

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

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

AGENDA

Monday, February 19, 2018

7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Consent Agenda***

All items listed will be enacted by one vote. There will be no separate discussion on these items unless a Library Board member so requests, in which event, the item will be removed from the Consent Agenda and added to the Agenda for separate consideration

 - **Vote to Approve Minutes of January 8, 2018 Study Session***
 - **Vote to Approve Minutes of the January 15, 2018 Regular Meeting***
- V. Financial Report**
 - Approve January 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)
 - Winnetka Plan Commission (Trustee McCarthy)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
 - Update on Regarding Winnetka Main Floor Renovation
- IX. New Business**
 - Discussion and Vote on payment application to Shales McNutt, LLC for work due for the Renovation Project*
 - Discussion of Communication Plan*
 - Discussion of District Statistics*
 - Discussion and Vote on Study Room Policy*
 - Discussion and Vote on Collection Development Policy*
- X. Communications**
- XI. Public Comments**
- XII. Adjournment**

*Attachments

February 2018

**WINNETKA-NORTHFIELD PUBLIC LIBRARY DISTRICT
MINUTES OF A STUDY SESSION
OF THE BOARD OF TRUSTEES**

January 8th, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St. Winnetka, Illinois. President Johnson called the meeting to order at 7:01 p.m. A quorum was present.

II. Roll Call

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

Present were library employees; Katie Cangelosi (Administrative Assistant), Donna Morales (Head of Circulation Services), and Sarah Quish (Head of Marketing and Communications). Also present was Dan Pohrte from Product Architecture and Design. Also present were Winnetka residents Jeffrey Liss and Mark Hecht.

III. Public Comments

Jeffrey Liss explained that his previous proposal to add more shelving to the area where the current reference desk is.

IV. Discussion Regarding Winnetka Main Floor Renovation

Trustee Ruiz-Funes asked what the guiding principles Product Architecture and Design used when designing for the remodel. Dan Pohrte, Architect from Product Architecture and Design replied that the renovation stayed true to the original design of the Library of mid-century modern with organic patterns, warmth, clear lines, and an open inviting feel overall. Trustee Ruiz-Funes requested guiding principles in writing to be presented at a future Board Meeting.

Dan presented multiple carpet samples to the Board discussing the patterns and color options.

The Board discussed carpeting and narrowed their options down to three. At this point, the Board took their top three options to other spaces in the library. The Board decided to go with the artisan tile carpet in an ashlar, running pattern (alternating pattern).

Sarah presented the updated survey results from patron feedback on the renovation. Sarah stated that there was a total of 308 respondents with the latest numbers.

Director Wolf presented the proposed Quiet Room chairs to the Board. The Board showed consensus of approval with the chair but requested that the chairs be in a different fabric color from the current gray.

Trustee Ruiz-Funes commented that the Quiet Room resembles a lounge and he agrees with negative patron feedback regarding the Quiet Room. Director Wolf responded that

the different furniture styles in the Quiet Room are to create a multi-generational room. The Quiet Room should be comfortable for all patrons that wish to use it.

Discussion followed regarding how laptops will be vended from the front desk for use in the Library.

The Board asked Dan to make renderings with wood tables and different chairs on the mezzanine.

President Johnson recapped the direction of the Board; to explore a suggestion for shelving near the study room, floating shelving for display area, find a warmer surface for rectangular tables in the mezzanine, acoustic treatment to the walls of the mezzanine, and a different color for the winged chairs in the Quiet Room.

The Board discussed patron feedback regarding replacing the glass wall immediately after renovation as opposed to making an assessment six months after construction is complete and replacing the wall at that point if it is necessary. The Board decided to evaluate the need for a glass wall after six months of assessment post completion of construction.

Director Wolf stated that the Winnetka Library will close on January 29th and reopen March 5th. Director Wolf also stated that when the library opens on March 5th it will only be a soft opening as construction will continue through June.

V. Public Comments

No Public Comments.

VI. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee McCarthy and seconded by Trustee Reichert. The MOTION passed on a voice vote and President Johnson adjourned the meeting at 9:12 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

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

January 15th, 2018

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak St. 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 Suzie Shoup, Raheela Anwar, Keta McCarthy and Lois Neustadt; and Library Director Rebecca Wolf.

Absent: Trustees Jean-Paul Ruiz-Funes and Kathleen Reichert

Present were library employees; Katie Cangelosi (Administrative Assistant), Sarah Quish (Head of Communications and Marketing), and Naomi Wolfson (Head of Technical Services). Also present were Winnetka residents Jeanne Beckman, Jeffrey Liss, and Nancy Fox.

III. Library Report

(Please note: The order of the meeting was switched to allow a quorum to be present before any votes took place. Trustee Neustadt arrived during the Library Report at 7:02pm and a quorum was present.)

BOARD PRESIDENT'S REPORT:

President Johnson attended the League of Women Voters session on tax increment financing (TIF) where he learned a lot about the process and mechanics of TIF. Any increase in the tax base goes into the TIF District rather than the typical taxing districts. If the TIF process continues to move forward for the area in Winnetka the Library will be looking for opportunities to have an Intergovernmental Agreement with the TIF district to possibly get tax money to go towards the upcoming landscape project for the Winnetka Library.

LIBRARY DIRECTOR'S REPORT:

Director Wolf stated that all staff are prepping to be closed for the month of February with the Winnetka Library reopening on March 5th. Staff were welcomed to attend a presentation on January 16th by Midwest Environmental Consulting regarding the asbestos removal and safety during the month of closure.

Polaris migration preparation continues, staff will begin training in February. In preparation of the Library closure Kanopy and Strictly Digital have been added as digital services and can be accessed from the library website.

Director Wolf stated that there were errors in the virtual statistics, specifically how they were entered in 2017. This is being looked into and we expected a corrected report next month.

IV. Liaisons to Other Organizations – Reports

RAILS: Director Wolf had nothing to report.

Winnetka Village: Trustee Anwar had nothing to report.

Winnetka Plan Commission: Trustee McCarthy had nothing to report.

Northfield Village: Trustee Neustadt stated that there were still discussions regarding a multi-unit development on Winnetka Road. There may also be plans to expand the tennis courts at New Trier.

V. Public Comments

Winnetka resident, Jeffrey Liss, stated that there will only be about 62 units in the TIF district. Jeffrey wanted the Board to ensure that the Library is protected for the increase in cost of living regarding the units in the possible TIF district.

Winnetka resident, Jeanne Beckman, questioned how the A frame shelving met accessibility standards. Director Wolf stated that the A-frame shelving units met the American Library Association standards of accessibility.

Ms. Beckman also recommended that the Winnetka Library have a ramp to the front door on the side of Green Bay Road. She also recommended that desk lamps be available at the tables.

Winnetka Resident, Nancy Fox, questioned what would happen in the Lloyd Room during the renovation. Director Wolf responded that the ceiling will be abated, and new lighting and carpeting will be installed. A new monitor for presentations will be installed. The closets will be pushed back and the ledge near the fire place will be pulled back.

Toby Nicholson sent an email to President Johnson asking if there was any way to add an audio loop to the Lloyd Room. Director Wolf is in discussion with a consultant to see what hearing accessibility options there are for the Lloyd Room.

VI. Vote to Approve Consent Agenda*

- Vote to Approve Minutes of November 20th, 2017 Regular Meeting
- Vote to Approve Minutes of December 18th, 2017 Regular Minutes

President Johnson pointed out a wording error in the minutes of December 18th, 2017 Regular Minutes.

A MOTION was made by Trustee Shoup to approve the November 20th, 2017 Regular Minutes and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

A MOTION was made by Trustee Anwar to approve the December 18th, 2017 Regular Minutes and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VII. Financial Report

Director Wolf stated that tax revenues for the second portion of the year will be coming soon.

President Johnson questioned why the personnel line was under budget. Director Wolf stated that there are unfilled positions. In addition, job descriptions will be updated for circulation staff with the new requirements of the combined desk.

A MOTION was made by Trustee Anwar to approve the December 2017 Financial Statements and seconded by Trustee McCarthy.

The MOTION passed on a voice vote.

VIII. Unfinished Business

- *Update regarding Winnetka Main Floor Renovation*

Director Wolf presented fabrics to the Board.

Trustee Shoup asked whether the cinder block wall on the mezzanine could be covered with acoustic material or painted. Director Wolf stated that a painting may go on the mezzanine and she believes that the cinderblock will be covered in acoustic material.

Sarah Quish, Head of Communications and Marketing, presented the different channels of communication that the Library is using for the renovation. Posters, signs, tabletop towers, bookmarks, fliers, banners, eblasts, social media, website, and library screens will be used to advertise the process of the renovation and the Winnetka Library closure.

Director Wolf stated that new materials will be kept live for holds. All other materials the Winnetka Library will be shadowed from the public catalog system, as they will not be able to be accessed for the full time of closure.

IX. Communications

Director Wolf announced the following:

- The Board will have a Study Session on February 5th at the Northfield Branch Library Community Room.
- The Board will have a Regular Board Meeting on February 19th at the Northfield Branch Library Community Room.

X. Public Comments

Winnetka resident Nancy Fox stated that she used to come to the Winnetka Library for the periodical room and liked that the Board was considering putting popular magazines in the Quiet Room as well as newspapers.

Winnetka resident Jeanne Beckman showed concern about larger winged chairs facing the windows in the Quiet Room and that the bar seating in the mezzanine is not accessible to people in wheelchairs.

President Johnson stated to the board that we have several types of seating that are accessible and the furniture is designed to have a flexible set up. President Johnson also stated that the direction of the furniture is to be multi-generational allowing different groups of people access to the same space.

Winnetka resident Jeffrey Liss stated that he likes the Library to be a lively space, the wall color palette seems too gloomy.

XI. 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 7:59 p.m.

Respectfully submitted,

Katie Cangelosi
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District
Library Fund - Cash
 July 2017 - June 2018
 January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	
Revenues					
Total 0004000 Property Taxes Collections	\$ 3,636,694	\$ 2,121,405	\$ 2,536,697	69.8%	\$ 415,292
Total 0004500 Interest	\$ 30,000	\$ 17,500	\$ 42,653	142.2%	\$ 25,153
1004040 Replacement Tax	\$ 25,000	\$ 14,583	\$ 10,179	40.7%	\$ (4,404)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 8,229	\$ -	0.0%	\$ (8,229)
1004060 Kenilworth Services	\$ 90,000	\$ 52,500	\$ 51,662	57.4%	\$ (838)
Total 1004100 Fines	\$ 40,000	\$ 23,333	\$ 17,635	44.1%	\$ (5,699)
1004120 Studio Fees	\$ 4,500	\$ 2,625	\$ 1,710	38.0%	\$ (915)
Total 1004150 Lost/Damaged Materials	\$ 5,000	\$ 2,917	\$ 2,059	41.2%	\$ (858)
Total 1004300 Copy/Printing	\$ 9,000	\$ 5,250	\$ 5,140	57.1%	\$ (110)
Total 1004700 Book Sales	\$ 2,000	\$ 1,167	\$ 538	26.9%	\$ (629)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 1,130		\$ 1,130
Total 1004800 Contributions	\$ 32,500	\$ 18,958	\$ 2,830	8.7%	\$ (16,129)
Total Revenues	\$ 3,888,801	\$ 2,268,467	\$ 2,672,232	68.7%	\$ 403,764
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	\$ 171,000	\$ 99,750	\$ 70,680	41.3%	\$ 29,070
Total 1005000 Administrative Services	\$ 308,400	\$ 179,900	\$ 256,249	83.1%	\$ (76,349)
Total 1005100 Personnel	\$ 1,992,210	\$ 1,162,123	\$ 1,015,104	51.0%	\$ 147,018
Total 1005900 Programming-District Initiative	\$ 72,100	\$ 42,058	\$ 25,269	35.0%	\$ 16,789
Total 1015300 Adult Services - Winnetka	\$ 436,000	\$ 254,333	\$ 319,300	73.2%	\$ (64,966)
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900	\$ 32,608	\$ 32,366	57.9%	\$ 242
Total 1025300 Adult Services - Northfield	\$ 65,000	\$ 37,917	\$ 36,592	56.3%	\$ 1,325
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000	\$ 17,500	\$ 20,666	68.9%	\$ (3,166)
Total 1035800 Capital Outlay	\$ 1,985,000	\$ 1,157,917	\$ 119,756	6.0%	\$ 1,038,161
Total 1000000 Fund 10 General Expenses	\$ 5,115,610	\$ 2,984,106	\$ 1,895,983	37.1%	\$ 1,088,123
Total Revenues	\$ 3,888,801	\$ 2,268,467	\$ 2,672,232	68.7%	\$ 403,764
Total Expenses	\$ 5,115,610	\$ 2,984,106	\$ 1,895,983	37.1%	\$ 1,088,123
Net Operating Income	\$ (1,226,809)	\$ (715,639)	\$ 776,249	-63.3%	\$ 1,491,888
Other Funds:					
5005100 Fund 50 Audit	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	88.7%	\$ (2,942)
2005100 Fund 30 IMRF	\$ 135,000	\$ 78,750	\$ 79,952	59.2%	\$ 1,202
3005100 Fund 30 FICA	\$ 135,000	\$ 78,750	\$ 67,782	50.2%	\$ (10,968)
4005100 Fund 40 Liability	\$ 36,040	\$ 21,023	\$ 23,422	65.0%	\$ 2,398
70050000 Fund 79 Building/Equipment	\$ 301,807	\$ 176,054	\$ 147,900	49.0%	\$ (28,154)
70050000 Fund Unemployment	\$ 1,000	\$ 583	\$ 0	0.0%	\$ (583)

