

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

**THE MEETING WILL BEGIN AT 7:30 PM AT
THE NORTHFIELD BRANCH LIBRARY
1785 ORCHARD LANE, NORTHFIELD, IL
60093**

AGENDA

Monday, November 19, 2018

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Presentation of Annual Audit by Lauterbach and Amen, LLP***
- V. Vote to Approve Minutes of October 15, 2018 Regular Meeting***
- VI. Financial Report**
 - Approve October 2018 Financial Statements*
- VII. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf) *
- VIII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- IX. Unfinished Business**
 - Discussion and Vote on Fiscal Year 2018-2019 Tax Levy*
 - Discussion of Proposed Patio Project feedback
- X. New Business**
 - Discussion and Vote to Approve Annual Audit for Fiscal Year 2017-2018*
 - Vote to Amend Fund Balance Policy*
 - Vote to Approve Resolution to move funds from the Special Reserve fund to the General fund*
 - Vote to Approve Resolution to move funds from the General Fund to FICA and IMRF Funds*
 - Discussion and Vote to Approve Library Staff Health Insurance Coverage Change*
- XI. Communications**

- The next Regular Board Meeting will be held on December 10, 2017 at the Winnetka Library.
- District will close at 5 p.m. on Wednesday, November 21. The District will be closed on Thursday, November 22 in observance of the Thanksgiving holiday.

XII. Public Comments

XIII. Adjournment

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

October 15, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Clerk). Present were Lakota Group members; Becky Hurley and Kevin Clark. Also present was Winnetka resident Jeffrey Liss.

III. Presentation by Lakota Group and Discussion on Proposed Patio Project

Director Wolf stated that the purpose of the presentation is to review changes that were made based on suggestions and concerns from the September 17, 2018 Board Meeting. She explained that the North Entrance / Patio Project is Stage 1 of the renovation and will be followed by Stage 2: The West Children's Garden, and then Stage 3: The South Entrance / Parking Lot.

Principal Kevin Clark of Lakota Group presented the Proposed Patio Project. He addressed the prior safety concern regarding access to the street from the patio area. To enclose the space, Lakota Group extended the patio wall, added a row of bluestone pavers, and incorporated an evergreen hedge. These changes allow the patio to have an open concept without direct movement toward Green Bay Road; while simultaneously incorporating more greenery. Clark then addressed the Master Plan, stating that the District can ultimately extend the bluestone pavers around the library to connect the space with the Children's Garden and South Entrance. Lakota Group also adjusted the placement of the bike racks by tucking them behind the bus stop, and slightly widened the sidewalk for easier access.

Trustee Ruiz-Funes asked if the size of the proposed patio is functional enough for events and programs. Clark responded that 40' x 32' should be more than enough space, especially when combined with the Lloyd Room.

President Johnson notified the Board that yellow caution tape had been placed outside to mark the dimensions of the proposed patio, and the Board then stepped outside to review the size.

Trustee Reichert asked for a more detailed master plan that includes a design of the Parking Lot Project.

The Board discussed the Parking Lot Project, and President Johnson stated the three community needs:

- Fresh design
- Fully compliant with the Americans with Disabilities Act (ADA) Standards
- Formal stroller parking

Trustee Anwar mentioned that the Arlington Heights Public Library has special flooring that is more ADA accessible, and suggested the District consider that. Clark responded that civil engineers will ensure that the renovation is completely ADA compliant.

President Johnson stated that in order to remain on track with commission and Spring construction, the District should move forward with the North Entrance / Proposed Patio Project before reviewing a design for the South Entrance / Parking Lot renovation.

Trustee McCarty asked Lakota Group to clarify if any existing landscape will remain after construction. Clark responded that the District will have the option to keep existing landscape or refresh the area with new plantings.

Trustee Shoup asked if it would be more cost effective to plow all three areas at once, and then work separately on the individual stages. Clark recommended plowing each area in stages, explaining it is a more attractive way to do it, and will be more cost effective over time.

The Board suggested illuminating the chimney at night, and President Johnson asked Lakota Group to give the District the option to add a chimney light in the construction budget.

President Johnson announced that on November 7, 2018 an informational open house will take place at the Winnetka Library to showcase the patio design to the public. The session will start at 4 p.m. and board members will be present to answer questions and respond to public comments.

IV. Public Comments

No public comments.

V. Vote to Approve Consent Agenda

- Approval of Minutes of September 17, 2018 Special Meeting*
- Approval of Minutes of September 17, 2018 Regular Meeting*

A MOTION was made by Trustee McCarthy to approve the Consent Agenda and seconded by Trustee Ruiz-Funes.

The MOTION passed on a voice vote.

VI. Financial Report

President Johnson stated that the District is ahead of plan on capital on a prorated basis because the library is still paying bills from last fiscal year. He asked if the capital budget

number anticipated this. Director Wolf responded that the number did not reflect that the District would have payments from last fiscal year.

President Johnson asked if the District will have to budget more for the online database and digital books. Director Wolf explained that the database is upfront spending, and that digital books are running high, and we are working to gain an understanding of where we may need to make changes.

Director Wolf stated that Penguin Random House is changing their model for how to buy books, and this will impact the District. There will now be a two-year license for digital material. Trustee Shoup asked if we are grandfathered in for titles that we already own, and Director Wolf responded that we are.

President Johnson asked for a strategic presentation on the digital and audiobook collection in December and Director Wolf agreed.

Director Wolf is expecting 5-10% growth again this year on digital materials.

Trustee Shoup asked if hard copy checkouts are down, and Director Wolf responded that they are down a little bit, but not much, especially due to automatic renewals allowing patrons to hold on to the materials.

Director Wolf stated that audit fieldwork is complete and went well; the District is expecting a draft shortly.

Director Wolf discussed capital decisions, stating that the District will need to transfer funds out of the reserve for project purposes. President Johnson asked when the Board will vote on that, and Director Wolf responded that the Board will vote after a set amount is established.

A MOTION was made by Trustee Reichart to approve the September 2018 Financial Statements and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson shared his excitement for the Publishers Weekly article "How to Do a Library Makeover" that discussed the recent Winnetka Library renovation.

President Johnson mentioned the Jennifer Egan One Book Two Villages (OBTV) event, and the Board discussed how much they enjoyed it. They thought Ms. Egan was engaging and loved hearing about her authorial process.

LIBRARY DIRECTOR'S REPORT:

Director Wolf announced that Pam Rawlinson has retired after 17 years in the District.

Director Wolf stated that total circulation continues to be high, and renewals are included in that number. Cumulative virtual branch circulation is up. The District is still working with Cooperative Computer Services (CCS) to compare old numbers to new numbers without including renewals.

Trustee Ruiz-Funes stated that the Board would like to see year to year trends in total circulation, as it would be beneficial for the Strategic Plan. Director Wolf responded that the District can pull months to get a general number.

Director Wolf announced that the District has higher circulation with digital materials and discussed the ratio of physical books to digital books. An in-depth discussion regarding ordering materials and forecasting demand for titles will occur at the December 17, 2018 Board Meeting.

Director Wolf announced that the District was pleased with the turnout for the OBTV Jennifer Egan event.

Director Wolf stated that study room usage is continuing to increase.

Director Wolf stated that program attendance is slightly down from last year; this is not surprising because last year's September and August programs were more compacted due to renovations. Director Wolf expects program attendance to continue to increase.

Director Wolf stated that the winter issue of The Source will be delivered to District homes on November 17, 2018.

VIII. Liaisons to Other Organizations-Reports

- *RAILS* - There was nothing new to report on RAILS.
- *Winnetka Village*- October 16, 2018 is the regular meeting of the Winnetka Board. President Johnson asked if they have an updated timeline for the Tax Increment Financing (TIF) and Trustee Anwar stated that they do not.
- *Northfield Village*- Director Wolf stated from Trustee Neustadt that the Northfield Village meeting occurred in September, and they approved a new and revised schedule of fees for the village. It is simplified; the fees are structurally in line with the five neighboring communities. Drainage along Sunset Ridge is continuing. There was a discussion about the noise level at park and school events, and they may possibly adjust regulations.

IX. Unfinished Business

X. New Business

- *Discussion on Draft of Proposed Fiscal Year 2018-2019 Proposed Tax Levy**
The Board discussed the Proposed Tax Levy and agreed to request a 2.5% increase in the Levy.

XI. Communications

- *November 7, 2018 Open House for Proposed Patio Project.*

- *November Regular Board Meeting scheduled for November 19, 2018 will be held at the Northfield Community Room, Northfield Library. Presentation of annual audit by Lauterbach and Amen.*
- *District will close at 5 p.m. on Wednesday, November 21, 2018. The District will be closed on Thursday, November 22, 2018 in observance of the Thanksgiving holiday.*

XII. Public Comments

No public comments.

