

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

**THE MEETING WILL BEGIN AT 7:00 PM AT THE NORTHFIELD LIBRARY
1785 ORCHARD LANE, NORTHFIELD, IL 60093**

AGENDA

Monday, January 20, 2020
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
Public comments will be limited to 20 minutes
- IV. Discussion and Vote to Appoint Emily Compton-Dzak as Library Interim Director**
- V. Vote to Approve Minutes of the December 16, 2019 Regular Meeting***
- VI. Financial Report**
 - Approve December 2019 Financial Statements*
- VII. Library Reports**
 - Board President's Comments (President Ruiz-Funes)
 - Director's Report (Interim Director Compton-Dzak)*
- VIII. Liaisons to Other Organizations – Reports**
 - Winnetka Village (Trustee Johnson)
 - Northfield Village (Trustee Shoup)
- IX. Unfinished Business**
 - Report of the Board HR Special Committee
 - Vote to Dissolve the Board HR Special Committee
- X. New Business**
 - Discussion and vote on Phone Contract Proposal*
 - Discussion and vote to create a Board 'Director Search Special Committee'
 - Discussion and vote to create a Board 'Management Advisory Special Committee'
- XI. Communications**
 - The District employee appreciation event will be held on January 31, 2020
- XII. Public Comments**
Public comments will be limited to 20 minutes

*Attachments

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

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1785 ORCHARD LANE, NORTHFIELD, IL 60093**

XIII. Adjourn to Closed Session

• Closed Session

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

XIV. Return to Open Session

XV. Adjournment

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

December 16, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. President Ruiz-Funes called the meeting to order at 7:00 p.m. A quorum was present.

II. Roll Call

Present: President Jean-Paul Ruiz-Funes, and Trustees Suzie Shoup, Brian Johnson, Travis Gosselin, Katherine Casale MacNally, Raheela Anwar and Deborah Vandergrift; and Library Director Rebecca Wolf.

Absent:

Present were library employees; Nicola White (Administrative Assistant), Emily Compton-Dzak (Assistant Director and Head of Adult Services), Sarah Quish (Head of Communications & Marketing), Mark Swenson (Head of Information Technology), Stephanie Girardi (Collection Services Acquisitions Associate) and Sydney Clark (Library Associate). Present were Winnetka residents Jeffrey Liss and Joan Esposito. Present were Northfield residents Sue Kelly, Lois Neustadt, Bill Frazier, Carol Ritchell, Si Young and Bill Kelly. Present were Wilmette residents Joan Scaccia and Raymond Rearny. Present was Northbrook resident Susan Kelly. Present was Angélique Burbach from the Winnetka Caucus Council.

III. Public Comments

Northfield resident Sue Kelly thanked the District for extending the library's hours for Loyola Academy's finals week.

Northbrook resident Susan Kelly expressed her concern with the results from the District's employee engagement survey.

Northfield resident Lois Neustadt expressed her unhappiness with the Library Director.

Northfield resident Carol Ritchell shared a comment from Northfield resident Linda Stolberg and also expressed her own unhappiness with the trustees and Library Director.

IV. Presentation and Discussion of the Winnetka Caucus 2019 Planks

Angélique Burbach from the Winnetka Caucus Council presented a summary of the results from the 2019 Caucus Survey.

V. Vote to Approve Minutes of November 18, 2019 Regular Meeting

A MOTION was made by Trustee Anwar to approve the Minutes of November 18, 2019 Regular Meeting and seconded by Trustee Johnson.

The MOTION passed on a voice vote.

VI. Financial Report

Director Wolf presented the November 2019 Financial Statements.

A MOTION was made by Trustee Anwar to approve the November 2019 Financial Statements and seconded by Trustee Gosselin.

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Ruiz-Funes had nothing new to report.

LIBRARY DIRECTOR'S REPORT:

Director Wolf reported:

- Former Adult Services Librarian Steve Kline is returning to the District as the Adult Programming Librarian II.
- The District received lovely impact stories about Youth Librarians Lindsay Goldstein and Maddy Belk.
- Head of Information Technology Mark Swenson and Assistant Director Emily Compton-Dzak are working to establish a timeline for a new phone system; the current phone contract is up in May.
- The District continues to see high attendance for Storytimes.
- Head of Communication and Marketing Sarah Quish attended the 2019 Library Marketing and Communications Conference.
- Next Fireside Chat will be on January 7, 2020 featuring Head of Circulation Katie Cangelosi.

VIII. Liaisons to Other Organizations-Reports

- *Winnetka Village*- Trustee Johnson reported that the village posted the budget.
- *Northfield Village*- Trustee Shoup reported that Northfield voted no to the sale of cannabis.

IX. Unfinished Business

- *Report on Community Engagement and Responsiveness*
Director Wolf presented the November 2019 Monthly Report on Community Engagement and Responsiveness.
- *Discussion of Strategic Plan*
President Ruiz-Funes suggested postponing the discussion of the Strategic plan until the January meeting.

X. New Business

- *Presentation and Discussion of Collection Development Strategy*
Collection Development Librarians Kate Fuentes and Nick Mall presented the District's Collection Development Strategy.

XI. Communications

- *The District will be closed Tuesday, December 24 and Wednesday, December 25 in observance of the Christmas holiday. The District will be closed on Tuesday, December 31 and Wednesday, January 1 in observance of the New Year's holiday.*

XII. Public Comments

Northfield resident Bill Frazier commented that it is improper for a former trustee to discuss personnel issues that were reviewed during closed session meetings.

Northfield resident Si Young asked about the difference in popularity of print and digital materials.

Winnetka resident Joan Esposito expressed her concern regarding the availability of digital materials.

Winnetka resident Jeffrey Liss commented on the weeding of materials throughout the consortium.

Northbrook resident Susan Kelly discussed collection data and the District's employee engagement survey.

Northfield resident Lois Neustadt commented on the fireside chats, collection development strategy, and the effectiveness of the Library Director.

XIII. Adjourn to Closed Session

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

The MOTION passed on a voice vote and President Ruiz-Funes adjourned to a Closed Session at 8:36 p.m.

XIV. Return to Open Session

XV. Adjournment

There being no further business to come before the Board, President Ruiz-Funes adjourned the meeting at 10:56 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Jean-Paul Ruiz-Funes, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

All Funds Summary

For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Current Year-to-Date</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Revenues					
Library Fund	4,093,135.00	2,046,567.50	2,003,941.42	48.96 %	(42,626.08)
IMRF Fund	88,200.00	44,100.00	42,674.08	48.38 %	(1,425.92)
FICA Fund	24,500.00	12,250.00	11,853.89	48.38 %	(396.11)
Building Fund	147,000.00	73,500.00	71,123.29	48.38 %	(2,376.71)
Unemployment Fund	10.00	5.00	4.72	47.20 %	(0.28)
Total Revenues	<u>4,352,845.00</u>	<u>2,176,422.50</u>	<u>2,129,597.40</u>	<u>48.92 %</u>	<u>(46,825.10)</u>
Expenses					
Library Fund	3,798,154.00	1,899,077.00	1,574,212.92	41.45 %	(324,864.08)
IMRF Fund	111,000.00	55,500.00	46,878.23	42.23 %	(8,621.77)
FICA Fund	123,000.00	61,500.00	56,320.87	45.79 %	(5,179.13)
Building Fund	286,146.00	143,073.00	158,544.37	55.41 %	15,471.37
Unemployment Fund	<u>1,000.00</u>	<u>500.00</u>	<u>2,104.00</u>	<u>210.40 %</u>	<u>1,604.00</u>
Total Expenses	<u>4,319,300.00</u>	<u>2,159,650.00</u>	<u>1,838,060.39</u>	<u>42.55 %</u>	<u>(321,589.61)</u>
Total Revenues	4,352,845.00	2,176,422.50	2,129,597.40	48.92 %	(46,825.10)
Total Expenses	<u>4,319,300.00</u>	<u>2,159,650.00</u>	<u>1,838,060.39</u>	<u>42.55 %</u>	<u>321,589.61</u>
Excess Revenues less Expenses	<u>33,545.00</u>	<u>16,772.50</u>	<u>291,537.01</u>	<u>869.09 %</u>	<u>274,764.51</u>

