019/2020 is **5,202** compared to **4,176** for the same month last year. This represents a net change of **24.57 %**

OCTOBER 2019 MONTHLY REPORT ON COMMUNITY ENGAGEMENT AND REPONSIVENESS

SUMMARY: STRATEGY & STATUS.

Work has begun on a multifaceted response to community concerns. The main elements of this program are:

1. Direct responses to specific concerns raised in meetings and listening sessions.

Goal: Respond to community concerns with transparency and in accordance with overall Library strategy.

2. Enhanced active community engagement and listening.

Goal: Identify and engage community concerns and perceptions; use that information to drive strategy, service, and programming.

3. Internal (staff) dialogue on culture, practices, priorities and customer experience.

Goal: Ensure open communication with staff; ensure passionate commitment to customer service; establish standards to assess performance of staff and management towards goals.

The following items are highlights of our actions and plans on these issues.

1. Direct responses to specific concerns raised in meetings and listening sessions.

We adjusted the staff rotation schedule, to ensure more consistency of personnel while cross-training on skills and culture; we deferred the Northfield branch renovations pending an enhanced community dialogue; and we are continuing our focus on customer service and local programming.

2. General directions for community engagement.

We have begun an expanded community engagement and listening campaign, to ensure a clear understanding of the community's experiences and needs, and ensure that we are responsive to those needs.

3. Internal (staff) dialogue around community concerns and customer experience.

We are engaging our staff around values and customer experience will ensure that staff are heard and affirmed, and ensuring that they are focused on and responsive to customers' needs and a quality customer experience. We have retained and increased the availability of our HR representative from HR Source.

OCTOBER ACTIONS ON PLAN

The following are specific and noteworthy actions taken in execution of the plan.

1. Direct responses to specific concerns raised in meetings and listening sessions.

We have taken a number of steps with respect to these specific concerns, including:

- Renovations have been deferred pending further community engagement and discussion;
- Top-level staff are present more often, and more visibly, in Northfield. Rotation schedules have been adjusted to ensure more consistent staffing while cross-training all staff on skills and for consistency of culture; and
- A dedicated Northfield Branch Services Coordinator is in place.

Goals: For all of these items, our goal is to respond to community concerns with transparency and in accordance with our overall Library strategy.

Timeframe: Community engagement regarding renovations will continue through the first quarter of 2020 (more detail regarding this is found below, in Community Engagement section); the staffing adjustments and Branch Services Coordinator are both in place.

Key Milestones: (i) Community engagement regarding renovation will continue through first quarter of 2020, and will culminate with a community meeting presenting findings and establishing direction for next steps (which may or may not include architectural concepts, depending on feedback); (ii) staffing adjustments will remain in place, subject to periodic review, and subject to internal dialogue (see below).

Next steps: We will report monthly on the status of these actions.

2. Enhanced active community engagement and listening.

We have taken a number of steps with respect to these community engagement, and have a recommended new action, including:

- Community Engagement and Listening Meetings;
- Fireside chats;
- Presentations, lectures and workshops on “how the library works;” and
- Community Advisory Task Force (recommended new action).

Community Engagement and Listening Meetings.

Goals: Hold 3–5 meetings with top community leaders.

Timeframe: by November board meeting.

Status: We met with the Northfield Village President; the Winnetka-Northfield Chamber Executive Director; and the District 29 Superintendent.

Outcomes: What we heard in these meetings was a high sense of satisfaction in the Library, its programs and its facilities. We heard that people in the community are proud of their library and enjoy their experience when they use it.

Key Milestones: Each initial meeting will be a one-on-one meeting to discuss top-level concerns; that meeting will be followed by meetings with community groups as recommended by those top leaders. Three of the targeted five one-on-one meetings have occurred; another is scheduled, and fifth will occur in the coming month. The group meetings will occur over the next two to three months (depending on holiday schedules). Reports and key findings will be presented at board meetings.

Next steps: Meeting with North Shore Senior Center will be scheduled and occur in November. Follow-up group meetings will be scheduled by end of month and will occur over the next two to three months (depending on holiday schedules).

Fireside Chats.

Goals: To give community members an opportunity to meet with the Library Director and key staff for wide-ranging discussions about the Library's operations, facilities, its programs, and the overall experience. These discussions will give Library management more information regarding community concerns and priorities.

