

**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, January 15, 2018

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- 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

  - **Vote to Approve Minutes of November 20, 2017 Regular Meeting\***
  - **Vote to Approve Minutes of the December 18, 2017 Regular Meeting\***
- V. Financial Report**
  - Approve December 2017 Financial Statements\*
- VI. Library Report**
  - Board President's Comments (President Johnson)
  - Director's Report (Director Wolf)\*
- VII. Liaisons to Other Organizations – Reports**
  - RAILS – Reaching Across Illinois Library System (Director Wolf)
  - Winnetka Village (Trustee Anwar)
  - Winnetka Plan Commission (Trustee McCarthy)
  - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
  - Update on Regarding Winnetka Main Floor Renovation
- IX. Communications**
  - If needed the February 7<sup>th</sup> Study Session will be held at the Northfield Branch Library.
- X. Public Comments**
- XI. Adjournment**

\*Attachments

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

November 20th, 2017

**I. Call to Order**

The meeting was held at the Northfield Library, 1785 Orchard Road, Northfield, Illinois. President Johnson called the meeting to order at 7:04 p.m. A quorum was present.

**II. Roll Call**

Present: President Brian Johnson, and Trustees Jean-Paul Ruiz-Funes, Suzie Shoup, Kathleen Reichert, and Lois Neustadt; and Library Director Rebecca Wolf. Trustee Raheela Gill Anwar arrived to the meeting at 7:32 p.m.

Absent: Trustee Keta McCarthy

Present were library employees; Katie Cangelosi (Administrative Assistant), Stephanie Girardi (Acquisitions and Technical Services Clerk), Donna Morales (Head of Circulation Services), Naomi Wolfson (Head of Technical Services) and Sarah Quish (Head of Communications and Marketing). Also present were Winnetka residents Jeffrey Liss, Irv Rein, and Mark Hecht. Also present were Tiffany Nash and Dan Pohrte from Product Architecture, Steve Hendrickson from Shales McNutt Construction and Jamie Wilkey from the account firm Lauterbach and Amen, LLP.

**III. New Business**

- *Presentation of Annual Audit by Lauterbach and Amen, LLP\**

\*Note: Due to an error in the November 20, 2017 Regular Board Meeting Agenda the Board decided to discuss the Annual Audit prior to other discussion allowing members of the public to arrive to the meeting. President Johnson also offered to repeat any information to members of the public who arrived late requested.

Jamie Wilkey from the accounting firm Lauterbach and Amen, LLP presented the Annual Audit to the Board members. Ms. Wilkey stated that the Winnetka-Northfield Public Library District received an unmodified opinion which is the highest opinion that can be received meaning the financial statements as presented are materially correct. Jamie stated that there is a clean internal control with a confirmation of the validity of balances provided.

Jamie stated that the ending Fund Balance in the Nonmajor column (IMRF and FICA) is negative, these negative funds are related to property taxes which do not cover the expense of the funds. The determination is to leave the funds in the negative with full disclosure and allow the general fund to cover the shortages.

Jamie presented the Management Letter to the Board with one major recommendation put into place by Governmental Accounting Standards Board (GASB), GASB wants to measure the liability of post-retirement health care costs. Jamie stated that in most cases

through this reporting liability will increase. Trustee Ruiz-Funes stated that the Library does have a plan to address this recommendation.

A MOTION was made by Trustee Neustadt to approve the Annual Audit for Fiscal Year 2016-2017\*, and seconded by Trustee Reichert.

**ROLL CALL VOTE**

AYES: Trustees Johnson, Neustadt, Reichert, Ruiz-Funes, and Shoup

NAYS:

ABSENT: Trustees Anwar and McCarthy

**MOTION CARRIED**

**IV. Vote to Approve Minutes of October 16, 2017 Regular Meeting\***

Trustee Ruiz-Funes stated that the minutes did not capture that the Board wanted to see new format columns and check details in the financial statements going forward.

A MOTION was made by President Johnson to approve the Minutes of October 16, 2017 Regular Minutes with amendments, and seconded by Trustee Reichert.

The MOTION passed on a voice vote.

**V. Financial Report**

Trustee Ruiz-Funes pointed out errors in which the total expenses are lower than the describing line. Trustee Ruiz Funes stated that he would like to see the same columns as what they are seeing now but the same rows as the Board is used to seeing with a detail.

The Board decided to defer the vote on the September and October Financial Statements until the financial reports are formatted as discussed.

**VI. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Johnson attended the open house and looks forward to the discussion of the public comments.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf stated that the caucus platforms are listed online, and she has requested the full survey results.

Director Wolf announced that there is a new Circulation staff member Angela Frid. Jenny Volkodav has resigned her position as our part time graphic designer to focus on her thriving jewelry business.

The Library District had an All-staff meeting on October 31<sup>st</sup> in which further discussion on the Communication Survey, renovation progress, and the upcoming migration to Polaris took place.

Director Wolf stated that programming is up and library staff are working on making sure there are no program scheduling conflicts during the February closure of the Winnetka Library. Director Wolf announced that The Source hit homes on November 18, 2017.

**VII. Liaisons to Other Organizations – Reports**

Director Wolf stated that RAILS had nothing to report.

Trustee Anwar stated that the Winnetka Village has nothing to report.

Trustee McCarthy was absent and did not report on the Winnetka Plan Commission.

Trustee Neustadt stated that new bus shelters were installed in Northfield. Trustee Neustadt will have more to report in December.

**VIII. Unfinished Business**

- *Discussion and Vote on Fiscal Year 2017-2018 Tax Levy\**

Director Wolf stated that the Board had discussed previously proceeding with a 2.5% Tax Levy for Fiscal Year 2017-18, consistent with the library's Fiscal Year 2016-17 Tax Levy request. The final levy amount requested will be \$4,093,510.

A MOTION was made by Trustee Ruiz-Funes to approve the Fiscal Year 2017-2018 Tax Levy\*, and seconded by Trustee Reichert.

**ROLL CALL VOTE**

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

NAYS:

ABSENT: Trustee McCarthy

**MOTION CARRIED**

**IX. Public Comments**

\*Please Note: Note: Due to an error in the November 20, 2017 Regular Board Meeting agenda, the Board has decided to move the Public Comments to Item IX immediately prior to Discussion of Public Feedback regarding the Library Renovation Project.

Mark Hecht, Winnetka resident, commented on two main issues he has with the current proposal for the renovation: first, the design itself and second, the process. Mr. Hecht commented on what he felt were the design problems at the Winnetka Library and that these current problems will be made worse by the renovation plans. Of particular concern to him, was noise. He commented that the removal of wall will increase the level of noise in the reading room.

Mr. Hecht asked the Board to stop now and completely rethink this project from the start. He also commented on how he uses and the library and his concerns about how others use the collections and spaces. He also expressed his concerns regarding the way in which the board considered public feedback during the process.

Irv Rein, Winnetka resident, commented on how he believes others use the collection and spaces at the Winnetka Library. Mr. Rein commented that he would like the Board to work on the noise issue as he felt that most of the people in the library are not in the quiet room. He also commented that the quiet room furniture should be reconsidered for comfort.

Jeffrey Liss, Winnetka resident, stated that he was hoping to hear what the other public comments had been in the survey and open houses. Mr. Liss also commented about the limited amount of floor space, and the tradeoff for different amenities such as materials and seating space. Mr. Liss also inquired as to whether it would be feasible to put the glass wall back in the lobby.

## **X. Unfinished Business**

- *Discussion of Public Feedback regarding the Library Renovation Project\**

President Johnson stated that there was a lot of feedback on the Quiet Room in the Winnetka Library regarding: a negative response to the sofa seat, the banquettes needing to have rectangular tables, and the desktop computers being removed from the Quiet Room. President Johnson suggested that a new schematic be produced for the Quiet Room from Product Architecture and Design for further discussion and public input.

President Johnson also stated that he has heard mixed feedback on the current mezzanine furniture and asked to have a schematic be produced for the new mezzanine furniture as well.

President Johnson stated that the Board was split between different carpet choices including a darker black carpet and a brown toned carpet. President Johnson stated that he saw the public leaning towards the brown toned carpet during the open house.

President Johnson stated that he also heard concerns regarding whether the A-Frame shelving is ADA compliant. To which, Director Wolf replied that A-Frame shelving is compliant and used in many libraries. ADA compliant deals with shelf height, signage and shelf reach.

President Johnson also stated that he would like to discuss the noise level with and without the glass wall in the lobby further. President Johnson confirmed that the glass wall would need to come down anyway due to asbestos in the door frames. President Johnson asked what the cost of putting in the wall immediately versus putting the wall in after a few months of testing the space without the glass wall. Steve Hendrickson from Shales McNutt stated that the price to put the glass wall back in now or in the future would be about \$60,000. President Johnson asked if the library would have to be closed if the wall were put in at a later date and if the combined desk would have to be moved for the glass wall. Mr. Hendrickson said “no, closure would not be necessary.”

Trustee Shoup asked Tiffany Nash from Product Architecture and Design if there was ever a need to test sound in any other libraries. Tiffany responded that Product and

Architecture has not done any sound testing in other libraries. Director Wolf stated that the librarians are currently taking decibel readings several times a day with the app Decibel X to establish a baseline.

Trustee Shoup questioned whether there could be ambient noise funneled through the Library. Director Wolf stated that this is something to we researched if we felt it warranted.

Trustee Reichert stated that the public wants a quiet place and the Board should discuss the structural possibility of a wall further. Trustee Reichert also stated that the environment should be comfortable to patrons in regard to noise level and seating. Trustee Reichert also stated that there has been an effort in improving the light environment.

Trustee Neustadt stated that there has been a lot of discussion on the noise level since the beginning of the proposal of the renovation project. Trustee Neustadt stated that multiple action items will be implemented to reduce the noise level in the Adult Reading Room.

For clarification, these action items include:

- Improved sound reducing material used for the ceiling
- Improved sound reducing material used for the carpet
- Improved sound panels covering the walls
- Moving the reference desk farther away from the reading room
- Implementation of self-checkouts
- Implementation of a self-checkout station in the youth area
- Proposed study rooms
- Improved sound reduction from the Lloyd Room to the Lobby
- Taking desktop computers out of the Quiet Room

Trustee Neustadt asked for clarification regarding Library closure for asbestos abatement and whether one month was a long time. Dan Pohrte responded that Midwest Environmental Consulting is an agency that specializes in asbestos abatement and abatement in the Winnetka Library would require a scaffold and the majority of the issue is how high the ceiling is. Then in post-abatement there will be many things that need to happen in order to make the library safe for the patrons, including implementation of new light fixtures.

Trustee Neustadt also asked if there was a place in Winnetka to have a kiosk set up for holds pick up. Director Wolf will consider this possibility.

Trustee Shoup asked whether Product Architecture and Design has done a similar open floor design in a library of comparable size. Dan Pohrte from Product Architecture and Design stated that there is always an attempt to make different spaces for different sound levels which can be successfully done at the Winnetka Library.

