

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

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

Monday, January 21, 2019
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.

Minutes of November 19, 2018 Regular Meeting*
Minutes of December 10, 2018 Regular Meeting*

- V. Financial Report**
 - Approve December 2018 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)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
 - Discussion of Strategic Plan Process and next steps*
- IX. New Business**
 - Discussion and Vote to Amend Circulation Loan Rule Policy*
 - Discussion and Vote to Proceed to Design Phase with Product Architecture and Design for the Northfield Branch Remodel*
- X. Communications**
 - The District appreciation event will be held on January 25, 2019
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

December 10, 2018

I. Call to Order

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

II. Roll Call

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

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Emily Compton-Dzak (Assistant Director and Head of Adult Services). Present were community members Brian Schmisek and Travis Gosselin. Present was Nancy Fox from the League of Women voters.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes of November 19, 2018 Regular Meeting*

The following change was requested for line item “Liaisons to Other Organizations – Reports”

- Change “President Johnson” to “Trustee Anwar” under the Winnetka Village report.

The following change was requested for line item “Presentation of Annual Audit by Lauterbach and Amen, LLP”

- Strike “Wilkey stated that the District had an overall increase in equity of \$188,057 that primarily came from the capital asset investments that were made during the year.”

The following change was requested for line item “Vote to Amend Fund Balance Policy”

- Rewrite paragraph regarding why the Board will be making the amendment to the Fund Balance Policy.

The following change was requested for line item “Discussion and Vote to Approve Library Staff Health Insurance Coverage Change”

- Include Trustee Ruiz-Funes’ statements regarding the financial implications of the proposed health insurance coverage change.

The November 19, 2018 Regular Meeting Minutes will be amended before approval at the January 21, 2018 Board Meeting.

V. Financial Report

President Johnson mentioned the building budget for the current fiscal year. He stated that the District is running under budget for furniture and asked if this is likely to make up for the overage in the automatic door budget; Director Wolf responded that it is.

Director Wolf mentioned that the District plans to remodel the Northfield Library desk but stated the construction would likely occur in the next fiscal year.

President Johnson inquired about the payments being made to other districts. Director Wolf explained the Cooperative Computer Services (CCS) quarterly billing system for lost books within the consortium and stated that the District is receiving checks from other libraries as well.

Trustee Ruiz-Funes mentioned that the Online Computer Library Center (OCLC) is running at 309% above budget. Director Wolf responded that CCS and OCLC are combined into one invoice, so both payments have been put into the same budget line. We will be working with our accountant to fix these issues.

A MOTION was made by Trustee Reichert to approve the November 2018 Financial Statements and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson stated that there was nothing new to report.

LIBRARY DIRECTOR'S REPORT:

Director Wolf shared an impact story that the District received from Adult Services Librarian Erin Collins.

Director Wolf stated that the District has not received any new feedback on the Patio Project apart from questions regarding when the project will begin.

Trustee Shoup asked if parking can be incorporated into the Patio Project plan. Director Wolf responded that parking will be considered in stage two or three of the renovations.

Director Wolf stated that Lakota Group will be moving forward with the Patio Project plans.

Director Wolf announced the three new positions that the District is offering; Adult Collection Development Librarian II, Youth Collection Development Librarian II, and Programming Specialist Librarian II.

Trustee McCarthy asked about the salary difference between a Librarian I position and a Librarian II position. Director Wolf responded that the salary will go up to the next grade level with the range increasing by about five percent.

Trustee Reichert asked if there will be a head count change, and Director Wolf responded that currently there will not.

Trustee Reichert asked for a timeline regarding the new positions, and Director Wolf stated that applications are due December 15, 2018 and she hopes the positions will be filled by January 30, 2019.

Director Wolf stated that the Winnetka Library has 65% self-checkout usage.

Trustee McCarthy inquired about a library app that was down over the weekend. Director Wolf stated that CCS did an ILS update that lasted for two and a half hours.

Director Wolf stated that the District met a Per Capita Grant requirement; staff is watching a safety training webinar titled “Violence Prevention in the Public Library.”

Director Wolf stated that study room usage continues to increase, and the District is planning for finals week.

Director Wolf stated that the October program attendance report was incorrect. There was an issue with Youth Services statistics; attendance was not down.

The Board discussed late fines, and Director Wolf stated that the number of fines is decreasing due to automatic renewals.

VII. Liaisons to Other Organizations-Reports

- *RAILS* – Director Wolf stated that there was nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar is absent; Director Wolf stated that there was a meeting to discuss One Winnetka.
- *Northfield Village*- Trustee Neustadt stated that Northfield Village proceeded with tearing down the laundromat. She also stated that the Village voted on adding an assisted living and memory care community on Willow Road which did not pass.

VIII. Unfinished Business

- *Discussion of Proposed Patio Project feedback*
There was no new Patio Project feedback.
- *Discussion and Vote to Approve Library Staff Health Insurance Coverage Change**
Director Wolf shared data with the Board that she gathered from other libraries. She found that the more the libraries cover, the more employees elect to take the coverage.

Director Wolf stated that libraries that offer a family plan where employees pay 50% or more typically had 0-10% take advantage.

President Johnson reminded the Board that healthcare inflation is likely to run about 4-6% ahead of general inflation. He also mentioned that there is a lower-cost plan

available; the PPO-2 plan was introduced this year and has higher deductibles and a lower monthly cost for both the employee and the library.

President Johnson stated that the Board could benefit from viewing a budget projection for the next 3-5 years.

Trustee Ruiz-Funes stated that the best-case scenario for altering the health care coverage would be a \$20,000 yearly increase in cost; the worst-case scenario would be a \$100,000 yearly increase.

Trustee Reichert asked what the probability would be of the worst-case scenario occurring, and Director Wolf stated that the probability is low.

President Johnson stated that if we match the demographics of other libraries, the District could have a \$40,000 increase in the amount currently paid for health care coverage. President Johnson asked Director Wolf where she would find the \$40,000 a year to offset the increase in budget. Director Wolf stated that she believes there is room in the budget and she will find a way if need be.

Trustee Reichert volunteered to sit down with Director Wolf to determine the means to keep the health insurance coverage change budget neutral.

President Johnson made a recommendation for the District to start paying 50% of family coverage and single +1 coverage, while continuing to pay 80% of individual coverage.

A MOTION was made by Trustee Reichert to approve the Library Staff Health Insurance Coverage Change and seconded by Trustee Shoup.

ROLL CALL:

AYE: Trustees Shoup, Reichert, Ruiz-Funes, Johnson, McCarthy and Neustadt

NAY:

ABSENT: Trustee Anwar

- *Discussion on Fiscal year 2018-2019 Per Capita Grant Requirements**

Director Wolf sent the trustees the required reading and the Board affirmed that they read the material. During the discussion the trustees agree that they thought the material was useful to current and future trustees.

IX. New Business

- *Discussion and Vote on final payment application to Shales McNutt, LLC for work done for the Renovation Project**

Director Wolf stated that all work and punch list items are completed, and the District is happy with the renovation project. This check will be the final payment application.

Trustee McCarthy inquired about repairs and if we will be charged in the future for maintenance. Director Wolf responded that the District has all the warranties and vendor contracts.

A MOTION was made by Trustee Ruiz-Funes to approve the final payment application to Shales McNutt, LLC for work done for the Renovation Project and seconded by Trustee Reichert.

ROLL CALL:

AYE: Trustees Shoup, Reichert, Ruiz-Funes, Johnson, McCarthy and Neustadt

NAY:

ABSENT: Trustee Anwar

- *Presentation and Discussion of Digital Materials Strategy*
Assistant Library Director and Head of Adult Services, Emily Compton-Dzak presented information on the District's digital collections.

President Johnson asked if the District has a number for how many times an eBook circulates. Assistant Director Compton-Dzak responded that she does not have an average but stated that many eBooks circulate around 50 times.

Trustee Ruiz-Funes asked why the District does not buy all digital content as pay-per-use (PPU). Assistant Director Compton-Dzak replied that PPU does not always have the newest titles, so the only way to get all new material is to also have pre-purchased content (PPC).

President Johnson asked how the District decides how many copies of a book to order. Assistant Director Compton-Dzak responded that they consider the number of holds on a title and purchase accordingly; typically, a 3:1 ratio.

Assistant Director Compton-Dzak stated that the District is projected to surpass previous fiscal years in the amount of digital content purchased and is therefore projected to overspend on digital content by about 10%. However, she is not worried about this because there are opportunities in other collection budget lines where the District is underspending.

Assistant Director Compton-Dzak stated that digital collections are being discussed more critically by District librarians due to the growing usage of digital formats. She also stated that digital formats need to be planned for, and collection budget lines may need to be realigned.

Trustee Reichert asked if the District is looking at usage by age level or genre. Assistant Director Compton-Dzak responded that they account for subject matter and age groups more for physical books but are beginning to look more critically at digital material.

Assistant Director Compton-Dzak stated that the District is considering major platform changes, such as promoting discovery of digital material through the online catalog rather than the individual digital platforms. She stated that any decisions will be made once the new Collection Librarian positions are filled.

Trustee Ruiz-Funes mentioned Project Gutenberg and suggested promoting it as a resource on the District's website.

- *Presentation on the Progress of the Strategic Plan and discussion on steps for creating the next plan*

President Johnson stated that December 2019 will mark the end of the District's current 4-year Strategic Plan.

Director Wolf presented on the progress of the current Strategic Plan.

Director Wolf stated the three Service Initiatives:

1. Marketing and Outreach
2. Core Products
3. The Customer Experience

Director Wolf stated that the District has increased usage in the Studio, therefore achieving one of the Marketing and Outreach goals.

Director Wolf stated that the District has not yet met the goal of achieving a 10% increase in program attendance; this could partially be due to the library's closure during the renovation.

Director Wolf stated that the District has introduced EDI ordering, the consortia moved to a new ILS, and the District increased digital holdings; therefore, achieving the Core Products goal of enhancing patrons' ability to access desired materials.

Director Wolf stated that the District achieved one of the Customer Experience goals by remodeling and refreshing the library space and training up Library Clerks to Library Associates.

Director Wolf stated that the second part of the Customer Experience goal is having 45% of patrons associate the District with "forward thinking/innovative" and 75% of patrons associate the District with "comfortable." A survey will be conducted in the spring to determine if the District has met this goal.

Director Wolf presented a timeline for developing the next Strategic Plan.

Trustee Ruiz-Funes stated that the survey is a good plan to collect input from the community, however, that is not the only dimension of the Strategic Plan. There is also the cost and capital dimensions and the dimension of the District's infrastructure to consider.