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

July - November, 2017
January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	3,636,694.00	2,121,404.83	2,536,696.50	70%	415,291.67
Total 0004000 Property Taxes Collections	\$ 3,636,694.00	\$ 2,121,404.83	\$ 2,536,696.50	70%	415,291.67
0004500 Interest	30,000.00				-
0004501 Checking Interest Income			23.54		
1004501 Checking Interest Income-GF			243.07		
Total 0004501 Checking Interest Income	\$ 0.00		\$ 266.61		
1004525 FT Money Market-Interest			790.58		
1004595 FT Investment Interest Income			41,596.10		
Total 0004500 Interest	\$ 30,000.00	\$ 17,500.00	\$ 42,653.29	142%	25,153.29
1004040 Replacement Tax	25,000.00	14,583.33	10,178.87	41%	(4,404.46)
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	13,477.00	7,861.58		0%	-
1004052 Per Capita Grant-KNK	630.00	367.50		0%	-
Total 1004050 Per Capita Grant	\$ 14,107.00	\$ 8,229.08	\$ 0.00	0%	(8,229.08)
1004060 Kenilworth Services	90,000.00	52,500.00	51,662.00	57%	(838.00)
1004100 Fines	40,000.00				-
1014100 Fines - Winnetka			13,847.50		
1024100 Fines - Northfield			3,787.21		
Total 1004100 Fines	\$ 40,000.00	\$ 23,333.33	\$ 17,634.71	44%	(5,698.62)
1004120 Studio Fees	4,500.00	2,625.00	1,709.91	38%	(915.09)
1004150 Lost/Damaged Materials	5,000.00				-
1014150 Lost/Damaged Mat.-Winnetka			1,796.03		
1024150 Lost/Damaged Mat.-Northfield			262.60		
Total 1004150 Lost/Damaged Materials	\$ 5,000.00	\$ 2,916.67	\$ 2,058.63	41%	(858.04)
1004300 Copy/Printing	9,000.00				-
1014300 Copy/Printing - Winnetka			4,177.81		
1024300 Copy/Printing - Northfield			962.10		
Total 1004300 Copy/Printing	\$ 9,000.00	\$ 5,250.00	\$ 5,139.91	57%	(110.09)
1004700 Book Sales	2,000.00				-
1014700 Book Sales - Winnetka			537.91		
Total 1004700 Book Sales	\$ 2,000.00	\$ 1,166.67	\$ 537.91	27%	(628.76)
1004775 Miscellaneous Revenue			1,130.19		1,130.19
1004800 Contributions					
1004880 Gift Fund (over \$100)	2,500.00	1,458.33	100.40	4%	(1,357.93)
1004885 Gift Fund (under \$100)			189.56	0%	189.56
1004895 Friends Donations	30,000.00	17,500.00	2,539.86	8%	(14,960.14)
Total 1004800 Contributions	\$ 32,500.00	\$ 18,958.33	\$ 2,829.82	9%	(16,128.51)
Total Income	\$ 3,888,801.00	\$ 2,268,467.25	\$ 2,672,231.74	69%	403,764.49
Gross Profit	\$ 3,888,801.00	\$ 2,268,467.25	\$ 2,672,231.74	69%	403,764.49
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS Operating	69,000.00	40,250.00	40,865.48	59%	615.48
1005133 OCLC	11,000.00	6,416.67	1,791.72	16%	(4,624.95)
1005134 Software	31,000.00	18,083.33	5,912.07	19%	(12,171.26)
1005135 LAN Management	56,100.00	32,725.00	18,765.00	33%	(13,960.00)
1005136 Hardware	1,900.00	1,108.33	1,736.23	91%	627.90
1005177 Technology/Website	2,000.00	1,166.67	1,274.95	64%	108.28
1005211 Tablets/Portable Devices			334.99	0%	334.99
Total 10.5100 IT Services	\$ 171,000.00	\$ 99,750.00	\$ 70,680.44	41%	(29,069.56)
1005000 Administrative Services					
1005120 Library Supplies	30,000.00	17,500.00	30,714.16	102%	13,214.16
1005121 Office Supplies	8,000.00	4,666.67	4,845.40	61%	178.73
1005122 Breakroom Supplies	1,500.00	875.00	948.07	63%	73.07
1005123 Postage	6,000.00	3,500.00	2,838.64	47%	(661.36)

	Budget 2017-18		Actual Jan 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	
1005124 Hospitality	6,000.00	3,500.00	529.62	9%	(2,970.38)
1005131 Accounting and Bookkeeping	14,500.00	8,458.33	9,337.30	64%	878.97
1005137 Legal Notices	1,500.00	875.00	234.69	16%	(640.31)
1005138 Delivery Service	7,700.00	4,491.67	4,356.00	57%	(135.67)
1005140 Payroll Services	8,000.00	4,666.67	4,602.96	58%	(63.71)
1005170 Utilities					
1005171 Electricity					
1015171 Electricity - Winnetka	45,000.00		22,235.93		
1025171 Electricity - Northfield			4,566.60		
Total 1005171 Electricity	\$ 45,000.00	26,250.00	\$ 26,802.53	60%	552.53
1005172 Water					
1015172 Water - Winnetka	4,500.00		1,749.37		
1025172 Water - Northfield			509.20		
Total 1005172 Water	\$ 4,500.00	\$ 2,625.00	\$ 2,258.57	50%	(366.43)
1005173 Storm Sewer	1,800.00				-
1015173 Storm Sewer - Winnetka			923.25		
Total 1005173 Storm Sewer	\$ 1,800.00	\$ 1,050.00	\$ 923.25	51%	(126.75)
1005174 Natural Gas	11,000.00				-
1015174 Natural Gas - Winnetka			1,897.37		
1025174 Natural Gas - Northfield			1,391.25		
Total 1005174 Natural Gas	\$ 11,000.00	\$ 6,416.67	\$ 3,288.62	30%	(3,128.05)
1005175 Telephone	8,750.00				-
1015175 Telephone - Winnetka			6,145.33		
Total 1005175 Telephone	\$ 8,750.00	\$ 5,104.17	\$ 6,145.33	70%	1,041.16
1005176 Internet Services	16,000.00	9,333.33	10,486.68	66%	1,153.35
Total 1005170 Utilities	\$ 87,050.00	\$ 50,779.17	\$ 49,904.98	57%	0.57
1005700 Public Relations					
1005720 PR E-Marketing	1,500.00	875.00	126.40	8%	(748.60)
1005721 PR Promotional	6,000.00	3,500.00		0%	(3,500.00)
1005722 PR Source	25,000.00	14,583.33	5,565.13	22%	(9,018.20)
1005723 PR Supplies	8,000.00	4,666.67	1,493.22	19%	(3,173.45)
1005724 PR Advertising	3,500.00	2,041.67	321.99	9%	(1,719.68)
Total 1005700 Public Relations	\$ 44,000.00	\$ 25,666.67	\$ 7,506.74	17%	\$ (18,159.93)
1005719 Board Expenses	1,000.00	583.33		0%	(583.33)
1005731 Memberships	6,500.00	3,791.67	1,882.95	29%	(1,908.72)
1005732 Staff Meetings	5,000.00	2,916.67	546.29	11%	(2,370.38)
1005735 Director's Expenses	1,000.00	583.33	141.49	14%	(441.84)
1005736 Legal	15,000.00	8,750.00	2,415.00	16%	(6,335.00)
1005741 Architects		0.00	101,081.47		101,081.47
1005742 Building Appraisal	500.00	291.67		0%	(291.67)
1005743 Other Consultations	65,000.00	37,916.67	30,933.75	48%	(6,982.92)
1005744 Investment Fees	150.00	87.50	3,429.44	2286%	3,341.94
Total 1005000 Administrative Services	\$ 308,400.00	\$ 179,900.00	\$ 256,248.95	83%	76,348.95
1005100 Personnel					
1005110 Salaries	1,817,210.00	1,060,039.17	907,350.82	50%	(152,688.35)
1005111 Health Insurance	150,000.00	87,500.00	99,639.27	66%	12,139.27
1005112 Flu Vaccination	500.00	291.67		0%	(291.67)
1005113 Employee Asst. Program	1,500.00	875.00	480.00	32%	(395.00)
1005114 Conferences	20,000.00	11,666.67	7,461.48	37%	(4,205.19)
1005115 Flexible Spending Account	3,000.00	1,750.00	172.50	6%	(1,577.50)
Total 1005100 Personnel	\$ 1,992,210.00	\$ 1,162,122.50	\$ 1,015,104.07	51%	(147,018.43)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100.00	6,475.00	2,235.75	20%	(4,239.25)
1005716 OBTV	17,000.00	9,916.67	11,639.89	68%	1,723.22
1005907 Programming - Youth	14,000.00	8,166.67		0%	(8,166.67)
1005908 Programming - Adult	20,000.00	11,666.67	600.00	3%	(11,066.67)
1005910 Programming - Studio	2,500.00	1,458.33	-12.95	-1%	(1,471.28)
1005913 Studio General Supplies	7,500.00	4,375.00	10,806.72	144%	6,431.72
Total 1005900 Programming-District Initiative	\$ 72,100.00	\$ 42,058.33	\$ 25,269.41	35%	0.35
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000.00	32,083.33	22,853.67	42%	(9,229.66)
1015341 Books-Non-Fiction	65,000.00	37,916.67	31,054.71	48%	(6,861.96)