Winnetka-Northfield Public Library District

Library Fund Summary

For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year-to-Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
Operating Revenue					
Property Tax	3,835,439.00	1,917,719.50	1,882,850.04	49.09 %	(34,869.46)
Replacement Tax	20,000.00	10,000.00	17,199.76	86.00 %	7,199.76
Collections	155,696.00	77,848.00	36,461.00	23.42 %	(41,387.00)
Materials	12,000.00	6,000.00	4,325.99	36.05 %	(1,674.01)
Other Income	70,000.00	35,000.00	63,104.63	90.15 %	28,104.63
Total Operating Revenue	<u>4,093,135.00</u>	<u>2,046,567.50</u>	<u>2,003,941.42</u>	<u>48.96 %</u>	<u>(42,626.08)</u>
Operating Expenses					
Personnel	1,790,000.00	895,000.00	820,938.73	45.86 %	(74,061.27)
Administration	214,204.00	107,102.00	150,220.32	70.13 %	43,118.32
Utilities	97,700.00	48,850.00	40,368.66	41.32 %	(8,481.34)
IT Services	171,250.00	85,625.00	86,285.52	50.39 %	660.52
Public Relations	45,000.00	22,500.00	21,125.34	46.95 %	(1,374.66)
Library Materials - Adult	561,000.00	280,500.00	325,224.55	57.97 %	44,724.55
Library Materials - Youth	89,900.00	44,950.00	40,471.77	45.02 %	(4,478.23)
Programs	79,100.00	39,550.00	42,313.84	53.49 %	2,763.84
Capital	750,000.00	375,000.00	44,814.57	5.98 %	(330,185.43)
Total Operating Expenses	<u>3,798,154.00</u>	<u>1,899,077.00</u>	<u>1,574,212.92</u>	<u>41.45 %</u>	<u>(324,864.08)</u>
Total Revenues	4,093,135.00	2,046,567.50	2,003,941.42	48.96 %	(42,626.08)
Total Expenses	3,798,154.00	1,899,077.00	1,574,212.92	41.45 %	(324,864.08)
Excess Revenues less Expenses	<u>294,981.00</u>	<u>147,490.50</u>	<u>429,728.50</u>	<u>145.68 %</u>	<u>282,238.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Revenues					
Taxes					
Property Taxes Collections	3,835,439.00	1,917,719.50	1,874,552.12	48.87 %	(43,167.38)
Property Taxes Collections-Liability	0.00	0.00	5,926.95	0.00	5,926.95
Property Taxes Collections-Audit	0.00	0.00	2,370.97	0.00	2,370.97
Replacement Tax	20,000.00	10,000.00	17,199.76	86.00 %	7,199.76
Total Taxes	<u>3,855,439.00</u>	<u>1,927,719.50</u>	<u>1,900,049.80</u>	<u>49.28 %</u>	<u>(27,669.70)</u>
Collections					
Per Capita Grant	21,696.00	10,848.00	0.00	0.00 %	(10,848.00)
Kenilworth Services	100,000.00	50,000.00	26,040.88	26.04	(23,959.12)
Fines - Winnetka	25,000.00	12,500.00	9,369.81	37.48	(3,130.19)
Studio Fees	4,500.00	2,250.00	697.88	15.51	(1,552.12)
Lost/Damaged Mat.-Winnetka	4,500.00	2,250.00	201.89	4.49	(2,048.11)
Library Programs - Winnetka	0.00	0.00	150.54	0.00	150.54
Total Collections	<u>155,696.00</u>	<u>77,848.00</u>	<u>36,461.00</u>	<u>23.42 %</u>	<u>(41,387.00)</u>
Materials					
Copy/Printing - Winnetka	10,000.00	5,000.00	3,097.97	30.98 %	(1,902.03)
Book Sales - Winnetka	2,000.00	1,000.00	1,228.02	61.40	228.02
Total Materials	<u>12,000.00</u>	<u>6,000.00</u>	<u>4,325.99</u>	<u>36.05 %</u>	<u>(1,674.01)</u>
Other Income					
Checking Interest Income	45,000.00	22,500.00	988.85	2.20 %	(21,511.15)
Byline Bank IMA Interest	0.00	0.00	61,220.92	0.00	61,220.92
Change on Investment Value	0.00	0.00	(6.35)	0.00	(6.35)
Money Market-Interest	0.00	0.00	496.01	0.00	496.01
Misc. Revenue - Winnetka	0.00	0.00	342.97	0.00	342.97
Contributions	25,000.00	12,500.00	0.00	0.00	(12,500.00)
Gift Fund (under \$100)	0.00	0.00	62.23	0.00	62.23
Total Other Income	<u>70,000.00</u>	<u>35,000.00</u>	<u>63,104.63</u>	<u>90.15 %</u>	<u>28,104.63</u>
Total Revenue	<u>4,093,135.00</u>	<u>2,046,567.50</u>	<u>2,003,941.42</u>	<u>48.96 %</u>	<u>(42,626.08)</u>

Winnetka-Northfield Public Library District

Statement of Revenues and Expenditures - Modified Cash Basis

For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Expenses					
Personnel					
Personnel	0.00	0.00	450.00	0.00 %	450.00
Salaries	1,610,000.00	805,000.00	761,242.04	47.28	(43,757.96)
Health Insurance	155,000.00	77,500.00	53,717.72	34.66	(23,782.28)
Flu Vaccination	500.00	250.00	39.42	7.88	(210.58)
Employee Asst. Program	1,500.00	750.00	320.00	21.33	(430.00)
Conferences	20,000.00	10,000.00	4,907.55	24.54	(5,092.45)
Flexible Spending Account	<u>3,000.00</u>	<u>1,500.00</u>	<u>262.00</u>	<u>8.73</u>	<u>(1,238.00)</u>
Total Personnel	<u>1,790,000.00</u>	<u>895,000.00</u>	<u>820,938.73</u>	<u>45.86 %</u>	<u>(74,061.27)</u>
Administration					
Audit Fees	11,050.00	5,525.00	9,850.00	89.14 %	4,325.00
Library Supplies	35,000.00	17,500.00	29,388.68	83.97	11,888.68
Office Supplies	8,000.00	4,000.00	3,664.07	45.80	(335.93)
Breakroom Supplies	1,500.00	750.00	1,510.73	100.72	760.73
Postage	4,500.00	2,250.00	1,334.61	29.66	(915.39)
Hospitality	6,000.00	3,000.00	104.88	1.75	(2,895.12)
Accounting and Bookkeeping	20,004.00	10,002.00	6,668.00	33.33	(3,334.00)
Legal Notices	1,000.00	500.00	756.54	75.65	256.54
Delivery Service	8,000.00	4,000.00	3,720.00	46.50	(280.00)
Payroll Services	9,000.00	4,500.00	4,331.18	48.12	(168.82)
Liability Insurance Costs	30,000.00	15,000.00	15,137.00	50.46	137.00
Workers Compensation Insurance	0.00	0.00	3,302.00	0.00	3,302.00
ILL Fees	150.00	75.00	(21.95)	(14.63)	(96.95)
Board Expenses	1,000.00	500.00	0.00	0.00	(500.00)
Memberships	6,000.00	3,000.00	1,468.00	24.47	(1,532.00)
Staff Recognition/Events/Meetings	5,000.00	2,500.00	4,406.67	88.13	1,906.67
Director's Expenses	500.00	250.00	0.00	0.00	(250.00)
Legal	12,000.00	6,000.00	9,695.00	80.79	3,695.00
Architects	0.00	0.00	6,157.90	0.00	6,157.90
Building Appraisal	500.00	250.00	0.00	0.00	(250.00)
Other Consultations	15,000.00	7,500.00	23,032.76	153.55	15,532.76
Investment Fees	0.00	0.00	3,811.75	0.00	3,811.75
HR Consultant	<u>40,000.00</u>	<u>20,000.00</u>	<u>21,902.50</u>	<u>54.76</u>	<u>1,902.50</u>
Total Administration	<u>214,204.00</u>	<u>107,102.00</u>	<u>150,220.32</u>	<u>70.13 %</u>	<u>43,118.32</u>
Utilities					
Electricity - Winnetka	49,000.00	24,500.00	24,561.94	50.13 %	61.94
Water - Winnetka	5,700.00	2,850.00	1,596.26	28.00	(1,253.74)
Storm Sewer - Winnetka	1,900.00	950.00	798.96	42.05	(151.04)
Natural Gas - Winnetka	14,000.00	7,000.00	2,577.29	18.41	(4,422.71)
Telephone - Winnetka	10,000.00	5,000.00	5,144.06	51.44	144.06
Internet Services	<u>17,100.00</u>	<u>8,550.00</u>	<u>5,690.15</u>	<u>33.28</u>	<u>(2,859.85)</u>
Total Utilities	<u>97,700.00</u>	<u>48,850.00</u>	<u>40,368.66</u>	<u>41.32 %</u>	<u>(8,481.34)</u>
Information Technology					
CCS Operating	83,250.00	41,625.00	37,151.44	44.63 %	(4,473.56)
Software	35,000.00	17,500.00	17,719.31	50.63	219.31
LAN Management	50,000.00	25,000.00	30,259.80	60.52	5,259.80
Hardware	0.00	0.00	242.99	0.00	242.99
Technology/Website	<u>3,000.00</u>	<u>1,500.00</u>	<u>911.98</u>	<u>30.40</u>	<u>(588.02)</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
GENERAL FUND					
Total Information Technology	171,250.00	85,625.00	86,285.52	50.39 %	660.52
Public Relations					
PR E-Marketing	1,500.00	750.00	681.69	45.45 %	(68.31)
PR Promotional	7,000.00	3,500.00	254.98	3.64	(3,245.02)
PR Source	25,000.00	12,500.00	11,448.21	45.79	(1,051.79)
PR Supplies	8,000.00	4,000.00	7,203.46	90.04	3,203.46
PR Advertising	3,500.00	1,750.00	1,537.00	43.91	(213.00)
Total Public Relations	45,000.00	22,500.00	21,125.34	46.95 %	(1,374.66)
Library Materials - Adult					
Books-Fiction-Adult-Winnetka	79,000.00	39,500.00	38,231.66	48.39 %	(1,268.34)
Books-Non-Fiction-Adult-Winnetka	77,000.00	38,500.00	35,882.49	46.60	(2,617.51)
Periodicals-Winnetka	28,000.00	14,000.00	13,339.43	47.64	(660.57)
DVDs-Adult-Winnetka	53,000.00	26,500.00	24,958.96	47.09	(1,541.04)
Audio Books-Adult-Winnetka	34,000.00	17,000.00	17,692.68	52.04	692.68
Books-Digital-Winnetka	185,000.00	92,500.00	115,838.67	62.62	23,338.67
Online Database	105,000.00	52,500.00	79,280.66	75.51	26,780.66
Total Library Materials - Adult	561,000.00	280,500.00	325,224.55	57.97 %	44,724.55
Library Materials - Youth					
Books-Fiction-Juv-Winnetka	18,000.00	9,000.00	7,622.25	42.35 %	(1,377.75)
Books-Non-Fiction, Easy, & JH-Winnetka	17,000.00	8,500.00	583.88	3.43	(7,916.12)
DVDs-Juv-Winnetka	12,500.00	6,250.00	8,312.20	66.50	2,062.20
Audio Books-Juv-Winnetka	12,000.00	6,000.00	7,182.27	59.85	1,182.27
Music-Juv-Winnetka	900.00	450.00	205.02	22.78	(244.98)
Books-Easy-Winnetka	18,500.00	9,250.00	8,425.12	45.54	(824.88)
Books-Jr. High-Winnetka	11,000.00	5,500.00	4,183.44	38.03	(1,316.56)
Books-Non-Fiction-Winnetka	0.00	0.00	3,957.59	0.00	3,957.59
Total Library Materials - Youth	89,900.00	44,950.00	40,471.77	45.02 %	(4,478.23)
Programs					
Summer Reading	11,100.00	5,550.00	7,046.86	63.49 %	1,496.86
Program Supplies-Winnetka	0.00	0.00	711.06	0.00	711.06
Program Performers Fees-Winnetka	0.00	0.00	965.00	0.00	965.00
Program Supplies-Winnetka	0.00	0.00	(300.00)	0.00	(300.00)
Program Performers Fee-Winnetka	0.00	0.00	(275.00)	0.00	(275.00)
Studio General Supplies	7,500.00	3,750.00	4,393.38	58.58	643.38
OBTV	17,000.00	8,500.00	11,903.69	70.02	3,403.69
Programming - Youth	16,500.00	8,250.00	5,188.87	31.45	(3,061.13)
Programming - Adult	22,000.00	11,000.00	11,861.59	53.92	861.59
Studio Maintenance/Repair	5,000.00	2,500.00	818.39	16.37	(1,681.61)
Total Programs	79,100.00	39,550.00	42,313.84	53.49 %	2,763.84
Capital					
Building	155,000.00	77,500.00	0.00	0.00 %	(77,500.00)
Equipment/Furniture	500,000.00	250,000.00	3,330.45	0.67	(246,669.55)
Computer Equipment	95,000.00	47,500.00	41,484.12	43.67	(6,015.88)
Total Capital	750,000.00	375,000.00	44,814.57	5.98 %	(330,185.43)
Total Expenses	3,798,154.00	1,899,077.00	1,574,212.92	41.45 %	(324,864.08)