Director Wolf stated that the Board must determine what they believe the District should develop and focus on moving forward.

Trustee Ruiz-Funes suggested that Board members write down the strategic questions they believe the District should address and send them to Director Wolf. The Board agreed to have the questions submitted before the January 21, 2019 Board Meeting.

X. Communications

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

XI. Public Comments
No public comments.

XII. Adjournment
There being no further business to come before the Board, a MOTION to adjourn was made by Trustee McCarthy and seconded by Trustee Neustadt. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:17 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

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

November 19, 2018

I. Call to Order

The meeting was held at the Northfield Branch Library, 1785 Orchard Lane Northfield, Illinois. President Johnson called the meeting to order at 7:02 p.m. A quorum was present.

II. Roll Call

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

Present were library employees; Nicola White (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Stephanie Girardi (Acquisitions and Technical Services Associate). Present was Lauterbach and Amen partner Jamie Wilkey. Present was Winnetka resident Jeffrey Liss and from the League of Women Voters was Nancy Fox also in attendance.

III. Public Comments

No public comments.

IV. Presentation of Annual Audit by Lauterbach and Amen, LLP*

Partner Jamie Wilkey of Lauterbach and Amen presented an overview of the audit for the 2017-2018 Fiscal Year.

Wilkey stated that the two main goals of the Financial Statement Audit are to ensure the financial statements are materially correct, and to confirm statements are prepared in accordance with accounting principles that are accepted in the United States of America.

Wilkey announced that it was a very successful audit process with no issues to bring to the Board. Wilkey stated that no auditor proposed adjusting journal entries. The District was issued an 'Unmodified Opinion,' which is a clean audit opinion, and the highest level Lauterbach and Amen can issue.

Wilkey stated that General Fund revenues exceeded budget due to interest earnings, and General Fund expenditures exceeded budget due to the timing of capital projects. Wilkey stated that the ending fund balance within the General Fund totaled just over 2.5 million dollars on June 30, 2018. This represents about 49% of operating expenditures, or a six-month reserve.

Wilkey reported that as of December 31, 2017 IMRF was 102.7% funded.

President Johnson asked about the amount of expenses from the previous fiscal year compared to last year's preceding fiscal year. Wilkey responded that she did not currently have last year's number but could find it and get back to him.

Director Wolf asked if the resolution that the Board will be passing tonight has already been reflected in the audit, and Wilkey responded that it has.

Wilkey reviewed the Management Letter with the Board. She indicated that the District has no new management recommendations for this fiscal year and stated that all prior recommendations have been fully implemented.

V. Vote to Approve Minutes of October 15, 2018 Regular Meeting*

A MOTION was made by Trustee Neustadt to approve the October 15, 2018 Regular Board Meeting Minutes and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VI. Financial Report

Director Wolf stated that revenues are coming in slightly higher than expected as we continue to pay bills from last fiscal year.

Director Wolf stated that interest is higher than anticipated.

Director Wolf stated that fines are continuing to trend down due to automatic renewals, and she expects this to continue.

Director Wolf stated that capital is running high due to expected payments from previous projects. She is hoping to close the projects soon.

A MOTION was made by Trustee McCarthy to approve the October 2018 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VII. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson attended the Patio Project Open House at the Winnetka Library.

President Johnson stated that the District received favorable publicity in the Winnetka Current article, "Winnetka Library Patio Project to Begin Fall 2019."

President Johnson attended the Winnetka Caucus Fundraiser & Candidates Forum and met two of the three new trustee candidates. He stated that the three candidates are: Travis Gosselin, Brian Schmisek, and Deborah Vandergrift. Trustee McCarthy suggested inviting the candidates to future Board meetings, and Director Wolf responded that she will reach out to the candidates once they are officially nominated.

LIBRARY DIRECTOR'S REPORT:

Director Wolf announced that the Winnetka Library parking lot has been restriped, and the District has received compliments from patrons.

Director Wolf stated that the District received several positive comments at the Patio Project Open House, as well as fifteen comments that were received online. She stated that the two main concerns were having to deal with more construction and making sure the renovation is ADA compliant.

President Johnson stated that one of the trustees received a recommendation for parking to be addressed during the second or third stage of renovations. Director Wolf agreed.

Director Wolf stated that patrons requested the patio include outlets, tables, and additional lighting.

Director Wolf received an excited comment stating that the new patio will be a gateway to Winnetka.

Director Wolf stated that the District is still open for comments, and has a positive momentum going forward.

Trustee Ruiz-Funes asked how the District is collecting comments, and Director Wolf responded that comments are mainly collected online.

Director Wolf announced that Naomi Wolfson, Head of Technical Services, has resigned from her position and will be joining the team in Independence, Missouri's Mid-Continent Public Library as their Technical Services Manager.

Director Wolf stated that circulation for the month of October is doing well, and that automatic renewals are continuing to increase circulation. She stated that next month the Board will view statistics with and without renewals, as well as hear staff presentations regarding digital material.

Director Wolf announced that the District met the per capita requirement for the Illinois Veterans History Project. The goal is to recognize veterans for their service, and to create a digital archive and history of veterans in Illinois.

Director Wolf stated that study room usage is up again; rooms are being booked and used. She also stated that the District is ready for finals week. The library will be open late for students.

Director Wolf stated that the Studio anniversary showcase went very well. The District broke records with the number of patrons who attended.

Director Wolf announced that the winter issue of the Source was mailed to District homes.

The District was asked about the number of Winnetka-Northfield resident cardholders using the Studio in comparison to other library cardholders. Director Wolf gathered information on the studio fees being charged and found that 67% were Winnetka cardholders, 2% were Kenilworth cardholders, and 31% were other library cardholders.

Trustee Reichert mentioned that some patrons bring their own materials and therefore do not pay studio fees. Director Wolf responded that it is not accurate of all the patrons who use it; it gives us an idea of usage and materials. Overall, Director Wolf found that the Studio is primarily used by Winnetka-Northfield patrons.

Trustee Neustadt asked if there will be a set of rules for the Studio given that the holidays are approaching. Director Wolf stated that there will be a sign-up sheet and time limits will be enforced.

Trustee McCarthy inquired about the decline in youth program attendance. Director Wolf responded that the number of programs is not down significantly, but the District has had patrons register for programs and not show up. Director Wolf said she would speak to the Head of Youth services regarding last month's programs.

Director Wolf announced that the District will soon have a programming librarian who will be intricately involved in the planning and execution of programs. President Johnson asked if this new position is in the budget, and Director Wolf responded that it is because the Head of Technical Services position will not be replaced; instead the District will be creating three Librarian 2 positions. Director Wolf stated that this is an opportunity for staff to grow within the District without becoming management.

Trustee McCarthy asked for more information about the District's new podcast, "Review." Director Wolf explained that staff took it upon themselves to start a podcast where they discuss a variety of books across all genres and reading levels.

Trustee Ruiz-Funes mentioned that the District is still in a system transition, so the circulation statistics are distorted. Director Wolf stated that the staff presentation in December will provide the Board with the information that the District does have.

VIII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar stated that there is nothing new to report from the Winnetka Village.
- *Northfield Village*- Trustee Neustadt stated that the only change in Northfield Village is that construction will be occurring on Willow Road to replace East Willow Cleaners with a drive-thru bank.

IX. Unfinished Business

- *Discussion and Vote on Fiscal Year 2018-2019 Tax Levy**
Director Wolf reviewed the Tax Levy with the Board.

A MOTION was made by Trustee Reichert to approve the Fiscal Year 2018-2019 Tax Levy and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Discussion of Proposed Patio Project Feedback*
Trustee Reichert asked when the Board will hear from The Lakota Group again. Director Wolf responded that her plan is to meet with them again in January.

X. New Business

- *Discussion and Vote to Approve Annual Audit for Fiscal Year 2017-2018**
There were no concerns regarding the Lauterbach and Amen Annual Audit for Fiscal Year 2017-2018.

A MOTION was made by Trustee Shoup to approve the Annual Audit for Fiscal Year 2017-2018 and seconded by Trustee Neustadt.

ROLL CALL:

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

NAY:

- *Vote to Amend Fund Balance Policy**
Director Wolf noted that the only change to the Fund Balance Policy is that the District will make funds whole at the end of the year from the General Fund.

Trustee Ruiz-Funes asked what this amendment affects. Director Wolf stated that it only affects the restricted revenue funds for IMRF and FICA.

Trustee Ruiz-Funes asked for a review of why the Board will be making this amendment. Director Wolf responded that it is because the District funds the IMRF and FICA funds from the General Fund, so they are making the statement true, we are amending the policy to be transparent about how we handle the deficiencies at the end of the year.

A MOTION was made by Trustee Anwar to Amend the Fund Balance Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

- *Vote to Approve Resolution to move funds from the Special Reserve Fund to the General Fund**
Director Wolf explained that the District will be transferring funds in order to spend \$500,000 on last year's projects. The District will spend the operating account down to six months of operating reserve, and then move \$500,000 from the Special Reserve Fund to pay for capital projects.

A MOTION was made by Trustee Anwar to approve the Resolution to move funds from the Special Reserve Fund to the General Fund and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Vote to Approve Resolution to move funds from the General Fund to FICA and IMRF Funds**

Director Wolf explained that the District will move funds from the General Fund to make the IMRF and FICA funds whole, and therefore start this year at zero.

A MOTION was made by Trustee Anwar to approve the Resolution to move funds from the General Fund to the IMRF Fund and seconded by Trustee Shoup.

ROLL CALL:

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

NAY:

A MOTION was made by Trustee Neustadt to approve the Resolution to move funds from the General Fund to the FICA Fund and seconded by Trustee McCarthy.

ROLL CALL:

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

NAY:

- *Discussion and Vote to Approve Library Staff Health Insurance Coverage Change**

Director Wolf explained that the current staff health insurance policy does not cover anything beyond the individual and recommended that the District start covering a portion of family insurance.

Trustee Ruiz-Funes asked how much the District would have to budget in order to change the health insurance coverage. Director Wolf stated that the maximum budget would be about \$175,000-\$200,000; however, we do not currently budget for all eligible staff to have health insurance because typically not everyone elects to use it.

Trustee Ruiz-Funes stated that the Board should understand the health coverage in terms of the total compensation package that the District offers.

Trustee Ruiz-Funes stated that although in principle the Board is supportive, operating expenses before capital expenditures have been growing much faster than revenues. Therefore, any decisions resulting in a cost increase need to be considered in that context.

President Johnson asked how many people elect for family coverage at other libraries. Director Wolf responded that she will gather that information and present it to the Board in December.