	Budget 2017-18		Actual Jan 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	
1015342 Periodicals	24,000.00	14,000.00	16,029.98	67%	2,029.98
1015343 DVDs	37,000.00	21,583.33	21,800.55	59%	217.22
1015344 Audio Books	25,000.00	14,583.33	19,147.40	77%	4,564.07
1015345 Books-Digital	140,000.00	81,666.67	102,781.23	73%	21,114.56
1015346 Online Database	90,000.00	52,500.00	101,203.71	112%	48,703.71
1015360 Program Supplies		0.00	481.54		481.54
1015361 Program Performers Fees		0.00	3,947.03		3,947.03
Total 1015300 Adult Services - Winnetka	\$ 436,000.00	\$ 254,333.33	\$ 319,299.82	73%	0.73
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500.00	6,125.00	4,946.08	47%	(1,178.92)
1015441 Books-Non-Fiction, Easy, & JH					-
101544E Books-Easy	12,000.00	7,000.00	6,151.68	51%	(848.32)
101544J Books-Jr. High	6,000.00	3,500.00	3,258.75	54%	(241.25)
101544N Books-Non Fiction	12,000.00	7,000.00	3,146.62	26%	(3,853.38)
Total 1015441 Books-Non-Fiction, Easy, & JH	\$ 30,000.00	\$ 17,500.00	\$ 12,557.05	42%	(6,121.87)
1015443 DVDs	8,000.00	4,666.67	4,341.81	54%	(324.86)
1015444 Audio Books	7,000.00	4,083.33	4,342.96	62%	259.63
1015445 Music	400.00	233.33	141.34	35%	(91.99)
1015446 Juvenile Non-Fiction		0.00	250.61		250.61
1015460 Program Supplies		0.00	1,984.26		1,984.26
1015461 Program Performers Fee		0.00	3,802.00		3,802.00
Total 1015400 Youth/Children's Svcs.-Winnetka	\$ 55,900.00	\$ 32,608.33	\$ 32,366.11	58%	5,879.65
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000.00	14,000.00	10,326.98	43%	(3,673.02)
1025341 Books-Non-Fiction-Adult	12,000.00	7,000.00	5,071.70	42%	(1,928.30)
1025342 Periodicals	4,000.00	2,333.33	3,236.22	81%	902.89
1025343 DVDs-Adult	16,000.00	9,333.33	8,872.24	55%	(461.09)
1025344 Audio Books-Adult	9,000.00	5,250.00	6,468.98	72%	1,218.98
1025360 Program Supplies		0.00	650.87		650.87
1025361 Program Performers Fees		0.00	1,965.00		1,965.00
Total 1025300 Adult Services - Northfield	\$ 65,000.00	\$ 37,916.67	\$ 36,591.99	56%	(1,324.68)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	5,500.00	3,208.33	3,168.14	58%	(40.19)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000.00	2,916.67	2,391.07	48%	(525.60)
102544J Books-Jr. High	4,500.00	2,625.00	2,052.22	46%	(572.78)
102544N Books-Non Fiction	5,000.00	2,916.67	3,068.62	61%	151.95
Total 1025441 Books-Non-Fiction, Easy, & JH	\$ 14,500.00	\$ 8,458.33	\$ 7,511.91	52%	(946.42)
1025443 DVDs-Juv	4,500.00	2,625.00	2,235.03	50%	(389.97)
1025444 Audio Books-Juv	5,000.00	2,916.67	2,234.60	45%	(682.07)
1025445 Music - Juv	500.00	291.67	77.34	15%	(214.33)
1025460 Program Supplies			1,539.73		1,539.73
1025461 Program Performers Fees			3,899.44		3,899.44
Total 1025400 Youth/Children's Sv.-Northfield	\$ 30,000.00	\$ 17,500.00	\$ 20,666.19	69%	3,166.19
1035800 Capital Outlay					
1005882 Building	155,000.00	90,416.67		0%	(90,416.67)
1005884 Equipment/Furniture	1,700,000.00	991,666.67	28,735.90	2%	(962,930.77)
1005885 Computer Equipment	130,000.00	75,833.33	91,019.76	70%	15,186.43
Total 1035800 Capital Outlay	\$ 1,985,000.00	\$ 1,157,916.67	\$ 119,755.66	6%	(1,038,161.01)
Total 1000000 Fund 10 General Expenses	\$ 5,115,610.00	\$ 2,984,105.83	\$ 1,895,982.64	37%	(1,088,123.19)
Total Expenses	\$ 5,115,610.00	\$ 2,984,105.83	\$ 1,895,982.64	37%	(1,088,123.19)
Net Operating Income	-\$ 1,226,809.00	-\$ 715,638.58	\$ 776,249.10	-63%	1,491,887.68
Net Income	-\$ 1,226,809.00	-\$ 715,638.58	\$ 776,249.10	-63%	1,491,887.68

Winnetka-Northfield Public Library District
Building Fund
July - November, 2017
January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		Variance vs. Prorated Budget
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	
Income					
0004000 Property Taxes Collections					
7004000 BEF-Property Taxes	144,343.00	84,200.08	100,683.22	70%	16,483.14
Total 0004000 Property Taxes Collections	\$ 144,343.00	\$ 84,200.08	\$ 100,683.22	70%	\$ 16,483.14
Total Income	\$ 144,343.00	\$ 84,200.08	\$ 100,683.22	70%	\$ 16,483.14
Expenses					
7005000 Fund 70 Building/Equipment					
7005725 Janitorial Supplies	8,500.00	4,958.33	4,556.95	54%	(401.38)
7005732 Snow Removal	8,500.00	4,958.33	1,796.00	21%	(3,162.33)
7005735 Photocopier Leases	40,000.00	23,333.33	22,445.79	56%	(887.54)
7005736 Phone Lease	9,600.00	5,600.00	5,599.86	58%	(0.14)
7005737 Building Maintenance Service	109,794.00	64,046.50	61,862.50	56%	(2,184.00)
7005738 Elevators	8,000.00	4,666.67	3,428.62	43%	(1,238.05)
7005739 Landscaping	15,000.00	8,750.00	6,110.51	41%	(2,639.49)
7005752 HVAC	12,000.00	7,000.00		0%	(7,000.00)
7005755 Automatic Doors	3,500.00	2,041.67	3,008.98	86%	967.31
7005756 Roof	600.00	350.00	318.00	53%	(32.00)
7005758 Alarms	2,750.00	1,604.17	1,272.30	46%	(331.87)
7005782 Equipment	4,000.00	2,333.33	368.20	9%	(1,965.13)
7005799 Misc Services	16,000.00	9,333.33	809.95	5%	(8,523.38)
7025159 Northfield Lease	63,563.00	37,078.42	36,322.09	57%	(756.33)
Total 7005000 Fund 70 Building/Equipment	\$ 301,807.00	\$ 176,054.08	\$ 147,899.75	49%	-\$ 28,154.33
Total Expenses	\$ 301,807.00	\$ 176,054.08	\$ 147,899.75	49%	-\$ 28,154.33
Net Operating Income	-\$ 157,464.00	-\$ 91,854.00	-\$ 47,216.53	30%	\$ 28,155.03
Net Income	-\$ 157,464.00	-\$ 91,854.00	-\$ 47,216.53	30%	\$ 28,155.03

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - November, 2017
 January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
3004000 FF-Property Taxes	20,620.00	12,028.33	14,383.11	70%	2,354.78
Total 0004000 Property Taxes Collections	\$ 20,620.00	\$ 12,028.33	\$ 14,383.11	70%	2,354.78
Total Income	\$ 20,620.00	\$ 12,028.33	\$ 14,383.11	70%	2,354.78
Gross Profit	\$ 20,620.00	\$ 12,028.33	\$ 14,383.11	70%	2,354.78
Expenses					
3005100 Fund 30 FICA					
3005114 FICA-Payroll	135,000.00	78,750.00	67,781.94	50%	(10,968.06)
Total 3005100 Fund 30 FICA	\$ 135,000.00	\$ 78,750.00	\$ 67,781.94	50%	(10,968.06)
Total Expenses	\$ 135,000.00	\$ 78,750.00	\$ 67,781.94	50%	-\$ 10,968.06
Net Operating Income	-\$ 114,380.00	-\$ 66,721.67	-\$ 53,398.83	47%	\$ 13,322.84
Net Income	-\$ 114,380.00	-\$ 66,721.67	-\$ 53,398.83	47%	\$ 13,322.84

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

July - November, 2017

January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
2004000 IF-Property Taxes	88,104.00	51,394.00	61,455.54	70%	10,061.54
Total 0004000 Property Taxes Collections	\$ 88,104.00	\$ 51,394.00	\$ 61,455.54	70%	\$ 10,061.54
Total Income	\$ 88,104.00	\$ 51,394.00	\$ 61,455.54	70%	\$ 10,061.54
Gross Profit	\$ 88,104.00	\$ 51,394.00	\$ 61,455.54	70%	\$ 10,061.54
Expenses					
2005100 Fund 20 IMRF Expenses					
2005113 IMRF-Payroll	135,000.00	78,750.00	79,951.51	59%	1,201.51
Total 2005100 Fund 20 IMRF Expenses	\$ 135,000.00	\$ 78,750.00	\$ 79,951.51	59%	1,201.51
Total Expenses	\$ 135,000.00	\$ 78,750.00	\$ 79,951.51	59%	1,201.51
Net Operating Income	-\$ 46,896.00	-\$ 27,356.00	-\$ 18,495.97	39%	\$ 8,860.03
Net Income	-\$ 46,896.00	-\$ 27,356.00	-\$ 18,495.97	39%	\$ 8,860.03

Winnetka-Northfield Public Library District
Audit Fund
July - November, 2017
January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
5004000 AF-Property Taxes	3,748.00	2,186.33	2,614.69	69.76%	428.36
Total 0004000 Property Taxes Collections	\$ 3,748.00	\$ 2,186.33	\$ 2,614.69	69.76%	\$ 428.36
Total Income	\$ 3,748.00	\$ 2,186.33	\$ 2,614.69	69.76%	\$ 428.36
Gross Profit	\$ 3,748.00	\$ 2,186.33	\$ 2,614.69	69.76%	\$ 428.36
Expenses					
5005100 Fund 50 Audit					
5005101 Audit	9,700.00	5,658.33	8,600.00	88.66%	2,941.67
Total 5005100 Fund 50 Audit	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	88.66%	\$ 2,941.67
Total Expenses	\$ 9,700.00	\$ 5,658.33	\$ 8,600.00	88.66%	\$ 2,941.67
Net Operating Income	-\$ 5,952.00	-\$ 3,472.00	-\$ 5,985.31	100.56%	-\$ 2,513.31
Net Income	-\$ 5,952.00	-\$ 3,472.00	-\$ 5,985.31	100.56%	-\$ 2,513.31

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

July - November, 2017

January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	Variance vs. Prorated Budget
Income					
0004000 Property Taxes Collections					
4004000 LF-Property Taxes	14,996.00	8,747.67	10,460.07	70%	1,712.40
Total 0004000 Property Taxes Collections	\$ 14,996.00	\$ 8,747.67	\$ 10,460.07	70%	\$ 1,712.40
Total Income	\$ 14,996.00	\$ 8,747.67	\$ 10,460.07	70%	1,712.40
Gross Profit	\$ 14,996.00	\$ 8,747.67	\$ 10,460.07	70%	1,712.40
Expenses					
4005100 Fund 40 Liability	36,040.00	21,023.33			
4005101 D & O			5,906.00		
4005103 Workers Comp			-43.00		
4005104 Insurance Package			17,558.67		
Total 4005100 Fund 40 Liability	\$ 36,040.00	\$ 21,023.33	\$ 23,421.67	65%	2,398.34
Total Expenses	\$ 36,040.00	\$ 21,023.33	\$ 23,421.67	65%	2,398.34
Net Operating Income	-\$ 21,044.00	-\$ 12,275.67	-\$ 12,961.60	62%	(685.93)
Net Income	-\$ 21,044.00	-\$ 12,275.67	-\$ 12,961.60	62%	(685.93)

Winnetka-Northfield Public Library District
Budget vs. Actuals: 2018 Budget - FY18 P&L
 July - November, 2017
 January 2018 - 58%