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
<u>GENERAL FUND</u>					
Excess Revenues less Expenses	<u>294,981.00</u>	<u>147,490.50</u>	<u>429,728.50</u>	<u>145.68 %</u>	<u>282,238.00</u>

Winnetka-Northfield Public Library District
Statement of Revenues and Expenditures - Modified Cash Basis
For the 6 Months Ended December 31, 2019

Ideal Budget Percentage Spent: 50.00%

	<u>Annual Budget</u>	<u>Prorated Budget</u>	<u>Year to Date Actual</u>	<u>% of Budget</u>	<u>Variance vs. Prorated Budget</u>
BUILDING FUND					
Revenues					
Property Taxes Collections-Building	147,000.00	73,500.00	71,123.29	48.38 %	(2,376.71)
Total Revenue	<u>147,000.00</u>	<u>73,500.00</u>	<u>71,123.29</u>	<u>48.38 %</u>	<u>(2,376.71)</u>
Expenses					
Northfield Lease	66,196.00	33,098.00	26,701.05	40.34 %	(6,396.95)
Janitorial Supplies	8,500.00	4,250.00	4,455.51	52.42	205.51
Snow Removal	8,000.00	4,000.00	550.00	6.88	(3,450.00)
Photocopier Leases	40,000.00	20,000.00	18,156.06	45.39	(1,843.94)
Phone Lease	9,600.00	4,800.00	4,799.88	50.00	(0.12)
Building Maintenance Service	110,000.00	55,000.00	69,688.74	63.35	14,688.74
Elevators	8,000.00	4,000.00	482.00	6.03	(3,518.00)
Landscaping	5,000.00	2,500.00	2,848.02	56.96	348.02
HVAC	10,000.00	5,000.00	6,527.01	65.27	1,527.01
Automatic Doors	3,500.00	1,750.00	2,049.82	58.57	299.82
Roof	600.00	300.00	0.00	0.00	(300.00)
Alarms	2,750.00	1,375.00	3,799.80	138.17	2,424.80
Equipment	4,000.00	2,000.00	1,828.64	45.72	(171.36)
Misc Services	10,000.00	5,000.00	16,657.84	166.58	11,657.84
Total Expenses	<u>286,146.00</u>	<u>143,073.00</u>	<u>158,544.37</u>	<u>55.41 %</u>	<u>15,471.37</u>
Excess Revenues less Expenses	<u>\$ (139,146.00)</u>	<u>\$ (69,573.00)</u>	<u>\$ (87,421.08)</u>	<u>62.83 %</u>	<u>(17,848.08)</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
First Bankcard				1001	12/20/19	<u>3,344.44</u>
10-1-5341	Books-Non-Fiction-Adult-Winnetka	First Bankcard - Compton-Dzak	18.40			
10-1-5441	Books-Non-Fiction, Easy, & JH-Winnetka	First Bankcard - Garrity	26.68			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	325.45			
10-1-5522	Studio General Supplies	First Bankcard - Compton-Dzak	86.62			
10-1-5522	Studio General Supplies	First Bankcard - Swenson	24.73			
10-0-5114	Conferences	First Bankcard - Quish	15.79			
10-0-5114	Conferences	First Bankcard - Quish	49.49			
10-0-5114	Conferences	First Bankcard - Quish	6.10			
10-0-5114	Conferences	First Bankcard - Quish	24.46			
10-0-5114	Conferences	First Bankcard - Quish	6.16			
10-0-5114	Conferences	First Bankcard - Quish	34.23			
10-0-5114	Conferences	First Bankcard - Quish	37.77			
10-0-5114	Conferences	First Bankcard - Quish	438.02			
10-0-5120	Library Supplies	First Bankcard	9.99			
10-0-5120	Library Supplies	First Bankcard - Compton-Dzak	18.60			
10-0-5124	Hospitality	First Bankcard	23.09			
10-0-5124	Hospitality	First Bankcard	23.09			
10-0-5134	Software	First Bankcard	70.00			
10-0-5134	Software	First Bankcard - Swenson	239.92			
10-0-5134	Software	First Bankcard - Compton-Dzak	20.00			
10-0-5177	Technology/Website	First Bankcard - Swenson	25.00			
10-0-5308	Summer Reading Staff	First Bankcard - Swenson	4.00			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard - Garrity	10.98			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard - Garrity	24.26			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard - Compton-Dzak	42.95			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard - Compton-Dzak	63.00			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard	10.00			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard	101.40			
10-0-5732	Recognition/Events/Meetings Staff	First Bankcard	47.48			
10-0-5884	Equipment/Furniture	First Bankcard	262.49			
10-0-5884	Equipment/Furniture	First Bankcard	137.95			
10-0-5884	Equipment/Furniture	First Bankcard	29.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	19.00			
10-0-5907	Programming - Youth	First Bankcard - Garrity	35.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	31.51			
10-0-5907	Programming - Youth	First Bankcard - Garrity	125.00			
10-0-5907	Programming - Youth	First Bankcard - Garrity	15.98			
10-0-5907	Programming - Youth	First Bankcard - Garrity	34.95			
10-0-5907	Programming - Youth	First Bankcard - Garrity	35.92			
10-0-5907	Programming - Youth	First Bankcard - Garrity	7.99			
10-0-5907	Programming - Youth	First Bankcard - Garrity	5.65			
10-0-5907	Programming - Youth	First Bankcard - Garrity	14.97			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5907	Programming - Youth	First Bankcard - Garrity	7.97			
10-0-5907	Programming - Youth	First Bankcard - Garrity	108.23			
10-0-5907	Programming - Youth	First Bankcard - Garrity	13.92			
10-0-5907	Programming - Youth	First Bankcard - Garrity	23.81			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	55.25			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	48.90			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	27.98			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	31.58			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	35.98			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	63.94			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	70.91			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	57.95			
10-0-5908	Programming - Adult	First Bankcard - Compton-Dzak	12.99			
10-0-5910	Studio Maintenance/Repair	First Bankcard - Compton-Dzak	199.98			
Alison Phillips				2793	12/30/19	<u>(283.48)</u>
10-0-5111	Health Insurance	Alison Phillips	-162.84			
10-0-5114	Conferences	Alison Phillips	-120.64			
Amber Mechanical Contractors Inc.				2822	12/12/19	<u>1,205.01</u>
70-0-5752	HVAC	Amber Mechanical Contractors Inc.- Inv # W18860	1,205.01			
Daniel Rosa Top Note Music Academy				2823	12/12/19	<u>600.00</u>
10-0-5907	Programming - Youth	Daniel Rosa Top Note Music Academy - 12/5,12/16,/1/2,1/20,2/6,2/17	600.00			
Emily Turner				2824	12/12/19	<u>110.00</u>
10-0-5907	Programming - Youth	Emily Turner - signs & rhymes storytime	110.00			
Gary Wenstrup				2825	12/12/19	<u>200.00</u>
10-0-5908	Programming - Adult	Gary Wenstrup - Fleetwood Mac: The Chain...Broken	200.00			
Grainger				2826	12/12/19	<u>1,018.66</u>
70-0-5782	Equipment	Inv # 9369895678	1,018.66			
Grainger				2827	12/12/19	<u>324.07</u>
70-0-5782	Equipment	Grainger - Inv # 9373266478	324.07			
GREAT AMERICA FINANCIAL SERVICES				2828	12/12/19	<u>799.98</u>
70-0-5747	Phone Lease	Inv # 26066498	799.98			
Heather Crimmins				2829	12/12/19	<u>18.00</u>
10-0-4150	Lost/Damaged Materials	Heather Crimmins - paid for lost material (12/10) - found and returned (12/11)	18.00			
Nicola White				2830	12/12/19	<u>32.95</u>
10-0-5121	Office Supplies	Nicola White 2020 Planner	32.95			
Quench USA, Inc.				2831	12/12/19	<u>99.00</u>
10-0-5122	Breakroom Supplies	Inv # INV01982451	99.00			
Ravina Plumbing, Heating & Electric				2832	12/12/19	<u>263.89</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
70-0-5799	Misc Services	Inv # 607140	263.89			
Springshare LLC.				2833	12/12/19	<u>742.00</u>
10-0-5177	Technology/Website	Inv # 19-R5806	742.00			
Technology Management Rev Fund				2834	12/12/19	<u>450.00</u>
10-0-5176	Internet Services	Inv # T2008818	450.00			
Wayne Endre Contracting, Inc.				2835	12/12/19	<u>550.00</u>
70-0-5740	Snow Removal	Wayne Endre Contracting, Inc.- October/November snow removal	550.00			
Cheryl Rich Heisler				2836	12/19/19	<u>382.13</u>
10-0-5908	Programming - Adult	Cheryl Rich Heisler - Holiday Hosting reimbursement	183.32			
10-0-5908	Programming - Adult	Cheryl Rich Heisler - Holiday Hosting reimbursement	198.81			
David Rutter				2837	12/19/19	<u>250.00</u>
10-0-5908	Programming - Adult	David Rutter - How to write a memoir	250.00			
Leslie Goddard				2838	12/19/19	<u>325.00</u>
10-0-5908	Programming - Adult	Leslie Goddard - THe History and Rituals of Afternoon Tea	325.00			
Pioneer Press				2839	12/19/19	<u>32.50</u>
10-1-5342	Periodicals-Winnetka	Acct # 168203901	32.50			
The Lyceum Agency				2840	12/19/19	<u>3,750.00</u>
10-0-5716	OBTV	The Lyceum Agency - Deposit	3,750.00			
VILLAGE OF WINNETKA				15483	12/20/19	<u>2,159.16</u>
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	37.76			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	1,758.27			
10-1-5171	Electricity - Winnetka	VILLAGE OF WINNETKA	58.11			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	72.00			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	60.80			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	10.20			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	26.86			
10-1-5172	Water - Winnetka	VILLAGE OF WINNETKA	2.00			
10-1-5173	Storm Sewer - Winnetka	VILLAGE OF WINNETKA	133.16			
CALL ONE				15484	12/30/19	<u>384.51</u>
10-1-5175	Telephone - Winnetka	CALL ONE - Inv # 163537	384.51			
Michael Cianfrani				15485	12/16/16	<u>15.66</u>
CDW-G				15486	12/16/16	<u>35.00</u>
Stephanie Girardi				15487	12/16/16	<u>39.42</u>
DEMCO				15488	12/16/16	<u>54.17</u>
QUILL CORPORATION				15489	12/16/16	<u>115.76</u>
22ND CENTURY MEDIA, LLC				15490	12/16/16	<u>159.50</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Warehouse Direct				15491	12/16/16	<u>183.10</u>
Kanopy				15492	12/16/16	<u>219.00</u>
CDW-G				15493	12/16/16	<u>245.00</u>
PITNEY BOWES				15494	12/16/16	<u>334.32</u>
City Wide of Chicago				15495	12/16/16	<u>400.00</u>
Batteries Plus LLC				15496	12/16/16	<u>402.16</u>
FIRST COMMUNICATIONS				15497	12/16/16	<u>481.90</u>
MERCHANTS DELIVERY SERVICE				15498	12/16/16	<u>600.00</u>
City Wide of Chicago				15499	12/16/16	<u>650.00</u>
HOOPLA (MIDWEST TAPE)				15500	12/16/16	<u>1,393.18</u>
QUILL CORPORATION				15501	12/16/16	<u>25.51</u>
CDW-G				15502	12/16/16	<u>30.00</u>
DIGITAL INSURANCE, INC.				15503	12/16/16	<u>43.00</u>
DEMCO				15504	12/16/16	<u>105.49</u>
CDW-G				15505	12/16/16	<u>240.00</u>
ALARM DETECTION SYSTEMS, INC.				15506	12/16/16	<u>636.15</u>
PITNEY BOWES				15507	12/13/19	<u>100.00</u>
10-0-5123	Postage	PITNEY BOWES	100.00			
Baker & Taylor				15508	12/17/19	<u>9,438.51</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2034941472	471.32			
10-1-5340	Books-Fiction-Adult-Winnetka	2034946815	249.72			
10-1-5340	Books-Fiction-Adult-Winnetka	2034956855	963.15			