The Board agreed that they are all supportive of adjusting the health insurance policy but will consider the financial implications before voting.

XI. Communications

- *The next Regular Board Meeting will be held on December 10, 2018 at the Winnetka Library.*

Director Wolf stated that December 10, 2018 is also the first day for Trustee candidates to turn in materials.

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

XII. Public Comments

Jeffrey Liss asked if the decline in program attendance includes all age groups. Director Wolf responded that it is primarily in Youth Services. Liss commended the District on introducing programs to patrons that may not represent popular taste.

Jeffrey Liss asked for clarification regarding the suggestion for diagonal parking. Director Wolf stated that they were referring to the street parking becoming diagonal.

Jeffrey Liss asked if there were any significant changes made to the Patio Project plans, to which the Board responded no.

Jeffrey Liss thanked the Board for their work and wished everyone a Happy Thanksgiving.

XIII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Shoup. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 December 2018 - 50%

	Budget 2018-19		Actual December 2018		
	Full Year	Prorated Through December 2018	December 2018	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 1,870,946	\$ 1,801,418	48.1%	\$ (69,528)
Total 0004500 Interest	\$ 18,000	\$ 9,000	\$ 46,365	257.6%	\$ 37,365
1004040 Replacement Tax	\$ 20,000	\$ 10,000	\$ 11,641	58.2%	\$ 1,641
Total 1004050 Per Capita Grant	\$ 14,107	\$ 7,054	\$ 22,890	162.3%	\$ 15,837
1004060 Kenilworth Services	\$ 100,000	\$ 50,000	\$ 24,291	24.3%	\$ (25,709)
Total 1004100 Fines	\$ 35,000	\$ 17,500	\$ 9,976	28.5%	\$ (7,524)
1004120 Studio Fees	\$ 4,500	\$ 2,250	\$ 976	21.7%	\$ (1,274)
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 2,250	\$ (166)	-3.7%	\$ (2,416)
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166	\$ -	\$ 1,166
Total 1004300 Copy/Printing	\$ 9,000	\$ 4,500	\$ 2,946	32.7%	\$ (1,554)
Total 1004700 Book Sales	\$ 2,000	\$ 1,000	\$ 1,038	51.9%	\$ 38
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 222		\$ 222
Total 1004800 Contributions	\$ 30,000	\$ 15,000	\$ 63	0.2%	\$ (14,937)
Total Revenues	\$ 3,978,999	\$ 1,989,500	\$ 1,922,827	48.3%	\$ (66,673)
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	86,575	81,594	47.1%	4,981
Total 1005000 Administrative Services	356,425	178,213	173,260	48.6%	4,952
Total 1005100 Personnel	1,835,000	917,500	846,006	46.1%	71,494
Total 1005900 Programming-District Initiative	81,100	40,550	25,614	31.6%	14,936
Total 1015300 Adult Services - Winnetka	475,000	237,500	318,433	67.0%	(80,933)
Total 1015400 Youth/Children's Svcs.- Winnetka	56,900	28,450	30,002	52.7%	(1,552)
Total 1025300 Adult Services - Northfield	61,000	30,500	29,767	48.8%	733
Total 1025400 Youth/Children's Sv.- Northfield	32,500	16,250	13,844	42.6%	2,406
Total 1035800 Capital Outlay	650,000	325,000	332,693	51.2%	(7,693)
Total 1000000 Fund 10 General Expenses	3,721,075	1,860,538	1,851,212	49.7%	9,325
Total Revenues	3,978,999	1,989,500	1,922,827	48.3%	(66,673)
Total Expenses	3,721,075	1,860,538	1,851,212	49.7%	9,325
Net Operating Income	257,924	128,962	71,614	27.8%	\$ (57,348)
Total 7005000 Fund 70 Building/Equipment	304,788	152,394	137,834	45%	(14,559.94)
Total 2005100 Fund 20 IMRF Expenses	105000	52500	71,585	68%	19,085.46
Total 3005100 Fund 30 FICA	125000	62500	58,694	47%	(3,806.37)
6005100 Unemployment Payment	1000	500	5,038	504%	4,538.00

Winnetka-Northfield Public Library District
General Fund Income Statement
July, 2018 - June, 2019
December 2018 - 50%

	Budget 2018-19		Actual December 2018		
	Full Year	Prorated Through December 2018	December 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 1,870,946	\$ 1,801,418	48%	\$ (69,528)
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 1,870,946	\$ 1,801,418	48%	\$ (69,528)
0004500 Interest	18,000	9,000			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,354		
1004525 FT Money Market-Interest			786		
1004595 FT Investment Interest Income			44,224		
Total 0004500 Interest	\$ 18,000	\$ 9,000	\$ 46,365	258%	\$ 37,365
1004040 Replacement Tax	\$ 20,000	\$ 10,000	\$ 11,641	58%	\$ 1,641
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	7,054	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 7,054	\$ 22,890	162%	\$ 15,837
1004060 Kenilworth Services	100,000	50,000	24,291	24%	(25,709)
1004100 Fines	35,000				
1014100 Fines - Winnetka			8,658		
1024100 Fines - Northfield			1,317		
Total 1004100 Fines	\$ 35,000	\$ 17,500	\$ 9,976	29%	\$ (7,524)
1004120 Studio Fees	4,500	2,250	976	22%	(1,274)
1004150 Lost/Damaged Materials	4,500	2,250			-
1014150 Lost/Damaged Mat.-Winnetka			(128)		
1024150 Lost/Damaged Mat.-Northfield			(38)		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 2,250	\$ (166)	-4%	\$ (2,416)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	4,500			
1014300 Copy/Printing - Winnetka			2,114		
1024300 Copy/Printing - Northfield			833		
Total 1004300 Copy/Printing	\$ 9,000	\$ 4,500	\$ 2,946	33%	\$ (1,554)
1004700 Book Sales	2,000	1,000			
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 1,000	\$ 1,038	52%	\$ 38
1004775 Miscellaneous Revenue			\$ 222		\$ 222
1004800 Contributions	30,000	15,000			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			63		
Total 1004800 Contributions	\$ 30,000	\$ 15,000	\$ 63	0%	\$ (14,937)
Total Income	\$ 3,978,999	\$ 1,989,500	\$ 1,922,827	48%	\$ (66,673)
Gross Profit	\$ 3,978,999	\$ 1,989,500	\$ 1,922,827	48%	\$ (66,673)
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	72,000	36,000	28,553	40%	(7,447)

	Budget 2018-19		Actual December 2018		
	Full Year	Prorated Through December 2018	December 2018	% of Budget	Variance vs. Prorated Budget
1005133 OCLC	11,250	5,625	5,760	51%	135
1005134 Software	31,000	15,500	19,855	64%	4,355
1005135 LAN Management	55,000	27,500	25,697	47%	(1,803)
1005136 Hardware	1,900	950	969	51%	19
1005177 Technology/Website	2,000	1,000	760	38%	(240)
Total 10.5100 IT Services	\$ 173,150	\$ 86,575	\$ 81,594	47%	(4,981.41)
1005000 Administrative Services					
1005101 Audit Fees	9,800	4,900	8,800	90%	3,900
1005120 Library Supplies	30,000	15,000	13,640	45%	(1,360)
1005121 Office Supplies	8,000	4,000	5,178	65%	1,178
1005122 Breakroom Supplies	1,500	750	630	42%	(120)
1005123 Postage	6,000	3,000	2,667	44%	(333)
1005124 Hospitality	6,000	3,000	138	2%	(2,862)
1005131 Accounting and Bookkeeping	15,000	7,500	8,968	60%	1,468
1005137 Legal Notices	1,500	750	372	25%	(378)
1005138 Delivery Service	7,700	3,850	3,774	49%	(76)
1005140 Payroll Services	8,500	4,250	4,041	48%	(209)
1005150 Liability Insurance Costs	35,000	17,500			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	17,500	20,548	59%	3,048
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			27,656		
1025171 Electricity - Northfield			3,588		
Total 1005171 Electricity	45,000	22,500	31,244	69%	8,744
1005172 Water	5,625				
1015172 Water - Winnetka	-		1,184		
1025172 Water - Northfield			105		
Total 1005172 Water	5,625	2,813	1,289	23%	(1,523)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			799		
Total 1005173 Storm Sewer	1,900	950	799	42%	(151)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			5,154		
1025174 Natural Gas - Northfield			304		
Total 1005174 Natural Gas	11,000	5,500	5,459	50%	(41)
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			5,557		
Total 1005175 Telephone	9,250	4,625	5,557	60%	932
1005176 Internet Services	16,500	8,250	9,135	55%	885
Total 1005170 Utilities	89,275	44,638	53,483	60%	8,845
1005700 Public Relations					
1005720 PR E-Marketing	1,500	750	7,000	467%	6,250
1005721 PR Promotional	6,000	3,000	5,701	95%	2,701
1005722 PR Source	25,000	12,500	-	0%	(12,500)
1005723 PR Supplies	8,000	4,000	3,071	38%	(929)
1005724 PR Advertising	3,500	1,750	31	1%	(1,719)
Total 1005700 Public Relations	44,000	22,000	15,803	36%	(6,197)