For clarification, these are the spaces with proposed sound levels:

- The Lobby is a place for discussion between patrons and staff members

- The Adult Reading Room is of lower medium sound level with ambient but minimal noise from the Lobby area
- The Study Rooms are a space for group discussion or quiet study
- The Quiet Room will have the least discussion and be a space for reading or studying
- The mezzanine will be quite similar to the Adult Reading Room with ambient noise from the Lobby area

Trustee Shoup stated that the sound issue has not been addressed scientifically. Dan Pohrte stated that scientific sound level testing will be quite costly and that Product will research the cost.

Director Wolf stated that the doors between the Lobby area and the Adult Reading Room doors have been open since about March and complaints are mostly from the natural ebb and flow of noise (ex. children leaving story time.)

Trustee Ruiz-Funes stated that the Board is in a much better place with patron input, however he does not believe the project should be started from scratch. Trustee Ruiz-Funes stated that the Board has received a lot of ideas about the renovation but these ideas don't amount to a plan. Trustee Ruiz-Funes stated he also wants the community to know that the Board is listening to the public and that the Board is acting upon the community's ideas.

Trustee Ruiz-Funes questioned what negative consequences would come out of pausing the project for three months. Director Wolf responded that the bids on the table to be approved today regard construction and asbestos abatement, items that are not a focal point of the community's feedback. Items still in discussion including replacement of the wall between the Lobby area and the Adult Reading Room, carpeting, and furniture are aesthetic choices which can be further deliberated and more feedback solicited.

Steve Hendrickson from Shales McNutt stated that under the current timeline, abatement is in February with construction set to begin in March. Waiting three months for construction to begin in June will lead to a cost increase due to labor wage increases in June. Steve Hendrickson also stated that if bids today are rejected and pushed off three months then there may be heavy competition from other construction projects (i.e. school construction). The competition may lead to a lesser number of bids or a higher price for the bid.

Mr. Hendrickson stated that lead time for carpet color would need to be about two months with a final decision by January. The final decision for the furniture will need to be made by March. The final decision for the change order of replacing the glass wall between the Lobby and the Adult Reading Room will need to be made by March.

President Johnson suggested that the Board approves abatement for February, construction in March, with three open issues for further board and community input; carpet color, furniture style, and replacement of the glass wall.

Trustee Anwar stated that she would like to see more noise abatement in the plans. Dan Pohrte responded that in the current plan nearly every vertical surface above 7 feet is covered in sound panels. Discussion followed regarding action items outlined above for sound reduction.

Trustee Ruiz-Funes restated that structurally the architects have done everything they can to reduce the noise level with the only actionable noise related item left is replacement of the glass wall.

President Johnson asked Product and Architecture to create renderings with and without the glass wall.

Discussion followed concerning carpet color. The vote for the carpet will take place during a study session on January 8<sup>th</sup>.

Trustee Ruiz-Funes asked how long the project can be delayed in order to take the time to respond to community input. Steve stated that the best he can do is ask the bidders to hold their price.

Director Wolf stated that the staff have been planning for a February closure in terms of programming and expect the Winnetka Library to be closed for the month of February.

Trustee Ruiz-Funes stated that he does not want the process to seem disingenuous and does not want the community to believe the Board went through the motions and pretended to listen to patron input.

Trustee Reichert stated that if the Board is timely with making decisions regarding the three items that the community feedback drew most attention to; carpet, furniture, and the glass wall between the Lobby and the Adult Reading Room, then that will give the Library time to get further community input regarding these three issues.

President Johnson stated that he would prefer the Board approve the bids slated for today and then have a Regular Meeting as well as a Study Session in January to discuss and vote on the carpet. The December Board meeting will be primarily dedicated to discussion of the new renderings and further community feedback.

The Board decided to make a study session in January.

Trustee Ruiz-Funes stated that he would like to see community feedback at least doubled. Director Wolf will create another survey to capture more feedback from patrons.

- *Discussion and Vote to Approve Bids for the Library Renovation Project\**

The Board agreed to vote on the current bid project with the understanding that more discussion and votes are to be had regarding items of community concern. The bids approved today regard general construction, asbestos removal, and lighting.



Steve Hendrickson stated there was a healthy response of bidders on bid day, the Library immediately went into Scope Review with each apparent low bidder which reflects items in the drawing. All scope reviews came out well and the bidders are all reputable contractors. Contracts will be sent out tomorrow. Steve will call the flooring contractor tomorrow to have a definitive lead time on the material for carpeting.

A MOTION was made by President Johnson to approve Bids for the Library Renovation Project, allowing that the community will have a chance to respond regarding furniture style and replacement of the glass wall between the Lobby and the Adult Reading Room, and seconded by Trustee Reichert.

**ROLL CALL VOTE**

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

NAYS:

ABSENT: Trustee McCarthy

**MOTION CARRIED**

**XI. New Business**

- *Discussion and Vote to Approve Purchase of Replacement Embroidery Machine\**

A MOTION was made by Trustee Shoup to approve Purchase of Replacement Embroidery Machine, and seconded by Trustee Neustadt.

The MOTION passed on a voice vote; 5 ayes, 1 nay, and 1 absent.

- *Discussion and Vote on Recommendation for the Purchase of Laptops\**

A MOTION was made by President Johnson to approve Recommendation for the Purchase of Laptops, and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

- *Discussion Review of Per Capita Grant Requirements for FY2018-FY2020*

Director Wolf announced that the Board will have to review Per Capita Grant Requirements. Trustee Neustadt will be listening to the safety webinar. One requirement for staff was to review the safety plan which has been completed and the library also had active shooter and emergency training.

The Per Capita application is due in January.

**XII. Communications**

Director Wolf announced the following:

- The next Regular Board Meeting will be held on December 18, 2017 at the Winnetka Library.

- The District will close at 5 pm on Wednesday, November 22<sup>nd</sup>. The District will be closed on Thursday, November 23<sup>rd</sup> in observance of the Thanksgiving holiday.
- The District will be closed Sunday, December 24 and Monday, December 25 in observance of the Christmas holiday. The District will be closed on Sunday, December 31 and Monday, January 1 in observance of the New Year's holiday.

**XIII. Public Comments**

Winnetka resident Mark Hecht asked why asbestos removal is required and what exactly the labor increases will be. Steve Hendrickson stated that the labor increases will be by trade and it is typically 3-5% but cannot be sure for all trades. Steve also stated that asbestos is dangerous and prevented any sort of construction in the asbestos areas.

Mr. Hecht commented that he hopes the Board seriously reconsiders testing the noise level. He also expressed concerns regarding light reflection in the adult reading room and the location of materials on the main floor in Winnetka.

Mr. Hecht also requested that each Trustee should have their own library email published for community access in addition to the already published phone numbers of each Trustee.

Jeffrey Liss, Winnetka resident commented on the computer space and the need for more work spaces next to the computer stations with adjustments made to make typing easier.

Mr. Liss also recommended that the Board see a lighter version of the carpet, with more pattern options.

**XIV. Adjournment**

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Shoup and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:34 p.m.

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

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

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

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT**  
**MINUTES OF A REGULAR MEETING**  
**OF THE BOARD OF TRUSTEES**  
December 18th, 2017

**I. Call to Order**

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

**II. Roll Call**

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

Absent: President Brian Johnson

Present were library employees; Katie Cangelosi (Administrative Assistant), Stephanie Girardi (Acquisitions and Technical Services Clerk), and Naomi Wolfson (Head of Technical Services). Also present were Winnetka residents Jeffrey Liss and Nancy Fox.

**III. Public Comments**

Winnetka resident Mr. Jeffrey Liss provided a proposal to add more shelving to the area near the proposed combined desk at the entrance of the Adult Reading Room.

**IV. Vote to Approve Minutes of October 16, 2017 Regular Meeting\***

Trustee Ruiz-Funes stated that he would like the wording regarding the passing of the levy to be more technically correct.

The vote to approve the Minutes of October 16, 2017 Regular Meeting was tabled until January.

**V. Financial Report**

- Approve September, October, and November 2017 Financial Statements\*

Trustee Ruiz-Funes asked if Trustees had any questions for the September and October financials and then asked that we move to the most recent set November 2017. Director Wolf stated that the architect fees are being recorded under the administrative services line but will be separated to be combined the renovation project costs at the end of the project. Director Wolf also explained that databases are typically paid at the beginning of the year, making Adult Services line currently over budget, but the line will remain on track.

A MOTION was made by Trustee McCarthy to approve September, October, and November 2017 Financial Statements, and seconded by Trustee Shoup.

The MOTION passed on a voice vote.

**VI. Library Report**

**BOARD PRESIDENT'S REPORT:**

President Johnson was absent.

**LIBRARY DIRECTOR'S REPORT:**

Director Wolf stated that staff have been preparing for the February closure, planning for the RFID tagging project and training for the ILS set to go live in April.

Director Wolf stated that she was beginning to take pictures of furniture that may be sold through RAILS to other libraries. Trustee McCarthy questioned whether any memorial pieces would be sold. Director Wolf responded that the Library would keep memorial pieces even if they cannot be displayed.

Trustee McCarthy questioned the shift of the reference collection. Director Wolf stated that the genealogy section has moved to the Adult Reading Room with reference materials. After genealogy was moved then all fiction/nonfiction on the first floor was shifted to make room for the teen collection to be shelved near the stairwell to the Studio by fiction.

Trustee Neustadt questioned whether Director Wolf was going to find another location in Winnetka to house materials for February. Director Wolf stated that she had looked into the opportunity however issues of informing patrons, staffing the location, and not having a Library vehicle to transport items came up. Director Wolf also stated that since the Northfield Branch is so close, it will be a good opportunity to promote the Northfield Branch.

Trustee McCarthy questioned where staff would be working during the February closure. Director Wolf stated that some staff would be in Northfield tagging materials for RFID and most staff will remain in the lower level of the Winnetka Library to continue working.

Trustee Ruiz-Funes requested an operating plan for circulation statistics. Director Wolf stated that with POLARIS, statistics will hopefully not only be more accurate but more robust. The Board decided that they would like to look at the Strategic Plan at a future Board Meeting.

## **VII. Liaisons to Other Organizations – Reports**

Director Wolf stated that RAILS has nothing to report.

Trustee Anwar stated that the Winnetka Village has nothing to report.

Trustee McCarthy reported on the Winnetka Plan Commission and stated that all cases passed on October 11<sup>th</sup> including: special use permit requested by City Kids Dental North Shore LLC, special use permit requested by SB One Winnetka LLC, special use permit requested by Coldwell Banker Real Estate.

Trustee McCarthy also stated that the following cases passed on December 13<sup>th</sup>: Subdivision Plat Approval 860 Lamson, special use permit requested by Hadley Institute for the Blind and Visually Impaired, Subdivision Plat Approval 67 Brier Street, and special use permit requested by Figueroa Orthodontics LLC.