10-2-5340	Books-Fiction-Adult-Northfield	2034956855	281.51			
10-2-5340	Books-Fiction-Adult-Northfield	2034946815	70.08			
10-2-5340	Books-Fiction-Adult-Northfield	2034941472	156.68			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034941505	1,339.51			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034956853	1,324.54			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034959891	442.10			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034947039	262.77			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034959891	192.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034947039	198.09			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034956853	146.95			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034941505	36.72			
10-1-5440	Books-Fiction-Juv-Winnetka	2034957245	152.66			
10-1-5440	Books-Fiction-Juv-Winnetka	2034956981	325.99			
10-1-5440	Books-Fiction-Juv-Winnetka	2034941562	36.14			
10-2-5440	Books-Fiction-Juv-Northfield	2034956981	47.20			
10-2-5440	Books-Fiction-Juv-Northfield	2034957245	101.92			
10-2-5440	Books-Fiction-Juv-Northfield	2034941562	36.14			
10-2-5440	Books-Fiction-Juv-Northfield	2034945686	32.18			
10-2-5440	Books-Fiction-Juv-Northfield	2034924378	115.18			
10-2-5440	Books-Fiction-Juv-Northfield	2034897860	73.95			
10-2-5440	Books-Fiction-Juv-Northfield	2034961595	55.29			
10-1-5447	Books-Easy-Winnetka	2034957245	2.97			
10-1-5447	Books-Easy-Winnetka	2034956981	20.32			
10-1-5447	Books-Easy-Winnetka	2034951146	10.73			
10-1-5447	Books-Easy-Winnetka	2034951139	33.81			
10-1-5447	Books-Easy-Winnetka	2034951141	9.58			
10-1-5447	Books-Easy-Winnetka	2034951142	26.98			
10-1-5447	Books-Easy-Winnetka	2034951143	125.69			
10-1-5447	Books-Easy-Winnetka	2034951144	35.81			
10-1-5447	Books-Easy-Winnetka	2034900791	40.02			
10-1-5447	Books-Easy-Winnetka	2034900793	101.23			
10-1-5447	Books-Easy-Winnetka	2034900795	26.98			
10-1-5447	Books-Easy-Winnetka	2034900797	13.49			
10-1-5447	Books-Easy-Winnetka	2034924514	61.85			
10-1-5447	Books-Easy-Winnetka	2034924516	89.60			
10-1-5447	Books-Easy-Winnetka	2034924518	39.72			
10-1-5447	Books-Easy-Winnetka	2034941562	128.92			
10-2-5447	Books-Easy-Northfield	2034941562	114.92			
10-2-5447	Books-Easy-Northfield	2034924517	13.49			
10-2-5447	Books-Easy-Northfield	2034924515	24.40			
10-2-5447	Books-Easy-Northfield	2034924513	12.74			
10-2-5447	Books-Easy-Northfield	2034900796	13.49			
10-2-5447	Books-Easy-Northfield	2034900794	13.49			
10-2-5447	Books-Easy-Northfield	2034900792	55.46			
10-2-5447	Books-Easy-Northfield	2034900790	29.86			
10-2-5447	Books-Easy-Northfield	2034951145	10.73			
10-2-5447	Books-Easy-Northfield	2034951140	38.46			
10-2-5447	Books-Easy-Northfield	2034951138	10.16			
10-2-5447	Books-Easy-Northfield	2034957245	2.97			
10-1-5448	Books-Jr. High-Winnetka	2034956981	17.84			
10-1-5448	Books-Jr. High-Winnetka	2034961595	160.29			
10-1-5448	Books-Jr. High-Winnetka	2034897860	107.82			
10-1-5448	Books-Jr. High-Winnetka	2034924378	147.92			
10-1-5448	Books-Jr. High-Winnetka	2034945686	115.65			
10-2-5448	Books-Jr. High-Northfield	2034897860	45.16			
10-2-5448	Books-Jr. High-Northfield	2034924378	22.58			
10-0-5120	Library Supplies	2034957245	22.70			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-0-5120	Library Supplies	2034959891	24.07			
10-0-5120	Library Supplies	2034947039	26.15			
10-0-5120	Library Supplies	2034956981	34.11			
10-0-5120	Library Supplies	2034951146	1.00			
10-0-5120	Library Supplies	2034956853	63.96			
10-0-5120	Library Supplies	2034956855	76.72			
10-0-5120	Library Supplies	2034951138	1.00			
10-0-5120	Library Supplies	2034951139	3.02			
10-0-5120	Library Supplies	2034951140	2.74			
10-0-5120	Library Supplies	2034951141	0.05			
10-0-5120	Library Supplies	2034951145	1.00			
10-0-5120	Library Supplies	2034951144	1.13			
10-0-5120	Library Supplies	2034951143	11.53			
10-0-5120	Library Supplies	2034951142	2.03			
10-0-5120	Library Supplies	2034897860	17.93			
10-0-5120	Library Supplies	2034961595	19.70			
10-0-5120	Library Supplies	2034900790	1.40			
10-0-5120	Library Supplies	2034900791	2.40			
10-0-5120	Library Supplies	2034900792	4.08			
10-0-5120	Library Supplies	2034900793	6.56			
10-0-5120	Library Supplies	2034900794	1.02			
10-0-5120	Library Supplies	2034900795	2.03			
10-0-5120	Library Supplies	2034900796	1.02			
10-0-5120	Library Supplies	2034900797	1.02			
10-0-5120	Library Supplies	2034924378	22.28			
10-0-5120	Library Supplies	2034924513	1.01			
10-0-5120	Library Supplies	2034924514	4.46			
10-0-5120	Library Supplies	2034924515	2.02			
10-0-5120	Library Supplies	2034924516	6.50			
10-0-5120	Library Supplies	2034924517	1.02			
10-0-5120	Library Supplies	2034924518	2.75			
10-0-5120	Library Supplies	2034945686	15.74			
10-0-5120	Library Supplies	2034941505	58.83			
10-0-5120	Library Supplies	2034946815	23.20			
10-0-5120	Library Supplies	2034941472	45.34			
10-0-5120	Library Supplies	2034941562	14.93			
10-2-544J	2034961595	Baker & Taylor	74.52			
Midwest Tape				15509	12/17/19	<u>1,931.74</u>
10-1-5343	DVDs-Adult-Winnetka	98297781	21.74			
10-1-5343	DVDs-Adult-Winnetka	98297782	26.99			
10-1-5343	DVDs-Adult-Winnetka	98297771	48.73			
10-1-5343	DVDs-Adult-Winnetka	98297772	26.24			
10-1-5343	DVDs-Adult-Winnetka	98297777	415.37			
10-1-5343	DVDs-Adult-Winnetka	98297778	414.60			
10-2-5343	DVDs-Adult-Northfield	98297773	26.24			
10-2-5343	DVDs-Adult-Northfield	98297774	44.98			
10-2-5343	DVDs-Adult-Northfield	98297779	247.41			
10-2-5343	DVDs-Adult-Northfield	98297780	155.95			
10-1-5344	Audio Books-Adult-Winnetka	98297766	67.99			
10-1-5344	Audio Books-Adult-Winnetka	98297767	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98297768	39.99			
10-1-5344	Audio Books-Adult-Winnetka	98297769	39.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5443	DVDs-Juv-Winnetka	98297775	57.70			
10-2-5443	DVDs-Juv-Northfield	98297776	26.23			
10-0-5120	Library Supplies	98297776	5.00			
10-0-5120	Library Supplies	98297775	12.50			
10-0-5120	Library Supplies	98297778	49.50			
10-0-5120	Library Supplies	98297777	64.80			
10-0-5120	Library Supplies	98297774	5.00			
10-0-5120	Library Supplies	98297773	5.00			
10-0-5120	Library Supplies	98297772	5.00			
10-0-5120	Library Supplies	98297771	5.00			
10-0-5120	Library Supplies	98297769	2.50			
10-0-5120	Library Supplies	98297768	2.50			
10-0-5120	Library Supplies	98297767	2.50			
10-0-5120	Library Supplies	98297766	2.50			
10-0-5120	Library Supplies	98297780	17.30			
10-0-5120	Library Supplies	98297779	45.00			
10-0-5120	Library Supplies	98297782	5.00			
10-0-5120	Library Supplies	98297781	2.50			
Baker & Taylor				15510	12/17/19	<u>2,823.05</u>
10-1-5340	Books-Fiction-Adult-Winnetka	2034942101	45.77			
10-2-5340	Books-Fiction-Adult-Northfield	2034942101	127.24			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034860616	372.41			
10-1-5341	Books-Non-Fiction-Adult-Winnetka	2034925793	1,312.62			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034925793	28.25			
10-2-5341	Books-Non-Fiction-Adult-Northfield	2034860616	141.96			
10-1-5440	Books-Fiction-Juv-Winnetka	2034947663	70.59			
10-1-5440	Books-Fiction-Juv-Winnetka	2034931767	115.19			
10-2-5440	Books-Fiction-Juv-Northfield	2034931767	131.84			
10-2-5440	Books-Fiction-Juv-Northfield	2034870317	32.19			
10-1-5447	Books-Easy-Winnetka	2034931767	48.44			
10-1-5447	Books-Easy-Winnetka	2034947663	134.76			
10-2-5447	Books-Easy-Northfield	2034947663	38.45			
10-2-5447	Books-Easy-Northfield	2034931767	27.98			
10-1-5448	Books-Jr. High-Winnetka	2034870317	64.92			
10-0-5120	Library Supplies	2034931767	17.86			
10-0-5120	Library Supplies	2034942101	10.17			
10-0-5120	Library Supplies	2034947663	14.77			
10-0-5120	Library Supplies	2034870317	9.69			
10-0-5120	Library Supplies	2034925793	51.35			
10-0-5120	Library Supplies	2034860616	18.87			
10-1-544J	2034931767	Baker & Taylor	7.73			
Midwest Tape				15511	12/17/19	<u>1,298.87</u>
10-1-5343	DVDs-Adult-Winnetka	98268874	11.24			
10-1-5343	DVDs-Adult-Winnetka	98265507	44.99			
10-1-5343	DVDs-Adult-Winnetka	98268870	23.24			
10-1-5343	DVDs-Adult-Winnetka	98268871	29.24			
10-1-5343	DVDs-Adult-Winnetka	98268873	14.99			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5343	DVDs-Adult-Winnetka	98265506	69.72			
10-2-5343	DVDs-Adult-Northfield	98265500	48.73			
10-1-5344	Audio Books-Adult-Winnetka	98265329	327.95			
10-1-5344	Audio Books-Adult-Winnetka	98265502	34.99			
10-1-5344	Audio Books-Adult-Winnetka	98265503	119.97			
10-2-5344	Audio Books-Adult-Northfield	98265505	34.99			
10-1-5444	Audio Books-Juv-Winnetka	98265326	267.95			
10-1-5444	Audio Books-Juv-Winnetka	98265327	67.99			
10-2-5444	Audio Books-Juv-Northfield	98265328	67.99			
10-2-5444	Audio Books-Juv-Northfield	98265501	59.99			
10-0-5120	Library Supplies	98268874	2.50			
10-0-5120	Library Supplies	98268873	2.50			
10-0-5120	Library Supplies	98268871	5.00			
10-0-5120	Library Supplies	98268870	2.50			
10-0-5120	Library Supplies	98265507	4.90			
10-0-5120	Library Supplies	98265501	2.50			
10-0-5120	Library Supplies	98265500	5.00			
10-0-5120	Library Supplies	98265328	2.50			
10-0-5120	Library Supplies	98265329	12.50			
10-0-5120	Library Supplies	98265505	2.50			
10-0-5120	Library Supplies	98265506	7.50			
10-0-5120	Library Supplies	98265503	7.50			
10-0-5120	Library Supplies	98265502	2.50			
10-0-5120	Library Supplies	98265327	2.50			
10-0-5120	Library Supplies	98265326	12.50			
Lauterbach & Amen, LLP				15512	12/18/19	<u>1,667.00</u>
10-0-5131	Accounting and Bookkeeping	Inv # 41646 October 2019	1,667.00			
City Wide of Chicago				15513	12/18/19	<u>1,830.00</u>
70-0-5748	Building Maintenance Service	inv # 100004648	1,830.00			
3 Points, LLC				15514	12/18/19	<u>2,437.00</u>
10-0-5135	LAN Management	inv # 33244	2,437.00			
HR Source				15515	12/18/19	<u>2,507.50</u>
10-0-5745	HR Consultant	inv # 10734	2,507.50			
Sphere PR Group				15516	12/18/19	<u>2,750.00</u>
10-0-5743	Other Consultations	inv # 2019-11-WNL	2,750.00			
BIBLIOTHECA, LLC				15517	12/18/19	<u>3,819.13</u>
10-0-5120	Library Supplies	inv # US26820	3,819.13			
VOGUE PRINTERS				15518	12/18/19	<u>4,496.55</u>
10-0-5722	PR Source	inv # 15732	4,496.55			
Lauterbach & Amen, LLP				15519	12/18/19	<u>9,000.00</u>
10-0-5101	Audit Fees	Inv # 41553	9,000.00			