	Budget 2017-18		Actual Jan 2018		
	Full Year	Prorated Through Jan 2018	Jan 2018	% of Budget	Variance vs. Prorated Budget
Income					
Total Income				0%	
Gross Profit	\$ 0.00	\$ 0.00	\$ 0.00	0%	
Expenses					
6005100 Unemployment	1,000.00	583.33		0%	(583.33)
Total Expenses	\$ 1,000.00	\$ 583.33	\$ 0.00	0%	(583.33)
Net Operating Income	-\$ 1,000.00	-\$ 583.33	\$ 0.00	0%	(583.33)
Net Income	-\$ 1,000.00	-\$ 583.33	\$ 0.00	0%	(583.33)

Winnetka-Northfield Public Library District

CHECK DETAIL

January 2018

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001025 Business Invest Money Mkt-FT						
01/31/2018	Check	SVCCHRG		Service Charge	R	-15.00
						15.00
0001001 Operating Checking - FT						
01/02/2018	Bill Payment (Check)	DD	GREAT AMERICA FINANCIAL SERVICES		C	-799.98
						-799.98
01/02/2018	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-544.57
						-544.57
01/02/2018	Bill Payment (Check)	DD	NICOR			-182.68
						-182.68
01/05/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-27,066.80
						-27,066.80
01/08/2018	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-551.85
						-551.85
01/08/2018	Bill Payment (Check)	ACH	ROTARY CLUB OF WINNETKA-NORTHFIELD		C	-255.00
						-255.00
01/08/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.		C	-20.29
						-20.29
01/08/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-752.79
						-752.79
01/12/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-3,086.06
						-3,086.06
01/12/2018	Bill Payment (Check)	2210	Product Architecture and Design			-4,300.66
						-4,300.66
01/12/2018	Bill Payment (Check)	2211	Wayne Endre Contracting, Inc.		C	-950.00
						-950.00
01/12/2018	Bill Payment (Check)	2213	Haines & Company		C	-463.50
						-463.50
01/12/2018	Bill Payment (Check)	2214	Grainger		C	-124.04

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-124.04
01/12/2018	Bill Payment (Check)	2212	Zabinski Consulting Services, Inc,		C	-1,250.00
						-1,250.00
01/12/2018	Bill Payment (Check)	2216	College of Lake County		C	-29.95
						-29.95
01/15/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-15.99
						-15.99
01/16/2018	Bill Payment (Check)	ACH	WT. Cox Subscriptions, Inc.		C	-165.20
						-165.20
01/16/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,409.41
						-1,409.41
01/16/2018	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00
						-100.00
01/16/2018	Bill Payment (Check)	DD	COMCAST			-254.85
						-254.85
01/16/2018	Bill Payment (Check)	DD	VILLAGE OF NORTHFIELD		C	-98.80
						-98.80
01/16/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.			-3,360.02
						-3,360.02
01/16/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-174.33
						-174.33
01/16/2018	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-22.50
						-22.50
01/16/2018	Bill Payment (Check)	ACH	22ND CENTURY MEDIA, LLC		C	-168.29
						-168.29
01/16/2018	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70
						-394.70
01/16/2018	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-893.71
						-893.71
01/16/2018	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-760.72
						-760.72
01/16/2018	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-630.00
						-630.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/16/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-59.98 -59.98
01/16/2018	Bill Payment (Check)	ACH	ROTARY CLUB OF WINNETKA-NORTHFIELD		C	-255.00 -255.00
01/16/2018	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-11.88 -11.88
01/18/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-904.92 -904.92
01/18/2018	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00 -100.00
01/19/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,794.17 -1,794.17
01/19/2018	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,477.82 -2,477.82
01/19/2018	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.			-8,837.50 -8,837.50
01/19/2018	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION			-2,458.75 -2,458.75
01/19/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.			-1,693.70 -1,693.70
01/19/2018	Bill Payment (Check)	ACH	VILLAGE OF NORTHFIELD			-5,188.87 -5,188.87
01/19/2018	Bill Payment (Check)	ACH	3 Points, LLC			-2,227.00 -2,227.00
01/19/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-3,202.39 -3,202.39
01/19/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR			-4,475.08 -4,475.08
01/19/2018	Bill Payment (Check)	2217	John Kipley Wentz		C	-325.00 -325.00
01/19/2018	Bill Payment (Check)	2218	Karen J. Jared			-50.00 -50.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/19/2018	Bill Payment (Check)	2219	Caitlin Meade		C	-250.00 -250.00
01/19/2018	Bill Payment (Check)	2221	Grainger		C	-77.54 -77.54
01/19/2018	Bill Payment (Check)	2220	Midwest Environmental Consulting Service			-2,595.00 -2,595.00
01/19/2018	Bill Payment (Check)	2222	Jeannine Vender		C	-13.00 -13.00
01/22/2018	Bill Payment (Check)	DD	CALL ONE		C	-0.55 -0.55
01/23/2018	Bill Payment (Check)	ACH	AQUA COOLERS		C	-306.00 -306.00
01/23/2018	Bill Payment (Check)	ACH	NEWEGG BUSINESS, INC.		C	-46.98 -46.98
01/23/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-445.43 -445.43
01/23/2018	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-665.00 -665.00
01/23/2018	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-556.91 -556.91
01/26/2018	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-4,803.47 -4,803.47
01/26/2018	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-13,516.73 -13,516.73
01/26/2018	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER SERVICES		C	-5,710.66 -5,710.66
01/26/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,009.34 -2,009.34
01/26/2018	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-1,901.72 -1,901.72
01/26/2018	Bill Payment (Check)	2207	QUILL CORPORATION			-283.44 -283.44

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/26/2018	Bill Payment (Check)	2223	VILLAGE OF NORTHFIELD			-12,877.00 -12,877.00
01/26/2018	Bill Payment (Check)	2225	The Book Stall		C	-156.00 -156.00
01/26/2018	Bill Payment (Check)	2224	Winnetka Public Schools			-200.00 -200.00
01/26/2018	Bill Payment (Check)	2226	Rochelle Pennington			-200.00 -200.00
01/29/2018	Bill Payment (Check)	DD	COMCAST			-237.85 -237.85
01/29/2018	Bill Payment (Check)	DD	COMED			-492.26 -492.26
01/29/2018	Bill Payment (Check)	DD	AT&T (Phone Service)			-426.01 -426.01
01/29/2018	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING			-48.73 -48.73
01/29/2018	Bill Payment (Check)	ACH	AMANDA GARRITY			-19.00 -19.00
01/29/2018	Bill Payment (Check)	ACH	NAOMI WOLFSON.			-12.64 -12.64
01/29/2018	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials		-1,131.83 -1,131.83

Financial Report

Income:

- Tax revenues for the second installment are starting to be received, we are currently at 70%. We should reach >90% by the end of February.

Expenditures:

- Library Administrative Services will continue to run high as fees for consultants such as architects are taking out of this fund.
- We have reserved the promotional budget for the grand opening promotion.
- We are spending on pace for physical collections, digital collection spending is running higher (as expected) best sellers and holds are being prioritized.

Building and Grounds

The asbestos abatement process has begun at the Winnetka library. The District did close on Friday, February 9th due to inclement weather.

Staff Training:

Circulation/Reference Desk Merge

Spearheaded by Librarian Jill Brasseur, the Adult Services Department began training the Circulation Department staff on common reference desk practices. Circulation staff members started by shadowing the reference desk staff. Librarians Jill, Nick Mall, and Steve Kline collaborated to train the Circulation staff the ins and outs of using LibCal, databases, Kanopy, CloudLibrary, Libby, and readers' advisory in a classroom setting as well to prepare for the combined desks.

Polaris Migration:

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

RFID

Naomi Wolfson, Head of Technical Services is leading the coordinated effort to install RFID throughout the District. Tagging has begun at the Northfield Branch Library and should be completed in February and tagging in Winnetka will begin in March. The self-check out stations will be installed in April to coincide with the new Polaris ILS launch.

Collection Development Improvements:

Digital Library Expansion

We went live with Kanopy on Monday, January 22. Kanopy is a movie streaming platform with access to thousands of classics, indie films, documentaries. Patrons can stream up to 5 films per month with their library card. There were 15 film checkouts in January.

We went live with StrictlyDigital, a readers' advisory survey built by Librarian Erin Collins and Adult and Administrative Associate Katie Cangelosi. After a cardholder submits the survey a librarian handpicks 3 titles they think the patron will love and check them out directly to their digital library. Since the soft launch on Monday, January 15, Adult Services has received and responded to 4 surveys with more expected after the service is featured in The Source.

Circulation Services

Statistics

Total circulation for the month of January FY 2017/2018 was **33,471** compared to **37,524** for the same month last year. This represents a net change of **-10.80 %**.

Winnetka Library's circulation for the month of January FY 2017/2018 was **19,522** compared to **23,243** for the same month last year.

This represents a net change of **-16.01 %**.

Northfield Library's circulation for the month of January FY 2017/2018 was **10,507** compared to **10,849** for the same month last year.

This represents a net change of **-3.15 %**.

Virtual Branch circulation for the month of January FY 2017/2018 was **3,442** compared to **3,432** for the same month last year.

This represents a net change of **0.29 %**.

Cumulative circulation through January FY 2017/2018 is **254,145** compared to **256,837** for the previous fiscal year to date.

This represents a net change of **-1.05 %**.

	Books	Audio	Video	Grand Total
Initial Totals	80,315	5,798	11,509	97,622
January - Adds	1,092	113	299	1,504
January - W/D	1,253	56	233	1,542
January End Total	80,154	5,855	11,575	97,584

Technology

Computer Usage

There were 1,094 public computer sessions in the month of January at Winnetka with 37% of those occurring on library laptops. There were 657 public computer sessions at Northfield with 9 percent of those occurring on laptops.

We have implemented a new method of tracking the Youth Services Chromebook usage which should be effective as of March report (as there will be no use of these machines in February). The partial results for January (January 20-28) had a total of 21 uses. Based on this I would estimate January use somewhere around 80.

Winnetka had 4,833 hotspot sessions from 2,146 distinct devices. The average session time was 38 minutes. These sessions used a total of about 462 GB of downstream bandwidth and about 83 GB of upstream bandwidth.

Northfield had 5,613 hotspot sessions from 910 distinct devices. The average session time was 33 minutes. These sessions used a total of about 250 GB of downstream bandwidth and about 22 GB of upstream bandwidth.

We had 10,959 web sessions with 6,165 website users as counted by Google Analytics. The sessions number is down from last year's 11,209 sessions, and the unique visitors count is down from last year's 6,090 unique users.

Website: Most Visited Pages

Home Page

Movies

Digital Library

Hours and Locations

Databases and Research

Digital Library | eAudiobooks

Programs and Activities

One Book Two Villages:

This January we signed a contract with Jennifer Egan, winner of the Pulitzer Prize for her book, *A Visit from the Goon Squad*. Our One Book Two Villages selection is her most recent book and New York Times bestseller, *Manhattan Beach*. The Winnetka Community House is booked for our Thursday evening lecture on September 27th and the Happ Inn for the Friday luncheon on the 28th.

Program Attendance

Total District Program Attendance for the month of January FY 2017/2018 was **1,355** compared to **1,440** for the same month last year.

This represents a net change of **-5.90 %**

Cumulative District Program Attendance through January FY 2017/2018 is **9,699** compared to **9,366** for the same month last year.