XIII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Reichert and seconded by Trustee McCarthy. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
Library Fund - Cash
July 2018 - June 2019
October 2018 - 33%

	Budget 2018-19		Actual October 2018		
	Full Year	Prorated Through October 2018	October 2018	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 1,243,131	\$ 1,766,743	47.4%	\$ 523,612
Total 0004500 Interest	\$ 18,000	\$ 6,000	\$ 30,058	167.0%	\$ 24,058
1004040 Replacement Tax	\$ 20,000	\$ 6,667	\$ 10,484	52.4%	\$ 3,818
Total 1004050 Per Capita Grant	\$ 14,107	\$ 4,702	\$ 22,890	162.3%	\$ 18,188
1004060 Kenilworth Services	\$ 100,000	\$ 33,333	\$ 24,291	24.3%	\$ (9,042)
Total 1004100 Fines	\$ 35,000	\$ 11,667	\$ 6,518	18.6%	\$ (5,149)
1004120 Studio Fees	\$ 4,500	\$ 1,500	\$ 576	12.8%	\$ (924)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 1,500	\$ 47	1.0%	\$ (1,453)
Total 1004300 Copy/Printing	\$ 9,000	\$ 3,000	\$ 2,338	26.0%	\$ (662)
Total 1004700 Book Sales	\$ 2,000	\$ 667	\$ 1,038	51.9%	\$ 371
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 100		\$ 100
Total 1004800 Contributions	\$ 30,000	\$ 10,000	\$ 31	0.1%	\$ (9,969)
Total Revenues	\$ 3,966,499	\$ 1,322,166	\$ 1,865,114	47.0%	\$ 542,947
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	57,717	54,445	31.4%	3,271
Total 1005000 Administrative Services	321,425	107,142	99,572	31.0%	7,570
Total 1005100 Personnel	1,835,000	611,667	519,770	28.3%	91,896
Total 1005900 Programming-District Initiative	81,100	27,033	27,936	34.4%	(902)
Total 1015300 Adult Services - Winnetka	475,000	158,333	238,591	50.2%	(80,257)
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	18,967	19,163	33.7%	(196)
Total 1025300 Adult Services - Northfield	61,000	20,333	18,803	30.8%	1,530
Total 1025400 Youth/Children's Sv.- Northfield	32,500	10,833	9,185	28.3%	1,648
Total 1035800 Capital Outlay	650,000	216,667	318,406	49.0%	(101,739)
Total 1000000 Fund 10 General Expenses	3,686,075	1,228,692	1,305,871	35.4%	(77,179)
Total Revenues	3,966,499	1,322,166	1,865,114	47.0%	542,947
Total Expenses	3,686,075	1,228,692	1,305,871	35.4%	(77,179)
Net Operating Income	280,424	93,475	559,243	199.4%	\$ 465,769
7005000 Fund 70 Building/Equipment	\$ 304,788.00	\$ 50,798.00	\$ 37,940.21	12%	\$ (12,857.79)
2005100 Fund 30 IMRF	\$ 105,000.00	\$ 17,500.00	\$ 26,313.56	25.1%	\$ 8,813.56
4005100 Fund 40 Liability	\$ 35,000.00	\$ 5,833.33	\$ 15,070.00	43.1%	\$ 9,236.67
3005100 Fund 30 FICA	\$ 125,000.00	\$ 20,833.33	\$ 17,780.45	14%	\$ (3,052.88)
6005100 Unemployment Payment	\$ 1,000.00	\$ 166.67	\$ -	0	\$ (166.67)

Winnetka-Northfield Public Library District
 General Fund Income Statement
 July, 2018 - June, 2019
 October 2018 - 33%

	Budget 2018-19		Actual October 2018		
	Full Year	Prorated Through October 2018	October 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,729,392	\$ 1,243,131	\$ 1,766,743	47%	\$ 523,612
Total 0004000 Property Taxes Collections	\$ 3,729,392	\$ 1,243,131	\$ 1,766,743	47%	\$ 523,612
0004500 Interest	18,000	6,000			-
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,194		
1004525 FT Money Market-Interest			657		
1004595 FT Investment Interest Income			28,207		
Total 0004500 Interest	\$ 18,000	\$ 6,000	\$ 30,058	167%	\$ 24,058
1004040 Replacement Tax	\$ 20,000	\$ 6,667	\$ 10,484	52%	\$ 3,818
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	4,702	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 4,702	\$ 22,890	162%	\$ 18,188
1004060 Kenilworth Services	100,000	33,333	24,291	24%	(9,042)
1004100 Fines	35,000				-
1014100 Fines - Winnetka			5,628		
1024100 Fines - Northfield			890		
Total 1004100 Fines	\$ 35,000	\$ 11,667	\$ 6,518	19%	\$ (5,149)
1004120 Studio Fees	4,500	1,500	576	13%	(924)
1004150 Lost/Damaged Materials	4,500	1,500			-
1014150 Lost/Damaged Mat.-Winnetka			107		
1024150 Lost/Damaged Mat.-Northfield			(60)		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 1,500	\$ 47	1%	\$ (1,453)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	3,000			-
1014300 Copy/Printing - Winnetka			1,524		
1024300 Copy/Printing - Northfield			813		
Total 1004300 Copy/Printing	\$ 9,000	\$ 3,000	\$ 2,338	26%	\$ (662)
1004700 Book Sales	2,000	667			-
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 667	\$ 1,038	52%	\$ 371
1004775 Miscellaneous Revenue			\$ 100		\$ 100
1004800 Contributions	30,000	10,000			-
1004880 Gift Fund (over \$100)	-	-	-		-
1004885 Gift Fund (under \$100)			0	0%	0
1004895 Friends Donations	-	-	31		31
Total 1004800 Contributions	\$ 30,000	\$ 10,000	\$ 31	0%	\$ (9,969)
Total Income	\$ 3,966,499	\$ 1,322,166	\$ 1,866,279	47%	\$ 544,113
Gross Profit	\$ 3,966,499	\$ 1,322,166	\$ 1,866,279	47%	\$ 544,113
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000	24,000	5,711	8%	(18,289)
1005133 OCLC	11,250	3,750	20,988	187%	17,238
1005134 Software	31,000	10,333	10,705	35%	371
1005135 LAN Management	55,000	18,333	16,168	29%	(2,165)
1005136 Hardware	1,900	633	853	45%	220
1005177 Technology/Website	2,000	667	20	1%	(647)

	Budget 2018-19		Actual October 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through October 2018	October 2018	% of Budget	
Total 10.5100 IT Services	\$ 173,150	\$ 57,717	\$ 54,445	31%	(3,271.34)
1005000 Administrative Services					
1005101 Audit Fees	9,800	3,267	-	0%	(3,267)
1005120 Library Supplies	30,000	10,000	9,495	32%	(505)
1005121 Office Supplies	8,000	2,667	4,649	58%	1,982
1005122 Breakroom Supplies	1,500	500	264	18%	(236)
1005123 Postage	6,000	2,000	1,360	23%	(640)
1005124 Hospitality	6,000	2,000	138	2%	(1,862)
1005131 Accounting and Bookkeeping	15,000	5,000	7,564	50%	2,564
1005137 Legal Notices	1,500	500	29	2%	(471)
1005138 Delivery Service	7,700	2,567	2,502	32%	(65)
1005140 Payroll Services	8,500	2,833	2,585	30%	(248)
1005170 Utilities					
1005171 Electricity	45,000				-
1015171 Electricity - Winnetka			21,315		
1025171 Electricity - Northfield			2,693		
Total 1005171 Electricity	45,000	15,000	24,008	53%	9,008
1005172 Water	5,625				-
1015172 Water - Winnetka	-		860		
1025172 Water - Northfield			105		
Total 1005172 Water	5,625	1,875	965	17%	(910)
1005173 Storm Sewer	1,900				-
1015173 Storm Sewer - Winnetka			533		
Total 1005173 Storm Sewer	1,900	633	533	28%	(101)
1005174 Natural Gas	11,000				-
1015174 Natural Gas - Winnetka			2,340		
1025174 Natural Gas - Northfield			220		
Total 1005174 Natural Gas	11,000	3,667	2,560	23%	(1,107)
1005175 Telephone	9,250				-
1015175 Telephone - Winnetka			3,400		
Total 1005175 Telephone	9,250	3,083	3,400	37%	316
1005176 Internet Services	16,500	5,500	6,377	39%	877
Total 1005170 Utilities	89,275	29,758	37,842	42%	8,084
1005700 Public Relations					
1005720 PR E-Marketing	1,500	500	-	0%	(500)
1005721 PR Promotional	6,000	2,000	5,680	95%	3,680
1005722 PR Source	25,000	8,333	-	0%	(8,333)
1005723 PR Supplies	8,000	2,667	2,192	27%	(474)
1005724 PR Advertising	3,500	1,167	31	1%	(1,136)
Total 1005700 Public Relations	44,000	14,667	7,903	18%	(6,763)
1005703 ILL Fees	150	50	100	67%	50
1005713 Credit Card Processing Fees	-	-	406	0%	406
1005719 Board Expenses	1,000	333	-	0%	(333)
1005731 Memberships	6,500	2,167	(172)	-3%	(2,339)
1005732 Staff Meetings	5,000	1,667	348	7%	(1,319)
1005735 Director's Expenses	1,000	333	-	0%	(333)
1005736 Legal	15,000	5,000	1,050	7%	(3,950)
1005741 Architects		-	9,352		9,352
1005742 Building Appraisal	500	167	-	0%	(167)
1005743 Other Consultations	15,000	5,000	11,133	74%	6,133
1005744 Investment Fees	-	-	1,524	0%	1,524
1005745 HR Consultant	50,000	16,667	1,500	3%	(15,167)
Total 1005000 Administrative Services	321,425	107,142	99,572	31%	(7,570)
1005100 Personnel					
1005110 Salaries	1,670,000	556,667	488,750	29%	(67,917)