Timeframe: These events will be monthly for the next six months, at which time their role will be evaluated.

Key Milestones: Fireside chats have been scheduled, and the dates posted (on the website and in each library) for October 30, 2019.

Next Steps: Following the October 30 Fireside Chats, we will compile key findings and concerns, and develop action items to address those issues as appropriate.

Presentations, lectures and workshops on "how the library works."

Goals: To create greater transparency of the Library's operations, and to better inform the Library's customers regarding operational options and constraints.

Timeframe: By the end of year, we will develop an initial set of programs on these topics, post them on our website and in the libraries, and hold an inaugural event by the end of the year.

Status: We have begun internal discussions and planning for these events, and will finalize them at our upcoming senior staff strategy meeting.

Key Milestones: Statement of purpose for these events; announcement of initial events; and an inaugural event by end of year.

Next Steps: Planning, posting, and conducting initial meetings.

Suggested Action: Community Advisory Task Force.

Concept: We are creating a seven- to ten-person Community Advisory Task Force to facilitate better community engagement and responsiveness by the Library.

Charge: The task force will discuss and evaluate community responsiveness, customer experience, facilities, programs and broad library policy issues. The Task Force will report back to the Board within six months.

Composition: Ten persons. Five from each village, nominated by public leaders from each community (*e.g.*, Village president, chamber executive, school superintendent or Rotary), and one at large from each community.

Timing: We are obtaining nominations from those public leaders by end of month, and confirmations from those nominated over the next two months, so that the Advisory Task Force can convene at the beginning of the new year.

Term: The Task Force shall have a term of six months, at which time it can recommend to the Board that it be disbanded or that it be made a standing institution.

Key Milestones: The Task Force shall report its findings at or before the April Board meeting.

3. Internal (staff) dialogue on culture, practices, priorities and customer experience.

Internal (staff) dialogue and engagement.

Goals: To establish an open dialogue with staff regarding the priorities and values of the Library, in order to ensure alignment with and open dialogue regarding the customer and staff experience. We value our staff's insights and experiences, and seek their feedback in order to respect staff's frontline role in creating that experience.

Timeframe: There are bi-weekly management meetings to address the business of the library. This coming month at the District all-staff meeting we will assess staff priorities with respect to workplace conditions. By the end of year, we will develop a set of values to guide workplace culture and expectations.

Status: We have begun incorporating this discussion in our staff meetings. We have also established an independent and confidential process whereby staff can communicate with our outside HR consultant.

Outcomes: We heard very strong consensus on the goals and values of the library: open access to information and resources, excellent programs, and attentive customer service. Staff shared stories of instances where they observed other staff going above and beyond to help customers and to provide outstanding service. There have been no reports or concerns raised with our outside HR consultant of an alarming nature.

Key Milestones: Develop a statement of staff priorities with respect to workplace conditions. Establish formal statement of workplace values and expectations.

Next Steps: The goals and values dialogue will be a recurring, monthly event at staff meetings. The open line to our outside HR consultant will remain open. We will conduct a priority-setting exercise with the full staff, and draft a statement of values.

Report on HR and Personnel Issues.

Goals: To respect the commitment and initiative of our staff as the front line of our service to our customers, with all appropriate openness and transparency.

Timeframe: We have compiled data from the past six years.

Status: These figures show that by far the biggest reason why people leave the library is for a better job: According to the data in our payroll service files, employees left for a variety of reasons, most of which were for positive life changes: better job, retirement, or moving out of state.

- 43% From part-time to full time, or for better pay, better benefits
- 14% Voluntary, general reasons
- 13% Retired
- 9% Voluntary: personal reasons not related to the job
- 9% Temporary positions expired, positions outsourced (custodial services)
- 7% Moved out of state
- 5% Involuntary

Context: Our staff is largely part-time. We are located in a community with high cost of living, and in a time of low unemployment: it is a seller's market for labor. We are proud and happy when our pages and library assistants move up in their careers: many of them are in school in order to enter more lucrative careers, and many of them leverage the skills and experience they get with us to move up their own career ladder.