	Budget 2018-19		Actual December 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through December 2018	December 2018	% of Budget	
1005703 ILL Fees	150	75	100	67%	25
1005713 Credit Card Processing Fees	-	-	606	0%	606
1005719 Board Expenses	1,000	500	-	0%	(500)
1005731 Memberships	6,500	3,250	(82)	-1%	(3,332)
1005732 Staff Meetings	5,000	2,500	509	10%	(1,991)
1005735 Director's Expenses	1,000	500	300	30%	(200)
1005736 Legal	15,000	7,500	1,050	7%	(6,450)
1005741 Architects		-	9,352		9,352
1005742 Building Appraisal	500	250	-	0%	(250)
1005743 Other Consultations	15,000	7,500	19,956	133%	12,456
1005744 Investment Fees	-	-	1,928	0%	1,928
1005745 HR Consultant	50,000	25,000	1,500	3%	(23,500)
Total 1005000 Administrative Services	356,425	178,213	173,260	49%	(4,952)
1005100 Personnel					
1005110 Salaries	1,670,000	835,000	784,495	47%	(50,505)
1005111 Health Insurance	140,000	70,000	57,164	41%	(12,836)
1005112 Flu Vaccination	500	250	-	0%	(250)
1005113 Employee Asst. Program	1,500	750	150	10%	(600)
1005114 Conferences	20,000	10,000	4,085	20%	(5,915)
1005115 Flexible Spending Account	3,000	1,500	113	4%	(1,388)
Total 1005100 Personnel	1,835,000	917,500	846,006	46%	(71,494)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	5,550	2,145	19%	(3,405)
1005716 OBTV	17,000	8,500	7,656	45%	(844)
1005907 Programming - Youth	15,500	7,750	4,225	27%	(3,525)
1005908 Programming - Adult	20,000	10,000	11,132	56%	1,132
1005910 Programming - Studio	10,000	5,000	28	0%	(4,972)
1005913 Studio General Supplies	7,500	3,750	428	6%	(3,322)
Total 1005900 Programming-District Initiative	81,100	40,550	25,614	32%	(14,936)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	27,500	32,487	59%	4,987
1015341 Books-Non-Fiction	65,000	32,500	35,953	55%	3,453
1015342 Periodicals	28,000	14,000	15,607	56%	1,607
1015343 DVDs	37,000	18,500	19,814	54%	1,314
1015344 Audio Books	25,000	12,500	10,215	41%	(2,285)
1015345 Books-Digital	170,000	85,000	113,220	67%	28,220
1015346 Online Database	95,000	47,500	91,135	96%	43,635
Total 1015300 Adult Services - Winnetka	475,000	237,500	318,433	67%	80,933
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	5,250	5,224	50%	(26)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	13,000	6,500	6,821	52%	321
101544J Books-Jr. High	6,000	3,000	4,654	78%	1,654
101544N Books-Non Fiction	12,000	6,000	5,488	46%	(512)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	15,500	16,963	55%	1,463
1015443 DVDs	8,000	4,000	4,146	52%	146
1015444 Audio Books	7,000	3,500	2,828	40%	(672)
1015445 Music	400	200	841	210%	641

	Budget 2018-19		Actual December 2018		
	Full Year	Prorated Through December 2018	December 2018	% of Budget	Variance vs. Prorated Budget
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	28,450	30,002	53%	1,552
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000	12,000	12,004	50%	4
1025341 Books-Non-Fiction-Adult	12,000	6,000	5,518	46%	(482)
1025343 DVDs-Adult	16,000	8,000	7,692	48%	(308)
1025344 Audio Books-Adult	9,000	4,500	4,553	51%	53
Total 1025300 Adult Services - Northfield	61,000	30,500	29,767	49%	(733)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	3,500	3,118	45%	(382)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	2,500	2,746	55%	246
102544J Books-Jr. High	5,500	2,750	1,932	35%	(818)
102544N Books-Non Fiction	5,000	2,500	2,392	48%	(108)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	7,750	7,071	46%	(679)
1025443 DVDs-Juv	4,500	2,250	1,592	35%	(658)
1025444 Audio Books-Juv	5,000	2,500	1,863	37%	(637)
1025445 Music - Juv	500	250	199	40%	(51)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	16,250	13,844	43%	(2,406)
1035800 Capital Outlay					
1005882 Building	155,000	77,500	208,848	135%	131,348
1005884 Equipment/Furniture	400,000	200,000	80,278	20%	(119,722)
1005885 Computer Equipment	95,000	47,500	43,567	46%	(3,933)
Total 1035800 Capital Outlay	650,000	325,000	332,693	51%	7,693
Total 1000000 Fund 10 General Expenses	3,721,075	1,860,538	1,851,212	50%	(9,325)
Total Expenses	3,721,075	1,860,538	1,851,212	50%	(9,325)
Net Operating Income	257,924	128,962	71,614	28%	(57,348)

Winnetka-Northfield Public Library District
 Building Fund
 July, 2018 - June, 2019
 December 2018 - 50%

	Budget 2018-19		Actual December 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through December 2018	December 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	\$ 150,000	\$ 75,000	\$ 70,489	47%	\$ (4,511)
Total 0004000 Property Taxes Collections	150,000	75,000	70,489	47%	(4,511)
Total Income	150,000	75,000	70,489	47%	(4,511)
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	\$ 8,500	\$ 4,250	\$ 3,291	39%	\$ (959)
7005732 Snow Removal	8,500	4,250	750.00	9%	(3,500)
7005735 Photocopier Leases	40,000	20,000	18,350.05	46%	(1,650)
7005736 Phone Lease	9,600	4,800	4,799.88	50%	(0)
7005737 Building Maintenance Service	111,440	55,720	53,025.00	48%	(2,695)
7005738 Elevators	8,000	4,000	3,911.06	49%	(89)
7005739 Landscaping	15,000	7,500	2,703.87	18%	(4,796)
7005752 HVAC	12,000	6,000	0.00	0%	(6,000)
7005755 Automatic Doors	3,500	1,750	4,222.28	121%	2,472
7005756 Roof	600	300	318.00	53%	18
7005758 Alarms	2,750	1,375	2,089.80	76%	715
7005782 Equipment	4,000	2,000	1,427.74	36%	(572)
7005799 Misc Services	16,000	8,000	984.95	6%	(7,015)
7025159 Northfield Lease	64,898	32,449	41,960.43	65%	9,511
Total 7005000 Fund 70 Building/Equipment	304,788	152,394	137,834	45%	(14,560)
Total Expenses	304,788	152,394	137,834	45%	(14,560)
Net Operating Income	(154,788)	(77,394)	(67,345)	44%	14,560
Net Income	(154,788)	(77,394)	(67,345)	44%	14,560

Winnetka-Northfield Public Library District

CHECK DETAIL

December 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001 Operating Checking - FT						
12/01/2018	Bill Payment (Check)	DD	COMCAST		R	-254.85
						-254.85
12/01/2018	Bill Payment (Check)	DD	CALL ONE		R	-403.33
						-403.33
12/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,269.24
						-1,269.24
12/03/2018	Bill Payment (Check)	ACH	Warehouse Direct		R	-761.47
						-761.47
12/03/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-744.45
						-744.45
12/03/2018	Bill Payment (Check)	ACH	DEMCO		R	-295.08
						-295.08
12/03/2018	Bill Payment (Check)	ACH	ANTHONY SCOPELLITI LANDSCAPING, INC.		R	-420.00
						-420.00
12/03/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-676.64
						-676.64
12/03/2018	Bill Payment (Check)	DD	U.S. Postal Service		R	-150.00
						-150.00
12/07/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,927.08
						-3,927.08
12/07/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-15,778.27
						-15,778.27
12/07/2018	Bill Payment (Check)	ACH	Linkedin		R	-7,000.00
						-7,000.00
12/07/2018	Bill Payment (Check)	ACH	VALUE LINE PUBLISHING LLC		R	-5,850.00
						-5,850.00
12/07/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		R	-9,592.19

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-9,592.19
12/07/2018	Bill Payment (Check)	2504	Shales McNutt Construction		R	-74,362.64
						-74,362.64
12/07/2018	Bill Payment (Check)	2506	Grainger		R	-1,019.35
						-1,019.35
12/07/2018	Bill Payment (Check)	2507	Petra van Nuis		R	-200.00
						-200.00
12/08/2018	Bill Payment (Check)	DD	COMCAST		R	-237.85
						-237.85
12/10/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-1,200.84
						-1,200.84
12/10/2018	Bill Payment (Check)	DD	NICOR		R	-88.64
						-88.64
12/10/2018	Bill Payment (Check)	ACH	Batteries Plus LLC		R	-95.79
						-95.79
12/10/2018	Bill Payment (Check)	ACH	DEMCO		R	-65.99
						-65.99
12/10/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		R	-37.50
						-37.50
12/10/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		R	-474.97
						-474.97
12/10/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		R	-666.48
						-666.48
12/10/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		R	-624.00
						-624.00
12/10/2018	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.			-16.00
						-16.00
12/10/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-126.97
						-126.97
12/10/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		R	-394.70
						-394.70
12/12/2018	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT		R	-1,006.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			SOLUTIONS			-1,006.00
12/12/2018	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00
						-1,006.00
12/13/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-1,256.86
						-1,256.86
12/14/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-6,085.97
						-6,085.97
12/14/2018	Bill Payment (Check)	ACH	VOGUE PRINTERS		R	-4,657.00
						-4,657.00
12/14/2018	Bill Payment (Check)	ACH	3 Points, LLC		R	-2,263.00
						-2,263.00
12/14/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
12/14/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,521.84
						-1,521.84
12/14/2018	Bill Payment (Check)	2508	GREAT AMERICA FINANCIAL SERVICES		R	-799.98
						-799.98
12/14/2018	Bill Payment (Check)	2509	Springshare LLC.		R	-720.00
						-720.00
12/14/2018	Bill Payment (Check)	2510	Wayne Endre Contracting, Inc.		R	-750.00
						-750.00
12/14/2018	Bill Payment (Check)	2511	Grainger		R	-37.08
						-37.08
12/14/2018	Bill Payment (Check)	2512	Chicago Tribune		R	-364.00
						-364.00
12/17/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-435.03
						-435.03
12/17/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-208.89
						-208.89
12/17/2018	Bill Payment (Check)	ACH	PITNEY BOWES		R	-334.32
						-334.32

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/17/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-881.97 -881.97
12/17/2018	Bill Payment (Check)	ACH	ALARM DETECTION SYSTEMS, INC.		R	-454.80 -454.80
12/17/2018	Bill Payment (Check)	ACH	Assistive Hearing Systems, LLC.		R	-62.50 -62.50
12/17/2018	Bill Payment (Check)	ACH	Haines & Company		R	-463.50 -463.50
12/17/2018	Bill Payment (Check)	ACH	Batteries Plus LLC		R	-57.32 -57.32
12/17/2018	Bill Payment (Check)	ACH	LIBRARIES FIRST (Innovation Experts)		R	-150.00 -150.00
12/17/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-807.50 -807.50
12/17/2018	Bill Payment (Check)	ACH	Erin Collins		R	-27.99 -27.99
12/17/2018	Bill Payment (Check)	ACH	STEPHANIE GIRARDI.		R	-41.42 -41.42
12/17/2018	Bill Payment (Check)	ACH	Kanopy		R	-1,000.00 -1,000.00
12/17/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		R	-751.16 -751.16
12/17/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-70.46 -70.46
12/17/2018	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00 -1,006.00
12/20/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		R	-858.19 -858.19
12/20/2018	Bill Payment (Check)	DD	First Bankcard		R	-3,695.70 -3,695.70
12/21/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		R	-2,774.33