Trustee Neustadt reported on the Village of Northfield she stated that the plan unit development for Willow Road was voted down. Also, being that the Village of Northfield is home rule, it has decided to opt out of the new Cook County sick leave policy.

## **VIII. Unfinished Business**

- *Discussion of Public Feedback regarding the Library Renovation Project\**

Director Wolf stated that there were currently 215 results on the latest renovation survey. Director Wolf stated that this survey went on the website, out in an email, and is available at the Circulation desk on iPads.

The Board discussed whether 215 respondents was a representative sample and whether to continue gathering responses. Trustee Ruiz-Funes questioned if the email could be sent out every

week with the survey. Trustee Reichert pointed out that if the email was sent out multiple times then it may be the same people responding and it may cause survey fatigue.

Trustee Reichert asked for clarification from Trustee Ruiz-Funes regarding how he feels the Library should acknowledge the negative responses. Trustee Ruiz-Funes stated that the Library should get 500 respondents rather than 215. Discussion followed regarding whether it was possible to get 500 respondents.

The Board told Director Wolf that when discussion is continued on January 8<sup>th</sup> 2018, that Product Architecture and Design needs to come with multiple options for what they are discussing; regarding carpeting and furniture.

Trustee Ruiz-Funes clarified that he wants to know if it would be helpful or actionable to get more patron feedback.

The Board discussed, and the direction was that continual pushing for feedback would not be useful. The survey will be left up for any other comments and further results will be presented on January 8<sup>th</sup>, 2018. The Board also gave Director Wolf further direction on what they expected from Product Architecture and Design which was more options regarding warmer carpeting, and more renderings with the updated design.

In response to discussion, Director Wolf made a statement to the Board that the Library should not serve one portion of users above any other users; the Quiet Room should remain a quiet space without stereotyping towards one type of user.

The Board repeated that they would like to see broader options from Product and Architecture focusing on warm and inviting choices for the January 8<sup>th</sup>, 2018 Study Session.

Trustee Ruiz-Funes stated that he would like to convey that this meeting was a passionate yet respectful discussion that considered patron interest first and foremost.

(Trustee Anwar left the meeting at 8:30 p.m.)

- *Discussion of Fiscal Year 2018-2019 Per Capita Grant Requirements\**

The Board discussed the Per Capita Grant Requirements, having reviewed all of the required materials for this year's application. Director Wolf stated that the District also completed all of the required Per Capita work, which include the required update to the emergency plan, which including staff training.

## **IX. New Business**

- *Discussion and Vote on Adoption of Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation\**

Director Wolf stated that this policy update is in response to a law passed by the State of Illinois.

A MOTION was made by Trustee Shoup on Adoption of Ordinance Adopting Policy Prohibiting Harassment, Discrimination, and Retaliation, ORDINANCE NO. 2017-2018/6, and seconded by Trustee Ruiz-Funes.

### **ROLL CALL VOTE**

AYES: Trustees Neustadt, Reichert, Ruiz-Funes, McCarthy and Shoup

NAYS:

ABSENT: Trustees Johnson and Anwar  
MOTION CARRIED

**X. Communications**

Director Wolf announced the following:

- The Study Session of the Board of Trustees will be held on January 8<sup>th</sup>, 2018 at the Winnetka Library.
- The District will be closed Sunday, December 24 and Monday, December 25 in observance of the Christmas holiday. The District will be closed on Sunday, December 31 and Monday, January 1 in observance of the New Year's holiday.

**XI. Public Comments**

**XII. Adjournment**

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

Respectfully submitted,

Katie Cangelosi  
Recording Secretary

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

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

**Winnetka-Northfield Public Library District**  
**All Funds Summary**  
July 2017 - June 2018  
December 2017 - 50%

	Budget 2017-18		Actual Dec 2017		
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	Variance vs. Prorated Budget
<b>Revenues</b>					
Library Fund	\$ 3,888,801	\$ 1,944,401	\$ 1,794,741	46.2%	\$ (149,659)
Audit Fund	\$ 3,748	\$ 1,874	\$ 1,746	46.6%	\$ (128)
IMRF Fund	\$ 88,104	\$ 44,052	\$ 41,047	46.6%	\$ (3,005)
FICA Fund	\$ 20,620	\$ 10,310	\$ 9,607	46.6%	\$ (703)
Liability Insurance Fund	\$ 14,996	\$ 7,498	\$ 6,986	46.6%	\$ (512)
Building and Site Fund	\$ 144,343	\$ 72,172	\$ 67,248	46.6%	\$ (4,923)
Unemployment Fund	\$ -	\$ -	\$ -		\$ -
<b>Total Revenues</b>	<b>\$ 4,160,612</b>	<b>\$ 2,080,306</b>	<b>\$ 1,921,376</b>	<b>46.2%</b>	<b>\$ (158,930)</b>
<b>Expenses</b>					
Library Fund	\$ 5,115,610	\$ 2,557,805	\$ 1,658,219	32.4%	\$ 899,586
Audit Fund	\$ 9,700	\$ 4,850	\$ 8,600	88.7%	\$ (3,750)
IMRF Fund	\$ 135,000	\$ 67,500	\$ 79,952	59.2%	\$ (12,452)
FICA Fund	\$ 135,000	\$ 67,500	\$ 58,764	43.5%	\$ 8,736
Liability Insurance Fund	\$ 36,040	\$ 18,020	\$ 23,422	65.0%	\$ (5,402)
Building and Site Fund	\$ 301,807	\$ 150,904	\$ 129,968	43.1%	\$ 20,935
Unemployment Fund	\$ 1,000	\$ 500	\$ -	0.0%	\$ 500
<b>Total Expenses</b>	<b>\$ 5,734,157</b>	<b>\$ 2,867,079</b>	<b>\$ 1,958,925</b>	<b>34.2%</b>	<b>\$ 908,154</b>
<b>Total Revenues</b>	<b>\$ 4,160,612</b>	<b>\$ 2,080,306</b>	<b>\$ 1,921,376</b>	<b>46.2%</b>	<b>\$ (158,930)</b>
<b>Total Expenses</b>	<b>\$ 5,734,157</b>	<b>\$ 2,867,079</b>	<b>\$ 1,958,925</b>	<b>34.2%</b>	<b>\$ 908,154</b>
<b>Net Operating Income</b>	<b>\$ (1,573,545)</b>	<b>\$ (786,773)</b>	<b>\$ (37,548)</b>	<b>2.4%</b>	<b>\$ 749,224</b>

**Winnetka-Northfield Public Library District**  
**Library Fund - Cash**  
July 2017 - June 2018  
December 2017 - 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
<b>Revenues</b>					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 1,818,347	\$ 1,694,310	46.6%	\$ (124,037)
Total 0004500 Interest	\$ 30,000	\$ 15,000	\$ 34,925	116.4%	\$ 19,925
1004040 Replacement Tax	\$ 25,000	\$ 12,500	\$ 10,179	40.7%	\$ (2,321)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 7,054	\$ -	0.0%	\$ (7,054)
1004060 Kenilworth Services	\$ 90,000	\$ 45,000	\$ 25,831	28.7%	\$ (19,169)
Total 1004100 Fines	\$ 40,000	\$ 20,000	\$ 16,266	40.7%	\$ (3,734)
1004120 Studio Fees	\$ 4,500	\$ 2,250	\$ 1,634	36.3%	\$ (616)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,500	\$ 2,025	40.5%	\$ (475)
Total 1004300 Copy/Printing	\$ 9,000	\$ 4,500	\$ 5,116	56.8%	\$ 616
Total 1004700 Book Sales	\$ 2,000	\$ 1,000	\$ 538	26.9%	\$ (462)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,099		\$ 1,099
Total 1004800 Contributions	\$ 32,500	\$ 16,250	\$ 2,818	8.7%	\$ (13,432)
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 1,944,401</b>	<b>\$ 1,794,741</b>	<b>46.2%</b>	<b>\$ (149,659)</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
Total 10.5100 IT Services	\$ 171,000	\$ 85,500	\$ 63,699	37.3%	\$ 21,801
Total 1005000 Administrative Services	\$ 308,400	\$ 154,200	\$ 217,930	70.7%	\$ (63,730)
Total 1005100 Personnel	\$ 1,992,210	\$ 996,105	\$ 881,823	44.3%	\$ 114,282
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 36,050	\$ 23,749	32.9%	\$ 12,301
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 218,000	\$ 296,009	67.9%	\$ (78,009)
Total 1015400 Youth/Children's Svcs.- Winnetka	\$ 55,900	\$ 27,950	\$ 29,057	52.0%	\$ (1,107)
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 32,500	\$ 33,537	51.6%	\$ (1,037)
Total 1025400 Youth/Children's Sv.- Northfield	\$ 30,000	\$ 15,000	\$ 18,481	61.6%	\$ (3,481)
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 992,500	\$ 93,934	4.7%	\$ 898,566
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 2,557,805</b>	<b>\$ 1,658,219</b>	<b>32.4%</b>	<b>\$ 899,586</b>
<b>Total Revenues</b>	<b>\$ 3,888,801</b>	<b>\$ 1,944,401</b>	<b>\$ 1,794,741</b>	<b>46.2%</b>	<b>\$ (149,659)</b>
<b>Total Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 2,557,805</b>	<b>\$ 1,658,219</b>	<b>32.4%</b>	<b>\$ 899,586</b>
<b>Net Operating Income</b>	<b>\$ (1,226,809)</b>	<b>\$ (613,405)</b>	<b>\$ 136,522</b>	<b>-11.1%</b>	<b>\$ 749,926</b>



**Winnetka-Northfield Public Library District**  
**Budget vs. Actuals: 2018 Budget - FY18 P&L**  
**July - December, 2017 50%**