- 38% Information sector annual turnover, industry norm (Bureau of Labor Statistics)
- 25% Library's overall average annual turnover, 2013–2018
- 28% Library's average annual turnover among part-time staff
- 19% Library's average annual turnover among full-time staff

Off-the-record conversations with other North Shore libraries suggest that our turnover rates are competitive with or better than other libraries; those libraries are reluctant to furnish this information on the record because of recent media attention to the issue.

Staff concerns regarding workplace issues are overwhelmingly related to pay and benefits. The challenge for us as a public institution is to balance our desire to reward our staff with our need to be responsible with taxpayer funds.

Next Steps: We will continue to track these figures, and we will be happy to provide additional reports as requested. We will continue our conversations with other regional

library directors about these issues, and continue to confer with them regarding best practices to minimize turnover. We will also undertake a review of compensation and benefit packages relative to our competitors and to other options available to our staff.

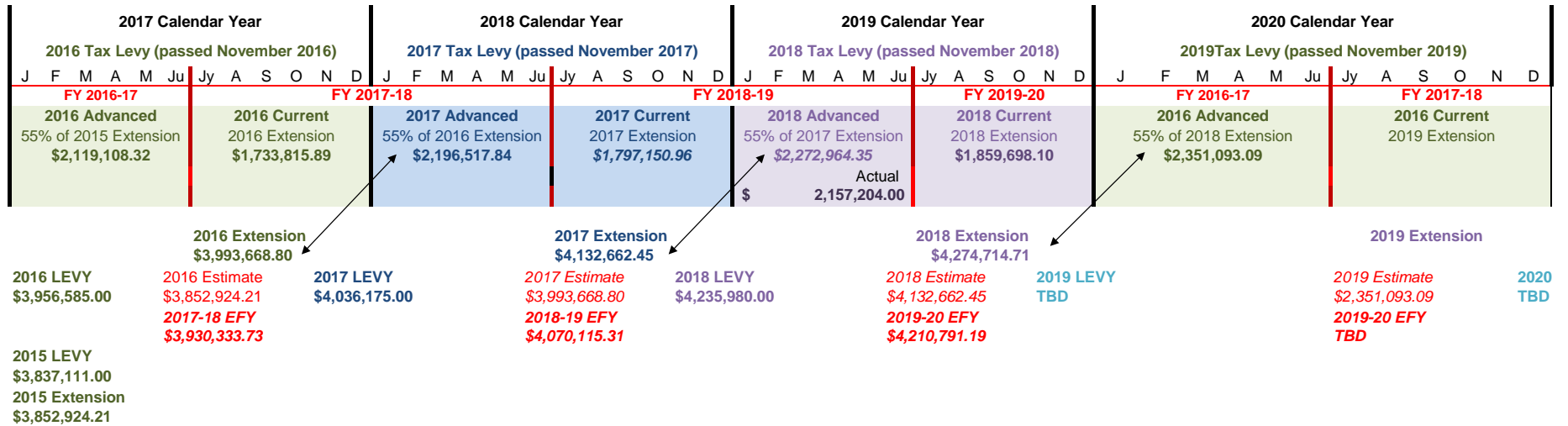
TAKEAWAYS.

We are happy to expand our community engagement. We believe in listening to our community, and in establishing healthy dialogue with our stakeholders, our patrons, and of course with our internal team.

What we have heard from these discussions so far validates the feedback we received in our caucus survey: the library is a valued institution, with high customer satisfaction. While we are gratified to receive this feedback, we are committed to a continual quest for improvement, and we are always happy to learn more about community and its needs. We aspire for the library to be also valued as a desirable place of employment, with high standards of performance and individual and team achievement (something like that).

We will continue this process of engaging with the larger Northfield and Winnetka communities, and look forward to reporting our progress in the months to come.

Tax Revenue Flow Chart



Tax bills are paid 1 year in arrears. Homeowners are paying their 2019 taxes based on 2018 assessments. Levy's passed in November (2018) are collected the following Spring and Fall - impacting two fiscal years. Spring disbursements are based on 55% of the *prior year's extension* because the current year's extension is not available yet. For example - the money we collected this Spring is part of our 2018 Levy, but was based on 55% of the 2017 final extension. Fall disbursements are based on the current year's extension minus Spring's disbursement. A simple rule of thumb is to remember we receive 55% of our money in the Spring, and 45% in the Fall. Because taxes are collected in Spring and Fall, each extension report impacts both the current fiscal year and the coming fiscal year. The Board passes its levy in November which tells the County how much money to collect on our behalf. The County makes adjustments to our levy and determines how much money they will collect on our behalf. This is our extension. We receive an estimate of what our extension will be in late May. We receive our final extension report in mid-July. While the extension is what the County bills our residents, it does not guarantee how much money we will receive. Tax appeals, late or non-payments impact this overall amount, meaning we get less than the extension amount. We periodically receive payments from prior tax years as appeals are resolved. The District typically receives about 97 to 98 % of our extension in a tax year.