This represents a net change of **3.56 %**

Adult Programs Held	Attendees	Youth Programs Held	Attendees
36	413	55	942

Programming Highlights

- ***Finals Study Space for Teens*** was attended by over **200** patrons (60 to 70 teens per night.) Teens took advantage of space for group study reserved just for them. Youth Services provided sandwiches to kick off this year's cram session, and the space remained open until 10 PM each night.
- ***Make Your Own LED Lamp*** was attended by **10** patrons. Librarian Steve Kline taught patrons to use Corel Draw to design and laser-engrave light-guiding acrylic, and then simple (safe!) wiring to hook up LED lights to make a customized lamp.
- ***Tales of Winter Wonder*** was attended by **44** patrons. Parents and kids celebrated winter with this interactive puppet and magic show.
- ***New Parents Club*** was attended by **18** patrons. New parents are invited to stay after storytime with Jeanine Breen for one-on-one reading, play, and networking. Staff from the Counseling Center of the North Shore were on hand to answer parenting questions.

Communications and Marketing

We are continuing our work on the multichannel external communication plan for the rollout of the renovation. Through this effort we aim to inform, engage & excite our patrons. This campaign will be ongoing until the project is completed. We look forward to planning a Grand Re-Opening event in the Summer to celebrate the new space with patrons & highlight the new ways the Library is here to serve them.

We were pleased with the cover story article in the Winnetka Talk featuring our renovation. We look forward to working with them for a follow-up piece when the project is finished.

The spring issue of *The Source* set to go to print February 7th. We are excited to announce our One Book Two Villages guest author Jennifer Egan on the cover.

Summary Report for January FY 2017/2018

Circulation Report

Winnetka Library/WNK Circulation

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	5,429	6,844	-20.68 %	45,001	46,330	-2.87 %	Books	6,430	7,943	-19.05 %	56,869	55,887	1.76 %
Book - Fiction	2,267	2,991	-24.21 %	21,487	22,163	-3.05 %	Book - Fiction	5,463	6,755	-19.13 %	50,019	49,517	1.01 %
Book - Nonfiction	3,162	3,853	-17.93 %	23,514	24,167	-2.70 %	Book - Nonfiction	967	1,188	-18.60 %	6,850	6,370	7.54 %
Audiobook - CD	404	539	-25.05 %	4,365	4,208	3.73 %	Audiobook - CD	71	51	39.22 %	578	508	13.78 %
Music CD	119	237	-49.79 %	822	1,405	-41.49 %	Music CD	30	61	-50.82 %	441	475	-7.16 %
Playaway	168	169	-0.59 %	1,481	1,448	2.28 %	Playaway	138	117	17.95 %	1,458	1,162	25.47 %
DVD	3,857	3,912	-1.41 %	24,802	24,202	2.48 %	DVD	991	1,371	-27.72 %	8,365	9,217	-9.24 %
Magazine	87	47	85.11 %	906	585	54.87 %	Magazine	-	3	-	2	7	-71.43 %
Other	38	49	-22.45 %	373	355	5.07 %	Other	54	112	-51.79 %	434	563	-22.91 %
Non-CCS ILL	21	112	-81.25 %	170	731	-76.74 %	Non-CCS ILL						
ILL Lender	1,685	1,676	0.54 %	10,256	10,574	-3.01 %	ILL Lender						
Total	11,808	13,585	-13.08 %	88,176	89,838	-1.85 %	Total	7,714	9,658	-20.13 %	68,147	67,819	0.48 %

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	596	661
Consortial Borrower Count	1,791	2,076

Winnetka Library's circulation for the month of January FY 2017/2018 was 19,522 compared to 23,243 for the same month last year. This represents a net change of -16.01 %.

Northfield Library/WBK

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,105	3,051	1.77 %	22,914	23,731	-3.44 %	Books	3,225	3,157	6.06 %	23,949	22,581	6.06 %
Book - Fiction	2,051	2,036	0.74 %	15,701	16,630	-5.59 %	Book - Fiction	2,664	2,702	-1.41 %	19,896	19,395	2.58 %
Book - Nonfiction	1,054	1,015	3.84 %	7,213	7,101	1.58 %	Book - Nonfiction	561	455	23.30 %	4,053	3,186	27.21 %
Audiobook - CD	349	343	1.75 %	2,558	2,522	1.43 %	Audiobook - CD	39	45	-13.33 %	272	276	-1.45 %
Music CD	44	85	-48.24 %	526	685	-23.21 %	Music CD	20	79	-74.68 %	321	480	-33.13 %
Playaway	30	37	-18.92 %	300	344	-12.79 %	Playaway	69	44	56.82 %	469	436	7.57 %
DVD	1,762	2,110	-16.49 %	12,614	13,143	-4.02 %	DVD	612	602	1.66 %	4,729	4,762	-0.69 %
Magazine	54	52	3.85 %	351	388	-9.54 %	Magazine	-	-	-	9	3	200.00 %
Other	16	20	-20.00 %	60	88	-31.82 %	Other	8	31	-74.19 %	77	176	-56.25 %
Non-CCS ILL	2	52	-96.15 %	75	241	-68.88 %	Non-CCS ILL						
ILL Lender	1,172	1,141	2.72 %	6,523	7,976	-18.22 %	ILL Lender						
Total	6,534	6,891	-5.18 %	45,921	49,118	-6.51 %	Total	3,973	3,958	0.38 %	29,826	28,714	3.87 %

Material	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	38	79
Consortial Borrower Count	1,423	1,419

Northfield Library's circulation for the month of January FY 2017/2018 was 10,507 compared to 10,849 for the same month last year. This represents a net change of -3.15 %.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
1,925	1,820	5.77 %	11,902	11,521	3.31 %	736	574	28.22 %	5,017	3,802	31.96 %	637	873	-27.03 %	4,191	5,000	-16.18 %

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 % +/-
95	88	7.95 %	514	578	-11.07 %	49	77	-36.36 %	451	447	0.89 %

Virtual Branch circulation for the month of January FY 2017/2018 was 3,442 compared to 3,432 for the same month last year. This represents a net change of 0.29 %.

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	8,534	9,895	-13.75 %	67,915	70,061	-3.06 %	Books	9,655	11,100	-13.02 %	80,818	78,468	2.99 %
Book - Fiction	4,318	5,027	-14.10 %	37,188	38,793	-4.14 %	Book - Fiction	8,127	9,457	-14.06 %	69,915	68,912	1.46 %
Book - Nonfiction	4,216	4,868	-13.39 %	30,727	31,268	-1.73 %	Book - Nonfiction	1,528	1,643	-7.00 %	10,903	9,556	14.10 %
Audiobook - CD	753	882	-14.63 %	6,923	6,730	2.87 %	Audiobook - CD	110	96	14.58 %	850	784	8.42 %
Music CD	163	322	-49.38 %	1,348	2,090	-35.50 %	Music CD	50	140	-64.29 %	762	955	-20.21 %
Playaway	198	206	-3.88 %	1,781	1,792	-0.61 %	Playaway	207	161	28.57 %	1,927	1,598	20.59 %
DVD	5,619	6,022	-6.69 %	37,416	37,345	0.19 %	DVD	1,603	1,973	-18.75 %	13,094	13,979	-6.33 %
Other	54	69	-21.74 %	433	443	-2.26 %	Other	62	143	-56.64 %	511	739	-30.85 %
ILL Lender	2,857	2,817	1.42 %	16,779	18,550	-9.55 %	ILL Lender						
Total	18,178	20,213	-10.07 %	132,595	137,011	-3.22 %	Total	11,687	13,613	-14.15 %	97,962	96,523	1.49 %

	Current mo. circ	Same Mo. Last Year
Kenilworth Circulation	634	740
Consortial Borrower Count	3,214	3,495

Total circulation for the month of January FY 2017/2018 was 33,471 compared to 37,524 for the same month last year. This represents a net change of -10.80 %.

Cumulative circulation through January FY 2017/2018 is 254,145 compared to 256,837 for the previous fiscal year to date. This represents a net change of -1.05 %.

Library Activity Report

Winnetka Library/WNK

Adult							Youth						
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
People Counter	11,541	12,961	-10.96 %	85,302	87,689	-2.72 %	People Counter						
Reference Questions	894	1,035	-13.62 %	6,779	7,264	-10.07 %	Reference Questions	541	695	-22.16 %	4,356	5,005	-12.97 %
WNK Holds	2,915	2,974	-1.98 %	18,474	18,498	-0.13 %	WNK Holds						
Website Usage	10,959	11,209	-2.23 %	71,823	75,511	-4.88 %	Website Usage (no. of sessions)						
Studio	266	265	0.38 %	1,959	1,357	44.36 %	Studio						
Genealogy	2	8	-75.00 %	30	35	-14.29 %	Genealogy						
Program Attendance	357	443	-19.41 %	1,900	1,785	6.44 %	Program Attendance	587	551	6.53 %	5,050	4,368	15.61 %

Total

Grand Total

11,541
1,435
2,915
10,959
266
2
944

Northfield Library/WBK

Adult							Youth							Total
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	6,916	7,120	-2.87 %	47,826	48,144	-0.66 %	People Counter							6,916
Reference Questions	1,058	1,001	5.69 %	6,974	6,773	2.97 %	Reference Questions	86	144	-40.28 %	726	1,034	-29.79 %	1,144
WBK Holds	1,800	1,914	-5.96 %	15,331	12,364	24.00 %	WBK Holds							1,800
Program Attendance	56	174	-67.82 %	625	1,109	-43.64 %	Program Attendance	355	272	30.51 %	2,124	2,104	0.95 %	411

Total District Program Attendance for the month of January FY 2017/2018 was 1,355 compared to 1,440 for the same month last year. This represents a net change of -5.90 %

Cumulative District Program Attendance through January FY 2017/2018 is 9,699 compared to 9,366 for the same month last year. This represents a net change of 3.56 %

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER):
 Winnetka-Northfield Library
 768 Oak Street
 Winnetka, IL 60093
 FROM (CONTRACTOR):
 Shales McNutt LLC
 425 Renner Drive
 Elgin, IL 60123
 CONTRACT FOR:

PROJECT:
 2018 Renovation Projects
 VIA (Architect):
 Product Architecture + Design
 811 Evergreen, Suite 405
 Chicago, IL 60642

APPLICATION NO. 1
 PERIOD TO: January 31, 2018
 ARCHITECT'S
 PROJECT NO
 CONTRACT DATE:



CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
TOTAL		
Approved this Month		
Number	Date Approved	
TOTALS		
	0.00	0.00
	0.00	

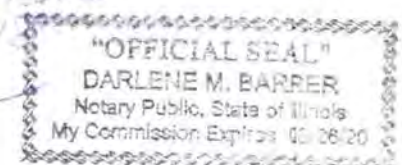
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due

CONTRACTOR:

By: [Signature] Date: 2/5/2018

1. ORIGINAL CONTRACT SUM	\$ 1,730,891.60
2. Net change by change orders	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1+/- 2)	\$ 1,730,891.60
4. TOTAL COMPLETED & STORED TO DATE	\$ 22,397.00
(Column G on Continuation Sheet)	
5. RETAINAGE:	
a. Variable of Completed Work	\$ 2,240.20
(Column D + E on Continuation Sheet)	
b. <u>10</u> % of Stored Material	\$ 0.00
(Column F on Continuation Sheet)	
Total Retainage (Line 5a + 5b)	\$ 2,240.20
6. TOTAL EARNED LESS RETAINAGE	\$ 20,156.80
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$
8. CURRENT PAYMENT DUE	\$ 20,156.80
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ 1,710,734.80
(Line 3 less Line 6)	

State of: Illinois County of: Kane
 Subscribed and sworn to before me this 5th day of Feb, 2018
 Notary Public: [Signature]
 My Commission Expires: 3-16-20



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED \$ 20,156.80

ARCHITECT

By: [Signature] Date: 02/05/18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