	Budget 2018-19		Actual October 2018		Variance vs. Prorated Budget
	Full Year	Prorated	October 2018	% of Budget	
		Through October 2018			
1005111 Health Insurance	140,000	46,667	29,117	21%	(17,550)
1005112 Flu Vaccination	500	167	-	0%	(167)
1005113 Employee Asst. Program	1,500	500	75	5%	(425)
1005114 Conferences	20,000	6,667	1,716	9%	(4,951)
1005115 Flexible Spending Account	3,000	1,000	113	4%	(888)
Total 1005100 Personnel	1,835,000	611,667	519,770	28%	(91,896)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	3,700	2,090	19%	(1,610)
1005716 OBTV	17,000	5,667	7,656	45%	1,990
1005907 Programming - Youth	15,500	5,167	8,313	54%	3,147
1005908 Programming - Adult	20,000	6,667	9,419	47%	2,753
1005910 Programming - Studio	10,000	3,333	28	0%	(3,305)
1005913 Studio General Supplies	7,500	2,500	428	6%	(2,072)
Total 1005900 Programming-District Initiative	81,100	27,033	27,936	34%	902
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	18,333	24,793	45%	6,460
1015341 Books-Non-Fiction	65,000	21,667	24,399	38%	2,732
1015342 Periodicals	28,000	9,333	14,592	52%	5,259
1015343 DVDs	37,000	12,333	15,112	41%	2,778
1015344 Audio Books	25,000	8,333	6,864	27%	(1,469)
1015345 Books-Digital	170,000	56,667	69,735	41%	13,068
1015346 Online Database	95,000	31,667	83,096	87%	51,429
1015360 Program Supplies	-	-	-	-	-
1015361 Program Performers Fees	-	-	-	-	-
Total 1015300 Adult Services - Winnetka	475,000	158,333	238,591	50%	80,257
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	3,500	3,232	31%	(268)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	4,333	3,768	29%	(565)
101544J Books-Jr. High	6,000	2,000	2,853	48%	853
101544N Books-Non Fiction	12,000	4,000	3,888	32%	(112)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	10,333	10,509	34%	176 error
1015443 DVDs	8,000	2,667	2,621	33%	(46)
1015444 Audio Books	7,000	2,333	2,138	31%	(196)
1015445 Music	400	133	663	166%	530
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	18,967	19,163	34%	196 error
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000	8,000	6,972	29%	(1,028)
1025341 Books-Non-Fiction-Adult	12,000	4,000	3,444	29%	(556)
1025342 Periodicals	-	-	285		285
1025343 DVDs-Adult	16,000	5,333	5,289	33%	(45)
1025344 Audio Books-Adult	9,000	3,000	2,813	31%	(187)
Total 1025300 Adult Services - Northfield	61,000	20,333	18,803	31%	(1,530)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	2,333	1,959	28%	(374)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	1,667	1,632	33%	(34)
102544J Books-Jr. High	5,500	1,833	1,272	23%	(562)
102544N Books-Non Fiction	5,000	1,667	1,720	34%	53
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	5,167	4,623	30%	(543)
1025443 DVDs-Juv	4,500	1,500	1,111	25%	(389)
1025444 Audio Books-Juv	5,000	1,667	1,292	26%	(375)

	Budget 2018-19		Actual October 2018		
	Full Year	Prorated Through October 2018	October 2018	% of Budget	Variance vs. Prorated Budget
1025445 Music - Juv	500	167	199	40%	33
Total 1025400 Youth/Children's Sv.-Northfield	32,500	10,833	9,185	28%	(1,648)
1035800 Capital Outlay					
1005882 Building	155,000	51,667	134,485	87%	82,818
1005884 Equipment/Furniture	400,000	133,333	141,470	35%	8,136
1005885 Computer Equipment	95,000	31,667	42,452	45%	10,785
Total 1035800 Capital Outlay	650,000	216,667	318,406	49%	101,739
Total 1000000 Fund 10 General Expenses	3,686,075	1,228,692	1,305,871	35%	77,179
Total Expenses	3,686,075	1,228,692	1,305,871	35%	77,179
Net Operating Income	280,424	93,475	560,409	200%	466,934

Winnetka-Northfield Public Library District
 Building Fund
 July, 2018 - June, 2019
 October 2018 - 33%

	Budget 2018-19		Actual October 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through October 2018	October 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	\$ 150,000	\$ 50,000	\$ 69,224	46%	\$ 19,224
Total 0004000 Property Taxes Collections	150,000	50,000	69,224	46%	19,224
Total Income	150,000	50,000	69,224	46%	19,224
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	\$ 8,500	\$ 2,833	\$ 2,292	27%	\$ (542)
7005732 Snow Removal	8,500	2,833	0.00	0%	(2,833)
7005735 Photocopier Leases	40,000	13,333	13,320.20	33%	(13)
7005736 Phone Lease	9,600	3,200	3,199.92	33%	(0)
7005737 Building Maintenance Service	111,440	37,147	35,350.00	32%	(1,797)
7005738 Elevators	8,000	2,667	2,140.53	27%	(526)
7005739 Landscaping	15,000	5,000	1,260.00	8%	(3,740)
7005752 HVAC	12,000	4,000	0.00	0%	(4,000)
7005755 Automatic Doors	3,500	1,167	3,373.30	96%	2,207
7005756 Roof	600	200	0.00	0%	(200)
7005758 Alarms	2,750	917	1,635.00	59%	718
7005782 Equipment	4,000	1,333	371.31	9%	(962)
7005799 Misc Services	16,000	5,333	475.00	3%	(4,858)
7025159 Northfield Lease	64,898	21,633	21,195.80	33%	(437)
Total 7005000 Fund 70 Building/Equipment	304,788	101,596	84,613	28%	(16,983)
Total Expenses	304,788	101,596	84,613	28%	(16,983)
Net Operating Income	(154,788)	(51,596)	(15,389)	10%	16,984
Net Income	(154,788)	(51,596)	(15,389)	10%	16,984

Winnetka-Northfield Public Library District

CHECK DETAIL

October 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
10/01/2018	Bill Payment (Check)	DD	COMCAST		C	-254.85
						-254.85
10/01/2018	Bill Payment (Check)	DD	COMED		C	-657.50
						-657.50
10/01/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-849.00
						-849.00
10/01/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-665.00
						-665.00
10/01/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-258.40
						-258.40
10/01/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,330.00
						-1,330.00
10/01/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-130.29
						-130.29
10/05/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,670.39
						-2,670.39
10/05/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-4,615.70
						-4,615.70
10/05/2018	Bill Payment (Check)	ACH	Oxford University Press		C	-1,420.00
						-1,420.00
10/05/2018	Bill Payment (Check)	2427	Catered by Design		C	-1,033.00
						-1,033.00
10/05/2018	Bill Payment (Check)	2428	Apple Inc.			-3,591.00
						-3,591.00
10/05/2018	Bill Payment (Check)	2429	Team One Repair, Inc.		C	-159.60
						-159.60
10/05/2018	Bill Payment (Check)	2430	William Pack		C	-325.00
						-325.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/05/2018	Bill Payment (Check)	2431	James Sanden		C	-975.00 -975.00
10/05/2018	Bill Payment (Check)	2432	David Blecher		C	-50.00 -50.00
10/05/2018	Bill Payment (Check)	2433	Chicago Tribune		C	-351.00 -351.00
10/05/2018	Bill Payment (Check)	2434	JoAnn		C	-1,100.00 -1,100.00
10/05/2018	Bill Payment (Check)	2435	New York Times		C	-1,053.00 -1,053.00
10/08/2018	Bill Payment (Check)	DD	COMCAST		C	-237.85 -237.85
10/09/2018	Bill Payment (Check)	DD	NICOR			-31.03 -31.03
10/09/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-37.50 -37.50
10/09/2018	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		C	-370.00 -370.00
10/09/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-386.60 -386.60
10/09/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		C	-16.00 -16.00
10/09/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-1,025.69 -1,025.69
10/09/2018	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		C	-177.93 -177.93
10/09/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-852.23 -852.23
10/09/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-101.76 -101.76
10/09/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-600.00 -600.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/11/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-354.31 -354.31
10/12/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-3,838.74 -3,838.74
10/12/2018	Bill Payment (Check)	ACH	3 Points, LLC		C	-7,230.00 -7,230.00
10/12/2018	Bill Payment (Check)	ACH	CDW-G		C	-32,040.00 -32,040.00
10/12/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,188.87 -5,188.87
10/12/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-8,229.09 -8,229.09
10/12/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR	Voided	C	0.00 0.00
10/12/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,247.50 -1,247.50
10/12/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-2,717.76 -2,717.76
10/12/2018	Bill Payment (Check)	2438	GREAT AMERICA FINANCIAL SERVICES		C	-799.98 -799.98
10/12/2018	Bill Payment (Check)	2439	Communication Revolving Fund		C	-450.00 -450.00
10/12/2018	Bill Payment (Check)	2440	Dan Peterson		C	-325.00 -325.00
10/12/2018	Bill Payment (Check)	2441	Martina Mathisen		C	-300.00 -300.00
10/15/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-478.66 -478.66
10/15/2018	Bill Payment (Check)	ACH	22ND CENTURY MEDIA, LLC		C	-29.05 -29.05
10/15/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-465.34 -465.34