	Fiscal Year								2020/21	2020/2021	2021/2022
	2013/14 Levy 2012	2014/15 Levy 2013	2015/16 Levy 2014	2016/17 Levy 2015	2017/18 Levy 2016	2018/19 Levy 2017	2019/20 Levy 2018	2019/20 Levy 2018	Levy 2019	Levy 2019	Levy 2019
<u>Requested Levy %</u>	(0% Levy)	(1.5% Levy)	(2.5% Levy)	(3% Levy)	(2.5% Levy)	(2.5% Levy)	(2.5% Levy)		1.7%	1%	0%
<u>Levy growth vs previous year</u>		2.8%	2.9%	2.1%	1.5%	3.4%	3.5%		1.6%	1%	0%
<u>TAX CAP PTELL (PTELL = CPI+New Growth)</u>	CPI = 2.1 %	CPI =1.5 %	CPI = 0.8 % Growth = 1%	CPI =0.7 % Growth = 0 .4%	CPI = 2.1 % Growth= 1.0%	CPI = 2.1 % Growth = 0.8%	CPI = 2.1 % Growth = 0.7%	Expectation 1.7% CPI + growth .08%			
Levy Percentage Actual (with 1% loss included)	0.0%	2.7%	2.8%	2.1%	1.5%	3.3%	3.4%		2.6%	2.0%	1.0%
Levy Amount	3,606,955	3,697,571	3,837,111	3,956,585	4,036,175	4,093,510	4,278,340	\$	4,347,384	\$	4,317,461
<u>Grand Tax Extension</u>	3,642,927	3,743,523	3,852,924	3,935,631	3,993,668	4,130,791	\$	4,274,714	\$	4,390,858	\$
Property Taxes (distrubuted)	3,614,936	3,725,242	3,837,765	3,795,003	4,016,691	4,014,697	\$	4,137,232	\$	4,259,132	\$
Amount Collect v. GTE	\$	(27,991)	(18,281)	(15,159)	(140,628)	23,023	\$	(38.47)	\$	(38.47)	\$
Percentage Collected		99.2%	99.5%	99.6%	96.4%	100.6%		97.2%		96.8%	97.0%
Amount Collect v. Levy Amount	\$	7,981	\$	27,671	\$	654	\$	(161,582)	\$	(19,484)	\$
Percentage Collected		100.2%	100.7%	100.0%	95.9%	99.5%		98.1%		96.7%	98.0%

2019-20 Opex Budget	3416
CPI @ 1.7%	58
2020-21 Opex Budget	3474
2020-21 Capex Budget	380
Bank reserve replenishment	200
Tax Collection Required	4054
% Collected	98%
Levy Amount Required	4137
% increase vs 2019-20 Forecast below	-4.8%
2019-20 Forecast @ 1.7% growth	4,347

Illinois Department of Revenue
History of CPI's Used for the PTELL

01/11/2019

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
2018	251.233	1.9%	1.9%		2019	2020



Illinois Department of Revenue

Property Tax Division

101 West Jefferson Street, MC 3-450

Springfield, Illinois 62702

Telephone: (217) 782-3016

Facsimile: (217) 782-9932

PTELL – CPI for 2019 Extensions - Property Taxes Payable 2020

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener
Property Tax Division

DATE: 1/11/19

SUBJECT: CPI Change for 2019 Extensions (for property taxes payable in 2020) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2019 extensions (taxes payable in 2020) under PTELL is 1.9%