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
City Wide of Chicago 70-0-5748	Building Maintenance Service	inv # 100004627	9,000.00	15520	12/18/19	<u>9,000.00</u>
City Wide of Chicago 70-0-5799	Misc Services	City Wide of Chicago	10,000.00	15521	12/18/19	<u>10,000.00</u>
VILLAGE OF WINNETKA 10-0-5111	Health Insurance	Monthly Health Insurance	13,253.82	15522	12/18/19	<u>13,253.82</u>
DE LAGE LANDEN FINANCIALSVCS. 70-0-5746	Photocopier Leases	DE LAGE LANDEN FINANCIALSVCS.	1,614.63	15523	12/18/19	<u>1,614.63</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	4,817.72	15524	12/18/19	<u>4,817.72</u>
Stephanie Girardi 10-0-5114	Conferences	Stephanie Girardi - mileage reimbursement	15.43	15525	12/23/19	<u>15.43</u>
Sarah Quish 10-0-5114	Conferences	Sarah Quish - mileage reimbursement	17.52	15526	12/23/19	<u>17.52</u>
QUILL CORPORATION 10-0-5121	Office Supplies	inv # 3238617	17.59	15527	12/23/19	<u>17.59</u>
AMANDA GARRITY 10-0-5907	Programming - Youth	AMANDA GARRITY	53.85	15528	12/23/19	<u>53.85</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # US27480	55.00	15529	12/23/19	<u>55.00</u>
Erin Collins 10-0-5908	Programming - Adult	Program: Holiday Hosting	68.12	15530	12/23/19	<u>68.12</u>
RECORDED BOOKS, INC. 10-2-5344	Audio Books-Adult-Northfield	inv # 76588090	111.37	15531	12/23/19	<u>111.37</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # US27479	123.95	15532	12/23/19	<u>123.95</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100004660	305.00	15533	12/23/19	<u>305.00</u>
BIBLIOTHECA, LLC 10-1-5345	Books-Digital-Winnetka	inv # US27478	315.51	15534	12/23/19	<u>315.51</u>
City Wide of Chicago 70-0-5799	Misc Services	inv # 100004665	455.90	15535	12/23/19	<u>455.90</u>
OVERDRIVE INC. 10-1-5345	Books-Digital-Winnetka	OVERDRIVE INC.	983.46	15536	12/23/19	<u>983.46</u>
BIBLIOTHECA, LLC				15537	12/26/19	<u>171.00</u>

Winnetka-Northfield Public Library District

Check Register

All Bank Accounts

December 1, 2019 - December 31, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
10-1-5345	Books-Digital-Winnetka	inv # US27477	171.00			
COMED				15538	12/02/19	<u>427.65</u>
10-2-5171	Electricity - Northfield	COMED	427.65			
PITNEY BOWES				15539	12/03/19	<u>50.00</u>
10-0-5123	Postage	PITNEY BOWES	50.00			
COMCAST				15540	12/04/19	<u>69.95</u>
10-0-5176	Internet Services	COMCAST	69.95			
NORTH SHORE GAS				15541	12/06/19	<u>693.81</u>
10-1-5174	Natural Gas - Winnetka	NORTH SHORE GAS	693.81			
NICOR				15542	12/10/19	<u>73.97</u>
10-2-5174	Natural Gas - Northfield	NICOR	73.97			
NATIONWIDE RETIREMENT SOLUTIONS				15543	12/10/19	<u>926.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00			
NATIONWIDE RETIREMENT SOLUTIONS				15544	12/10/19	<u>926.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00			
COMCAST				15545	12/11/19	<u>237.85</u>
10-0-5176	Internet Services	COMCAST	237.85			
NATIONWIDE RETIREMENT SOLUTIONS				15546	12/16/19	<u>926.00</u>
10-0-2040	457 withholding	NATIONWIDE RETIREMENT SOLUTIONS	926.00			
COMED				15547	12/31/19	<u>418.90</u>
10-2-5171	Electricity - Northfield	COMED	418.90			
City Wide of Chicago				15548	12/18/19	<u>200.00</u>
70-0-5799	Misc Services	City Wide of Chicago	200.00			
CDW-G				15549	12/31/19	<u>175.00</u>
10-0-5134	Software	CDW-G	175.00			
Check List Total						<u><u>113,770.49</u></u>

Impact Stories

Head of Circulation Services Katie Cangelosi heard from staff that patrons came in to sign up for library cards as part of their new year's resolutions. It was nice for staff to hear that the community values the library as a necessary resource and was willing to put that resource at the top of their priorities for 2020.

A local boy scout asked the library to participate in a Blanket & Scarf Drive he organized for the homeless. From Jack: "The inspiration came to me when I saw a homeless person on the street a few months ago. The reason that I thought of him was because it's really cold outside and I thought that they would want to be warm for this winter in the winters to come. There is a donation box in Northfield Village, Northfield, Winnetka, Wilmette, and Glenview Public Libraries. There is also a box at the Glenview Police Department."