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/15/2018	Bill Payment (Check)	ACH	WT. Cox Subscriptions, Inc.		C	-168.00 -168.00
10/15/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-323.97 -323.97
10/15/2018	Bill Payment (Check)	ACH	IMPACT NETWORKING		C	-299.50 -299.50
10/15/2018	Bill Payment (Check)	ACH	CHICAGO BACKFLOW INC.		C	-125.00 -125.00
10/15/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-163.04 -163.04
10/15/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70 -394.70
10/19/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-2,764.17 -2,764.17
10/19/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-6,111.41 -6,111.41
10/19/2018	Bill Payment (Check)	ACH	DocuFree Corporation		C	-2,400.00 -2,400.00
10/19/2018	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,227.00 -2,227.00
10/19/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-1,707.50 -1,707.50
10/19/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-3,387.40 -3,387.40
10/19/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-6,315.49 -6,315.49
10/19/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,297.83 -5,297.83
10/19/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-4,005.25 -4,005.25
10/19/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-4,937.66 -4,937.66

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10/19/2018	Bill Payment (Check)	2442	Elizabeth Silvia			-43.00 -43.00
10/19/2018	Bill Payment (Check)	2443	Hirelle E. Kirsch		C	-99.00 -99.00
10/19/2018	Bill Payment (Check)	2444	Glenn D. Pankau		C	-16.99 -16.99
10/19/2018	Bill Payment (Check)	2445	Twisted Fiber Studio (Shari Pontillo)			-325.00 -325.00
10/19/2018	Bill Payment (Check)	2446	Jean E. Joslyn		C	-50.00 -50.00
10/19/2018	Bill Payment (Check)	2447	Grainger		C	-173.63 -173.63
10/22/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-759.84 -759.84
10/22/2018	Bill Payment (Check)	ACH	Warehouse Direct		C	-1,001.89 -1,001.89
10/22/2018	Bill Payment (Check)	DD	CALL ONE		C	-403.33 -403.33
10/23/2018	Bill Payment (Check)	ACH	RECORDED BOOKS, INC.		C	-92.47 -92.47
10/23/2018	Bill Payment (Check)	EFT	First Bankcard		C	-9,496.60 -9,496.60
10/24/2018	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00 -100.00
10/25/2018	Bill Payment (Check)	DD	VILLAGE OF NORTHFIELD		C	-104.88 -104.88
10/26/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-6,889.50 -6,889.50
10/26/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		C	-17,675.00 -17,675.00
10/26/2018	Bill Payment (Check)	ACH	RANDOM HOUSE (PENGUIN GROUP)		C	-1,565.71

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,565.71
10/29/2018	Bill Payment (Check)	2448	David G. Clark			-225.00
						-225.00
10/29/2018	Bill Payment (Check)	2449	Erin Collins			-56.72
						-56.72
10/29/2018	Bill Payment (Check)	2450	Industrial Appraisal Company			-160.00
						-160.00
10/29/2018	Bill Payment (Check)	2451	Art Excursions, Inc. (Jeff Mishur)			-350.00
						-350.00
10/29/2018	Bill Payment (Check)	2452	Cheryl Rich Heisler			-80.00
						-80.00
10/29/2018	Bill Payment (Check)	2453	Hartford			-668.00
						-668.00
10/29/2018	Bill Payment (Check)	2454	Aqua Chill of Chicago			-37.00
						-37.00
10/29/2018	Bill Payment (Check)	2455	Jessica Thompson			-14.72
						-14.72
10/29/2018	Bill Payment (Check)	2456	AT&T (Phone Service)			-1,300.56
						-1,300.56
10/29/2018	Bill Payment (Check)	2457	Utica National Insurance Group			-25.00
						-25.00
10/29/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		C	-1,006.00
						-1,006.00
10/29/2018	Bill Payment (Check)	DD	NATIONWIDE RETIREMENT SOLUTIONS		C	-1,006.00
						-1,006.00
10/30/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,212.88
						-1,212.88
10/30/2018	Bill Payment (Check)	DD	COMED		C	-578.21
						-578.21

Financial Report

The revenues are slightly above what was anticipated with total revenues at 47%.

- Interest continues to run ahead of expectations.
- Fines continue to trend down as expected.
- Electricity is running a little higher than expected, most likely due to the weather. We will keep an eye on this going forward.
- Capital is running higher than expected due to payments from the previous project.

Building and Grounds

At the Winnetka library the parking lot has been restriped; we have had patron compliments on the improvement. At the November 7th Open House we received positive comments regarding the upcoming Patio project. Overall patrons are excited to see the patio moving forward. Suggestions and feedback included requests for outlets, tables and chairs, additional lighting, that we consider a pergola, and that we keep ADA in mind as we move forward in our projects.

Staff Training and Personnel Updates:

Naomi Wolfson, Head of Technical Services has resigned from her position and will be joining the team in Independence, Missouri's Mid-Continent Public Library at the end of November as their Technical Services Manager. This is a wonderful opportunity for Naomi and we wish her well in this new endeavor.

Circulation Services

Total circulation for the month of October FY 2018/2019 was **41,567** compared to **33,369** for the same month last year. This represents a net change of **24.57 %**.

Cumulative circulation through October FY 2018/2019 is **214,334** compared to **138,113** for the previous fiscal year to date. This represents a net change of **55.19 %**.

Virtual Branch circulation for the month of October FY 2018/2019 was **4,326** compared to **3,196** for the same month last year. This represents a net change of **35.36 %**.

Cumulative virtual branch circulation through October FY 2018/2019 is **16,348** compared to **12,958** for the previous fiscal year to date. This represents a net change of **26.16 %**.

Per Capita Requirement Met: Illinois Veterans History Project

It is a requirement of the State of Illinois that public library staff familiarize themselves with the Illinois Veterans History Project website. The goal of the project is to gather information about all Illinois veterans in the Illinois Digital Archive via their Illinois Patriot Information Forms. The forms are available in both large and regular print at both district locations and are currently incorporated into a Veterans' Day display at the Winnetka library. All library staff have been informed about the IVHP website and the Illinois Digital Archive.

Veterans or their family members can complete this form and share their remembrances on the back or on a separate sheet of paper. Those who participate receive an Official Certificate of Appreciation for their participation in this project from the state library.

Technology

Computer Usage

Winnetka had 8,935 recorded hotspot sessions from 2048 distinct devices. The average session time was 71 minutes. These sessions used a total of 508 GB of downstream bandwidth and 77 GB of upstream bandwidth. Northfield had 4,688 hotspot sessions from 968 distinct devices. The average session time was 46 minutes. These sessions used a total of about 234 GB of downstream bandwidth and about 22 GB of upstream bandwidth.