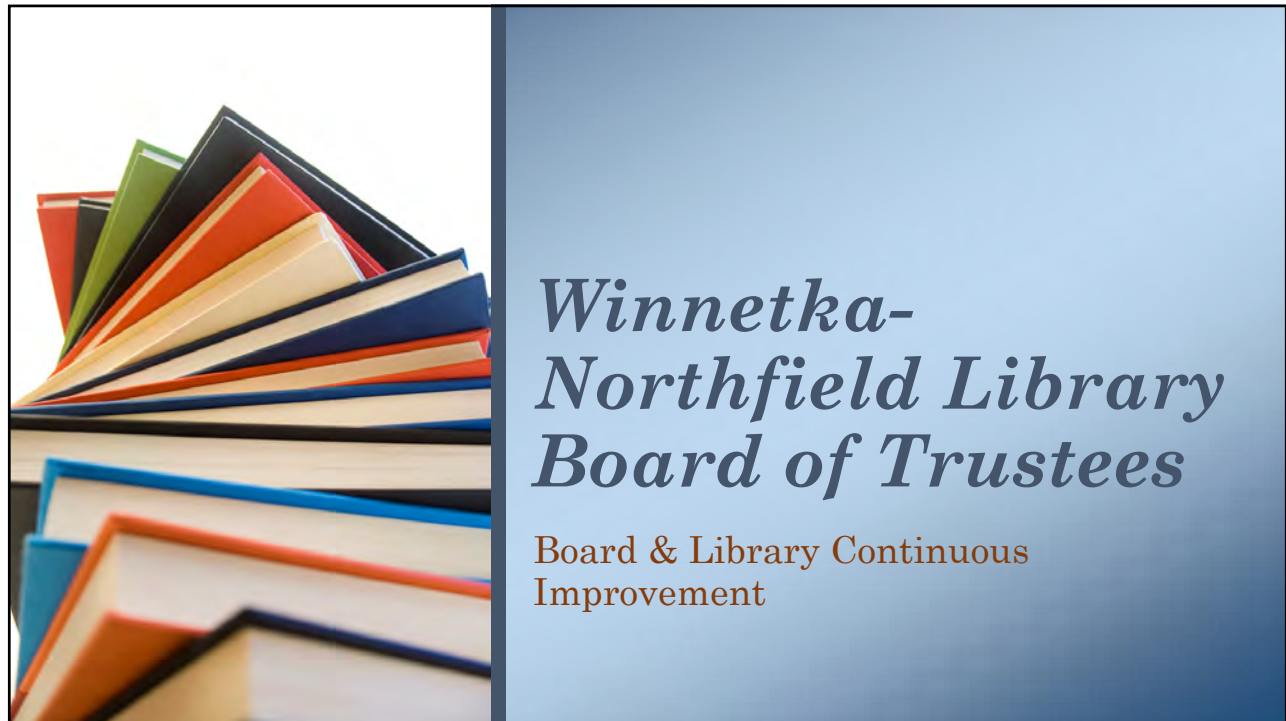
Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2019 extensions (taxes payable in 2020), the CPI to be used for computing the extension limitation and debt service extension base is 1.9%. The CPI is measured from December 2017 to December 2018. The U.S. City Average CPI for December 2017 was 246.524 and 251.233 for December 2018. The CPI change is calculated by subtracting the 2017 CPI from the 2018 CPI. The amount is then divided by the 2017 CPI which results in 1.9% CPI. $(251.233 - 246.524)/246.524 = 1.9\%$.

Information on PTELL may be accessed through the department's web site at www.tax.illinois.gov under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information" heading.

This memorandum is available through the password-protected area reserved for local officials only on the department's website at www.tax.illinois.gov. You may access this area by clicking on the option "Local Governments." Under the Property Tax category, click "Local Officials ONLY" and enter the User Name **localgov** and the Password **county102**. Because this area is reserved for local officials only, **do not** share the user name and password.

If you have any questions concerning the change in the consumer price index (CPI), please contact me at (217) 782-3016.