Financial Report

January 2020

Financial highlights

- Expenses are running under with the library fund at 41.45%; this is due to the lack of capital expenditures.
- The building fund is running slightly high at 55.41%; this is mainly due to maintenance issues that were addressed in the building including carpet cleaning etc.
- Studio Maintenance/Repair is running under at 16.37%; the laser is due for all filter replacements and post-holiday rush maintenance needs for other machines will spend from this budget.

Circulation Services

Total circulation for the month of December FY 2019/2020 was **35,035** compared to **38,105** for the same month last year. This represents a net change of **-8.06 %**

Cumulative circulation through December FY 2019/2020 is **239,752** compared to **253,412** for the previous fiscal year to date. This represents a net change of **-5.39 %**.

Virtual Branch circulation for the month of December FY 2019/2020 was **4,649** compared to **4,723** for the same month last year. This represents a net change of **-1.57 %**.

Cumulative virtual branch circulation through December FY 2019/2020 is **28,176** compared to **26,049** for the previous fiscal year to date. This represents a net change of **8.17 %**.

Self-checkout at the Winnetka Library for the month of December was **67.55%**

Personnel

Lisa Bendoff and Stephanie Gonzalez-Diaz began work this December as Circulation Associates. There are openings for two part-time Youth Services Associates at this time.

The District's own Lindsay Goldstein, Youth Services Librarian, was a contestant on Jeopardy! Her episode aired on Friday, January 17 and we held a showing at the Winnetka library. Lindsay, not surprisingly, is a major Jeopardy fan and trivia enthusiast and she was thrilled to meet Alex Trebek!

New Employee Onboarding Program

Meghan White, Adult Services Librarian, continued this project, creating a draft onboarding document to guide the new-hire process. Katie Cangelosi, Head of Circulation Services, utilized the document to onboard Lisa Bendoff and Stephanie Gonzalez-Diaz, Circulation Associates. Management team has discussed the document and will provide feedback.

Youth Services Librarian Focuses

Youth Services established focuses for all YS Librarians. Maddy Belk will focus on school outreach and District relationships with the schools in Winnetka and Northfield. Lindsay Goldstein will focus on STEAM via our STEAM Kits and programming. Melissa Morgan will retool our processes related to youth volunteers. We're looking forward to each of these focus areas bringing more organization and guidance to the department.

Technology

There were 917 public computer sessions in the month of December at Winnetka with 56% of those occurring on library laptops. There were 439 public computer sessions at Northfield with 10 percent of those occurring on laptops. There were 9 Chromebook sessions in Youth Services.

Winnetka had 19,854 hotspot sessions from 2,176 distinct devices. The average session time was 46 minutes. These sessions used a total of about 537 GB of downstream bandwidth and about 130 GB of upstream bandwidth.

Northfield had 4,802 hotspot sessions from 871 distinct devices. The average session time was 33 minutes. These sessions used a total of about 229 GB of downstream bandwidth and about 25 GB of upstream bandwidth.

We had 7,773 web sessions with 4,701 website users as counted by Google Analytics. The sessions number is down slightly from last year's 7,989 sessions, and the unique visitors count is down slightly last year's 4,701 unique users.

Library App

Michael Cianfrani, Virtual Services Coordinator, continues development on an app for the District. The developer, *Capira Technologies*, has begun a 4-6 week timeline to program and beta test based on our requirements. Once a draft app is complete Michael will coordinate 2-4 weeks of user testing with staff and patrons, with anticipated go-live late March, 2020.

Website: Most Visited Pages

Home Page | digital/ New York Times | Movies| Best of 2019 | digital-library/ebooks-eaudiobooks

Study Room Usage

Bookings Summary

<i>Unique Users</i>	118
<i>Total Bookings</i>	217
<i>Time Available</i>	50,400 minutes
<i>Time Booked</i>	24,415 minutes
<i>Average Booking Duration</i>	113
<i>User Showed Up - Yes</i>	186
<i>User Showed Up - No</i>	2

Programs and Activities

The Winnetka Current profiled Winnetka's **Noon Year's Eve** program, attended by **75** patrons, at <https://www.winnetkacurrent.com/p/news-community/winnetka-families-welcome-2020-library%E2%80%99s-noon-year-party>

Total District Program Attendance for the month of December FY 2019/2020 was **1,436** compared to **1,201** for the same month last year. This represents a net change of **19.57 %**

Cumulative District Program Attendance through December FY 2019/2020 is **10,397** compared to **8,453** for the same month last year. This represents a net change of **23.00 %**

Programming Highlights

- **Grandparents Storytime** was attended by **9** patrons. Lindsay Goldstein, Youth Services Librarian, shared stories and crafts for children and their grandparents.
- **Andy Warhol: Pop Art is for Everyone** was attended by **25** patrons. Art historian Dr. Michelle Mishur presented a survey of Andy Warhol's career, providing great context for the Warhol exhibit at the Art Institute of Chicago.
- **Music & Movement with Top Note** was attended by **45** patrons. Music educators from Top Note Music Academy present a variety of songs, fingerplays, and activities.
- **Plan and Make Ahead Appetizers** was attended by **24** patrons. Chef and Entertaining Expert Carol Mackey was here sharing tips and recipes for a stress-free and delicious holiday season.

State of American Libraries Trends

The American Library Association's annual "State of American Libraries" report notes trends in public libraries nationwide. Trends of note include the steady increase of ebook/audiobook circulation, the decline in physical circulation, and an increase in programming, all of which we see in our own district.

<http://www.ala.org/news/state-americas-libraries-report-2019>

<http://www.ala.org/news/state-americas-libraries-report-2018>

Patron and Staff Communication:

The Marketing and Communications team has been using Constant Contact to communicate with patrons and have seen our open rate and click rate improve. Program registrations jump when we send an email, which is another measure of their success. We will continue to hone those emails and try to keep them relevant to our patrons.

Management team started a new staff newsletter that is sent out via email twice a month and has updates from each member of the team. Feedback has been positive, as it makes all the relevant information easy to digest and in one convenient location. We will continue this and work to improve its content and design so staff feel informed and connected.

The Source

We have begun designing the spring issue of The Source. The spring issue covers March, April and May and will be out in District homes by Feb. 22. We are hoping to highlight the app in the next issue, and our staff spotlight will be Nick Mall, Adult Collections Librarian II.

Summary Report for December FY 2019/2020

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	9,308	9,897	-5.95 %	62,233	65,132	-4.45 %	Books	10,875	10,901	-0.24 %	80,377	82,650	-2.75 %
Book - Fiction	4,982	5,345	-6.79 %	33,749	36,162	-6.67 %	Book - Fiction	9,225	9,248	-0.25 %	69,407	71,232	-2.56 %
Book - Nonfiction	4,326	4,552	-4.96 %	28,484	28,970	-1.68 %	Book - Nonfiction	1,650	1,653	-0.18 %	10,970	11,418	-3.92 %
Audiobook - CD	614	727	-15.54 %	4,568	5,483	-16.69 %	Audiobook - CD	52	150	-65.33 %	549	769	-28.61 %
Music CD	168	209	-19.62 %	832	938	-11.30 %	Music CD	99	115	-13.91 %	669	775	-13.68 %
Playaway	138	206	-33.01 %	1,141	1,407	-18.91 %	Playaway	295	247	19.43 %	2,135	1,694	26.03 %
DVD/Blu-Ray	5,379	6,902	-22.07 %	34,403	43,325	-20.59 %	DVD/Blu-Ray	2,125	2,818	-24.59 %	16,525	18,209	-9.25 %
Magazine	95	155	-38.71 %	920	1,196	-	Magazine	-	-	-	-	1	-
Other	25	2	1,150.00 %	83	21	295.24 %	Other	175	4	4,275.00 %	304	41	641.46 %
Non-CCS ILL	24	44	-45.45 %	199	318	-37.42 %	Non-CCS ILL	-	-	-	-	-	-
Sent Out	992	980	1.22 %	6,471	6,509	-0.58 %	Sent Out	-	-	-	-	-	-
STEAM Kits	-	-	-	-	-	-	STEAM Kits	22	25	-12.00 %	167	92	81.52 %
Total	16,743	19,122	-12.44 %	110,850	123,133	-9.98 %	Total	13,643	14,260	-4.33 %	100,726	104,230	-3.36 %

Kenilworth patron usage for the month of December FY 2019/2020 was **1,270**.

Items borrowed from other libraries for the month of December FY 2019/2020 was **1,559**.

Total circulation for the month of December FY 2019/2020 was **35,035** compared to **38,105** for the same month last year. This represents a net change of **-8.06 %**

Cumulative circulation through December FY 2019/2020 is **239,752** compared to **253,412** for the previous fiscal year to date. This represents a net change of **-5.39 %**.

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	6,051	6,418	-5.72 %	40,893	41,988	-2.61 %	Books	7,870	7,776	1.21 %	59,977	58,764	2.06 %
Book - Fiction	2,817	3,052	-7.70 %	19,594	20,452	-4.20 %	Book - Fiction	6,675	6,738	-0.93 %	51,853	51,536	0.62 %
Book - Nonfiction	3,234	3,366	-3.92 %	21,299	21,536	-1.10 %	Book - Nonfiction	1,195	1,038	15.13 %	8,124	7,228	12.40 %
Audiobook - CD	348	400	-13.00 %	2,665	3,266	-18.40 %	Audiobook - CD	44	104	-57.69 %	422	551	-23.41 %
Music CD	142	122	16.39 %	658	582	13.06 %	Music CD	38	82	-53.66 %	358	484	-26.03 %
Playaway	115	153	-24.84 %	870	1,152	-24.48 %	Playaway	240	174	37.93 %	1,666	1,285	29.65 %
DVD/Blu-Ray	3,816	4,515	-15.48 %	23,330	29,094	-19.81 %	DVD	1,318	1,449	-9.04 %	10,471	11,169	-6.25 %
Magazine	39	92	-57.61 %	434	688	-36.92 %	Magazine	-	-	-	-	1	-
Other	12	2	500.00 %	52	13	300.00 %	Other	133	4	3,225.00 %	250	26	861.54 %
Non-CCS ILL	15	34	-55.88 %	141	263	-46.39 %	Non-CCS&ILL	-	-	-	-	-	-
Sent Out	654	715	-8.53 %	4,385	4,601	-4.69 %	Sent Out	-	-	-	-	-	-
STEAM Kits	-	-	-	-	-	-	STEAM&Kits	18	18	0.00 %	136	82	65.85 %
Total	11,192	12,451	-10.11 %	73,428	81,647	-10.07 %	Total	9,661	9,607	0.56 %	73,280	72,362	1.27 %

Winnetka Library's circulation for the month of December FY 2019/2020 was **20,853** compared to **22,058** for the same month last year. This represents a net change of **-5.46 %**.