Winnetka-Northfield Library Renovation

A ITEM NO.	B DESCRIPTION OF WORK CONTRACTOR	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % COMP	I BALANCE TO FINISH (C-G)	J RETAINAGE (IF VARIABLE RATE)	K Net Payout
			FROM PREV. APPLICATION (D+E)	THIS PERIOD						
	Carpentry/General Trades, Includes DFH (Ostrander)	244,903.00				0.00	0.0%	244,903.00	0.00	0.00
	Aluminum/Glazing (McHenry County Glass)	113,243.00		3,945.00		3,945.00	3.5%	109,298.00	395.00	3,550.00
	Framing/Drywall (LJ Morse)	82,788.00				0.00	0.0%	82,788.00	0.00	0.00
	Acoustical Ceilings (Just Rite)	267,000.00				0.00	0.0%	267,000.00	0.00	0.00
	Painting/Wallcovering (Nedrow)	20,850.00				0.00	0.0%	20,850.00	0.00	0.00
	Flooring/Wall Tile (Douglas)	130,000.00				0.00	0.0%	130,000.00	0.00	0.00
	Plumbing (Jensen's)	35,600.00				0.00	0.0%	35,600.00	0.00	0.00
	HVAC (Jensen's)	64,674.00		652.00		652.00	1.0%	64,022.00	65.20	586.80
	Electrical/Low Voltage (Associated)	432,432.47		7,200.00		7,200.00	1.7%	425,232.47	720.00	6,480.00
	Construction Contingency	110,689.53				0.00	0.0%	110,689.53	0.00	0.00
	SMC Field/Office Administration	87,500.00				0.00	0.0%	87,500.00	0.00	0.00
	General Conditions/Clean Up	21,500.00				0.00	0.0%	21,500.00	0.00	0.00
	O&P/insurance	87,611.60		1,100.00		1,100.00	1.3%	86,511.60	110.00	990.00
	Preconstruction Fee	9,500.00		9,500.00		9,500.00	100.0%	0.00	950.00	8,550.00
	Shoring Allowance	10,000.00				0.00	0.0%	10,000.00	0.00	0.00
	Temporary Protection	11,600.00				0.00	0.0%	11,600.00	0.00	0.00
	Signage Allowance	1,000.00				0.00	0.0%	1,000.00	0.00	0.00
		1,730,891.60	0.00	22,397.00	0.00	22,397.00	1.3%	1,708,494.60	2,240.20	20,156.80

WAIVER OF LIEN – PARTIAL

State of Illinois
County of Kane

TO ALL WHOM IT MAY CONCERN:

Whereas we the undersigned Shales McNutt, LLC have been employed by Winnetka-Northfield Library to furnish labor and materials for the building known as 2018 Renovation Projects in the Village of Winnetka, County of Cook, State of Illinois.

NOW, THEREFORE, KNOW YE, that Shales McNutt, LLC the undersigned for and in consideration of the sum of **Twenty Thousand One Hundred Fifty Six Dollars & 80/100 (\$20,156.80)** and other good and valuable considerations, the receipt hereof is hereby acknowledged, do hereby waive and release any and all lien, or claim or right to lien on said above described building and premises under the Statutes of the State of Illinois relating to Mechanics' Liens, on account of labor or materials, or both, furnished up to this date, by the undersigned to or on account of the said Winnetka-Northfield Library for said building or premises.

Given under our hand and seal this 5th day of February, 2018.

Shales McNutt, LLC



Michael G. Shales
Manager

Marketing Project Management Calendar

		FEBRUARY				MARCH				APRIL					MAY				JUNE				JULY					AUGUST				SEPTEMBER			
<i>First Monday each month</i>		5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24
The Source																																			
Spring issue delivered to post office	Direct mail																																		
Spring issue delivered to patrons	Direct mail																																		
Spring registration opens	Website																																		
Summer design																																			
Summer issue to post office	Direct mail																																		
Summer issue delivered to patrons	Direct mail																																		
Summer registration opens	Website																																		
Fall design																																			
Fall issue delivered to post office	Direct mail																																		
Fall issue delivered to patrons	Direct mail																																		
Fall registration opens	Website																																		
Renovation																																			
"We're opening" website banner & update	Website																																		
Updated FAQ "what to expect"	Constant Contact																																		
"We're opening" w/links to website	Social Media																																		
Update to community partners	Outreach																																		
"We're opening" posters - 2 outward in youth	Print																																		
Eblast for opening and what to expect	Constant Contact																																		
Signs for Northfield vestibule	Print																																		
Northfield screens updated for opening	Web																																		
"We're open" signs in youth	Print																																		
Updating renovation pictures	Social Media																																		
Updated FAQ in NF & Winnetka	Print & Website																																		
Banners outside Winnetka for opening	Print																																		
Renovation update (Winnetka & NF)	Constat Contact																																		
Northfield Bathroom signage FAQ	Print																																		
Northfield Bathroom Renovation	Renovation																																		
Reach out to Winnetka Talk for follow-up	Press																																		
Reach out to press about re-opening	Press																																		
Invite Community to Re-opening celebration	Outreach																																		
Renovation Grand Re-Opening Celebration	Community wide																																		
Polaris/Self-Check																																			
What to expect campaign signage & bookmarks	Print																																		
Eblast what to expect	Constant Contact																																		
What to expect	Social Media																																		
Polaris/Self-Check FAQ	Print																																		
Polaris goes live	Website																																		
Summer Reading																																			
Summer Reading promotion	All																																		
Summer reading program																																			
OBTV																																			
Web banner revealing guest author	Website																																		
Jennifer Egan on The Source w/info inside	Print																																		
Bookmarks & signage in Library	Print																																		
Posts about OBTV tickets	Social Media																																		
Eblast announcing ticket sales	Constant Contact																																		
Ticket Sales	Web (Eventbrite)																																		
Cocktail, lecture & book signing																																			
Luncheon & book signing																																			
Outreach																																			
Winnetka Children's Fair	Outreach																																		
Winnetka Music Fest	Outreach																																		
Winnetka 4th of July Parade	Outreach																																		
Winnetka Sidewalk Sale	Outreach																																		
Ongoing																																			
Monthly calendars	Print																																		
Program registration monitoring	All																																		
Program promotion	All																																		

*Colors are by Source cycle

Service Initiative A: Marketing and Outreach

Goal A1: The District will build a brand and ongoing communication effort to maximize awareness of library resources, services, and programs. The District will also continue to raise awareness by increased community partnerships and providing services beyond our walls.

Potential Activities:

- a) Create a brand and ongoing communications to increase awareness of library resources, services, and programs.

We have consistently used signage across the District to convey that our communities are served by both library branches. Fonts and styles are consistently used across all formats from traditional print to digital. We hope to develop a new logo before the next strategic planning period of 2020. From there we will continue to work on Activities A and B with the new logo.

- b) Develop a distinctive visual identity, including a new logo, and incorporate it consistently into signage and promotional materials.

- c) Select one library resource or service per quarter (aligning with “The Source” cycle) and focus marketing efforts on them. Promotion will happen at all points of service, and through all vehicles of communication.

Winter 2015- 2016: Digital Magazines (Zinio)

Spring 2016: Language Apps (Rosetta Stone & Mango) & Youth Construction Update

Summer 2016: Youth Services Grand Opening Celebration, Summer Reading & One Book Two Villages

Fall 2016: Library Card Sign up, One Book Two Villages & Cloud Library

Winter 2017: Hoopla, Friends of the Library & Cloud Library

Spring 2017: OBTV & Renovation project input

Summer 2017: Summer Reading, One Book Two Villages

Fall 2017: Library Card Sign-Up

Winter 2018: Renovation News & Cloud Library

Spring March-May 2018: One Book Two Villages, Renovation News, Digital Library (Kanopy, Hoopla, Stricly Digital) & New Library Catalog

- d) Increase community partnerships and off-site services and programs for adults and children to raise awareness of the library’s scope.

Librarians continuously facilitate outreach events with local organizations, including at the senior center and the local schools. We offer book talks and discussions, story times; and presentations on digital resources and great experiences happening at the library such as Summer Reading and One Book Two Villages.

We also have a presence at annual events throughout the Villages such as the Winnetka Music Festival, Farmers Market, Sidewalk Sale, Fourth of July Parade, and Fall Fest.

- e) Build feedback loops into library services to allow ongoing patron input, suggestions and viewpoints.

We continue to hone our solicitation of patron feedback. Recognizing that our patrons at time suffer fatigue in being solicited for feedback. We passively use “Tell Us What You Think” notecards within the library. For our major initiatives we have solicited feedback using various methods with the majority of our feedback being solicited digitally. Such major District projects included the Youth Renovation of 2017 and the Renovation of 2018 Feedback. We continuously listen to patron feedback at service points and look for ways to better meet

expectations.

Targets:

Patron usage and knowledge of resources and services:

Increase awareness of The Studio to 80%*, and increase visits to The Studio by 40% by January 2020

Percentage decrease in the average from 2015 to 2016: -26.15%

Percentage increase in the average from 2016 to 2017: 67.2%

Overall Percentage increase in the average from 2015 to 2017: 23.51%

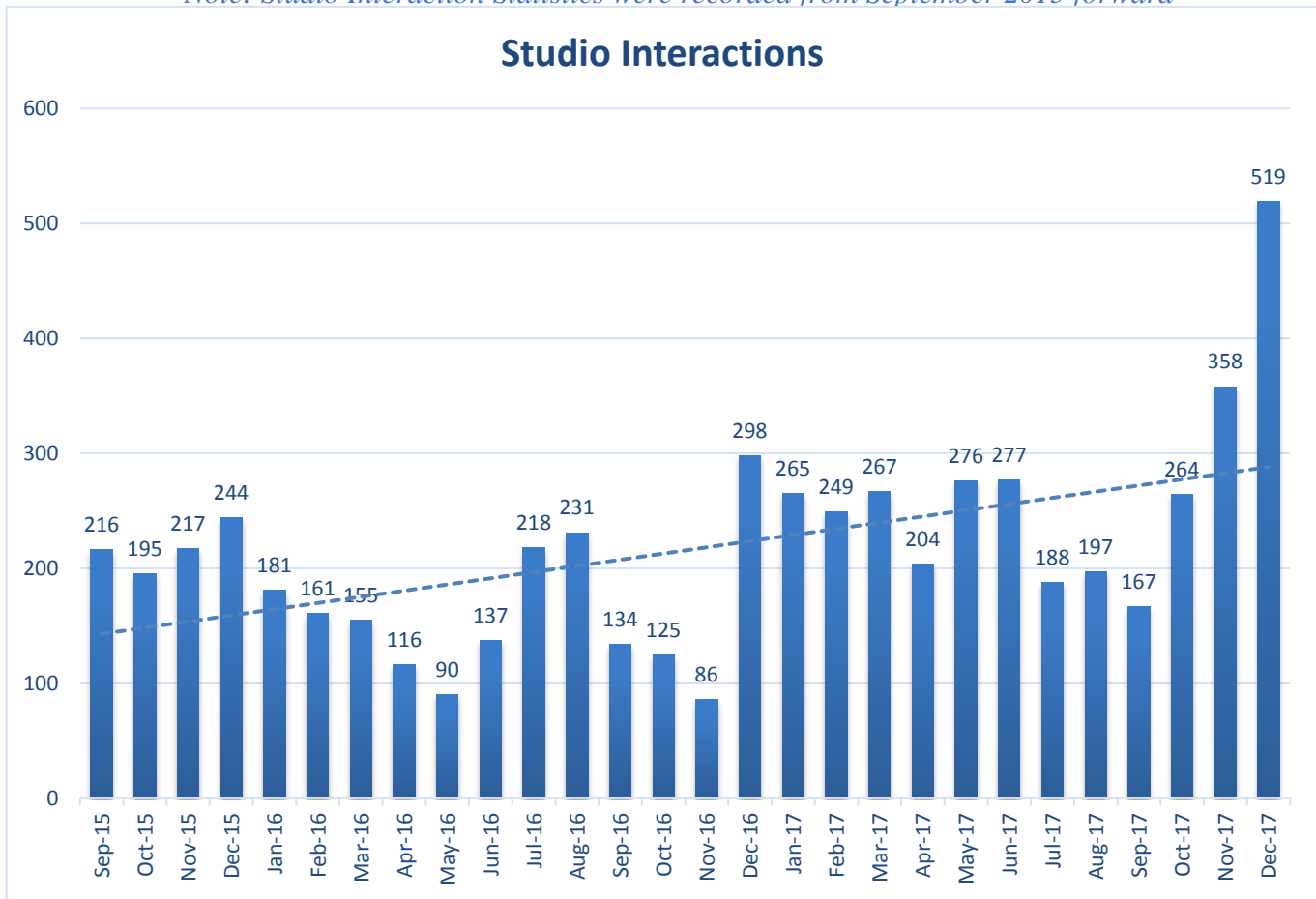
Sum 2015: 872

Sum 2016: 1932

Sum 2017: 3231

Increase of Studio awareness: Survey needed (2019)

***Note: Studio Interaction Statistics were recorded from September 2015 forward*



See an increase of Adult program attendance of 10% by January 2020.