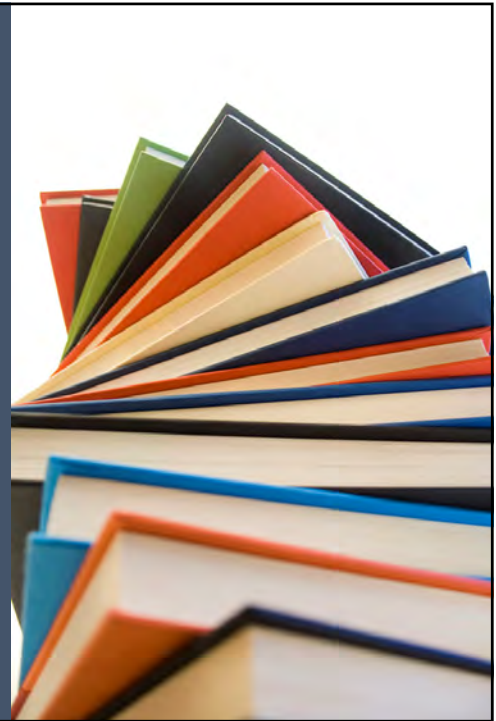
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Objectives

- Assess Board meetings from a fresh perspective
- Identify areas to improve Board meetings:
 - Effectiveness
 - Efficiency
 - Transparency
- Suggest related areas to improve Library operations/services

2

Board Effectiveness



3

Board Effectiveness – Library Director’s Performance Review

- Implement a mid-year review of the Director’s performance
- Advantages:
 - Opportunity for the Board to recognize progress and success achieved to date in a formal way.
 - Opportunity to discuss progress being made on goals and projects with time to course correct before final results are evaluated.
 - Opportunity to clarify performance expectations and standards to reduce the possibility of a surprise at the end of the year. If performance issues do exist, they can be addressed and resolved early.

4

Board Effectiveness – Library Director’s Performance Review

- Implement a more structured/disciplined Director Performance Review Process
 - Start earlier, e.g., Director submits review at May Board meeting
 - More systematic collection of Trustees’ feedback
 - More focused performance objectives, with focus on strategic/”big picture” objectives
 - More effective delivery of feedback
- Board should discuss how best to structure evaluation:
 - Who will participate?
 - Will review will be reduced to writing?
 - Opportunity for Rebecca to self-evaluate her progress?

5

Board Effectiveness – Patron Feedback

- Significant increase in patron feedback
- Need to develop a means to inventory and respond to feedback.
 - E-mails
 - Forward all e-mails to a single trustee?
 - Who should respond?
 - Phone calls
 - Forward voicemails to a single trustee?
 - Create written summary of all calls and e-mail to JP?
- Create an official Board policy about handling patron feedback?

6

Board Effectiveness – Sharing Information Among Trustees

- Devise means to share information among trustees in full compliance with the Open Meetings Act
 - Something like Sharepoint?
- Chance to share news articles about the WNPLD and general issues related to libraries.
- Seek guidance/assistance from Mark Swenson, Head of IT for the WNPLD?
 - Ideally, trustees would get a push notification whenever anything is posted to the site.
- FOIA implications?

7

Board Effectiveness – Open Meetings Act

- Dedicate the next study session to training about the Open Meetings Act.
- Emphasis on communications among trustees outside of Board meetings.
- Goal is to:
 - Get training and guidance about specific aspects of the OMA that impact the Board and trustees.
 - Define an effective way of communicating among trustees outside of Board meetings in full compliance of the OMA.

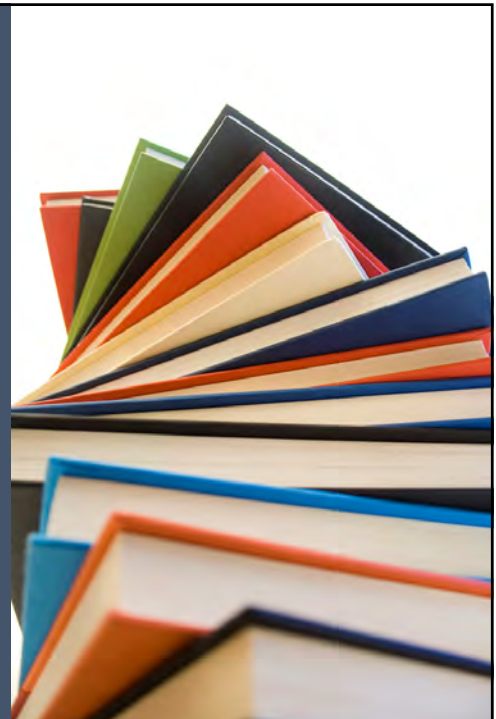
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Board Effectiveness – Annual Meeting Among Consortium Presidents

- Reach out to other board presidents among members of the library consortium.
 - Suggest an annual meeting among presidents to discuss common areas of interest and compare Board best practices.
 - Meeting could include library directors
 - Meeting could be open to the public.
 - Meeting locations could rotate among consortium libraries.