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
<b>1004000 GF -Property Taxes</b>	\$ 3,636,694	1,818,347.00	1,694,309.61	46.59%	(124,037.39)
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,636,694</b>	<b>\$ 1,818,347.00</b>	<b>\$ 1,694,309.61</b>	<b>46.59%</b>	<b>(124,037.39)</b>
<b>0004500 Interest</b>	\$ 30,000	15,000.00	0.00	0.00%	(15,000.00)
<b>0004501 Checking Interest Income</b>	\$ 0	0.00	23.54		23.54
<b>1004501 Checking Interest Income-GF</b>	\$ 0	0.00	86.96		86.96
<b>Total 0004501 Checking Interest Income</b>	<b>\$ 0</b>	<b>\$ 0.00</b>	<b>\$ 110.50</b>		<b>110.50</b>
<b>1004525 FT Money Market-Interest</b>	\$ 0	0.00	788.49		788.49
<b>1004595 FT Investment Interest Income</b>	\$ 0	0.00	34,026.37		34,026.37
<b>Total 0004500 Interest</b>	<b>\$ 30,000</b>	<b>\$ 15,000.00</b>	<b>\$ 34,925.36</b>	<b>116.42%</b>	<b>19,925.36</b>
<b>1004040 Replacement Tax</b>	\$ 25,000	12,500.00	10,178.87	40.72%	(2,321.13)
<b>1004050 Per Capita Grant</b>					
<b>1004051 Per Capita Grant-WNK</b>	\$ 13,477	6,738.50	0.00	0.00%	(6,738.50)
<b>1004052 Per Capita Grant-KNK</b>	\$ 630	315.00	0.00	0.00%	(315.00)
<b>Total 1004050 Per Capita Grant</b>	<b>\$ 14,107</b>	<b>\$ 7,053.50</b>	<b>\$ 0.00</b>	<b>0.00%</b>	<b>(7,053.50)</b>
<b>1004060 Kenilworth Services</b>	\$ 90,000	45,000.00	25,831.00	28.70%	(19,169.00)
<b>1004100 Fines</b>	\$ 40,000	20,000.00	0.00	0.00%	(20,000.00)
<b>1014100 Fines - Winnetka</b>	\$ 0	0.00	12,841.44		12,841.44
<b>1024100 Fines - Northfield</b>	\$ 0	0.00	3,424.82		3,424.82
<b>Total 1004100 Fines</b>	<b>\$ 40,000</b>	<b>\$ 20,000.00</b>	<b>\$ 16,266.26</b>	<b>40.67%</b>	<b>(3,733.74)</b>
<b>1004120 Studio Fees</b>	\$ 4,500	2,250.00	1,634.14	36.31%	(615.86)
<b>1004150 Lost/Damaged Materials</b>	\$ 5,000	2,500.00	0.00	0.00%	(2,500.00)
<b>1014150 Lost/Damaged Mat.-Winnetka</b>	\$ 0	0.00	1,761.91		1,761.91
<b>1024150 Lost/Damaged Mat.-Northfield</b>	\$ 0	0.00	262.60		262.60
<b>Total 1004150 Lost/Damaged Materials</b>	<b>\$ 5,000</b>	<b>\$ 2,500.00</b>	<b>\$ 2,024.51</b>	<b>40.49%</b>	<b>(475.49)</b>
<b>1004300 Copy/Printing</b>	\$ 9,000	4,500.00	0.00	0.00%	(4,500.00)
<b>1014300 Copy/Printing - Winnetka</b>	\$ 0	0.00	4,160.96		4,160.96

July - December, 2017 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
1024300 Copy/Printing - Northfield	\$ 0	0.00	955.00		955.00
<b>Total 1004300 Copy/Printing</b>	<b>\$ 9,000</b>	<b>\$ 4,500.00</b>	<b>\$ 5,115.96</b>	<b>56.84%</b>	<b>615.96</b>
1004700 Book Sales	\$ 2,000	1,000.00	0.00	0.00%	(1,000.00)
1014700 Book Sales - Winnetka	\$ 0	0.00	537.91		537.91
<b>Total 1004700 Book Sales</b>	<b>\$ 2,000</b>	<b>\$ 1,000.00</b>	<b>\$ 537.91</b>	<b>26.90%</b>	<b>(462.09)</b>
1004775 Miscellaneous Revenue	\$ 0	0.00	1,099.14		1,099.14
1004800 Contributions					
1004880 Gift Fund (over \$100)	\$ 2,500	1,250.00	100.40	4.02%	(1,149.60)
1004885 Gift Fund (under \$100)	\$ 0	0.00	189.56		189.56
1004895 Friends Donations	\$ 30,000	15,000.00	2,528.41	8.43%	(12,471.59)
<b>Total 1004800 Contributions</b>	<b>\$ 32,500</b>	<b>\$ 16,250.00</b>	<b>\$ 2,818.37</b>	<b>8.67%</b>	<b>(13,431.63)</b>
<b>Total Income</b>	<b>\$ 3,888,801</b>	<b>\$ 1,944,400.50</b>	<b>\$ 1,794,741.13</b>	<b>46.15%</b>	<b>(149,659.37)</b>
<b>Gross Profit</b>	<b>\$ 3,888,801</b>	<b>\$ 1,944,400.50</b>	<b>\$ 1,794,741.13</b>	<b>46.15%</b>	<b>(149,659.37)</b>
<b>Expenses</b>					
<b>1000000 Fund 10 General Expenses</b>					
<b>10.5100 IT Services</b>					
1005132 CCS Operating	\$ 69,000	34,500.00	35,154.82	50.95%	654.82
1005133 OCLC	\$ 11,000	5,500.00	1,346.29	12.24%	(4,153.71)
1005134 Software	\$ 31,000	15,500.00	5,529.14	17.84%	(9,970.86)
1005135 LAN Management	\$ 56,100	28,050.00	18,765.00	33.45%	(9,285.00)
1005136 Hardware	\$ 1,900	950.00	1,317.24	69.33%	367.24
1005177 Technology/Website	\$ 2,000	1,000.00	1,264.95	63.25%	264.95
1005211 Tablets/Portable Devices	\$ 0	0.00	322.00		322.00
<b>Total 10.5100 IT Services</b>	<b>\$ 171,000</b>	<b>\$ 85,500.00</b>	<b>\$ 63,699.44</b>	<b>37.25%</b>	<b>(21,800.56)</b>
<b>1005000 Administrative Services</b>					
1005120 Library Supplies	\$ 30,000	15,000.00	12,536.53	41.79%	(2,463.47)
1005121 Office Supplies	\$ 8,000	4,000.00	4,500.08	56.25%	500.08
1005122 Breakroom Supplies	\$ 1,500	750.00	642.07	42.80%	(107.93)
1005123 Postage	\$ 6,000	3,000.00	2,738.64	45.64%	(261.36)
1005124 Hospitality	\$ 6,000	3,000.00	487.13	8.12%	(2,512.87)

July - December, 2017 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
1005131 Accounting and Bookkeeping	\$ 14,500	7,250.00	7,970.17	54.97%	720.17
1005137 Legal Notices	\$ 1,500	750.00	66.40	4.43%	(683.60)
1005138 Delivery Service	\$ 7,700	3,850.00	3,726.00	48.39%	(124.00)
1005140 Payroll Services	\$ 8,000	4,000.00	3,966.59	49.58%	(33.41)
1005170 Utilities					
1005171 Electricity					
1015171 Electricity - Winnetka	\$ 45,000	22,500.00	20,064.15	44.59%	(2,435.85)
1025171 Electricity - Northfield	\$ 0	0.00	4,074.34		4,074.34
<b>Total 1005171 Electricity</b>	<b>\$ 45,000</b>	<b>\$ 22,500.00</b>	<b>\$ 24,138.49</b>	<b>53.64%</b>	<b>1,638.49</b>
1005172 Water					
1015172 Water - Winnetka	\$ 4,500	2,250.00	1,567.62	34.84%	(682.38)
1025172 Water - Northfield	\$ 0	0.00	410.40		410.40
<b>Total 1005172 Water</b>	<b>\$ 4,500</b>	<b>\$ 2,250.00</b>	<b>\$ 1,978.02</b>	<b>43.96%</b>	<b>(271.98)</b>
1005173 Storm Sewer	\$ 1,800	900.00	0.00	0.00%	(900.00)
1015173 Storm Sewer - Winnetka	\$ 0	0.00	798.96		798.96
<b>Total 1005173 Storm Sewer</b>	<b>\$ 1,800</b>	<b>\$ 900.00</b>	<b>\$ 798.96</b>	<b>44.39%</b>	<b>(101.04)</b>
1005174 Natural Gas	\$ 11,000	5,500.00	0.00	0.00%	(5,500.00)
1015174 Natural Gas - Winnetka	\$ 0	0.00	1,352.80		1,352.80
1025174 Natural Gas - Northfield	\$ 0	0.00	1,208.57		1,208.57
<b>Total 1005174 Natural Gas</b>	<b>\$ 11,000</b>	<b>\$ 5,500.00</b>	<b>\$ 2,561.37</b>	<b>23.29%</b>	<b>(2,938.63)</b>
1005175 Telephone	\$ 8,750	4,375.00	0.00	0.00%	(4,375.00)
1015175 Telephone - Winnetka	\$ 0	0.00	5,251.07		5,251.07
<b>Total 1005175 Telephone</b>	<b>\$ 8,750</b>	<b>\$ 4,375.00</b>	<b>\$ 5,251.07</b>	<b>60.01%</b>	<b>876.07</b>
1005176 Internet Services	\$ 16,000	8,000.00	9,567.97	59.80%	1,567.97
<b>Total 1005170 Utilities</b>	<b>\$ 87,050</b>	<b>\$ 43,525.00</b>	<b>\$ 44,295.88</b>	<b>50.89%</b>	<b>770.88</b>
1005700 Public Relations					
1005720 PR E-Marketing	\$ 1,500	750.00	101.40	6.76%	(648.60)
1005721 PR Promotional	\$ 6,000	3,000.00	0.00	0.00%	(3,000.00)
1005722 PR Source	\$ 25,000	12,500.00	5,465.13	21.86%	(7,034.87)
1005723 PR Supplies	\$ 8,000	4,000.00	1,356.67	16.96%	(2,643.33)

July - December, 2017 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
1005724 PR Advertising	\$ 3,500	1,750.00	321.99	9.20%	(1,428.01)
<b>Total 1005700 Public Relations</b>	<b>\$ 44,000</b>	<b>\$ 22,000.00</b>	<b>\$ 7,245.19</b>	<b>16.47%</b>	<b>(14,754.81)</b>
1005719 Board Expenses	\$ 1,000	500.00	0.00	0.00%	(500.00)
1005731 Memberships	\$ 6,500	3,250.00	1,313.00	20.20%	(1,937.00)
1005732 Staff Meetings	\$ 5,000	2,500.00	482.14	9.64%	(2,017.86)
1005734 Staff Recognition	\$ 0	0.00	30.00		30.00
1005735 Director's Expenses	\$ 1,000	500.00	141.49	14.15%	(358.51)
1005736 Legal	\$ 15,000	7,500.00	2,415.00	16.10%	(5,085.00)
1005741 Architects	\$ 0	0.00	96,780.81		96,780.81
1005742 Building Appraisal	\$ 500	250.00	0.00	0.00%	(250.00)
1005743 Other Consultations	\$ 65,000	32,500.00	25,665.00	39.48%	(6,835.00)
1005744 Investment Fees	\$ 150	75.00	2,927.44	1951.63%	2,852.44
<b>Total 1005000 Administrative Services</b>	<b>\$ 308,400</b>	<b>\$ 154,200.00</b>	<b>\$ 217,929.56</b>	<b>70.66%</b>	<b>63,729.56</b>
<b>1005100 Personnel</b>					
1005110 Salaries	\$ 1,817,210	908,605.00	786,180.84	43.26%	(122,424.16)
1005111 Health Insurance	\$ 150,000	75,000.00	88,208.41	58.81%	13,208.41
1005112 Flu Vaccination	\$ 500	250.00	0.00	0.00%	(250.00)
1005113 Employee Asst. Program	\$ 1,500	750.00	480.00	32.00%	(270.00)
1005114 Conferences	\$ 20,000	10,000.00	6,804.15	34.02%	(3,195.85)
1005115 Flexible Spending Account	\$ 3,000	1,500.00	150.00	5.00%	(1,350.00)
<b>Total 1005100 Personnel</b>	<b>\$ 1,992,210</b>	<b>\$ 996,105.00</b>	<b>\$ 881,823.40</b>	<b>44.26%</b>	<b>(114,281.60)</b>
<b>1005900 Programming-District Initiative</b>					
1005308 Summer Reading	\$ 11,100	5,550.00	2,231.75	20.11%	(3,318.25)
1005716 OBTV	\$ 17,000	8,500.00	11,639.89	68.47%	3,139.89
1005907 Programming - Youth	\$ 14,000	7,000.00	0.00	0.00%	(7,000.00)
1005908 Programming - Adult	\$ 20,000	10,000.00	600.00	3.00%	(9,400.00)
1005910 Programming - Studio	\$ 2,500	1,250.00	-12.95	-0.52%	(1,262.95)
1005913 Studio General Supplies	\$ 7,500	3,750.00	9,290.55	123.87%	5,540.55
<b>Total 1005900 Programming-District Initiative</b>	<b>\$ 72,100</b>	<b>\$ 36,050.00</b>	<b>\$ 23,749.24</b>	<b>32.94%</b>	<b>(12,300.76)</b>
1015300 Adult Services - Winnetka					