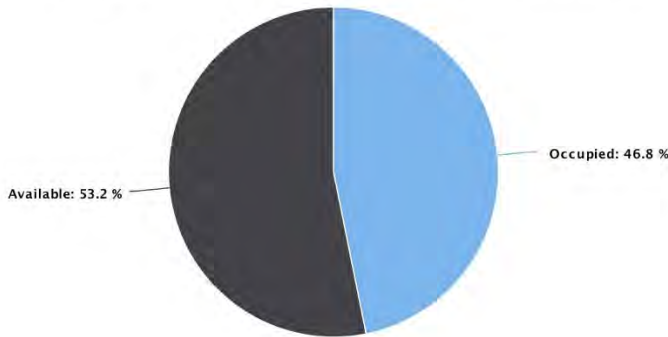
Website: Most Visited Pages

Home Page | Movies | Digital - NYT | digital-library/ebooks-eaudiobooks | Jobs | All Research A – Z | Financial Resources

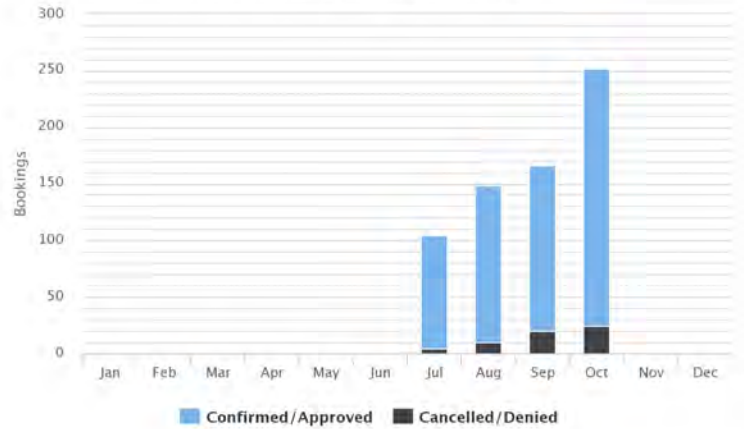
We had 13,621 pageviews of those 10,857 where unique.

Study Room Usage

Aggregate Occupancy Ratio for Monday, October 1, 2018 to Wednesday, October 31, 2018



Monthly Booking Statistics



Bookings Summary

<i>Unique Users</i>	102
<i>Total Bookings</i>	227
<i>Time Available</i>	55,440
<i>Time Booked</i>	25,9656
<i>Average Booking Duration</i>	114
<i>User Showed Up - Yes</i>	208
<i>User Showed Up - No</i>	2

Programs and Activities

Outreach

On October 19th, Amanda Garrity presented to the Student Service Club at Sunset Ridge School about libraries and literacy; she also promoted eBooks, eAudiobooks, and databases, talked about volunteer opportunities, and promoted the Studio makerspace and Library programs.

Program Attendance

Total District Program Attendance for the month of October FY 2018/2019 was **1,491** compared to **1,788** for the same month last year.

This represents a net change of **-16.61 %**.

Cumulative District Program Attendance through October FY 2018/2019 is **5,667** compared to **6,021** for the same month last year.

This represents a net change of **-5.88 %**.

	Current Month	Same Month Last FY	Percent Change	Current FY	Last FY to Date	Percent Change
Adult Program Count - Winnetka	33	29	13.79%	103	95	8.42%
Adult Program Attendance - Winnetka	350	353	-0.85%	1,135	1,333	-14.85%

Youth Program Count - Winnetka	41	40	2.50%	150	143	4.90%
Youth Program Attendance - Winnetka	581	969	-40.04%	2,629	3,063	-14.17%
Adult Program Count - Northfield	11	15	-26.67%	35	42	-16.67%
Adult Program Attendance - Northfield	116	146	-20.55%	351	421	-16.63%
Youth Program Count - Northfield	29	25	16.00%	111	96	15.63%
Youth Program Attendance - Northfield	444	320	38.75%	1,552	1,204	28.90%

Programming Highlights

- **Studio Anniversary Showcase** was attended by **79** patrons. We celebrated four years of innovative hands-on learning and creativity in The Studio with crafts, refreshments, and staff demonstrations of the embroidery machine, 3D printer, laser engraver, and more.
- **Halloween Spooktacular** was attended **54** patrons. Parents and children enjoyed our Halloween Party with games, music, and special treats.
- **Hysteria in Salem** was attended by **37** patrons. Attendees enjoyed a presentation by Chief Magistrate of the Salem Witch Trials John Hathorne, played by Terry Lynch as he recounts the hysteria, paranoia, and the resulting trials that took place in Salem Massachusetts during the 17th century.

Communications and Marketing

We have finished the winter issue of The Source, and it should be delivered to homes on Saturday, November 17th. We were excited to feature the Northfield Branch on the cover, and to be able to highlight some of our non-traditional (digital library, STEAM kits and new Podcast series *Review*) services.

Working with our Staff Readers Advisory group we have implemented “shelf-talkers” to help move books that might not be circulating as well as they should. The idea is a retailing concept that gives patrons a little more independent information before they choose a book. They are limited to a 60-word synopsis and some appeal terms to heighten interest.

We are looking forward to getting started with the Patron Point software in the break between Source cycles. We will be kicking off a welcome system for new cardholders first.

The Patio Project open house went well; we had a small group, but the feedback was very positive. We also received comments on the website (15 in total).

Summary Report for October FY 2018/2019

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	10,639	8,181	30.05 %	56,505	35,010	61.40 %	Books	14,411	11,032	30.63 %	72,661	45,789	58.69 %
Book - Fiction	5,803	4,486	29.36 %	31,816	19,906	59.83 %	Book - Fiction	12,505	9,709	28.80 %	62,906	40,351	55.90 %
Book - Nonfiction	4,836	3,695	30.88 %	24,689	15,104	63.46 %	Book - Nonfiction	1,906	1,323	44.07 %	9,755	5,438	79.39 %
Audiobook - CD	932	921	1.19 %	5,019	3,750	33.84 %	Audiobook - CD	86	72	19.44 %	641	453	41.50 %
Music CD	138	233	-40.77 %	643	833	-22.81 %	Music CD	162	101	60.40 %	652	534	22.10 %
Playaway	194	199	-2.51 %	1,250	937	33.40 %	Playaway	186	210	-11.43 %	1,557	1,208	28.89 %
DVD/Blu-Ray	6,421	4,725	35.89 %	37,547	19,569	91.87 %	DVD/Blu-Ray	2,525	1,579	59.91 %	15,377	7,204	113.45 %
Magazine	206	111	85.59 %	1,090	527	106.83 %	Magazine	-	-	-	1	5	-
Other	19	33	-42.42 %	72	226	-68.14 %	Other	80	76	5.26 %	180	297	-39.39 %
Sent Out	1,242	2,700	-54.00 %	4,791	9,345	-48.73 %	Sent Out						
Total	19,791	17,103	15.72 %	106,917	69,670	53.46 %	Total	17,450	13,070	33.51 %	91,068	55,485	64.13 %

Kenilworth patron usage for the month of October FY 2018/2019 was **1,386**.

Items borrowed from other libraries for the month of October FY 2018/2019 was **1,800**.

Total circulation for the month of October FY 2018/2019 was **41,567** compared to **33,369** for the same month last year. This represents a net change of **24.57 %**

Cumulative circulation through October FY 2018/2019 is **214,334** compared to **138,113** for the previous fiscal year to date. This represents a net change of **55.19 %**.

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	6,805	5,204	30.76 %	36,380	22,306	63.10 %	Books	10,218	7,691	32.86 %	51,268	32,658	56.98 %
Book - Fiction	3,306	2,513	31.56 %	17,976	11,217	60.26 %	Book - Fiction	9,084	6,879	32.05 %	45,030	29,187	54.28 %
Book - Nonfiction	3,499	2,691	30.03 %	18,404	11,089	65.97 %	Book - Nonfiction	1,134	812	39.66 %	6,238	3,471	79.72 %
Audiobook - CD	567	533	6.38 %	3,060	2,296	33.28 %	Audiobook - CD	68	44	54.55 %	461	307	50.16 %
Music CD	104	121	-14.05 %	480	465	3.23 %	Music CD	110	52	111.54 %	385	299	28.76 %
Playaway	155	153	1.31 %	1,070	764	40.05 %	Playaway	131	169	-22.49 %	1,209	930	30.00 %
DVD/Blu-Ray	4,470	3,072	45.51 %	25,503	12,485	104.27 %	DVD	1,647	1,003	64.21 %	9,747	4,563	113.61 %
Magazine	107	66	62.12 %	628	335	87.46 %	Magazine	-	-	-	1	2	-50.00 %
Other	16	22	-27.27 %	64	191	-66.49 %	Other	77	64	20.31 %	153	251	-39.04 %
Sent Out	903	1,457	-38.02 %	3,382	6,063	-44.22 %	Sent Out						
Total	13,127	10,628	23.51 %	70,567	44,905	57.15 %	Total	12,251	9,023	35.78 %	63,224	39,010	62.07 %

Winnetka Library's circulation for the month of October FY 2018/2019 was **25,378** compared to **19,651** for the same month last year. This represents a net change of **29.14 %**.