Adult Attendance: Percentage decrease in the average from 2015 to 2016: -19.07%

Adult Attendance: Percentage decrease in the average from 2016 to 2017: -3.22%

Adult Attendance: Overall Percentage decrease in the average from 2015 to 2017: -21.67%

Sum 2015: 5638

Sum 2016: 4563

Sum 2017: 4416

Adult Programs: Percentage decrease in the average from 2015 to 2016: -5.53%

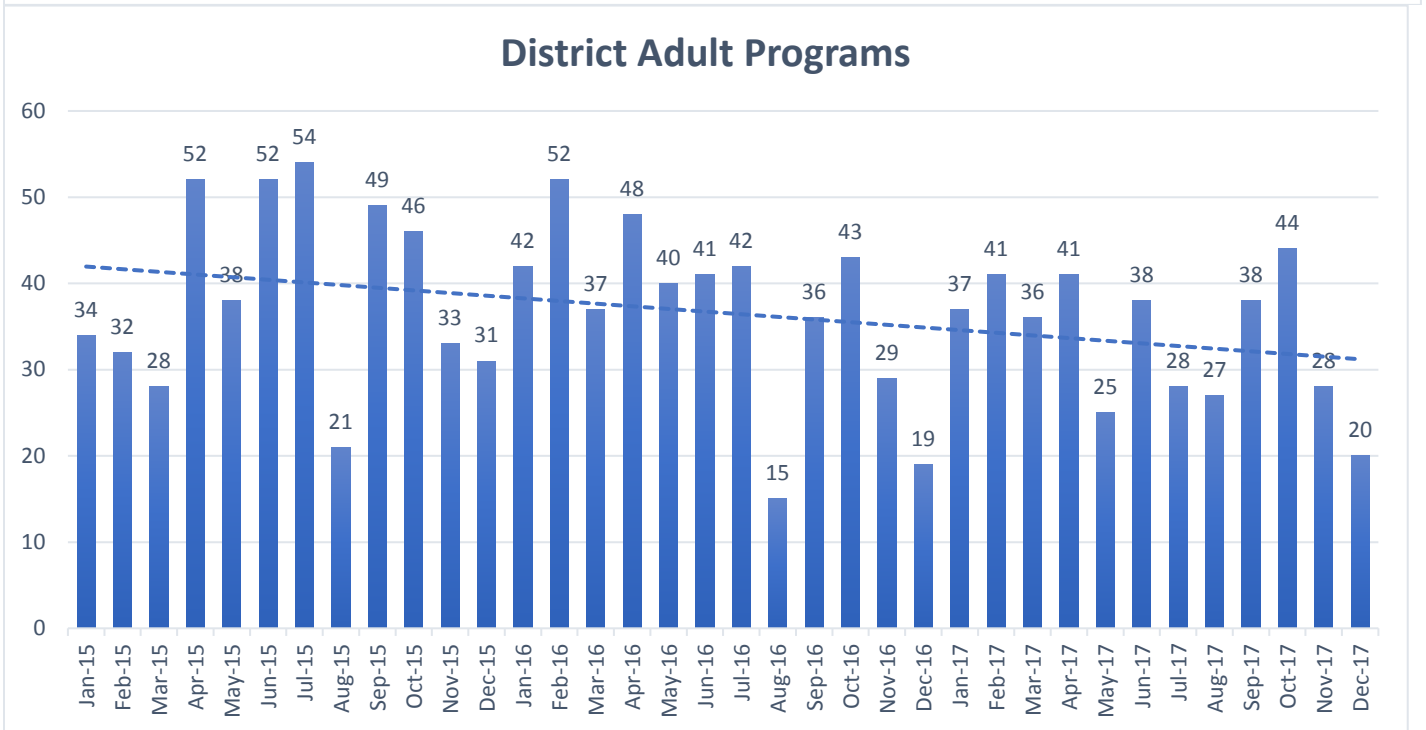
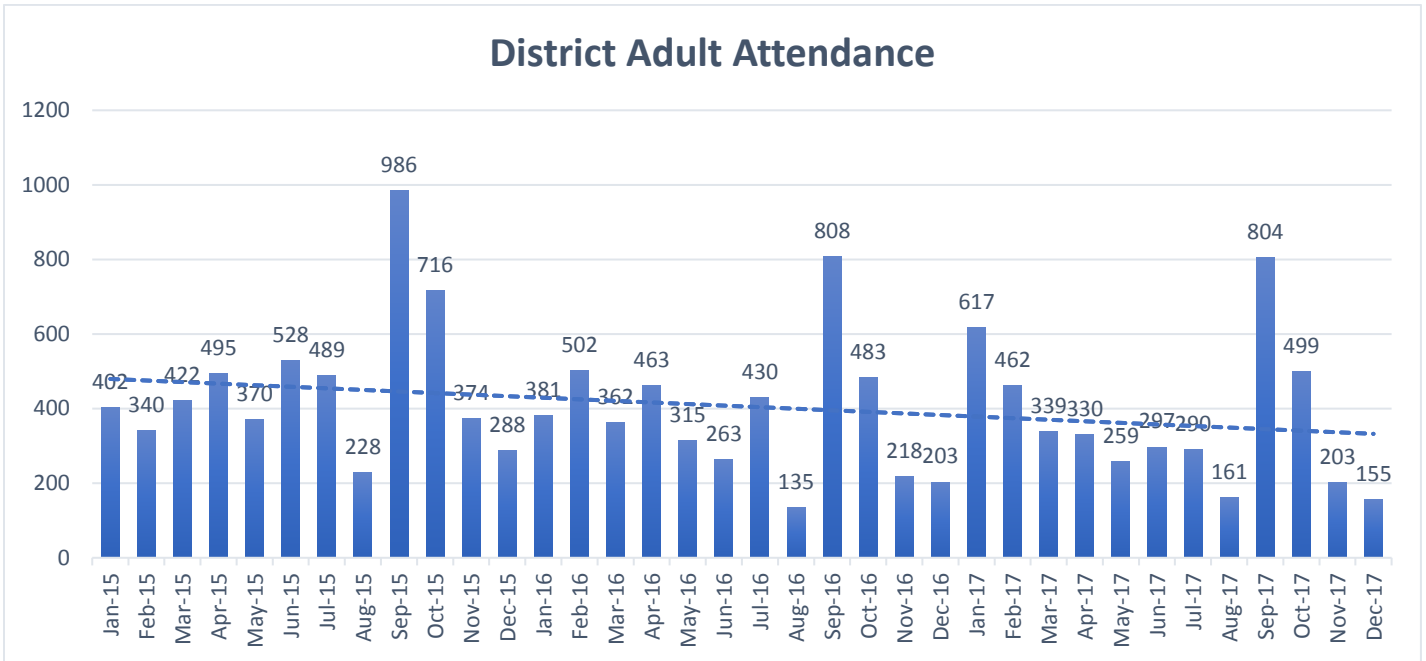
February 2018

Adult Programs: Percentage decrease in the average from 2016 to 2017: -9.23%
Adult Programs: Overall Percentage decrease in the average from 2015 to 2017: -14.26%

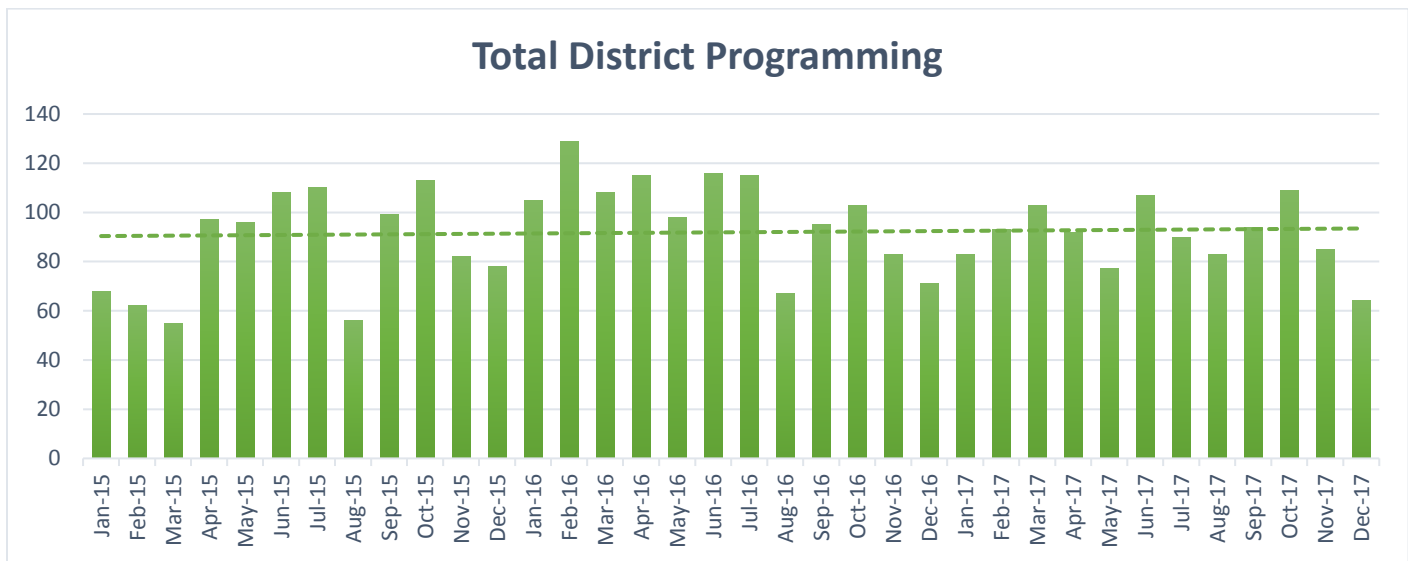
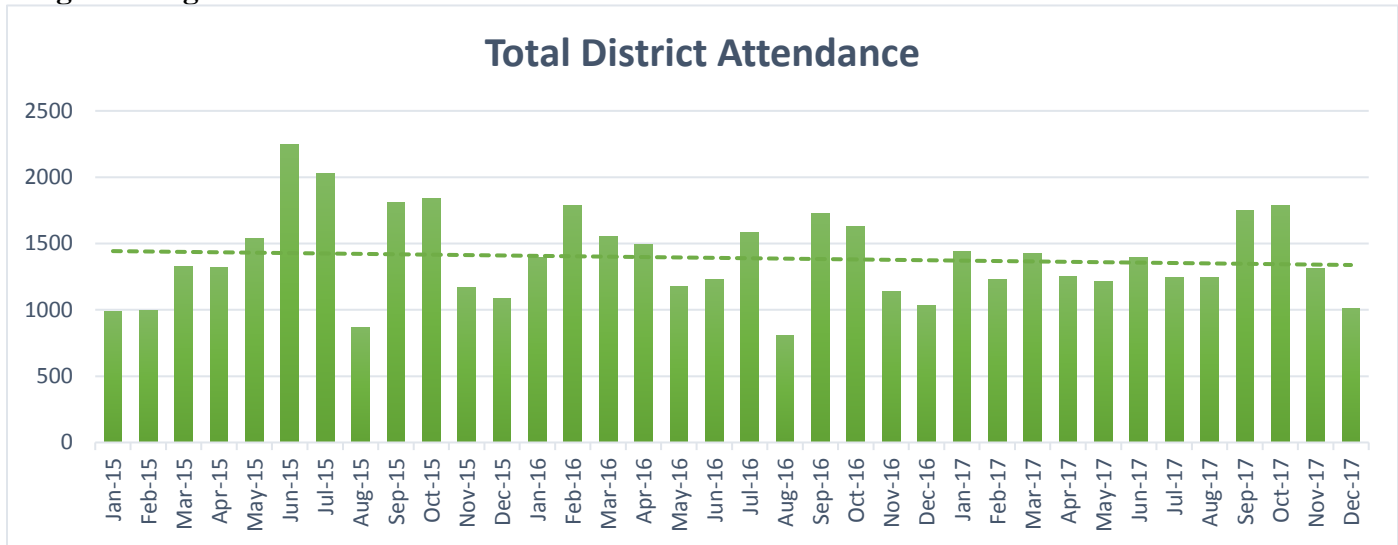
Sum 2015: 470
Sum 2016: 444
Sum 2017: 403

Inference: We have been trying to decrease the number of programs while maintaining a steady attendance by focusing on programs with higher attendance records. This is proved by the slowing decrease in attendance from 2016 to 2017.