July - December, 2017 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
1015340 Books-Fiction	\$ 55,000	27,500.00	20,281.05	36.87%	(7,218.95)
1015341 Books-Non-Fiction	\$ 65,000	32,500.00	24,722.58	38.03%	(7,777.42)
1015342 Periodicals	\$ 24,000	12,000.00	15,864.78	66.10%	3,864.78
1015343 DVDs	\$ 37,000	18,500.00	19,060.86	51.52%	560.86
1015344 Audio Books	\$ 25,000	12,500.00	17,275.85	69.10%	4,775.85
1015345 Books-Digital	\$ 140,000	70,000.00	93,221.10	66.59%	23,221.10
1015346 Online Database	\$ 90,000	45,000.00	101,203.71	112.45%	56,203.71
1015360 Program Supplies	\$ 0	0.00	481.54		481.54
1015361 Program Performers Fees	\$ 0	0.00	3,897.03		3,897.03
<b>Total 1015300 Adult Services - Winnetka</b>	<b>\$ 436,000</b>	<b>\$ 218,000.00</b>	<b>\$ 296,008.50</b>	<b>67.89%</b>	<b>78,008.50</b>
<b>1015400 Youth/Children's Svcs.-Winnetka</b>					
1015440 Books-Fiction	\$ 10,500	5,250.00	4,463.78	42.51%	(786.22)
1015441 Books-Non-Fiction, Easy, & JH	\$ 0	0.00	0.00		-
101544E Books-Easy	\$ 12,000	6,000.00	5,594.31	46.62%	(405.69)
101544J Books-Jr. High	\$ 6,000	3,000.00	2,897.85	48.30%	(102.15)
101544N Books-Non Fiction	\$ 12,000	6,000.00	2,763.00	23.03%	(3,237.00)
<b>Total 1015441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 30,000</b>	<b>\$ 15,000.00</b>	<b>\$ 11,255.16</b>	<b>37.52%</b>	<b>(3,744.84)</b>
1015443 DVDs	\$ 8,000	4,000.00	3,737.76	46.72%	(262.24)
1015444 Audio Books	\$ 7,000	3,500.00	3,689.14	52.70%	189.14
1015445 Music	\$ 400	200.00	40.32	10.08%	(159.68)
1015446 Juvenile Non-Fiction	\$ 0	0.00	250.61		250.61
1015460 Program Supplies	\$ 0	0.00	1,818.44		1,818.44
1015461 Program Performers Fee	\$ 0	0.00	3,802.00		3,802.00
<b>Total 1015400 Youth/Children's Svcs.-Winnetka</b>	<b>\$ 55,900</b>	<b>\$ 27,950.00</b>	<b>\$ 29,057.21</b>	<b>51.98%</b>	<b>1,107.21</b>
<b>1025300 Adult Services - Northfield</b>					

July - December, 2017 50%

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
1025340 Books-Fiction-Adult	\$ 24,000	12,000.00	9,410.76	39.21%	(2,589.24)
1025341 Books-Non-Fiction-Adult	\$ 12,000	6,000.00	4,565.68	38.05%	(1,434.32)
1025342 Periodicals	\$ 4,000	2,000.00	3,233.72	80.84%	1,233.72
1025343 DVDs-Adult	\$ 16,000	8,000.00	8,144.07	50.90%	144.07
1025344 Audio Books-Adult	\$ 9,000	4,500.00	5,579.14	61.99%	1,079.14
1025360 Program Supplies	\$ 0	0.00	638.87		638.87
1025361 Program Performers Fees	\$ 0	0.00	1,965.00		1,965.00
<b>Total 1025300 Adult Services - Northfield</b>	<b>\$ 65,000</b>	<b>\$ 32,500.00</b>	<b>\$ 33,537.24</b>	<b>51.60%</b>	<b>1,037.24</b>
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	\$ 5,500	2,750.00	3,168.14	57.60%	418.14
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	\$ 5,000	2,500.00	2,162.43	43.25%	(337.57)
102544J Books-Jr. High	\$ 4,500	2,250.00	1,946.02	43.24%	(303.98)
102544N Books-Non Fiction	\$ 5,000	2,500.00	2,661.21	53.22%	161.21
<b>Total 1025441 Books-Non-Fiction, Easy, &amp; JH</b>	<b>\$ 14,500</b>	<b>\$ 7,250.00</b>	<b>\$ 6,769.66</b>	<b>46.69%</b>	<b>(480.34)</b>
1025443 DVDs-Juv	\$ 4,500	2,250.00	2,201.31	48.92%	(48.69)
1025444 Audio Books-Juv	\$ 5,000	2,500.00	1,828.69	36.57%	(671.31)
1025445 Music - Juv	\$ 500	250.00	77.34	15.47%	(172.66)
1025460 Program Supplies	\$ 0	0.00	1,311.19		1,311.19
1025461 Program Performers Fees	\$ 0	0.00	3,124.44		3,124.44
<b>Total 1025400 Youth/Children's Sv.-Northfield</b>	<b>\$ 30,000</b>	<b>\$ 15,000.00</b>	<b>\$ 18,480.77</b>	<b>61.60%</b>	<b>3,480.77</b>
1035800 Capital Outlay					
1005882 Building	\$ 155,000	77,500.00	0.00	0.00%	(77,500.00)
1005884 Equipment/Furniture	\$ 1,700,000	850,000.00	5,176.10	0.30%	(844,823.90)
1005885 Computer Equipment	\$ 130,000	65,000.00	88,757.77	68.28%	23,757.77
<b>Total 1035800 Capital Outlay</b>	<b>\$ 1,985,000</b>	<b>\$ 992,500.00</b>	<b>\$ 93,933.87</b>	<b>4.73%</b>	<b>(898,566.13)</b>
<b>Total 1000000 Fund 10 General Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 2,557,805.00</b>	<b>\$ 1,658,219.23</b>	<b>32.41%</b>	<b>(899,585.77)</b>
<b>Total Expenses</b>	<b>\$ 5,115,610</b>	<b>\$ 2,557,805.00</b>	<b>\$ 1,658,219.23</b>	<b>32.41%</b>	<b>(899,585.77)</b>
<b>Net Operating Income</b>	<b>-\$ 1,226,809</b>	<b>-\$ 613,404.50</b>	<b>\$ 136,521.90</b>	<b>-11.13%</b>	<b>749,926.40</b>
<b>Net Income</b>	<b>-\$ 1,226,809</b>	<b>-\$ 613,404.50</b>	<b>\$ 136,521.90</b>	<b>-11.13%</b>	<b>749,926.40</b>

# Winnetka-Northfield Public Library District Audit Fund

July - December, 2017

	Budget 2017-18		Actual Dec 2017		
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
5004000 AF-Property Taxes	3,748.00	1,874.00	1,746.41	47%	-127.59
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 3,748.00</b>	<b>\$ 1,874.00</b>	<b>\$ 1,746.41</b>	<b>47%</b>	<b>-\$ 127.59</b>
<b>Total Income</b>	<b>\$ 3,748.00</b>	<b>\$ 1,874.00</b>	<b>\$ 1,746.41</b>	<b>47%</b>	<b>-\$ 127.59</b>
<b>Gross Profit</b>	<b>\$ 3,748.00</b>	<b>\$ 1,874.00</b>	<b>\$ 1,746.41</b>	<b>47%</b>	<b>-\$ 127.59</b>
<b>Expenses</b>					
<b>5005100 Fund 50 Audit</b>					
5005101 Audit	9,700.00	4,850.00	8,600.00	89%	3,750.00
<b>Total 5005100 Fund 50 Audit</b>	<b>\$ 9,700.00</b>	<b>\$ 4,850.00</b>	<b>\$ 8,600.00</b>	<b>89%</b>	<b>\$ 3,750.00</b>
<b>Total Expenses</b>	<b>\$ 9,700.00</b>	<b>\$ 4,850.00</b>	<b>\$ 8,600.00</b>	<b>89%</b>	<b>\$ 3,750.00</b>
<b>Net Operating Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 2,976.00</b>	<b>-\$ 6,853.59</b>	<b>115%</b>	<b>-\$ 3,877.59</b>
<b>Net Income</b>	<b>-\$ 5,952.00</b>	<b>-\$ 2,976.00</b>	<b>-\$ 6,853.59</b>	<b>115%</b>	<b>-\$ 3,877.59</b>

**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - December, 2017

	Budget 2017-18		Actual Dec 2017		
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	Variance vs. Prorated Budget
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
2004000 IF-Property Taxes	88,104.00	44,052.00	41,047.37	46.59%	(3,004.63)
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 88,104.00</b>	<b>\$ 44,052.00</b>	<b>\$ 41,047.37</b>	<b>46.59%</b>	<b>(3,004.63)</b>
<b>Total Income</b>	<b>\$ 88,104.00</b>	<b>\$ 44,052.00</b>	<b>\$ 41,047.37</b>	<b>46.59%</b>	<b>(3,004.63)</b>
<b>Gross Profit</b>	<b>\$ 88,104.00</b>	<b>\$ 44,052.00</b>	<b>\$ 41,047.37</b>	<b>46.59%</b>	<b>(3,004.63)</b>
<b>Expenses</b>					
<b>2005100 Fund 20 IMRF Expenses</b>					
2005113 IMRF-Payroll	135,000.00	67,500.00	79,951.51	59.22%	12,451.51
<b>Total 2005100 Fund 20 IMRF Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 67,500.00</b>	<b>\$ 79,951.51</b>	<b>59.22%</b>	<b>12,451.51</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 67,500.00</b>	<b>\$ 79,951.51</b>	<b>59.22%</b>	<b>12,451.51</b>
<b>Net Operating Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 23,448.00</b>	<b>-\$ 38,904.14</b>	<b>82.96%</b>	<b>(15,456.14)</b>
<b>Net Income</b>	<b>-\$ 46,896.00</b>	<b>-\$ 23,448.00</b>	<b>-\$ 38,904.14</b>	<b>82.96%</b>	<b>(15,456.14)</b>