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-2,774.33
12/21/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		R	-8,377.72
						-8,377.72
12/21/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-1,614.63
						-1,614.63
12/21/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		R	-8,837.50
						-8,837.50
12/21/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-3,349.83
						-3,349.83
12/21/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-2,591.58
						-2,591.58
12/21/2018	Bill Payment (Check)	2513	Northshore Fireplace			-109.95
						-109.95
12/21/2018	Bill Payment (Check)	2514	The Lakota Group, Inc.			-373.51
						-373.51
12/24/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-360.11
						-360.11
12/24/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		R	-1,432.58
						-1,432.58
12/24/2018	Bill Payment (Check)	ACH	CAVENDISH SQUARE PUBLISHING		R	-177.93
						-177.93
12/24/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		R	-665.00
						-665.00
12/28/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-2,257.91
						-2,257.91
12/28/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC			-8,808.35
						-8,808.35
12/28/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-1,937.41
						-1,937.41
12/28/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA			-10,691.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-10,691.00
12/28/2018	Bill Payment (Check)	2515	Aqua Chill of Chicago			-37.00
						-37.00
12/28/2018	Bill Payment (Check)	2516	AT&T (Phone Service)			-428.99
						-428.99
12/28/2018	Bill Payment (Check)	2517	Chicago Tribune			-366.26
						-366.26
12/28/2018	Bill Payment (Check)	EFT	NATIONWIDE RETIREMENT SOLUTIONS		R	-1,006.00
						-1,006.00
12/31/2018	Bill Payment (Check)	DD	COMED		R	-459.86
						-459.86
<hr/>						
1001001	GF - Operating Checking - FT					
12/03/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		R	-636.75
						-636.75
12/03/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		R	-23.99
						-23.99
12/03/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		R	-1,187.50
						-1,187.50
12/03/2018	Bill Payment (Check)	ACH	NIR ROOF CARE, INC.		R	-318.00
						-318.00
12/03/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		R	-16.98
						-16.98
12/03/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	R	-454.29
						-454.29
12/07/2018	Bill Payment (Check)	ACH	LAUTERBACH & AMEN, LLP		R	-8,800.00
						-8,800.00
12/07/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		R	-3,116.41
						-3,116.41

Impact Story

Courtney Volny, Assistant Head of Circulation helped a regular patron set up all of the Library's digital apps for her trip to Australia. The patron was so impressed that she could listen to books and music at the tap of her finger. She said she will not only be using the apps (CloudLibrary, Libby, Hoopla, Kanopy, and RBDigital) for entertainment on her flight, but when she gets back home as well.

Financial Report

- The OCLC and CCS payments have been corrected to reflect the proper GL accounts.
- We did make a payment to unemployment for a previous employee
- Overall, we are running at budget, even with capital payments made for last FY projects.

Digital Budget Spending

In researching our digital collections budget and the expenditures made this fiscal year we discovered that the digital collections line is overspent by 15%, or \$26,500, as of December 31, 2018 based on a cash basis. There were five Bibliotheca invoices for Cloud Library titles purchased last June 2018, totaling \$30,834.51, that should be placed in the 2018-2019 fiscal year accounting.

According to our 2017-2018 fiscal year budget numbers, we actually spent \$172,976.06 last fiscal year on digital collections. This amount is in line with the planned budget increase from \$140,000 to \$170,000 for digital collections beginning the 2018-2019 fiscal year. Even with the increases in digital access we plan to spend roughly the same amount by the end of this fiscal year on digital materials.

Building and Grounds

We are wrapping up the initial patio feedback process. We have not received any additional comments since our last discussion in November. I will be in contact with Lakota Group about the next steps.

Staff Training and Personnel Updates:

Interviews are currently being conducted for the Librarian II positions, and we hope to have position announcements soon. We look forward to these positions being key elements to our District's next steps forward.

We have a new page joining our team; Rebecca Ganellan will be helping us maintain the stacks in the District.

Diana Brown, part-time Adult Services Librarian is leaving the District to devote more time to her family. We will miss Diana and look forward to seeing her in the library.

The new schedule rotation began this January 2019. Katie Cangelosi, Head of Circulation has taken on management of the shared schedule and is working on automating staff trades and time off requests using "WhenIwork" software.

Migration of New Library into CCS

The Morton Grove Library has joined the CCS Consortia group. Our group catalog was updated with the holdings of the new group member on the weekend of January 11th through the 14th. The transition was smooth due to the work our team put in to ensure that we were well prepared.

Circulation Services

Total circulation for the month of December FY 2018/2019 was **38,104** compared to **29,462** for the same month last year. This represents a net change of **29.33 %**.

Cumulative circulation through December FY 2018/2019 is **254,583** compared to **200,711** for the previous fiscal year to date. This represents a net change of **26.84 %**.

Virtual branch circulation for the month of December FY 2018/2019 was **4,705** compared to **3,122** for the same month last year. This represents a net change of **50.70 %**.

Cumulative virtual branch circulation through December FY 2018/2019 is **25,929** compared to **19,258** for the previous

fiscal year to date. This represents a net change of **34.64 %**.

Self-checkout at the Winnetka Library for the month of December was **63.25%**.

Technology

Computer Usage

There were 1287 public computer sessions at Winnetka with 69% of those occurring on laptops. Northfield had 485 public computer sessions with 7% of those occurring on laptops.

There were 16 Chromebook sessions in the Youth Services department.

Winnetka had 15,722 recorded hotspot sessions from 1907 distinct devices. The average session time was 34 minutes. These sessions used a total of 360 GB of downstream bandwidth and 54 GB of upstream bandwidth.

Northfield had 5,334 hotspot sessions from 939 distinct devices. The average session time was 44 minutes. These sessions used a total of about 186 GB of downstream bandwidth and about 14 GB of upstream bandwidth.

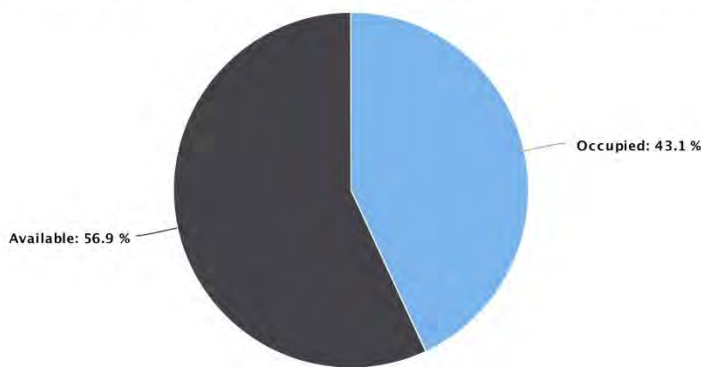
Website: Most Visited Pages

Home Page | Movies | Best of 2018 | All Research A – Z | Digital – NYT | digital-library/ebooks-eaudiobooks

We had 12,235 web sessions with 9,970 unique website users as counted by Google Analytics.

Study Room Usage

Aggregate Occupancy Ratio for
Saturday, December 1, 2018 to Monday, December 31, 2018



Monthly Booking Statistics



Bookings Summary

<i>Unique Users</i>	95
<i>Total Bookings</i>	201
<i>Time Available</i>	53,280
<i>Time Booked</i>	22,950
<i>Average Booking Duration</i>	114
<i>User Showed Up - Yes</i>	181
<i>User Showed Up - No</i>	1

Programs and Activities

Outreach

On December 19, Director Wolf presented at the Business for Breakfast Chamber of Commerce Meeting. This was a
January 2019

Library Director's Report and Staff Activities
for the January 21, 2019 Board Meeting

wonderful opportunity to reach our local business owners and share all of the resources available at the library. Director Wolf will also now be serving on the Winnetka-Northfield Chamber of Commerce Board. This is an excellent opportunity to better understand the needs of our community, highlight what the library has to offer, and partner with local businesses.

Program Attendance

Total District Program Attendance for the month of December FY 2018/2019 was **1,201** compared to **1,013** for the same month last year. This represents a net change of **18.56 %**

Cumulative District Program Attendance through December FY 2018/2019 is **8,453** compared to **8,344** for the same month last year. This represents a net change of **1.31 %**

	Current Month	Same Month Last FY	Percent Change	Current FY	Last FY to Date	Percent Change
Adult Program Count - Winnetka	20	16	25.00%	141	128	10.16%
Adult Program Attendance - Winnetka	153	94	62.77%	1,435	1,543	-7.00%
Youth Program Count - Winnetka	29	26	11.54%	216	203	6.40%
Youth Program Attendance - Winnetka	687	630	9.05%	4,451	4,463	-0.27%
Adult Program Count - Northfield	9	4	125.00%	52	57	-8.77%
Adult Program Attendance - Northfield	102	61	67.21%	506	569	-11.07%
Youth Program Count - Northfield	20	18	11.11%	156	137	13.87%
Youth Program Attendance - Northfield	259	228	13.60%	2,061	1,769	16.51%

Programming Highlights

- **“Cut the Cord” – Alternatives to Premium Cable Services** was attended by **47** patrons. IT Specialist George Lowman reviewed alternative ways to get broadcast and premium TV and movies.
- **Laser Cut a Return Address Stamp** was attended by **8** patrons. Librarian Nick Mall taught participants how to create a custom return address stamp using the laser cutter.
- **A Jazzy Christmas Concert** was attended by **35** patrons. Attendees enjoyed a performance of jazzy holiday classics with singer Petra Van Nuis accompanied by Andy Brown.
- **Tangled Snowflake Drawing Workshop** was attended by **20** patrons. Children learned Zen Tangle, a popular form of doodling, to create a tangled snowflake with artist Christine Thornton.

Communications and Marketing

We are working on long-term planning for The Source and promotional campaigns in our short break before we start the spring issue.

The Patron Point software switch is starting, and we are anxious to get things moving. The Polaris system has just been connected, and we are also going to add our current email lists from Constant Contact and will run an email authentication. We are also starting to develop content for the welcome emails, which will highlight some of the many services that are offered free with the WNPLD library card.

Finals week is coming in January, and we are working with the Youth/Teen staff to prep for some fun giveaways to welcome the students to the library.

We are also busy working on ongoing program promotion and have enjoyed seeing that when we boost promotions the registrations grow.