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	3,834	2,977	28.79 %	20,125	12,704	58.41 %	Books	4,193	3,341	62.92 %	21,393	13,131	62.92 %
Book - Fiction	2,497	1,973	26.56 %	13,840	8,689	59.28 %	Book - Fiction	3,421	2,830	20.88 %	17,876	11,164	60.12 %
Book - Nonfiction	1,337	1,004	33.17 %	6,285	4,015	56.54 %	Book - Nonfiction	772	511	51.08 %	3,517	1,967	78.80 %
Audiobook - CD	365	388	-5.93 %	1,959	1,454	34.73 %	Audiobook - CD	18	28	-35.71 %	180	146	23.29 %
Music CD	34	112	-69.64 %	163	368	-55.71 %	Music CD	52	49	6.12 %	267	235	13.62 %
Playaway	39	46	-15.22 %	180	173	4.05 %	Playaway	55	41	34.15 %	348	278	25.18 %
DVD	1,951	1,653	18.03 %	12,044	7,084	70.02 %	DVD/Blu-Ray	878	576	52.43 %	5,630	2,641	113.18 %
Magazine	99	45	120.00 %	462	192	140.63 %	Magazine	-	-	-	-	3	-
Other	3	11	-72.73 %	8	35	-77.14 %	Other	3	12	-75.00 %	27	46	-41.30 %
Sent Out	878	1,443	-39.15 %	3,213	5,992	-46.38 %	Sent Out						
Total	6,325	5,232	20.89 %	34,941	22,010	58.75 %	Total	5,199	4,047	28.47 %	27,845	16,480	68.96 %

Northfield Library's circulation for the month of October FY 2018/2019 was **11,524** compared to **9,279** for the same month last year. This represents a net change of **24.19 %**.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,046	1,647	24.23 %	8,611	6,749	27.59 %	1,145	827	38.45 %	4,418	3,199	38.11 %	945	559	69.05 %	2,566	2,454	4.56 %

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 % +/-
136	95	43.16 %	533	285	87.02 %	54	68	-20.59 %	220	271	-18.82 %

Virtual Branch circulation for the month of October FY 2018/2019 was **4,326** compared to **3,196** for the same month last year. This represents a net change of **35.36 %**.

Cumulative virtual branch circulation through October FY 2018/2019 is **16,348** compared to **12,958** for the previous fiscal year to date. This represents a net change of **26.16 %**.

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	10,165	13,178	-22.86 %	31,858	51,291	-37.89 %	People Counter							10,165
Reference Questions	1,151	1,001	14.99 %	3,880	4,153	-6.71 %	Reference Questions	568	661	-14.07 %	2,667	2,765	-3.54 %	1,719
Studio	398	264	50.76 %	1,892	816	131.86 %	Studio							398
Genealogy	10	6	66.67 %	23	15	53.33 %	Genealogy							10
Program Attendance	350	353	-0.85 %	1,135	1,333	-14.85 %	Program Attendance	581	969	-40.04 %	2,629	3,063	-14.17 %	931

Northfield Library

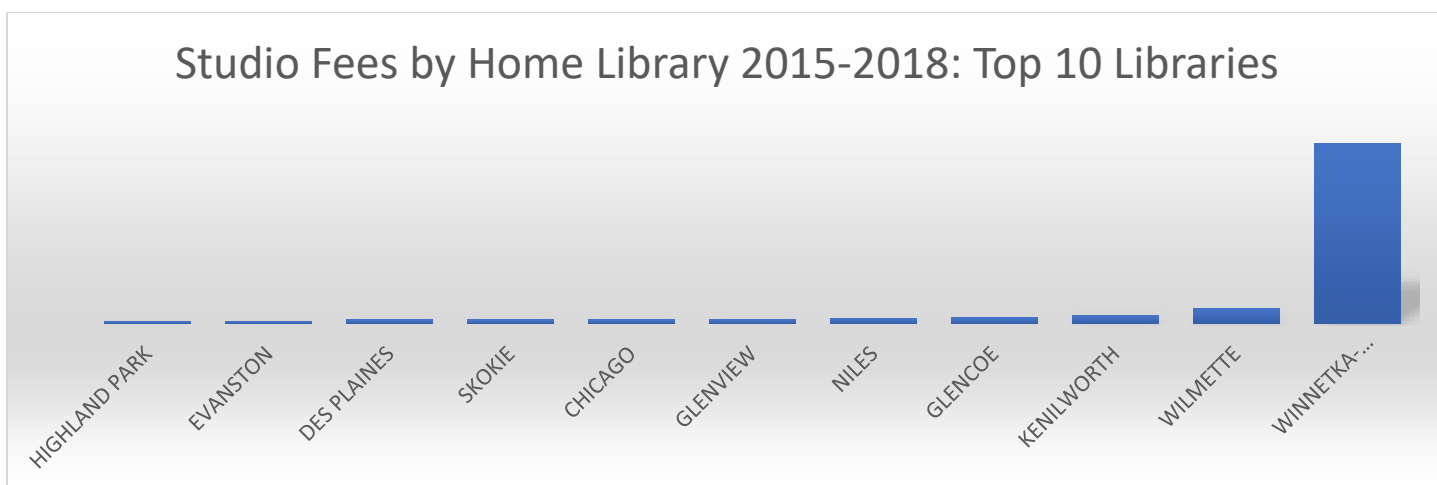
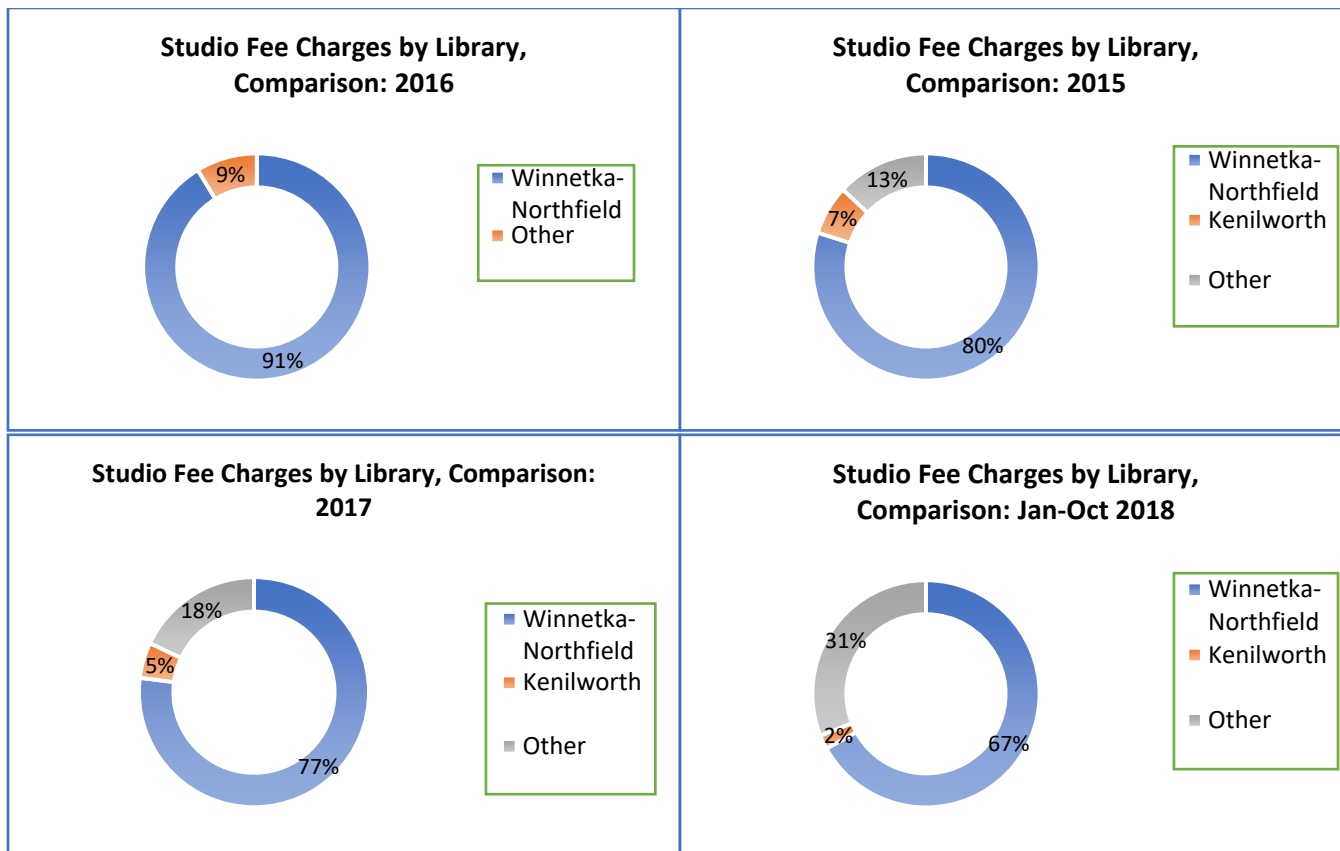
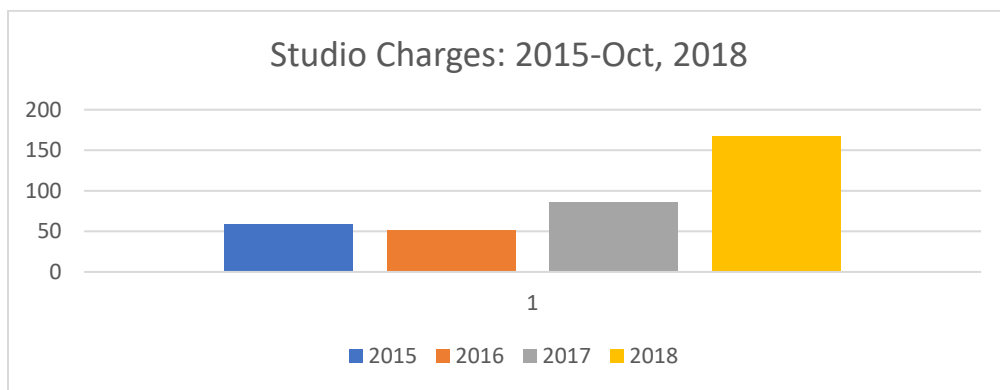
Adult							Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	6,019	6,964	-13.57 %	13,350	28,157	-52.59 %	People Counter							6,019
Reference Questions	1,264	1,000	26.40 %	4,737	3,901	21.43 %	Reference Questions	127	85	49.41 %	565	479	17.95 %	1,391
Program Attendance	116	146	-20.55 %	351	421	-16.63 %	Program Attendance	444	320	38.75 %	1,552	1,204	28.90 %	560