**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - December, 2017

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	10,310.00	9,606.76	46.59%	-703.24
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 20,620.00</b>	<b>\$ 10,310.00</b>	<b>\$ 9,606.76</b>	<b>46.59%</b>	<b>-\$ 703.24</b>
<b>Total Income</b>	<b>\$ 20,620.00</b>	<b>\$ 10,310.00</b>	<b>\$ 9,606.76</b>	<b>46.59%</b>	<b>-\$ 703.24</b>
<b>Gross Profit</b>	<b>\$ 20,620.00</b>	<b>\$ 10,310.00</b>	<b>\$ 9,606.76</b>	<b>46.59%</b>	<b>-\$ 703.24</b>
<b>Expenses</b>					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	67,500.00	58,763.91	43.53%	-8,736.09
<b>Total 3005100 Fund 30 FICA</b>	<b>\$ 135,000.00</b>	<b>\$ 67,500.00</b>	<b>\$ 58,763.91</b>	<b>43.53%</b>	<b>-\$ 8,736.09</b>
<b>Total Expenses</b>	<b>\$ 135,000.00</b>	<b>\$ 67,500.00</b>	<b>\$ 58,763.91</b>	<b>43.53%</b>	<b>-\$ 8,736.09</b>
<b>Net Operating Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 57,190.00</b>	<b>-\$ 49,157.15</b>	<b>42.98%</b>	<b>\$ 8,032.85</b>
<b>Net Income</b>	<b>-\$ 114,380.00</b>	<b>-\$ 57,190.00</b>	<b>-\$ 49,157.15</b>	<b>42.98%</b>	<b>\$ 8,032.85</b>

**Winnetka-Northfield Public Library District  
Budget vs. Actuals: 2018 Budget - FY18 P&L**

July - December, 2017

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
<b>Income</b>					
<b>0004000 Property Taxes Collections</b>					
<b>4004000 LF-Property Taxes</b>	14,996.00	7,498.00	6,986.49	46.59%	(511.51)
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 14,996.00</b>	<b>\$ 7,498.00</b>	<b>\$ 6,986.49</b>	<b>46.59%</b>	<b>(511.51)</b>
<b>Total Income</b>	<b>\$ 14,996.00</b>	<b>\$ 7,498.00</b>	<b>\$ 6,986.49</b>	<b>46.59%</b>	<b>(511.51)</b>
<b>Gross Profit</b>	<b>\$ 14,996.00</b>	<b>\$ 7,498.00</b>	<b>\$ 6,986.49</b>	<b>46.59%</b>	<b>(511.51)</b>
<b>Expenses</b>					
<b>4005100 Fund 40 Liability</b>	36,040.00	18,020.00	0.00	0.00%	(18,020.00)
<b>4005101 D &amp; O</b>	0.00	0.00	5,906.00		5,906.00
<b>4005103 Workers Comp</b>	0.00	0.00	-43.00		(43.00)
<b>4005104 Insurance Package</b>	0.00	0.00	17,558.67		17,558.67
<b>Total 4005100 Fund 40 Liability</b>	<b>\$ 36,040.00</b>	<b>\$ 18,020.00</b>	<b>\$ 23,421.67</b>	<b>64.99%</b>	<b>5,401.67</b>
<b>Total Expenses</b>	<b>\$ 36,040.00</b>	<b>\$ 18,020.00</b>	<b>\$ 23,421.67</b>	<b>64.99%</b>	<b>5,401.67</b>
<b>Net Operating Income</b>	<b>-\$ 21,044.00</b>	<b>-\$ 10,522.00</b>	<b>-\$ 16,435.18</b>	<b>78.10%</b>	<b>(5,913.18)</b>
<b>Net Income</b>	<b>-\$ 21,044.00</b>		<b>-\$ 16,435.18</b>	<b>\$ 4,608.82</b>	<b>0.78</b>

## Winnetka-Northfield Public Library District Budget vs. Actuals: 2018 Budget - FY18 P&L

July - December, 2017

	Budget 2017-18		Actual Dec 2017		Variance vs. Prorated Budget
	Full Year	Prorated Through Dec 2017	Dec 2017	% of Budget	
<b>Income</b>					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	72,171.50	67,248.31	46.59%	(4,923.19)
<b>Total 0004000 Property Taxes Collections</b>	<b>\$ 144,343.00</b>	<b>\$ 72,171.50</b>	<b>\$ 67,248.31</b>	<b>46.59%</b>	<b>(4,923.19)</b>
<b>Total Income</b>	<b>\$ 144,343.00</b>	<b>\$ 72,171.50</b>	<b>\$ 67,248.31</b>	<b>46.59%</b>	<b>(4,923.19)</b>
<b>Gross Profit</b>	<b>\$ 144,343.00</b>	<b>\$ 72,171.50</b>	<b>\$ 67,248.31</b>	<b>46.59%</b>	<b>(4,923.19)</b>
<b>Expenses</b>					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	4,250.00	4,556.95	53.61%	306.95
7005732 Snow Removal	8,500.00	4,250.00	846.00	9.95%	(3,404.00)
7005735 Photocopier Leases	40,000.00	20,000.00	19,692.39	49.23%	(307.61)
7005736 Phone Lease	9,600.00	4,800.00	5,599.86	58.33%	799.86
7005737 Building Maintenance Service	109,794.00	54,897.00	53,025.00	48.29%	(1,872.00)
7005738 Elevators	8,000.00	4,000.00	3,428.62	42.86%	(571.38)
7005739 Landscaping	15,000.00	7,500.00	6,110.51	40.74%	(1,389.49)
7005752 HVAC	12,000.00	6,000.00	0.00	0.00%	(6,000.00)
7005755 Automatic Doors	3,500.00	1,750.00	3,008.98	85.97%	1,258.98
7005756 Roof	600.00	300.00	318.00	53.00%	18.00
7005758 Alarms	2,750.00	1,375.00	1,272.30	46.27%	(102.70)
7005782 Equipment	4,000.00	2,000.00	166.62	4.17%	(1,833.38)
7005799 Misc Services	16,000.00	8,000.00	809.95	5.06%	(7,190.05)
7025159 Northfield Lease	63,563.00	31,781.50	31,133.22	48.98%	(648.28)
<b>Total 7005000 Fund 70 Building/Equipment</b>	<b>\$ 301,807.00</b>	<b>\$ 150,903.50</b>	<b>\$ 129,968.40</b>	<b>43.06%</b>	<b>(20,935.10)</b>
<b>Total Expenses</b>	<b>\$ 301,807.00</b>	<b>\$ 150,903.50</b>	<b>\$ 129,968.40</b>	<b>43.06%</b>	<b>(20,935.10)</b>
<b>Net Operating Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 78,732.00</b>	<b>-\$ 62,720.09</b>	<b>39.83%</b>	<b>16,011.91</b>
<b>Net Income</b>	<b>-\$ 157,464.00</b>	<b>-\$ 78,732.00</b>	<b>-\$ 62,720.09</b>	<b>39.83%</b>	<b>16,011.91</b>

**Winnetka-Northfield Public Library District  
 Budget vs. Actuals: 2018 Budget - FY18 P&L  
 July - December, 2017**

	<b>Budget 2017-18</b>		<b>Actual Dec 2017</b>		
	<b>Full Year</b>	<b>Prorated Through Dec 2017</b>	<b>Dec 2017</b>	<b>% of Budget</b>	<b>Variance vs. Prorated Budget</b>
<b>Income</b>					
<b>Total Income</b>	\$ 0.00	\$ 0.00	\$ 0.00		-
<b>Gross Profit</b>	\$ 0.00	\$ 0.00	\$ 0.00		
<b>Expenses</b>					
<b>6005100 Unemployment</b>	1,000.00	500.00	0.00	0.00%	-500.00
<b>Total Expenses</b>	\$ 1,000.00	\$ 500.00	\$ 0.00	0.00%	-\$ 500.00
<b>Net Operating Income</b>	-\$ 1,000.00	-\$ 500.00	\$ 0.00	0.00%	\$ 500.00
<b>Net Income</b>	-\$ 1,000.00	-\$ 500.00	\$ 0.00	0.00%	\$ 500.00

# Winnetka-Northfield Public Library District

## CHECK DETAIL

December 2017

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
12/01/2017	Bill Payment (Check)	2187	Ivan Figueredo		C	-350.00 -350.00
12/01/2017	Bill Payment (Check)	2186	Product Architecture and Design			-17,618.71 -17,618.71
12/01/2017	Bill Payment (Check)	2188	NCPERS GROUP LIFE INS.		C	-16.00 -16.00
12/01/2017	Bill Payment (Check)	2190	LAUTERBACH & AMEN, LLP			-2,000.00 -2,000.00
12/01/2017	Bill Payment (Check)	2189	Communication Revolving Fund		C	-450.00 -450.00
12/01/2017	Bill Payment (Check)	2191	AT&T (Phone Service)		C	-426.46 -426.46
12/01/2017	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00 -831.00
12/04/2017	Bill Payment (Check)	DD	COMCAST		C	-254.85 -254.85
12/04/2017	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-676.53 -676.53
12/04/2017	Bill Payment (Check)	ACH	CCI Solutions		C	-18.71 -18.71
12/04/2017	Bill Payment (Check)	DD	COMCAST		C	-237.85 -237.85
12/04/2017	Bill Payment (Check)	DD	U.S. Postal Service		C	-50.00 -50.00
12/04/2017	Bill Payment (Check)	DD	NORTH SHORE GAS			-124.43 -124.43
12/04/2017	Bill Payment (Check)	ACH	QUILL CORPORATION			-168.98 -168.98
12/04/2017	Bill Payment (Check)	ACH	CDW-G			-1,372.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,372.00
12/04/2017	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-246.05
						-246.05
12/04/2017	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)			-743.27
						-743.27
12/07/2017	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-4,132.91
						-4,132.91
12/07/2017	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,648.99
						-2,648.99
12/07/2017	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,673.06
						-1,673.06
12/07/2017	Bill Payment (Check)	2193	Erin Collins			-49.31
						-49.31
12/07/2017	Bill Payment (Check)	2194	Fairway Laser Systems Inc.	Voided	C	0.00
						0.00
12/07/2017	Bill Payment (Check)	2192	Label Value			-342.60
						-342.60
12/07/2017	Bill Payment (Check)	2195	Julie Ambrose		C	-64.99
						-64.99
12/07/2017	Bill Payment (Check)	2196	Park Ridge Public Library			-23.00
						-23.00
12/07/2017	Bill Payment (Check)	2197	Courtney McDonough			-6.99
						-6.99
12/11/2017	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-76.50
						-76.50
12/11/2017	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-630.00
						-630.00
12/11/2017	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-22.50
						-22.50
12/11/2017	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-828.70
						-828.70
12/11/2017	Bill Payment (Check)	ACH	PITNEY BOWES		C	-334.32
						-334.32