An overview of where we ended 2018 with Social Media:

Facebook

- 1,525 followers (up from 1,483 in January 2018)

Library Director's Report and Staff Activities
for the January 21, 2019 Board Meeting

Instagram

- Our followers are up to 1,003 (from 658 in January 2018)
- Our followers are 20% men and 80% women
- Most of our followers are in the 35-44 age group (32%) followed by the 25-34 age group (28%)
- Top locations of our followers: Chicago (20%), Winnetka (9%), Wilmette (3%), Evanston (2%) & New York (1%)

Twitter

- Followers are up to 2,267 (from 2,162 in January 2018)

Summary Report for December FY 2018/2019

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	9,897	7,608	30.09 %	65,132	50,769	28.29 %	Books	10,901	8,074	35.01 %	82,650	64,720	27.70 %
Book - Fiction	5,345	4,136	29.23 %	36,162	28,466	27.04 %	Book - Fiction	9,248	6,949	33.08 %	71,232	56,754	25.51 %
Book - Nonfiction	4,552	3,472	31.11 %	28,970	22,303	29.89 %	Book - Nonfiction	1,653	1,125	46.93 %	11,418	7,966	43.33 %
Audiobook - CD	727	721	0.83 %	5,483	5,299	3.47 %	Audiobook - CD	150	105	42.86 %	769	652	17.94 %
Music CD	209	156	33.97 %	938	1,174	-20.10 %	Music CD	115	54	112.96 %	775	675	14.81 %
Playaway	206	176	17.05 %	1,407	1,319	6.67 %	Playaway	247	211	17.06 %	1,694	1,655	2.36 %
DVD/Blu-Ray	6,902	5,206	32.58 %	43,325	29,627	46.23 %	DVD/Blu-Ray	2,676	1,539	73.88 %	17,978	10,666	68.55 %
Magazine	155	144	7.64 %	1,196	782	52.94 %	Magazine	-	4	-	1	11	-
Other	33	32	3.13 %	129	289	-55.36 %	Other	157	70	124.29 %	350	431	-18.79 %
Sent Out	1,024	2,240	-54.29 %	6,827	14,177	-51.84 %	Sent Out						
Total	19,153	16,283	17.63 %	124,437	102,654	21.22 %	Total	14,246	10,053	41.71 %	104,216	78,799	32.26 %

Kenilworth patron usage for the month of December FY 2018/2019 was **1,302**.

Items borrowed from other libraries for the month of December FY 2018/2019 was **1,389**.

Total circulation for the month of December FY 2018/2019 was **38,104** compared to **29,462** for the same month last year. This represents a net change of **29.33 %**

Cumulative circulation through December FY 2018/2019 is **254,583** compared to **200,711** for the previous fiscal year to date. This represents a net change of **26.84 %**.

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	6,418	4,844	32.49 %	41,988	32,407	29.56 %	Books	7,776	5,654	37.53 %	58,764	45,453	29.29 %
Book - Fiction	3,052	2,243	36.07 %	20,452	15,954	28.19 %	Book - Fiction	6,738	4,963	35.76 %	51,536	40,487	27.29 %
Book - Nonfiction	3,366	2,601	29.41 %	21,536	16,453	30.89 %	Book - Nonfiction	1,038	691	50.22 %	7,228	4,966	45.55 %
Audiobook - CD	400	426	-6.10 %	3,266	3,203	1.97 %	Audiobook - CD	104	71	46.48 %	551	429	28.44 %
Music CD	122	105	16.19 %	582	692	-15.90 %	Music CD	82	39	110.26 %	484	384	26.04 %
Playaway	153	137	11.68 %	1,152	1,056	9.09 %	Playaway	174	155	12.26 %	1,285	1,259	2.07 %
DVD/Blu-Ray	4,515	3,401	32.76 %	29,094	19,123	52.14 %	DVD	1,308	968	35.12 %	10,945	6,717	62.94 %
Magazine	92	80	15.00 %	688	485	41.86 %	Magazine	-	-	-	1	2	-50.00 %
Other	33	30	10.00 %	121	245	-50.61 %	Other	149	57	161.40 %	318	363	-12.40 %
Sent Out	749	1,251	-40.13 %	4,864	8,753	-44.43 %	Sent Out						
Total	12,482	10,274	21.49 %	81,755	65,964	23.94 %	Total	9,593	6,944	38.15 %	72,348	54,607	32.49 %

Winnetka Library's circulation for the month of December FY 2018/2019 was **22,075** compared to **17,218** for the same month last year. This represents a net change of **28.21 %**.

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	3,479	2,764	25.87 %	23,144	18,362	26.04 %	Books	3,125	2,420	29.97 %	23,886	19,267	23.97 %
Book - Fiction	2,293	1,893	21.13 %	15,710	12,512	25.56 %	Book - Fiction	2,510	1,986	26.38 %	19,696	16,267	21.08 %
Book - Nonfiction	1,186	871	36.17 %	7,434	5,850	27.08 %	Book - Nonfiction	615	434	41.71 %	4,190	3,000	39.67 %
Audiobook - CD	327	295	10.85 %	2,217	2,096	5.77 %	Audiobook - CD	46	34	35.29 %	218	223	-2.24 %
Music CD	87	51	70.59 %	356	482	-26.14 %	Music CD	33	15	120.00 %	291	291	0.00 %
Playaway	53	39	35.90 %	255	263	-3.04 %	Playaway	73	56	30.36 %	409	396	3.28 %
DVD	2,387	1,805	32.24 %	14,231	10,504	35.48 %	DVD/Blu-Ray	1,368	571	139.58 %	7,033	3,949	78.10 %
Magazine	63	64	-1.56 %	508	297	71.04 %	Magazine	-	4	-	-	9	-
Other	-	2	-	8	44	-81.82 %	Other	8	13	-38.46 %	32	68	-52.94 %
Sent Out	725	1,231	-41.10 %	4,656	8,644	-46.14 %	Sent Out						
Total	6,396	5,020	27.41 %	40,719	32,048	27.06 %	Total	4,653	3,113	49.47 %	31,869	24,203	31.67 %

Northfield Library's circulation for the month of December FY 2018/2019 was **11,049** compared to **8,133** for the same month last year. This represents a net change of **35.85 %**.

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 % +/-
2,186	1,764	23.92 %	12,787	10,135	26.17 %	1,143	760	50.39 %	6,722	4,748	41.58 %	1,086	475	128.63 %	5,118	3,554	44.01 %

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 % +/-
214	66	224.24 %	929	419	121.72 %	76	57	33.33 %	373	402	-7.21 %

Virtual Branch circulation for the month of December FY 2018/2019 was **4,705** compared to **3,122** for the same month last year. This represents a net change of **50.70 %**.

Cumulative virtual branch circulation through December FY 2018/2019 is **25,929** compared to **19,258** for the previous fiscal year to date. This represents a net change of **34.64 %**.

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	14,770	10,467	41.11 %	56,329	73,761	-23.63 %	People Counter							14,770
Reference Questions	728	811	-10.23 %	5,558	5,844	-5.56 %	Reference Questions	483	395	22.28 %	3,777	3,815	-1.00 %	1,211
Studio	509	519	-1.93 %	2,812	1,693	66.10 %	Studio							509
Genealogy	2	8	-75.00 %	27	28	-3.57 %	Genealogy							2
Program Attendance	153	94	62.77 %	1,435	1,543	-7.00 %	Program Attendance	687	630	9.05 %	4,451	4,463	-0.27 %	840

Northfield Library

Adult							Youth						Total	
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	5,375	5,985	-10.19 %	25,463	40,910	-37.76 %	People Counter							5,375
Reference Questions	1,190	1,038	14.64 %	7,154	5,916	20.93 %	Reference Questions	126	52	142.31 %	848	640	32.50 %	1,316
Program Attendance	102	61	67.21 %	506	569	-11.07 %	Program Attendance	259	228	13.60 %	2,061	1,769	16.51 %	361

A total of **749** holds were placed for patrons in the month of December FY 2018/2019.

There were a total of **7,989** website sessions in the month of December FY 2018/2019.

Total District Program Attendance for the month of December FY 2018/2019 was **1,201** compared to **1,013** for the same month last year. This represents a net change of **18.56 %**

Cumulative District Program Attendance through December FY 2018/2019 is **8,453** compared to **8,344** for the same month last year. This represents a net change of **1.31 %**

Guiding Principles

- Make data-driven decisions that lead to the best use of resources, guide effective advocacy, and maximize the impact on our community.
- Maintain a sustainable and well-resourced Library
- Engage patrons both new and existing in meaningful ways

Typical Survey Questions: Assessment of Library

- Satisfaction
- Most used services
- Most important Library attractions

2016-2020 Initiatives

- A. Marketing and Outreach
- B. Core Products
- C. The Customer Experience
- D. Organizational Competencies

2020-2024 Potential Areas of Focus/Initiatives:

- A. Marketing and Awareness**
- B. Quality of the User Experience**
- C. Maintain a sustainable and well-resourced Library**

Marketing and Awareness

Potential Goals:

- Build on the current communications and actions
 - Targeted
 - Branded
 - Have Measurable Short- and Long-Term Goals

Data to be gathered with survey and focus groups: what are the most important areas to address? Adult books? Children programs? Digital services?

- Design fresh ways to reach the 33% that don't use the library and increase level of current users

Data to be gathered with survey and focus groups: How do we take advantage of the management improvements (RFID, etc.) and physical renovations made in the past year(s)

Quality of the User Experience

Potential Goals:

- Integrate best practices from User Experience (**UX**) design and research to understand patron behaviors and needs.
- Regularly analyze library usage and community demographic data and use findings for continuous quality improvement.
- Generate innovative programs and services grounded in an understanding of community needs and trends.

Maintain a sustainable and well-resourced Library

Potential Goals:

- Fiscal planning and evaluation of the tax base
- Determine Capital Projects and long-term planning
- Re-evaluate Organization Structure

Circulation Loan Policy: proposed changes

Based on our evaluation of renewal and loan data, we are recommending the following changes.

Material	Current Loan Duration	Proposed Loan Duration	Current Renewals	Proposed Renewals	Current Fines	Proposed Fines	Current Max Fine	Proposed Max Fine
Books: New Adult	14 days	No Change	4	3	\$.20/day	No Change	\$25.00	\$10.00
Books: All other Books	21 days	No Change	4	3	\$.20/day	No Change	\$25.00	\$10.00
Audiobooks, Playaways, CDs: Adult and Youth	21 days	No Change	4	3	\$.20/day	No Change	\$25.00	\$10.00
DVD & Blu-ray: New Adult	4 days	7 days	1	No Change	\$1.00/day	\$.20/day	\$25.00	\$10.00
DVD & Blu-ray: Adult and Youth	7 days	No Change	4	3	\$1.00/day	\$.20/day	\$25.00	\$10.00
DVD & Blu-ray: Adult and Youth TV Series	14 days	No Change	4	3	\$1.00/day	\$.20/day	\$25.00	\$10.00
Magazines (current issues do not circulate)	7 days	No Change	0	1	\$.20/day	No Change	\$25.00	\$10.00

Why are we increasing the loan period for DVD & Blu-ray?