A total of **1,039** holds were placed for patrons in the month of October FY 2018/2019.

There were a total of **8,881** website sessions in the month of October FY 2018/2019.

Total District Program Attendance for the month of October FY 2018/2019 was **1,491** compared to **1,788** for the same month last year. This represents a net change of **-16.61 %**

Cumulative District Program Attendance through October FY 2018/2019 is **5,667** compared to **6,021** for the same month last year. This represents a net change of **-5.88 %**



TAX LEVY ORDINANCE

ORDINANCE NO. 2018-2019/4

**ORDINANCE OF WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019**

Whereas, applicable statutes authorize the Board of Library Trustees to levy taxes for library purposes;

Now, therefore, be it ordained by the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois as follows:

Section 1: Ordinance No. 2018-2019/2 (Budget and Appropriation Ordinance) passed previously by the Board is incorporated by reference.

Section 2: A tax in the sum of \$4,235,980 is levied upon all taxable property with the Library District, said tax levied to defray expenses and liabilities of the Library District for the fiscal year beginning July 1, 2018 and ending June 30, 2019 for the specific objects and purposes indicated as follows:

CORPORATE FUND

	<u>Account</u>	<u>Appropriation</u>	<u>Levy</u>
1.	IT Services	\$ 200,000	\$ 150,000
2.	Administrative Services	\$ 358,000	\$ 358,000
3.	Personnel Salaries and Benefits	\$ 1,935,000	\$ 1,835,000
4.	Programming	\$ 100,000	\$ 100,000
5.	Insurance	\$ 30,000	\$ 30,000
6.	Materials	\$ 700,000	\$ 700,000
7.	Capital Outlay	\$ 800,000	\$ 580,470
8.	Contingency	\$ 200,000	\$ 200,000
		<u>\$ 4,323,000.00</u>	<u>\$ 3,953,470.00</u>

Levied for the foregoing expenses from the General Public Library Tax: \$ 3,953,470

ILLINOIS MUNICIPAL RETIREMENT FUND

Illinois Municipal Retirement Fund \$ 200,000.00

Levied for the foregoing expense of Illinois Municipal Retirement Fund from a SPECIAL TAX in addition to all other taxes levied by the District: \$90,000.00

FICA

FICA \$ 150,000.00

Levied for the foregoing expense of FICA from a SPECIAL TAX in addition to all other taxes levied by the District: \$25,000.00

UNEMPLOYMENT INSURANCE

Unemployment Insurance \$ 20,000.00

Levied for the foregoing expense of Unemployment Insurance from a SPECIAL TAX in addition to all other taxes levied by the District: \$10.00

LIABILITY INSURANCE

Liability Insurance \$ 30,000.00

Levied for the foregoing expense of Liability Insurance from a SPECIAL TAX in addition to all other taxes levied by the District: \$12,500.00

AUDIT

Audit \$ 20,000.00

Levied for the foregoing expense of Audit from a SPECIAL TAX in addition to all other taxes levied by the District: \$5,000.00

BUILDING AND EQUIPMENT (.02%)

Building and Equipment \$ 500,000.00

Levied for the foregoing expense of Building and Equipment from a SPECIAL TAX in addition to all other taxes levied by the District: \$150,000.00

TRANSFER OF FUNDS FROM BUILDING AND EQUIPMENT TO SPECIAL RESERVE FUND

Transfer of Funds \$ 1,000,000.00

Levied for the foregoing transfer of funds \$0.00

SUMMARY

Corporate Fund	\$ 4,323,000.00	\$3,953,470.00
IMRF	\$ 200,000.00	\$90,000.00
FICA	\$ 150,000.00	\$25,000.00
Unemployment Insurance	\$ 20,000.00	\$10.00
Liability Insurance	\$ 30,000.00	\$12,500.00
Audit	\$ 20,000.00	\$5,000.00
Building and Equipment	\$ 500,000.00	\$150,000.00
Transfer of Funds from Building and Equipment to Special Reserve Fund	\$ 1,000,000.00	\$0.00
	<u>\$ 6,243,000.00</u>	<u>\$4,235,980.00</u>

Section 3: The Secretary is authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by law.

Section 4: This Ordinance is in full force and effect from and after its passage.

ADOPTED this 19th day of November 2018, pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Brian Johnson, President
Board of Library Trustees of the
Winnetka-Northfield Public Library District

ATTEST:

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

CERTIFICATE OF COMPLIANCE

I, Brian Johnson, certify that I am the presiding officer of the Winnetka-Northfield Public Library District and as such presiding officer I certify that the attached Tax Levy Ordinance was adopted pursuant to and in all respects in compliance with the provisions of the Illinois Property Tax Code 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the "Truth in Taxation Law".

This Certificate applies to the 2018-2019 Levy.

Brian Johnson, President
Board of Library Trustees of the
Winnetka-Northfield Public Library District

Date Signed: November 19, 2018

(Library District Seal)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF AUTHENTICITY

I, Suzanne Shoup, the duly qualified and acting Secretary of the Board of Library Trustees of the Winnetka-Northfield Public Library District, Cook County, Illinois, and the keeper of the records thereof, hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

TAX LEVY ORDINANCE

ORDINANCE NO. 2018-2019/4

**ORDINANCE OF WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT, COOK COUNTY, ILLINOIS
LEVYING TAXES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019.**

adopted at a meeting of the said Board of Library Trustees held on the 19th day of November, 2018.

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

(Library District Seal)

FUND BALANCE/NET POSITION POLICY

Purpose

A Fund Balance/Net Position Policy establishes a minimum level at which the projected end-of-year fund balance/net position must observe, as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Winnetka-Northfield Public Library District (the “District”) will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future needs. It is essential to maintain adequate levels of funds balance/net position to mitigate current and future risks. Fund balance/net position levels are also crucial consideration in long-term financial planning.

Definitions

Fund balances are composed of three primary categories: non-spendable, restricted and unrestricted. Some funds include both restricted and unrestricted (committed, assigned and unassigned) funds. The District assumes that the order of spending fund balances is as follows: restricted, committed, assigned, and unassigned.

1. **Restricted fund balances:** net assets subject to external enforceable legal restrictions.
2. **Committed fund balances:** net assets with self-imposed constraints or limitations approved by Ordinance or action of the Board of Trustees. Modification or removal of the constraint/limitation must follow the same form of action that was used to commit the fund balance.
3. **Assigned fund balances:** net assets with self-imposed constraints based on the intent to use the fund balance for a specific purpose. Intent may be denoted by the Board of Trustees; authority to denote intent for assigned fund balances may be delegated to the District’s Director.
4. **Unassigned fund balances:** available expendable financial resources that are not restricted, committed or assigned and that are not the object of a tentative management plan.

General Fund

The General Fund is the general operating fund of the Winnetka-Northfield Library District. It is used to account for all administrative, maintenance, and other library expenditures and all financial resources except for those expenditures which are specifically allocated to and accounted for in a separately constituted fund.

Unassigned fund balance targets should represent no less than six (6) months of operating expenditures and may be maintained at a level representing up to twelve (12) months of operating expenditures. Audited balances above 6 months at fiscal year-end may be transferred to the Special Reserve Fund or other purpose as allocated by the Board and allowed by law on an annual basis by a Board resolution.