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/11/2017	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		C	-636.15
						-636.15
12/11/2017	Bill Payment (Check)	ACH	Rebecca Wolf.		C	-408.49
						-408.49
12/11/2017	Bill Payment (Check)	ACH	MICHAEL CIANFRANI.		C	-377.00
						-377.00
12/11/2017	Bill Payment (Check)	ACH	EMILY COMPTON-DZAK		C	-46.01
						-46.01
12/11/2017	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-593.47
						-593.47
12/11/2017	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-101.76
						-101.76
12/11/2017	Bill Payment (Check)	ACH	LIBRARIES FIRST (Innovation Experts)		C	-150.00
						-150.00
12/14/2017	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,097.45
						-2,097.45
12/14/2017	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-11,981.87
						-11,981.87
12/14/2017	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-12,746.61
						-12,746.61
12/14/2017	Bill Payment (Check)	ACH	Linkedin		C	-4,600.82
						-4,600.82
12/14/2017	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD		C	-5,188.87
						-5,188.87
12/14/2017	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,503.38
						-1,503.38
12/14/2017	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-2,618.84
						-2,618.84
12/15/2017	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00
						-831.00
12/18/2017	Bill Payment (Check)	ACH	EMILY COMPTON-DZAK			-50.88

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-50.88
12/18/2017	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES			-799.98
						-799.98
12/18/2017	Bill Payment (Check)	DD	COMCAST			-254.85
						-254.85
12/18/2017	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00
						-100.00
12/22/2017	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-443.46
						-443.46
12/22/2017	Bill Payment (Check)	ACH	CALL ONE		C	-381.29
						-381.29
12/22/2017	Bill Payment (Check)	ACH	DEMCO		C	-131.75
						-131.75
12/22/2017	Bill Payment (Check)	ACH	Warehouse Direct		C	-892.64
						-892.64
12/22/2017	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		C	-8,837.50
						-8,837.50
12/22/2017	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-2,237.50
						-2,237.50
12/22/2017	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,227.00
						-2,227.00
12/22/2017	Bill Payment (Check)	ACH	CDW-G		C	-5,325.00
						-5,325.00
12/22/2017	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,614.63
						-1,614.63
12/22/2017	Bill Payment (Check)	2199	Industrial Appraisal Company			-160.00
						-160.00
12/22/2017	Bill Payment (Check)	2200	Northshore Fireplace			-99.95
						-99.95
12/22/2017	Bill Payment (Check)	2198	Zabinski Consulting Services, Inc,			-1,250.00
						-1,250.00



DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/22/2017	Bill Payment (Check)	2201	AT&T (Phone Service)			-426.01 -426.01
12/22/2017	Bill Payment (Check)	2202	Chicago Tribune			-728.00 -728.00
12/22/2017	Bill Payment (Check)	2203	Communication Revolving Fund			-450.00 -450.00
12/22/2017	Bill Payment (Check)	2204	Springshare LLC.			-699.00 -699.00
12/22/2017	Bill Payment (Check)	2205	Fairway Laser Systems Inc.	Voided	C	0.00 0.00
12/22/2017	Bill Payment (Check)		AMERICAN LIBRARY ASSOCIATION	Voided	C	0.00 0.00
12/22/2017	Bill Payment (Check)	2205	Fairway Laser Systems Inc.			-250.00 -250.00
12/22/2017	Bill Payment (Check)	2206	AMERICAN LIBRARY ASSOCIATION			-213.00 -213.00
12/26/2017	Bill Payment (Check)	DD	COMCAST			-237.85 -237.85
12/26/2017	Bill Payment (Check)	DD	COMED		C	-389.30 -389.30
12/26/2017	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-384.82 -384.82
12/26/2017	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-445.43 -445.43
12/26/2017	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-296.28 -296.28
12/26/2017	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-689.65 -689.65
12/26/2017	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		C	-353.00 -353.00
12/26/2017	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-394.70
12/26/2017	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-680.63
						-680.63
12/26/2017	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-787.50
						-787.50
12/26/2017	Bill Payment (Check)	ACH	KATHY HARGRAVE.		C	-46.07
						-46.07
12/28/2017	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-6,023.24
						-6,023.24
12/28/2017	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-5,710.66
						-5,710.66
12/28/2017	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-13,516.71
						-13,516.71
12/28/2017	Bill Payment (Check)	ACH	3 Points, LLC		C	-4,000.00
						-4,000.00
12/28/2017	Bill Payment (Check)	ACH	BAKER & TAYLOR			-4,502.56
						-4,502.56
12/28/2017	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-4,814.42
						-4,814.42
12/29/2017	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-333.97
						-333.97
12/29/2017	Bill Payment (Check)	2207	NIR ROOF CARE, INC.			-318.00
						-318.00
12/29/2017	Bill Payment (Check)	2208	Helene Stelian			-200.00
						-200.00
12/29/2017	Bill Payment (Check)	2209	Greg Mueller			-99.30
						-99.30
12/29/2017	Bill Payment (Check)	ACH	NATIONWIDE RETIREMENT SOLUTIONS		C	-831.00
						-831.00
12/29/2017	Bill Payment (Check)	ACH	CALL ONE		C	-381.29
						-381.29

---

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
1001001	GF - Operating Checking - FT					
12/18/2017	Bill Payment (Check)	ACH	Jenny Volkodav			-32.59
						-32.59

---

---

## **Financial Report**

### **Income:**

- All funds are holding steady at 46.4%, just slightly up from the expected 45%. We expect a further 55% of tax revenues to be received starting at the end of January as the second installments are dispersed from Cook County.

### **Expenditures:**

- Library Administrative Services will continue to run high as fees for consultants such as architects are taking out of this fund.
- Adult Services Winnetka is running high as periodicals and databases are typically prepaid for the year. Also, programming is included in the lines for detail to departments, but the budget is in the District initiative lines, in this case effecting youth as well, we will correct this for future reporting to give a clearer picture of the summary of materials vs. programming expenditures.
- The Audit for this year is complete, with part of the fund left for Audit preparation expenses for the end of FY2017-2018.
- The IMRF Fund is showing that we are running slightly higher as we paid the December contribution in December (typically we pay it in January.)
- To note we pay our Liability and Insurance Fund at the beginning of the year in one payment.

## **Building and Grounds**

Final preparations are being made for the closure of the Winnetka Branch on January 29. A presentation regarding the abatement process is scheduled for January 16<sup>th</sup> which will give staff an opportunity for questions and answers regarding the process.

## **Staff Training:**

Kristin Carlson, Head of Branch Services and Donna Morales, Head of Circulation services have begun a rotation of Circulation staff in the District. Circulation staff are able to get a fuller understanding of what life will be like in the combined desk model as well as get to know each other better.

A similar rotation of training sessions is also happening with librarians in the Youth and Adult Services departments, coordinated by Sheila Cody, Head of Youth and Emily Compton-Dzak, Head of Adult Services.

## **Polaris Migration:**

The training team tested patron, item and bibliographic records. We continue to submit data fix tickets, and the library continues to work with CCS on cleanup projects and customized settings for Winnetka-Northfield. Diana Brown, Adult Services Librarian and Emily Compton-Dzak, Head of Adult Services started developing the first in-house training sessions for public service staff, scheduled for late January.

## **Collection Development Improvements:**

### **Digital Library Expansion**

Our Digital Library of downloadable audiobooks, books, music, movies and graphic novels is available to all Winnetka-Northfield cardholders at any time from the comfort of home. We are proud to announce several developments to our growing digital collection:

- Kanopy, a movie streaming platform with access to thousands of classics, indie films, documentaries, and more will be available to Winnetka-Northfield cardholders in mid-January! Stream up to 5 films per month with your library card. Kanopy is compatible with iOS, android, AppleTV, Roku and Chromecast.
- Hoopla! recently added over 250 Marvel comic books and graphic novels to its catalog, making titles like *Thor: God of Thunder* and *Black Panther* easily available through the app with your library card.
- Based on feedback directly from Winnetka-Northfield patrons, we have expanded our catalog of Cloud Library ebooks by over 6,000 titles AND have extended our checkout period from 14 to 21 days.

## **StrictlyDigital**

Excited to dive into our digital book collection and don't know where to start? Fill out the survey *StrictlyDigital*, located on our website, and a librarian will handpick 3 titles they think you will love and check them out to your digital library. *StrictlyDigital* will be live in mid-January.

### Teen Collection

The Teen collection will be moving to its new home shortly. The collection will now live on the first row of shelving leading towards the Studio.

### Circulation Services

#### Statistics

Total circulation for the month of December FY 2017/2018 was **30,217** compared to **33,149** for the same month last year. This represents a net change of **-8.84 %**.

Winnetka Library's circulation for the month of December FY 2017/2018 was **17,538** compared to **19,409** for the same month last year.

This represents a net change of **-9.64 %**.

Northfield Library's circulation for the month of December FY 2017/2018 was **9,718** compared to **10,178** for the same month last year.

This represents a net change of **-4.52 %**.

Virtual Branch circulation for the month of December FY 2017/2018 was **2,961** compared to **3,562** for the same month last year.

This represents a net change of **-16.87 %**.

Cumulative circulation through December FY 2017/2018 is **220,817** compared to **220,885** for the previous fiscal year to date.

This represents a net change of **-0.03 %**.

	Books	Audio	Video	Grand Total
Initial Totals	81,686	5,875	11,547	99,108
December - Adds	702	54	230	986
December - W/D	2,073	131	268	2,472
December End Total	80,315	5,798	11,509	97,622

### Technology

#### Computer Usage

There were 1,259 public computer sessions in the month of December at Winnetka with 48% of those occurring on library laptops. There were 625 public computer sessions at Northfield with 9 percent of those occurring on laptops.

Winnetka had 17,051 hotspot sessions from 2,051 distinct devices. The average session time was 40 minutes. These sessions used a total of about 433 GB of downstream bandwidth and about 61 GB of upstream bandwidth.

Northfield had 5,613 hotspot sessions from 970 distinct devices. The average session time was 42 minutes. These sessions used a total of about 235 GB of downstream bandwidth and about 24 GB of upstream bandwidth.

We had 10,085 web sessions with 6,025 website users as counted by Google Analytics. The sessions number is up from last year's 9,716 sessions, and the unique visitors count is up from last year's 5,436 unique users.