Typically, patrons keep DVDs & Blu-rays for up to seven days regardless of due date. We feel this service would benefit the families of Winnetka-Northfield as Youth DVDs & Blu-ray are already a seven-day loan, regardless of their status of new or not new.

Why are we reducing DVD & Blu-ray fines?

Typically, these fines are the cause of most patron dissatisfaction with our services, and the cost of the fines no longer correlate with the cost of the items.

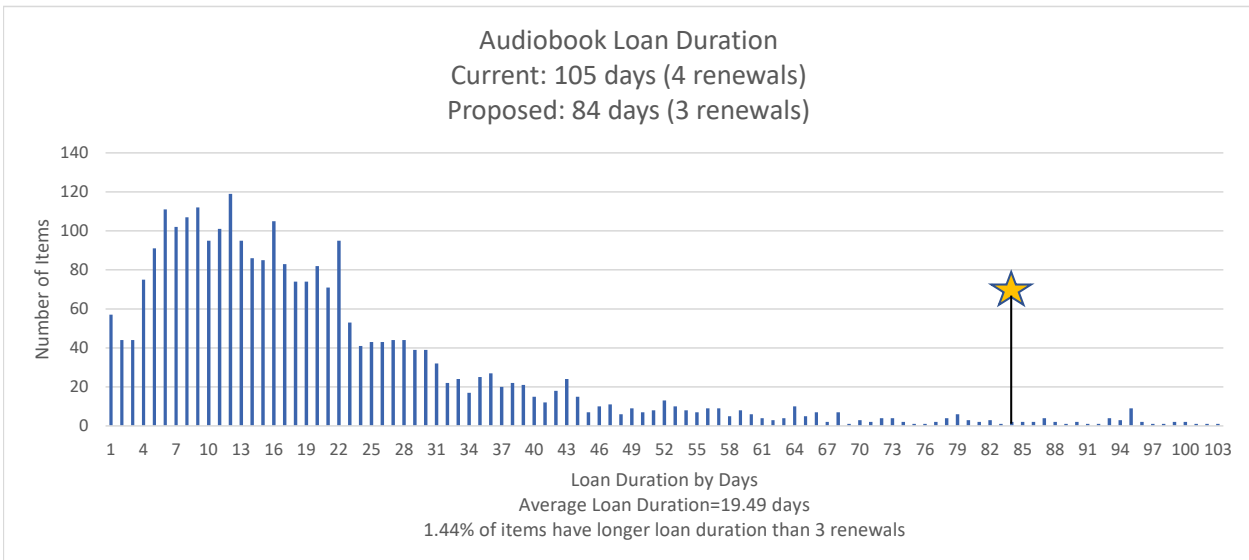
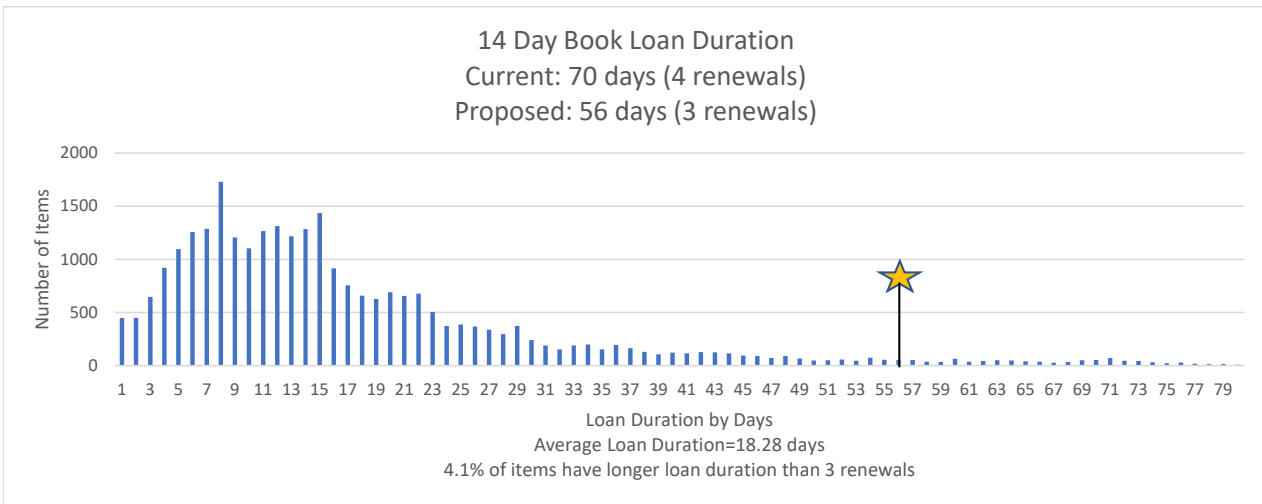
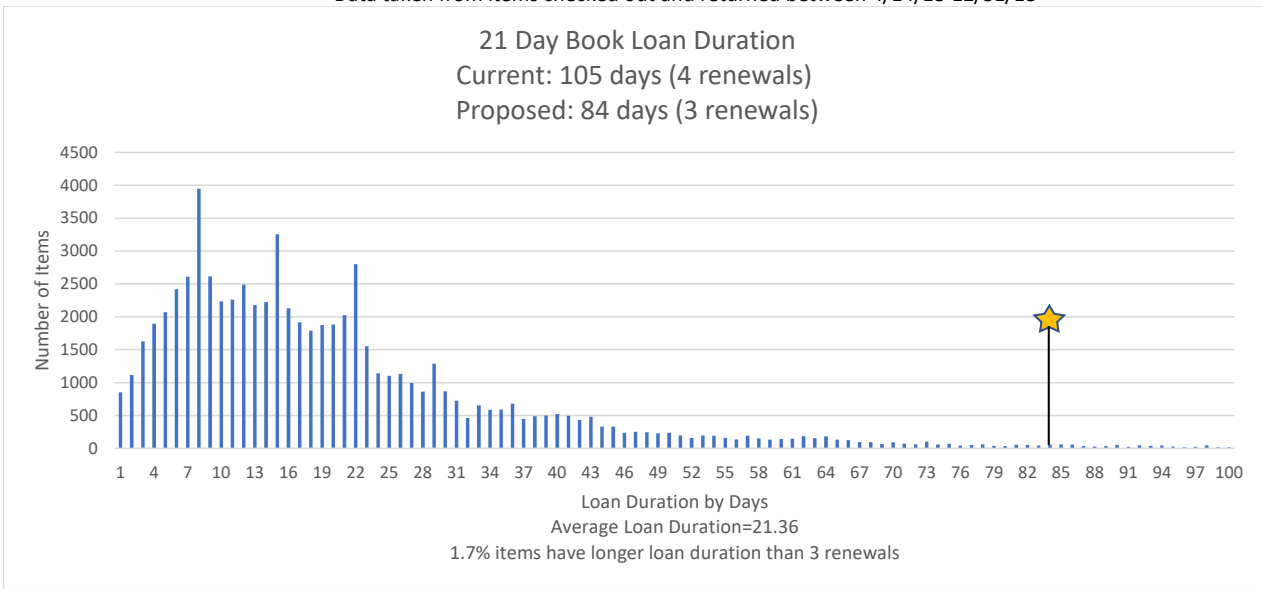
Why are we changing the allotted number of renewals?

Based on typical user data with most formats, items rarely reach beyond three renewals. The one exception is magazines, where we feel it will be beneficial to allow one renewal. See attached charts.