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	3,257	3,479	-6.38 %	21,340	23,144	-7.79 %	Books	3,005	3,125	-3.84 %	20,400	23,886	-14.59 %
Book - Fiction	2,165	2,293	-5.58 %	14,155	15,710	-9.90 %	Book - Fiction	2,550	2,510	1.59 %	17,554	19,696	-10.88 %
Book - Nonfiction	1,092	1,186	-7.93 %	7,185	7,434	-3.35 %	Book - Nonfiction	455	615	-26.02 %	2,846	4,190	-32.08 %
Audiobook - CD	266	327	-18.65 %	1,903	2,217	-14.16 %	Audiobook - CD	8	46	-82.61 %	127	218	-41.74 %
Music CD	26	87	-70.11 %	174	356	-51.12 %	Music CD	61	33	84.85 %	311	291	6.87 %
Playaway	23	53	-56.60 %	271	255	6.27 %	Playaway	55	73	-24.66 %	469	409	14.67 %
DVD	1,563	2,387	-34.52 %	11,073	14,231	-22.19 %	DVD/Blu-Ray	807	1,369	-41.05 %	6,054	7,040	-14.01 %
Magazine	56	63	-11.11 %	486	508	-4.33 %	Magazine	-	-	-	-	-	-
Other	13	-	-	31	8	287.50 %	Other	42	-	-	54	15	260.00 %
Non-CCS ILL	9	10	-10.00 %	58	55	5.45 %	Non-CCS&ILL						
Sent Out	338	265	27.55 %	2,086	1,908	9.33 %	Sent Out						
STEAM Kits							STEAM&Kits	4	7	-42.86 %	31	10	210.00 %
Total	5,204	6,396	-18.64 %	35,278	40,719	-13.36 %	Total	3,978	4,646	-14.38 %	27,415	31,859	-13.95 %

Northfield Library's circulation for the month of December FY 2019/2020 was **9,182** compared to **11,042** for the same month last year. This represents a net change of **-16.84 %**.

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 % + / -
2,019	2,200	-8.23 %	11,718	12,854	-8.84 %	1,258	1,147	9.68 %	7,460	6,765	10.27 %	1,066	1,086	-1.84 %	7,384	5,118	44.28 %

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 % + / -
231	214	7.94 %	1,170	939	24.60 %	75	76	-1.32 %	444	373	19.03 %

Virtual Branch circulation for the month of December FY 2019/2020 was **4,649** compared to **4,723** for the same month last year. This represents a net change of **-1.57 %**.

Cumulative virtual branch circulation through December FY 2019/2020 is **28,176** compared to **26,049** for the previous fiscal year to date. This represents a net change of **8.17 %**.

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	8,657	14,770	-41.39 %	60,354	56,329	7.15 %	People Counter							8,657
Reference Questions	949	728	30.36 %	7,636	5,429	37.39 %	Reference Questions	343	483	-28.99 %	3,176	3,777	-15.91 %	1,292
Studio	579	509	13.75 %	3,133	2,812	11.42 %	Studio							579
Genealogy	1	2	-50.00 %	16	27	-40.74 %	Genealogy							1
Program Attendance	141	153	-7.84 %	1,454	1,435	1.32 %	Program Attendance	804	687	17.03 %	5,393	4,451	21.16 %	945

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	4,999	5,375	-7.00 %	36,551	25,462	43.55 %	People Counter							4,999
Reference Questions	452	1,190	-62.02 %	3,818	7,154	-46.63 %	Reference Questions	25	126	-80.16 %	262	848	-69.10 %	477
Program Attendance	69	102	-32.35 %	404	506	-20.16 %	Program Attendance	422	259	62.93 %	3,146	2,061	52.64 %	491

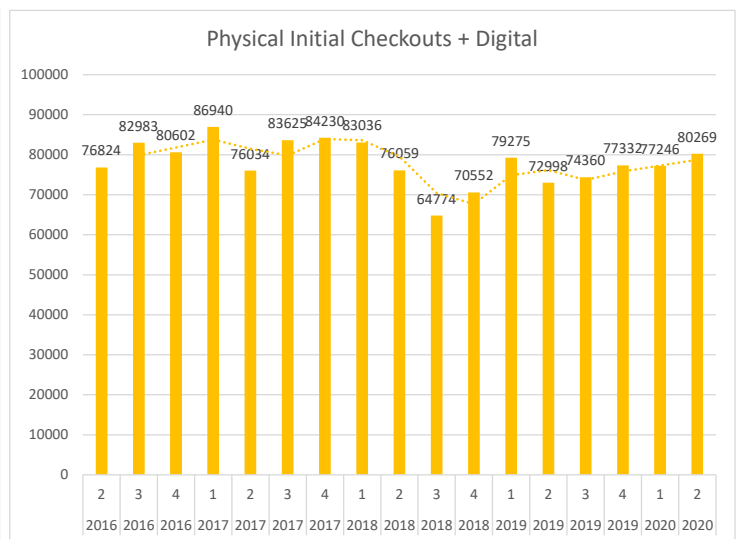
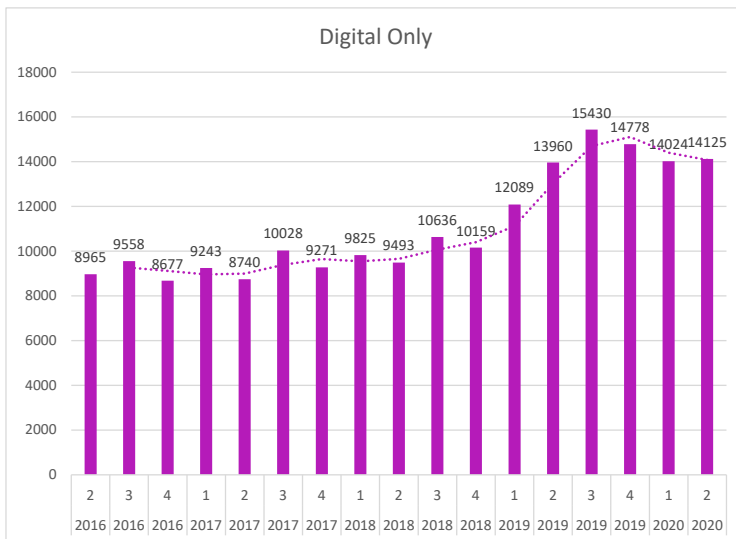
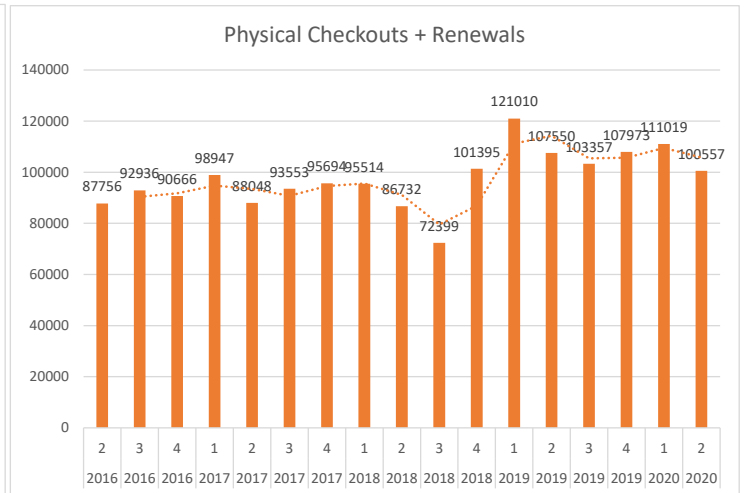
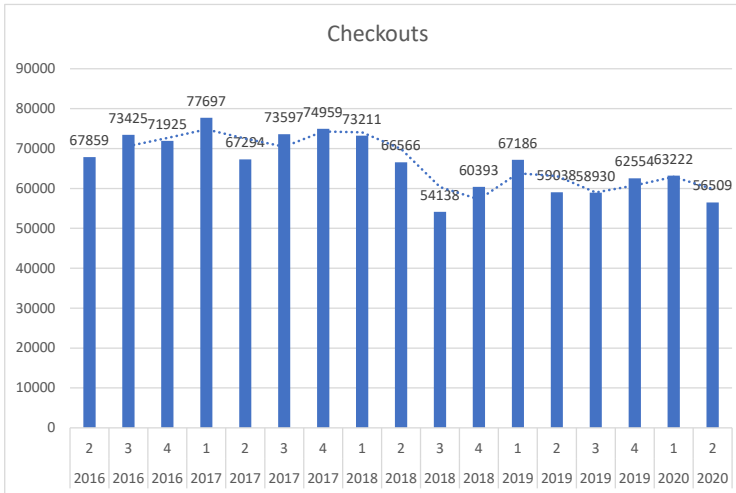
A total of **3,553** holds were placed for patrons in the month of December FY 2019/2020.

There were a total of **7,773** website sessions in the month of December FY 2019/2020.