9

Board Efficiency



10

Board Efficiency – Agenda

- Include on the Board meeting agenda the anticipated time to spend on each item/subject.
 - Helps ensure Board meetings have a natural momentum and don't get bogged down.
 - Encourages efficient discussions.

11

Board Efficiency – Board Packet

- Streamline Board packet to eliminate materials that are rarely discussed during Board meetings:
 - Statistics: focus on key performance indicators that should matter most to the Board
 - Budget: add breakdown by key management (vs. accounting) categories (e.g., direct patron expenses, administrative costs, etc....)
 - Graphs: Reduce to quarterly?
 - Check register
 - Perhaps have Rebecca highlight large expenses from the past month.
 - Would still be available to trustees by request.

12



13

Board Transparency – Board Briefs

- Introduction of “Board Brief” e-mails to be sent to patrons (on an opt-in basis) in the days after a Board meeting.
- The Board Brief could include:
 - Summary of any major actions taken by the Board at the last meeting;
 - Highlights of significant agenda items;
 - Links to renderings of planned renovations;
 - Links to minutes from previous Board meetings;
 - Links to Board members’ e-mail addresses and biographies;
 - Links to the Library’s social media accounts

14

WILMETTE PARK DISTRICT
Established 1907

Wilmette Park District
Board Brief
Updates of interest from your Wilmette Park District Board of Park Commissioners

Stormwater Agreement Process Moves to Next Phase

In August, the Wilmette Park District and Village of Wilmette Boards passed a non-binding Memorandum of Understanding (MOU) regarding selected underground stormwater vault configurations for Thornwood Park, Hibbard Park and Community Playfield. To read more about the project and the selected configurations, click [here](#).

The MOU provided assurance that the Village of Wilmette can begin to incur engineering design costs based upon the agreed locations and configurations of the vaults.

The next step is to create an Intergovernmental Binding Agreement (IGA). At the September 9 Board of Park Commissioners meeting, Park District Executive Director Steve Wilson provided an update regarding the timeline for putting together the IGA.

The Park District's legal counsel will draft the IGA using the West Park Sanitary Storage project as a starting outline, as it was a similar project between the Park District and the Village. The West Park project was completed in 2016.

"We've had some recent agreement around those terms," Wilson said, "That does not mean we're just changing the details and sending it on. There's a lot more that's going to go into it, but that's just the starting draft."

The Park District plans to send a draft to the Village's legal counsel for review by mid-October. Once an agreed-upon draft of the IGA is complete, each Board will review it, discuss and make suggested edits if needed. The plan is for the document to be approved by both boards by the end of the year.

To read the full minutes from our past Board meetings, click [here](#). Minutes are posted after they are approved at a subsequent meeting.

Next Board meeting: Tuesday, October 15 at the Wilmette Village Hall Council Chambers, 1200 Wilmette Ave., 2nd Floor, at 7:30 p.m. All meetings are open to the public and can be viewed live on local channel 6.

Wilmette Board of Park Commissioners

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See what's happening on our social sites

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Board Transparency – Library Website

- Add trustee photos
- Add section about Board FAQs
 - Highlight rules regarding public comments
- Add trustee biographies
 - Short, just a few sentences.

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Board Transparency – Videotaping Board Meetings

- The Wilmette Public Library posts video on YouTube of all Board meetings a day or two after the meeting.
 - The library’s website includes a link to each of the videos on the trustee webpage.
- Advantages to posting video:
 - Gives patrons the option to virtually attend Board meetings.
 - Allows trustees who missed a meeting to review what was discussed instead of simply relying on the minutes.
 - Ensures trustees and patrons who speak during meetings are quoted correctly in articles written about the library.

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Improving Library Operations / Services



18

Promoting the Library's Value to the Community

- Add a Library Card Value link to the Library's website.
 - Wilmette Public Library does this:
<https://www.wilmettelibrary.info/about/about-us/library-use-value-calculator>
 - Quantifies the value of the services the Library provides.

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For detail on the values used for this calculator please see the Explanation of Values Used for Library Value Calculator.