Other Revenue Funds

Separate revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Such funds include IMRF, FICA, Building Maintenance, Working Cash, Special Reserve, and any other fund which the Board might have cause to

establish at a future date. With the exception of the Working Cash Fund, revenues for each fund are provided by a specific line item in the District's annual property tax levy and are legally restricted to the stated purpose of this fund. **The balance for such revenue funds will be made whole at the end of the fiscal year by transferring funds from the general fund as needed.**

Special Reserve Fund

The Special Reserve Fund is established to account for and report financial resources that are restricted, committed or assigned to expenditures for capital outlays including the maintenance, acquisition, construction or improvement of capital facilities. The Special Reserve Fund balance is reviewed in developing the Special Reserve Fund Ordinance and shall be maintained at a level appropriate for the last Special Reserve Fund Ordinance adopted by the District's Board. All funds in the Special Reserve Fund are dedicated to the furtherance of projects identified in the Special Reserve Fund Ordinance. The Special Reserve Fund Ordinance must include provision for emergency capital expenditures.

Other Considerations

In establishing the above policies for unrestricted fund balance/net position levels, the District considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose)

If any of the above factors change, the District should readdress current unrestricted fund balance/net asset levels to ensure amounts are appropriate.

This policy will be reviewed every three years.

Adopted: August 17, 2015

Rev: November 19, 2018

Resolution No. 2018-2019/5

**RESOLUTION TRANSFERRING FUNDS
FROM THE SPECIAL RESERVE FUND**

Be it resolved by the Board of Library Trustees of the Winnetka-Northfield Public Library District that, consistent with the Board's intent in accumulating funds in the Special Reserve Fund to fund capital projects the sum of \$500,000 shall be transferred from the Special Reserve Fund to the General Fund to fund capital expenditures in fiscal year 2017-2018.

ADOPTED this 19th day of November, 2018, pursuant to roll call vote as follows:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

By: _____
Brian Johnson
President, Board of Library Trustees

Attest:

Suzanne Shoup
Secretary, Board of Library Trustees

Resolution No. 2018-2019/6

**RESOLUTION TRANSFERRING FUNDS
FROM THE GENERAL FUND**

Be it resolved by the Board of Library Trustees of the Winnetka-Northfield Public Library District that, funds in the General fund in the amount of \$93,463 shall be transferred to the IMRF Fund make the fund whole.

ADOPTED this 19th day of November, 2018, pursuant to roll call vote as follows:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

By: _____
Brian Johnson
President, Board of Library Trustees

Attest:

Suzanne Shoup
Secretary, Board of Library Trustees

Resolution No. 2018-2019/6

**RESOLUTION TRANSFERRING FUNDS
FROM THE GENERAL FUND**

Be it resolved by the Board of Library Trustees of the Winnetka-Northfield Public Library District that, funds in the General fund in the amount of \$187,744 shall be transferred to the FICA Fund to make the fund whole.

ADOPTED this 19th day of November, 2018, pursuant to roll call vote as follows:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

By: _____
Brian Johnson
President, Board of Library Trustees

Attest:

Suzanne Shoup
Secretary, Board of Library Trustees

Recommendation for a Change in Insurance Contribution Rate for Library District Employees

Based on conversations with our current staff and our colleagues in other library institutions, we recommend that consideration be given to changing our staff contributions for health insurance, particularly regarding family coverage. We feel that this will position us to increase retention and offer a competitive benefits package.

The recommendation is a starting point for discussion.

Currently

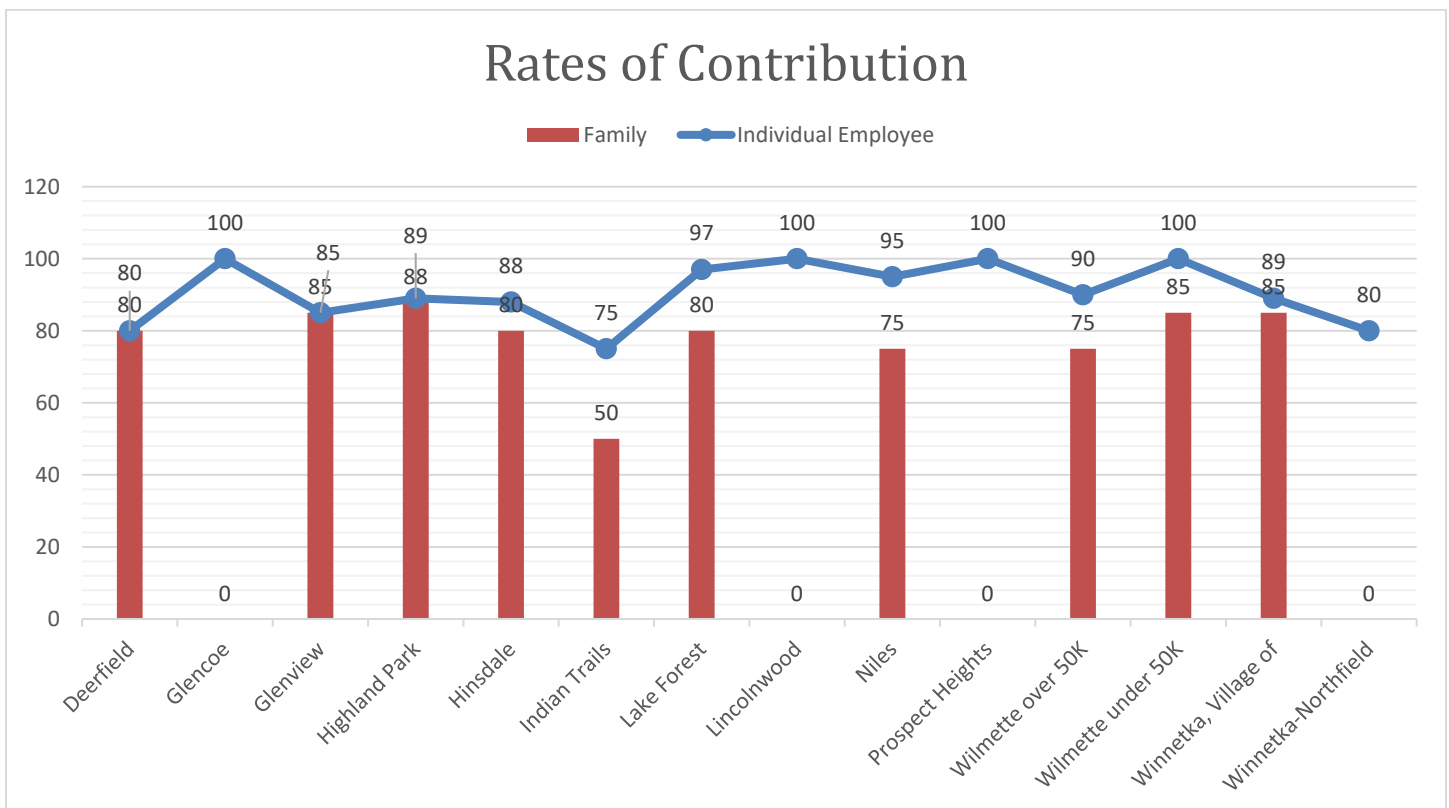
- 19 Employees are currently eligible (max level of full-time employees is currently 20)
 - **Currently 13** employees have elected Coverage (all 13 are single coverage)
- Of the 19 eligible employees 9 could potentially take advantage of +1 coverage and/or 5 of the 9 could take family coverage (only 2 have expressed interest at this time)

Librarian - Average Starting Salary | \$44,000

Average Salary of Eligible | \$55,000

Recommendation of Contribution Rate effective January 2019

District Portion - Liability PPO1 (Monthly)	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Portion 2019 Monthly	Staff Contribution %	Staff Yearly
692.06	8,304.74	85% Single	122.13	15%	1,465.54
1,058.45	12,701.36	65% Single+1	569.93	35%	6,839.20
1,510.96	18,131.49	65% Family	813.59	35%	9,763.11



Our Current premiums and rates of contribution

Premiums PP01 2019 (monthly)	District Portion	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Contribution Additional Coverage	Staff Portion Monthly	Staff Yearly
814.19	80%	7,816.22	80% Single		162.84	1,954.06
1,628.38		7,816.22	0% Single+1	977.03	977.03	11,724.36
2,324.55		7,816.22	0% Family	1,673.20	1,673.20	20,078.40
Premiums PPO2 2019 (monthly)	District Portion	District Portion - Liability PPO1 (Yearly)	District Portion - %	Staff Contribution for Additional Coverage	Staff Portion Monthly	Staff Yearly
659.49	80%	6,331.10	80% Single		131.90	1,582.78
1,318.99		6,331.10	0% Single+1	791.40	791.40	9,496.78
1,882.89		6,331.10	0% Family	1,355.30	1,355.30	16,263.58

Insurance Rates WNPLD