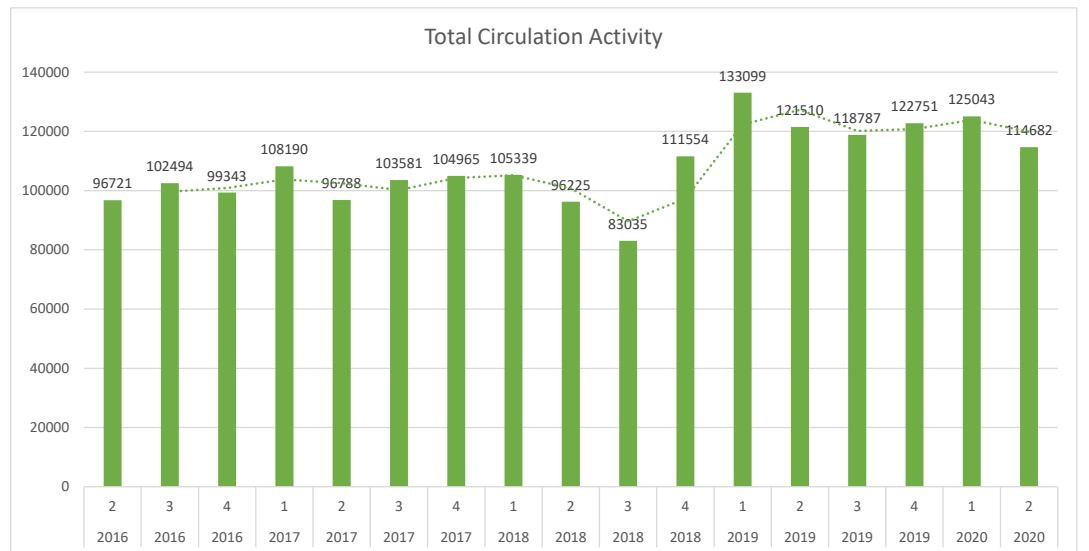
Total District Program Attendance for the month of December FY 2019/2020 was **1,436** compared to **1,201** for the same month last year. This represents a net change of **19.57 %**

Cumulative District Program Attendance through December FY 2019/2020 is **10,397** compared to **8,453** for the same month last year. This represents a net change of **23.00 %**

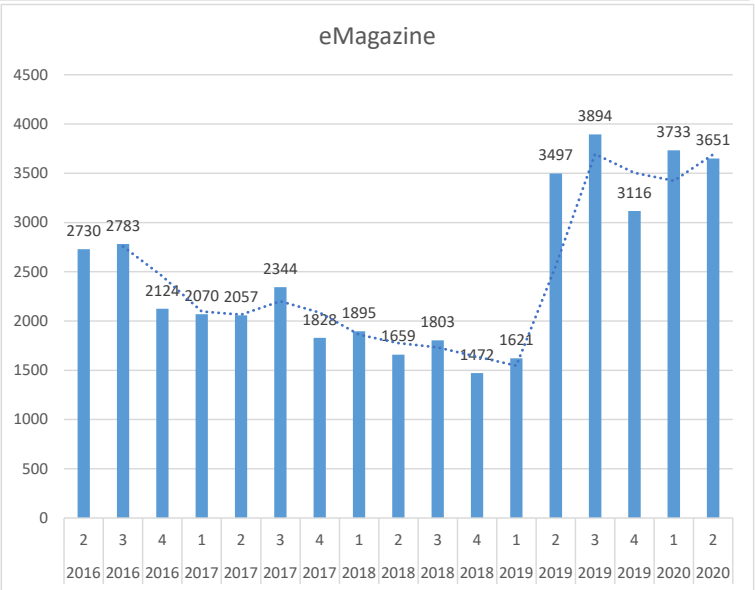
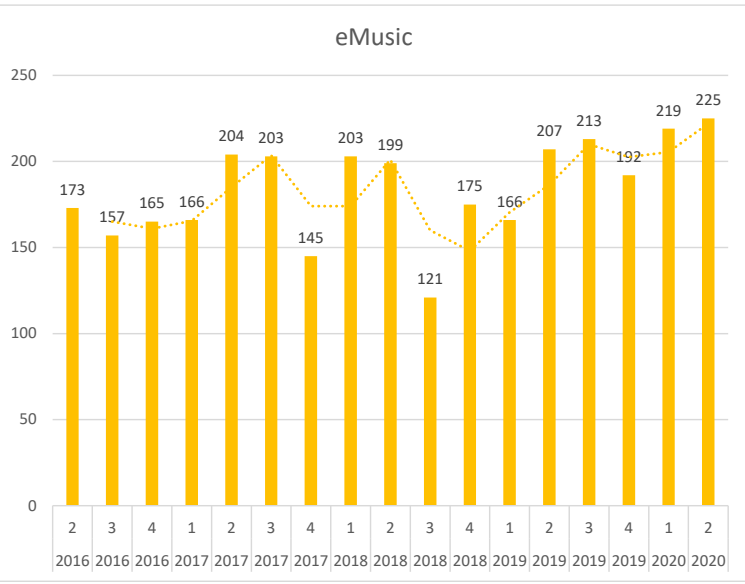
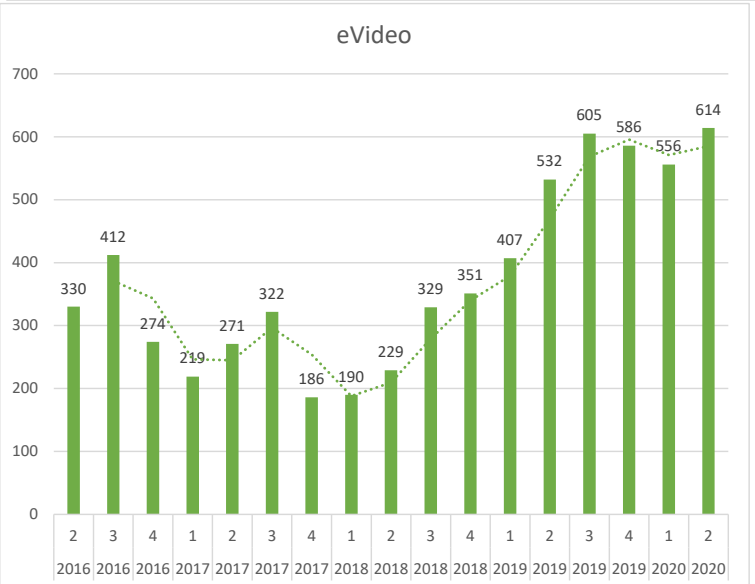
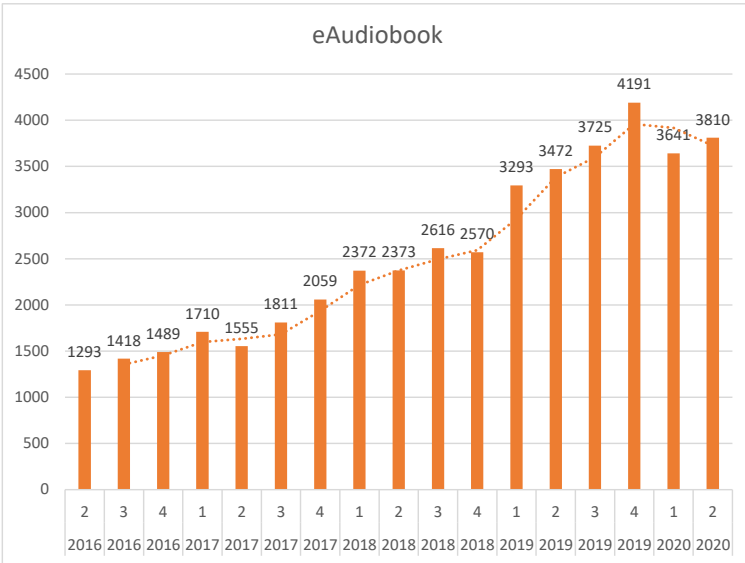
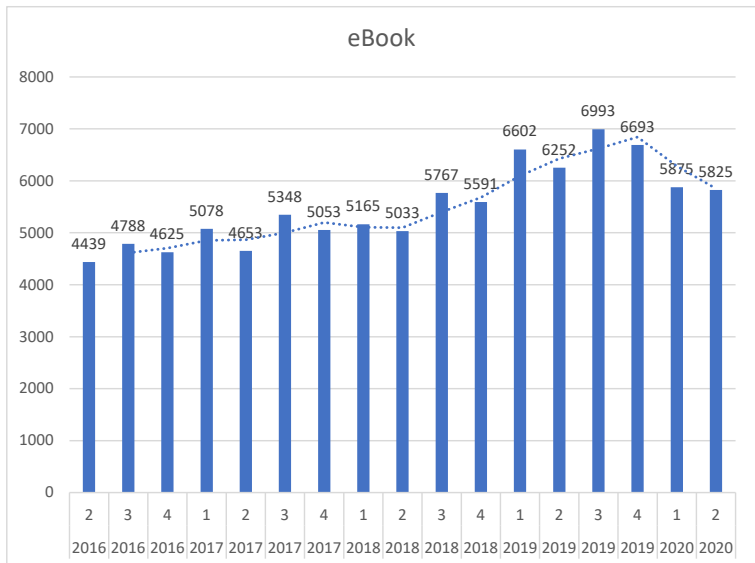
Quarter 2 2020



Q. 1 - July, Aug., Sept.
Q. 2 - Oct., Nov., Dec.
Q. 3 - Jan., Feb., March
Q. 4 - Apr., May, June



Digital Quarter 2 2020



Q. 1 - July, Aug., Sept.
Q. 2 - Oct., Nov., Dec.
Q. 3 - Jan., Feb., March
Q. 4 - Apr., May, June

Phone System Contract Recommendation

The existing phone system for the library district was installed in May of 2015 and the 60 month contract will expire this May 2020. After that point our existing phone system will no longer be supported. The equipment that we have is leased and will need to be returned at that time.

The past few years have also brought infrastructure change to the Winnetka building, in particular, which allow us to put newer technology in place of the existing phone system that would take advantage of newer trends in phone technology and allow us to cut costs.

The current trend in phone systems is towards using cloud-hosted VoIP (Voice over Internet Protocol) phones. This means that there is no locally installed equipment aside from the phones themselves, and except in cases where a traditional phone line is required (such as inside the elevator for emergency calls) there is no need for a trunk of phone lines to be maintained beyond the library's existing Internet connection. This kind of system provides a great deal more flexibility and power offering features such as the ability to use a cell phone as a work extension, digital faxing, and voicemail transcription. Also, because it can use the existing Internet infrastructure, costs are considerably lower.

Emily and Mark evaluated three different VoIP vendors and received quotes from them. Of the three we reviewed we came to the conclusion that the best fit for the Library is RingCentral. RingCentral has experience working with agencies like ours (Northbrook Public Library is switching over to RingCentral), its feature-set seemed to be the most flexible, and its cost was most competitive.

The proposal from RingCentral would be to lease phones and provide phone licenses for a 60 month term. There would be an initial configuration fee of \$2,900 and after that a monthly cost of about \$1,060. The monthly costs for our current phone system total about \$1,660. We would continue to pay for the elevator line following implementation of the new phone system, but we should be able to drop all other costs from that amount.

Respectfully submitted,

Mark Swenson

Head of Information Technology