### Website: Most Visited Pages

Home Page

Movies

Digital Library

Hours and Locations

Databases and Research  
Digital Library | eAudiobooks

**Programs and Activities**

One Book Two Villages:

We look forward to announcing the selection soon!

Program Attendance

Total District Program Attendance for the month of December FY 2017/2018 was **1,013** compared to **1,035** for the same month last year.

This represents a net change of **-2.13 %**

Cumulative District Program Attendance through December FY 2017/2018 is **8,344** compared to **7,926** for the same month last year.

This represents a net change of **5.27 %**

Adult Programs Held	Attendees	Youth Programs Held	Attendees
<b>20</b>	<b>155</b>	<b>44</b>	<b>858</b>

Programming Highlights

- **Embroider a Scarf** attended by **6** patrons. Jaime Gonzalez-Vicker, Studio Associate taught participants how to use the embroidery machine to personalize a scarf.
- **A Jazzy Holiday with Petra Van Nuis** was attended by **35** patrons. Attendees enjoyed jazz holiday classics performed by vocalist Petra Van Nuis.
- **Noon Year's Eve Party** was attended by **50** patrons. Amanda Garrity, Youth Services Librarian and Natalie Roche, Youth Services Associate provided noisemaker crafts and party hat crafts, served sparkling juice, and led kids in a celebratory countdown to "Noon Year's Eve."

**Communications and Marketing**

We are working on a multichannel external communication plan for the rollout of the renovation, and specifically the Winnetka Library closure. We will continue to utilize Constant Contact to inform our patrons, our growing social media networks [Facebook =1,483 followers, Twitter =2162 followers, Instagram = 658 followers (up over 50 percent from last year)], building signage, bookmarks and postcards mailed to residents. We will also be working with media outlets to inform the public of the closure, beginning with a Year in Review submission to the *Winnetka Current*.

The spring issue of *The Source* is in the works. We are hoping to reveal the One Book Two Villages author on the cover and we plan to include a substantial renovation update and digital library push.

Over 300 responses were gathered regarding the proposed Library renovation project due to in-house, social media and email marketing campaigns. We will continue to gather and track the incoming data.

We are searching for a replacement for our part time graphic designer. We have a few strong candidates that we are looking forward to interviewing.

# Summary Report for December FY 2017/2018

## Circulation Report

### Winnetka Library/WNK Circulation

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	4,914	5,901	-16.73 %	39,572	39,486	0.22 %	Books	5,839	5,903	-1.08 %	50,439	47,944	5.20 %
Book - Fiction	2,256	2,812	-19.77 %	19,220	19,172	0.25 %	Book - Fiction	5,145	5,086	1.16 %	44,556	42,762	4.20 %
Book - Nonfiction	2,658	3,089	-13.95 %	20,352	20,314	0.19 %	Book - Nonfiction	694	817	-15.06 %	5,883	5,182	13.53 %
Audiobook - CD	436	501	-12.97 %	3,961	3,669	7.96 %	Audiobook - CD	74	52	42.31 %	507	457	10.94 %
Music CD	105	238	-55.88 %	703	1,168	-39.81 %	Music CD	41	48	-14.58 %	411	414	-0.72 %
Playaway	137	201	-31.84 %	1,313	1,279	2.66 %	Playaway	156	104	50.00 %	1,320	1,045	26.32 %
DVD	3,436	3,734	-7.98 %	20,945	20,290	3.23 %	DVD	982	1,248	-21.31 %	7,374	7,846	-6.02 %
Magazine	80	58	37.93 %	819	538	52.23 %	Magazine	-	-	-	2	4	-50.00 %
Other	30	42	-28.57 %	335	306	9.48 %	Other	57	65	-12.31 %	380	451	-15.74 %
Non-CCS ILL	21	44	-52.27 %	149	619	-75.93 %	Non-CCS ILL						
ILL Lender	1,230	1,270	-3.15 %	8,571	8,898	-3.67 %	ILL Lender						
<b>Total</b>	<b>10,389</b>	<b>11,989</b>	<b>-13.35 %</b>	<b>76,368</b>	<b>76,253</b>	<b>0.15 %</b>	<b>Total</b>	<b>7,149</b>	<b>7,420</b>	<b>-3.65 %</b>	<b>60,433</b>	<b>58,161</b>	<b>3.91 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	574	529
Consortial Borrower Count	1,624	1,791

Winnetka Library's circulation for the month of December FY 2017/2018 was 17,538 compared to 19,409 for the same month last year. This represents a net change of -9.64 %.

### Northfield Library/WBK

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	2,991	3,094	-3.33 %	19,809	20,680	-4.21 %	Books	2,609	2,728	6.69 %	20,724	19,424	6.69 %
Book - Fiction	2,087	2,191	-4.75 %	13,650	14,594	-6.47 %	Book - Fiction	2,173	2,304	-5.69 %	17,232	16,693	3.23 %
Book - Nonfiction	904	903	0.11 %	6,159	6,086	1.20 %	Book - Nonfiction	436	424	2.83 %	3,492	2,731	27.87 %
Audiobook - CD	312	333	-6.31 %	2,209	2,179	1.38 %	Audiobook - CD	34	38	-10.53 %	233	231	0.87 %
Music CD	51	110	-53.64 %	482	600	-19.67 %	Music CD	17	69	-75.36 %	301	401	-24.94 %
Playaway	40	40	0.00 %	270	307	-12.05 %	Playaway	57	55	3.64 %	400	392	2.04 %
DVD	1,848	1,953	-5.38 %	10,852	11,033	-1.64 %	DVD	687	709	-3.10 %	4,117	4,160	-1.03 %
Magazine	64	55	16.36 %	297	336	-11.61 %	Magazine	4	-	-	9	3	200.00 %
Other	2	11	-81.82 %	44	68	-35.29 %	Other	13	21	-38.10 %	69	145	-52.41 %
Non-CCS ILL	1	9	-88.89 %	73	189	-61.38 %	Non-CCS ILL						
ILL Lender	988	953	3.67 %	5,351	6,835	-21.71 %	ILL Lender						
<b>Total</b>	<b>6,297</b>	<b>6,558</b>	<b>-3.98 %</b>	<b>39,387</b>	<b>42,227</b>	<b>-6.73 %</b>	<b>Total</b>	<b>3,421</b>	<b>3,620</b>	<b>-5.50 %</b>	<b>25,853</b>	<b>24,756</b>	<b>4.43 %</b>

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	79	78
Consortial Borrower Count	1,014	1,247

Northfield Library's circulation for the month of December FY 2017/2018 was 9,718 compared to 10,178 for the same month last year. This represents a net change of -4.52 %.

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 % +/-
1,696	2,258	-24.89 %	9,977	11,273	-11.50 %	667	501	33.13 %	4,424	3,228	37.05 %	475	629	-24.48 %	3,554	4,127	-13.88 %

  

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 % +/-
66	90	-26.67 %	419	490	-14.49 %	57	84	-32.14 %	402	370	8.65 %

Virtual Branch circulation for the month of December FY 2017/2018 was 2,961 compared to 3,562 for the same month last year. This represents a net change of -16.87 %.

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	7,905	8,995	-12.12 %	59,381	60,166	-1.30 %	Books	8,448	8,631	-2.12 %	71,163	67,368	5.63 %
Book - Fiction	4,343	5,003	-13.19 %	32,870	33,766	-2.65 %	Book - Fiction	7,318	7,390	-0.97 %	61,788	59,455	3.92 %
Book - Nonfiction	3,562	3,992	-10.77 %	26,511	26,400	0.42 %	Book - Nonfiction	1,130	1,241	-8.94 %	9,375	7,913	18.48 %
Audiobook - CD	748	834	-10.31 %	6,170	5,848	5.51 %	Audiobook - CD	108	90	20.00 %	740	688	7.56 %
Music CD	156	348	-55.17 %	1,185	1,768	-32.98 %	Music CD	58	117	-50.43 %	712	815	-12.64 %
Playaway	177	241	-26.56 %	1,583	1,586	-0.19 %	Playaway	213	159	33.96 %	1,720	1,437	19.69 %
DVD	5,284	5,687	-7.09 %	31,797	31,323	1.51 %	DVD	1,669	1,957	-14.72 %	11,491	12,006	-4.29 %
Other	32	53	-39.62 %	379	374	1.34 %	Other	70	86	-18.60 %	449	596	-24.66 %
ILL Lender	2,218	2,223	-0.22 %	13,922	15,733	-11.51 %	ILL Lender						
<b>Total</b>	<b>16,520</b>	<b>18,381</b>	<b>-10.12 %</b>	<b>114,417</b>	<b>116,798</b>	<b>-2.04 %</b>	<b>Total</b>	<b>10,566</b>	<b>11,040</b>	<b>-4.29 %</b>	<b>86,275</b>	<b>82,910</b>	<b>4.06 %</b>

  

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	653	607
Consortial Borrower Count	2,638	3,038

Total circulation for the month of December FY 2017/2018 was 30,217 compared to 33,149 for the same month last year. This represents a net change of -8.84 %.

Cumulative circulation through December FY 2017/2018 is 220,817 compared to 220,885 for the previous fiscal year to date. This represents a net change of -0.03 %.



# Library Activity Report

## Winnetka Library/WNK

Adult							Youth						
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 % +/-
People Counter	10,467	10,781	-2.91 %	73,761	74,728	-1.29 %	People Counter						
Reference Questions	811	902	-10.09 %	5,885	6,261	-9.50 %	Reference Questions	395	511	-22.70 %	3,815	4,310	-11.48 %
WNK Holds	2,503	2,485	0.72 %	15,559	15,524	0.23 %	WNK Holds						
Website Usage	10,085	9,716	3.80 %	60,864	64,302	-5.35 %	Website Usage (no. of sessions)						
Studio	519	298	74.16 %	1,693	1,092	55.04 %	Studio						
Genealogy	8	1	700.00 %	28	27	3.70 %	Genealogy						
Program Attendance	94	117	-19.66 %	1,543	1,342	14.98 %	Program Attendance	630	565	11.50 %	4,463	3,817	16.92 %

### Total

### Grand Total

10,467  
1,206  
2,503  
10,085  
519  
8  
724

## Northfield Library/WBK

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	5,985	6,220	-3.78 %	40,910	41,024	-0.28 %	People Counter							5,985
Reference Questions	1,038	901	15.21 %	5,916	5,772	2.49 %	Reference Questions	52	117	-55.56 %	640	890	-28.09 %	1,090
WBK Holds	1,591	1,502	5.93 %	13,531	10,450	29.48 %	WBK Holds							1,591
Program Attendance	-	86	-	508	935	-45.67 %	Program Attendance	-	267	-	1,541	1,832	-15.88 %	-

Total District Program Attendance for the month of December FY 2017/2018 was 724 compared to 1,035 for the same month last year. This represents a net change of -30.05 %

Cumulative District Program Attendance through December FY 2017/2018 is 8,055 compared to 7,926 for the same month last year. This represents a net change of 1.63 %