Library Service	Use	Value
Hardback Books Borrowed	<input type="text" value="30"/>	\$ 510.00
Paperback Books Borrowed	<input type="text" value="5"/>	\$ 35.00
Childrens Books Borrowed	<input type="text" value="30"/>	\$ 900.00
Items Received from Other Libraries	<input type="text" value="25"/>	\$ 750.00
Audiobooks Borrowed	<input type="text"/>	\$
eBooks/Audiobooks Downloaded	<input type="text"/>	\$
Magazines Borrowed	<input type="text"/>	\$
DVDs Borrowed	<input type="text" value="10"/>	\$ 100.00
CDs Borrowed	<input type="text" value="48"/>	\$ 477.00
Museum Passes Borrowed	<input type="text"/>	\$
Magazine/Newspaper Use in Library	<input type="text"/>	\$
Hours of Large Meeting Room Use	<input type="text"/>	\$
Hours of Small Meeting Room Use	<input type="text"/>	\$
Adult Programs and Classes Attended	<input type="text"/>	\$
Children's Programs Attended	<input type="text" value="3"/>	\$ 18.00
Hours of Computer Use	<input type="text"/>	\$
Reference Questions Asked	<input type="text"/>	\$
Total		\$ 2340.00

This calculator is inspired by an original downloadable spreadsheet developed by the Massachusetts Library Association

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Eliminate Fines!

- Chicago Public Library just adopted a no-fine policy and received significant positive media attention.
- Patrons with fines may feel more comfortable coming back to the Library.
- Dovetails with the automatic renewal policy.
- Would need to have some restrictions:
 - Must return an item if another patron has requested it
 - After 1 year the patron would be required to pay for a replacement copy.

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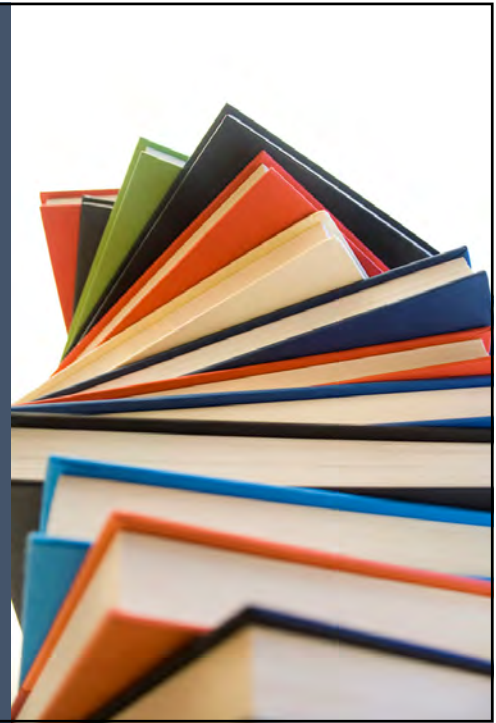
Make Returns More Convenient

- Add drop boxes to select locations in Winnetka and Northfield
- Possible locations:
 - Train stations
 - The Grand
 - Parking lot behind the Winnetka post office
 - Northfield Park District
- May need to work in conjunction with eliminating fines to ensure wait times do not increase.

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Next Steps...

- Trustees to review offline
- Discussions at next Board meeting regarding which item(s) to implement and how to prioritize.



Network Switch Replacement Recommendation

The primary networking switch at Winnetka which functions as the heart of the building's network is now ten years old and at the end of its life. In addition to the warranty expiring and concerns about considerable downtime in the case of equipment failure, the switch is running out of space. We currently also have many devices that are powered over the network using *Power over Ethernet* (PoE) and at the moment this equipment requires many power adapters which are inefficient and require many power outlets in the vicinity of the switch.

A newer switch installation would provide more room for network expansion, greater redundancy in the case of failure, and the ability to provide PoE without additional equipment.

A proposal from our technology support company recommends three new Aruba (HP) switches which would provide a total of 144 network ports and support for all of the PoE equipment that we would anticipate needing at this time. The quote for purchasing the necessary equipment, initial support contracts, and the time needed to configure the equipment to reduplicate the library's current network architecture will not exceed \$18,000.

Respectfully submitted,

Mark Swenson
Head of Information Technology