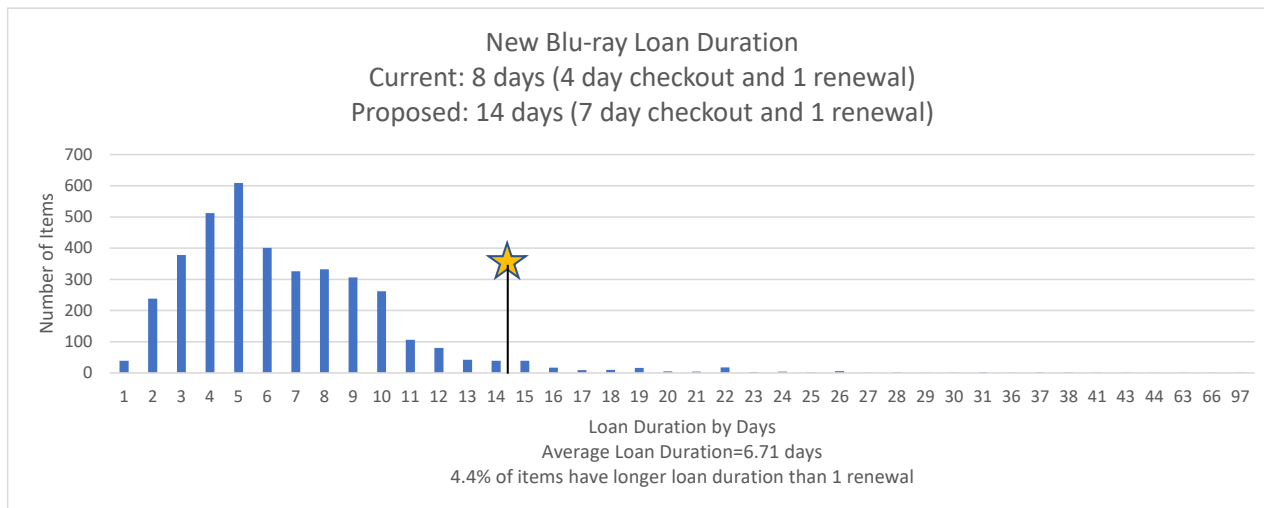
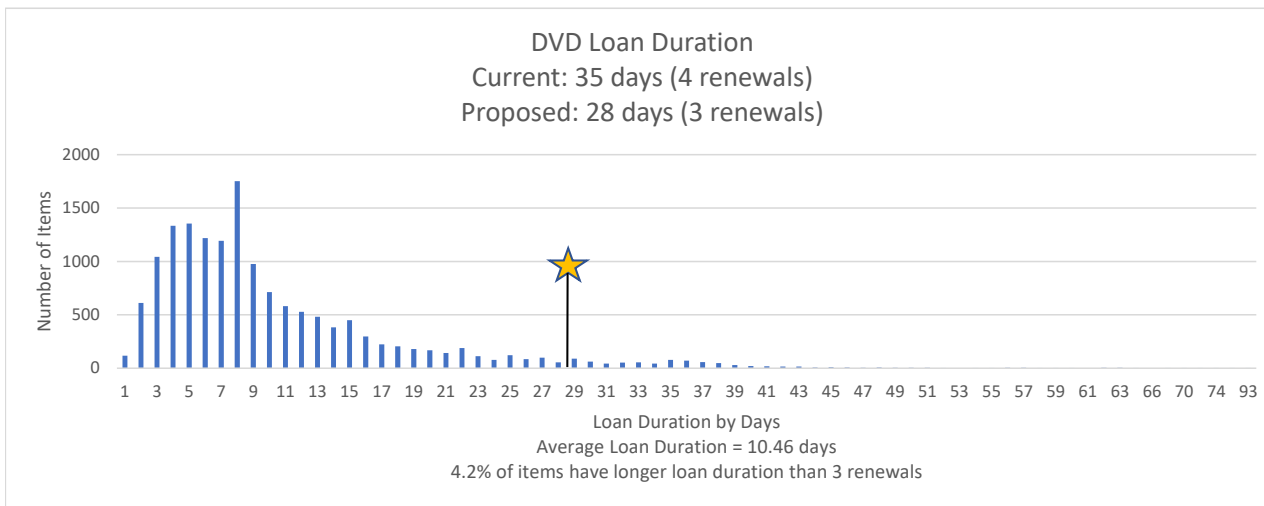
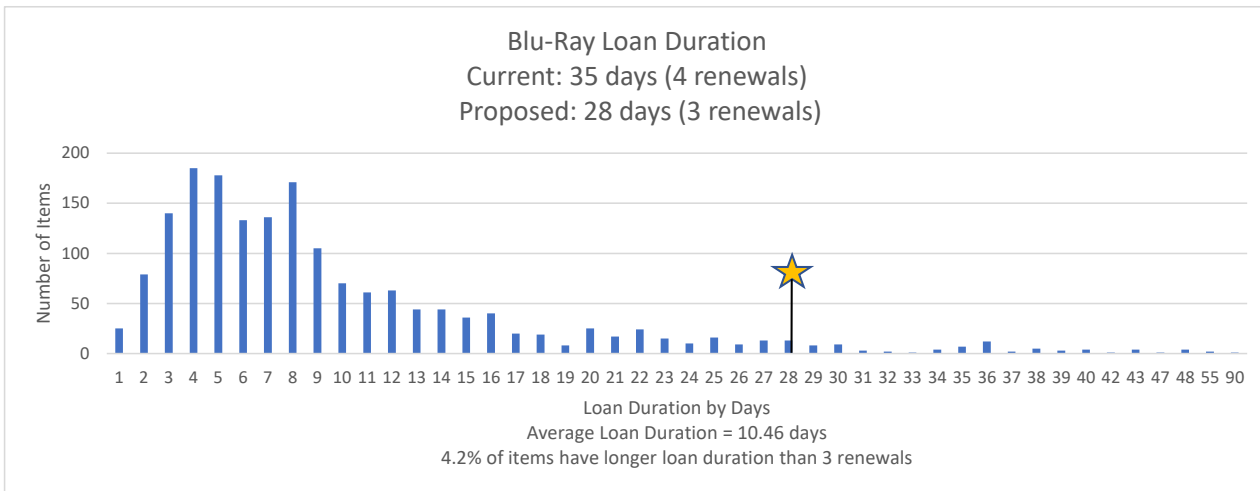
Why are we reducing the maximum fine?

An item is flipped to lost at 45 days. At that point the patron is charged the price of item. At the \$.20/day overdue rate, the fine reaches \$9.00 at 45 days overdue, and thus would never reach the \$25.00 maximum fine.

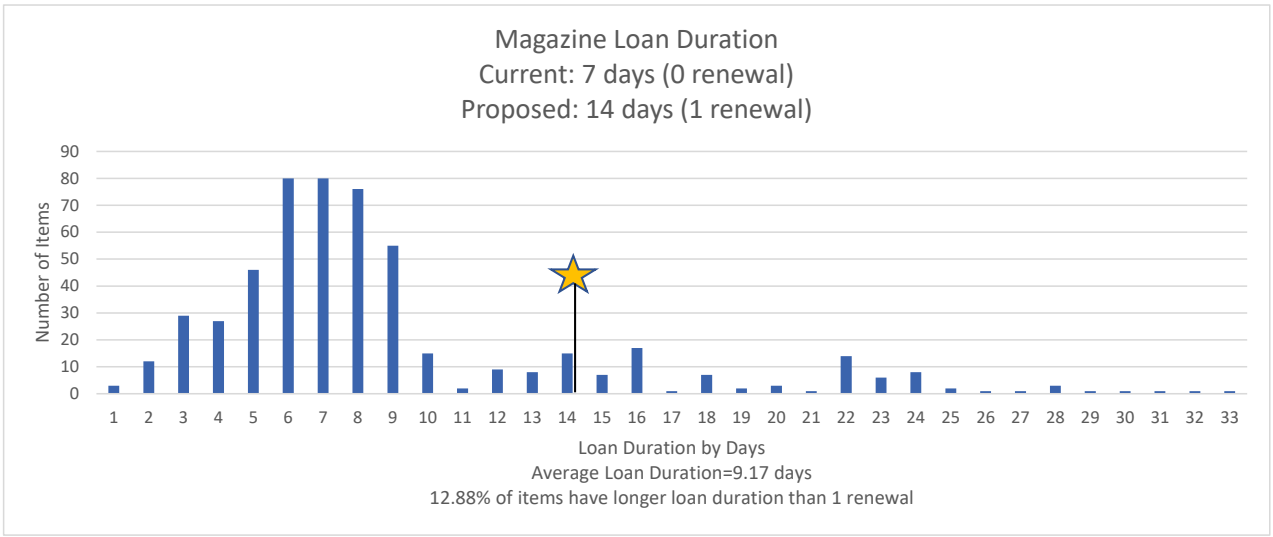
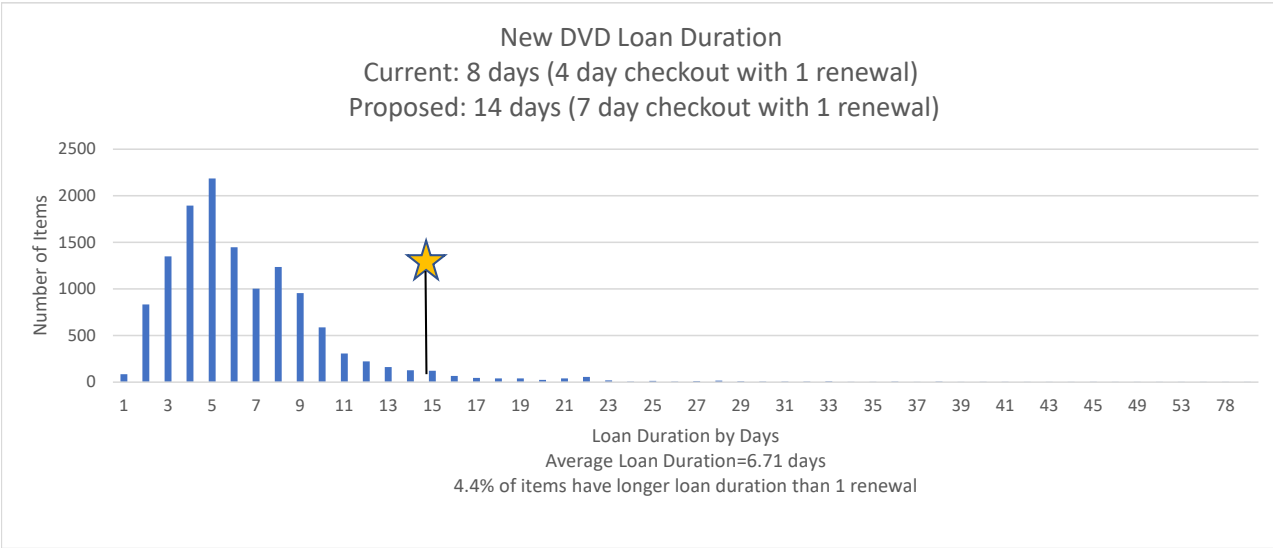
Life of an Item
 Number of days the item is checked out
 Data taken from items checked out and returned between 4/14/18-12/31/18



Life of an Item
 Number of days the item is checked out
 Data taken from items checked out and returned between 4/14/18-12/31/18



Life of an Item
 Number of days the item is checked out
 Data taken from items checked out and returned between 4/14/18-12/31/18



September 27, 2018

Rebecca Wolf, Director of Winnetka-Northfield Public Library District

RE: Northfield Branch Library
1785 Orchard Lane
Northfield, IL 60093

Rebecca:

It is always a pleasure to work with you, and we enjoy our continued progress on the library. Our current understanding of the project is to provide a design for the desk, work area, 2nd floor workspace, carpet, and feasibility planning for the glass room layout and lighting at the library. We understand the budget is not to exceed \$200,000 inclusive of architectural fees.

The following constitutes the proposed scope of services for this project:

1. Design/ Documentation:

We will document the existing work area, desk, 2nd floor work area, and the glass room including all electrical, ceiling plans, and millwork in the areas. We will begin the project by completing an overall space plan and budget for all of these areas. Our understanding is we will continue to document only the prioritized areas that can be completed within the \$200,000 budget. The order of priorities is as follows: Desk, workroom, 2nd floor work area improvements, glass room work, carpet.

Once complete, we will provide documents for bidding and permit, if necessary.

2. Construction Administration

We will assist you during this phase by answering contractor questions, reviewing shop drawings and submittals as required, and providing a punch-list at the end of the project.

The following are qualifications/ assumptions with respect to the scope of our services:

- Construction documents do not include “value engineering” exercises. Owner directed modifications to previously accepted drawings, details, or specifications may be considered an additional service, for which additional fee will be required.
- The fee listed below is based on a project cost for \$200,000. Should the budget increase or decrease, fees would be adjusted accordingly and will also take work already completed into account.

Compensation to Our Firm

Compensation will be based on a fixed fee of \$16,000 within the constraints noted above.

Reimbursable expenses are in addition to the compensation listed above and include expenditures made by our firm in the interests of the project. Examples are reproduction of documents, printing, transportation, postage, overnight delivery and messenger services.

General Provisions

Except as modified herein, terms of our agreement will be based on AIA Document B101, "Standard Form of Agreement Between Owner and Architect", 2007 edition. This agreement and all subsequent agreements shall be governed by the laws of the State of Illinois.

If this proposal is acceptable, please sign and return a copy for our records. If any clarification or additional information is required, please do not hesitate to call.

Best-



Tiffany Nash

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Accepted by: _____
Rebecca Wolf, Director Date