**Note: September attendance statistic includes One Book Two Village.*



Programming As a District:



Total District Attendance: Percentage decrease in the average from 2015 to 2016: -3.76%
 Total District Attendance: Percentage decrease in the average from 2016 to 2017: -1.58%
 Total District Attendance: Overall Percentage decrease in the average from 2015 to 2017: -5.28%

Sum 2015: 17204
 Sum 2016: 16557
 Sum 2017: 16295

Total District Programming: Percentage increase in the average from 2015 to 2016: 17.68%
 Total District Programming: Percentage decrease in the average from 2016 to 2017: -10.37%
 Total District Programming: Overall Percentage increase in the average from 2015 to 2017: 5.47%

Sum 2015: 1024
 Sum 2016: 1103
 Sum 2017: 1080

- Increase patron satisfaction across the District from 73%* to 80% by January 2020.
 Survey needed (2019)
 * 2015 Winnetka-Northfield Public Library Survey.

Service Initiative B: Core Products

Goal B1: Enhance our patrons' ability to find the materials they want, when they want, both in the library building and virtually.

Potential Activities:

- a) Reduce holds-to-purchase ratio of physical and digital materials.
We have adapted our hold ratios and purchasing models to better meet patron expectations. The addition of new platforms such as Kanopy for digital movies and patron driven acquisitions models such as those now offered in Cloud Library are helping us meet the growing demands of our audience. We also have developed new ways that patrons can solicit digital readers advisory by using our StrictlyDigital form.
- b) Establish consistent collection standards, including the physical processing and circulation rules across the district.
Physical processing and ordering standards have been implemented across the District. We are currently revising the Collection Development Policy for the district.
- c) Improve the catalog, including clearer terminology for item status, location, and item type.
We expect these catalog improvements in the migration to Polaris (April 2018).
- d) Implement EDI (electronic data interchange) ordering, which would provide real-time tracking of orders, budget status, duplicate checks, and other core collection development functions.
We have successfully implemented EDI in 2016 and have continued to use this process.
- e) Establish consistent collection standards for the removal and/or replacement of materials that are considered "dead" or "grubby."
We now have a consistent threshold in Collection HQ. We are currently revising the Collection Development Policy for the district.
- f) Evaluate the current ILS (integrated library system) to see if there are more relevant and cost-effective ways to deliver resources to our patrons, including the evaluation of patron access to information through the catalog.
We have found that Polaris is an improved ILS (integrated library system) and the migration is expected in April 2018.

Targets:

Increase patron satisfaction with the physical and virtual material collections as measured by increased overall circulation of 4%.

Percentage Increase in the average 2015-2016: 3.49%

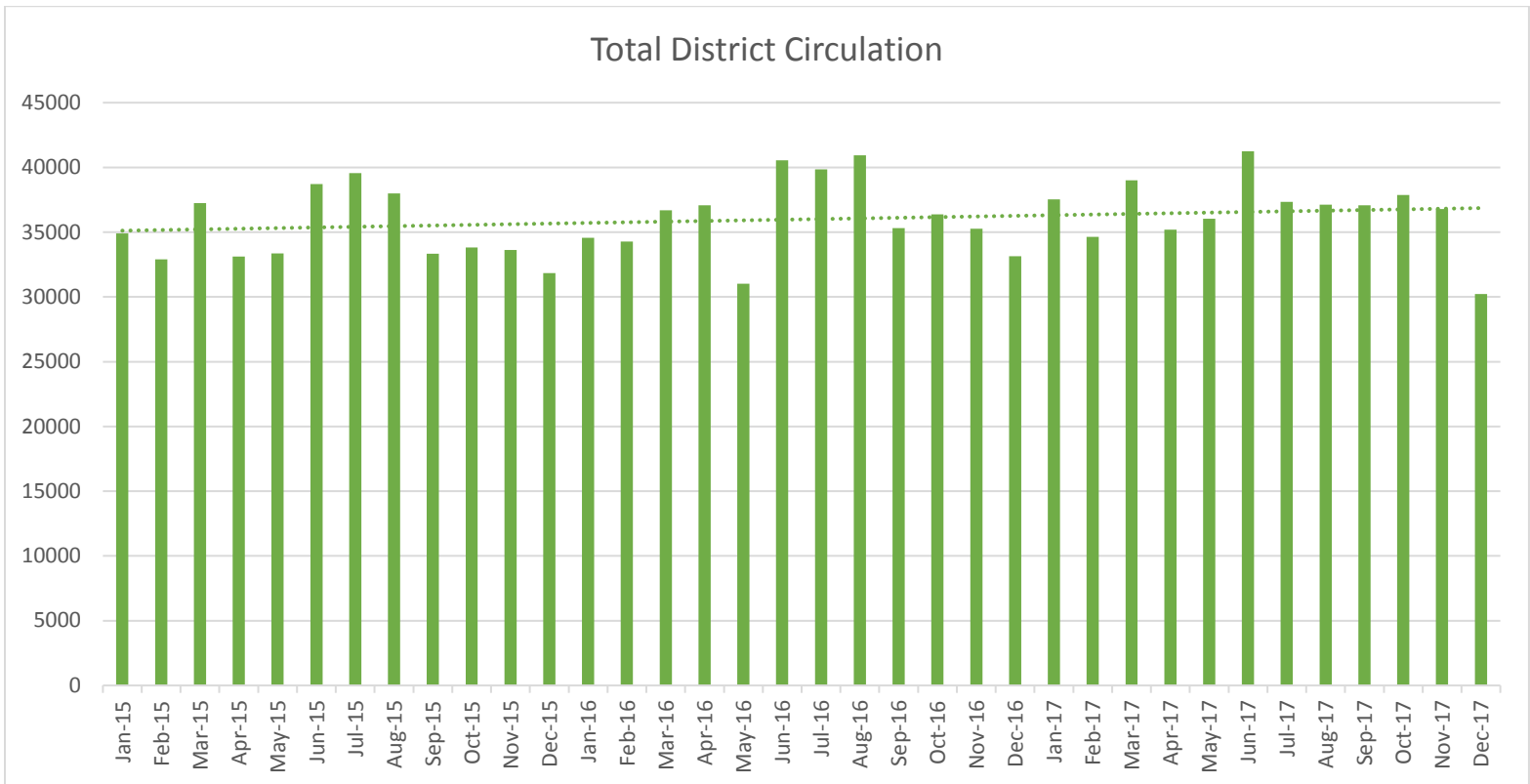
Percentage increase in the average 2016-2017: 1.15%

Overall Percentage Increase in the average 2015-2017: 4.69%

Sum 2015: 420384

Sum 2016: 435068

Sum 2017: 440081



Have and maintain a threshold of no more the 10% of the collection being “dead” or “grubby” throughout the District.**

Please see data from the Collection HQ report.

Increase usage of eMaterials from 31%* to 36% by January 2020.

The Library District recently added Kanopy and StrictlyDigital and eMaterial usage is expected to continue to increase.

Percentage increase in the average from 2015 to 2016: 7.8%

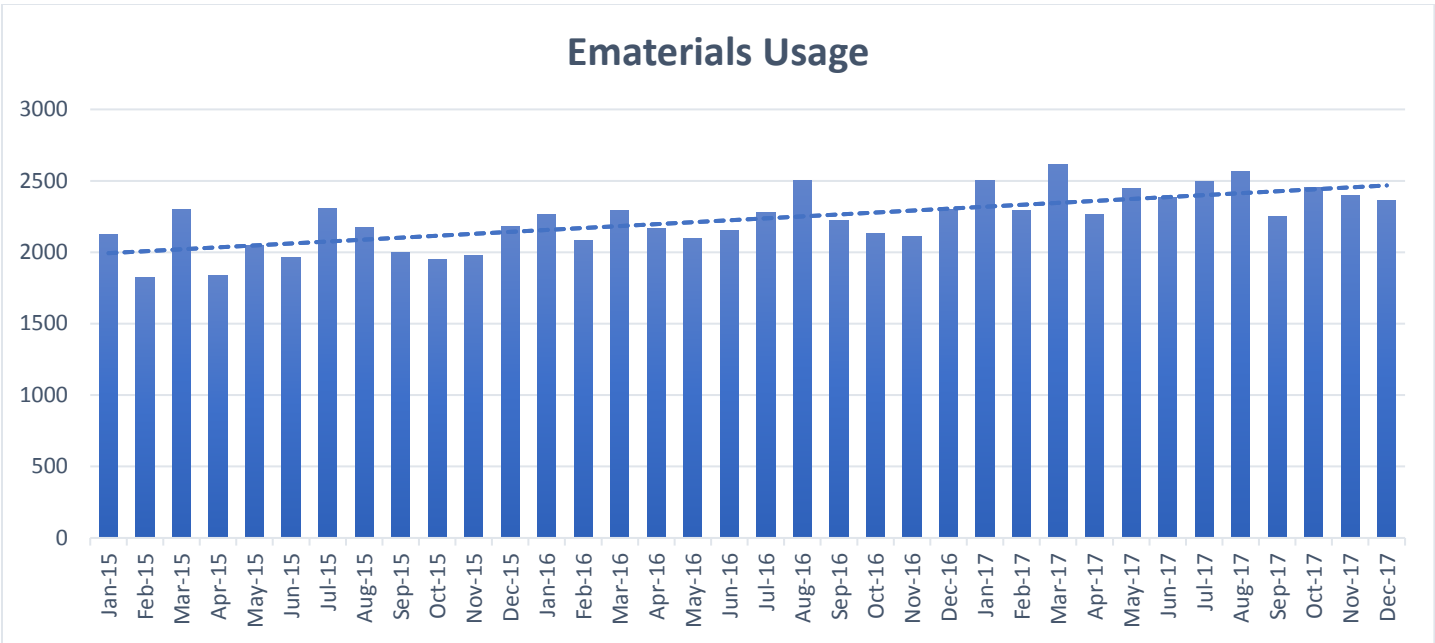
Percentage increase in the average from 2016 to 2017: 9.2%

Overall Percentage Increase in the average from 2015-2017: 17.6%

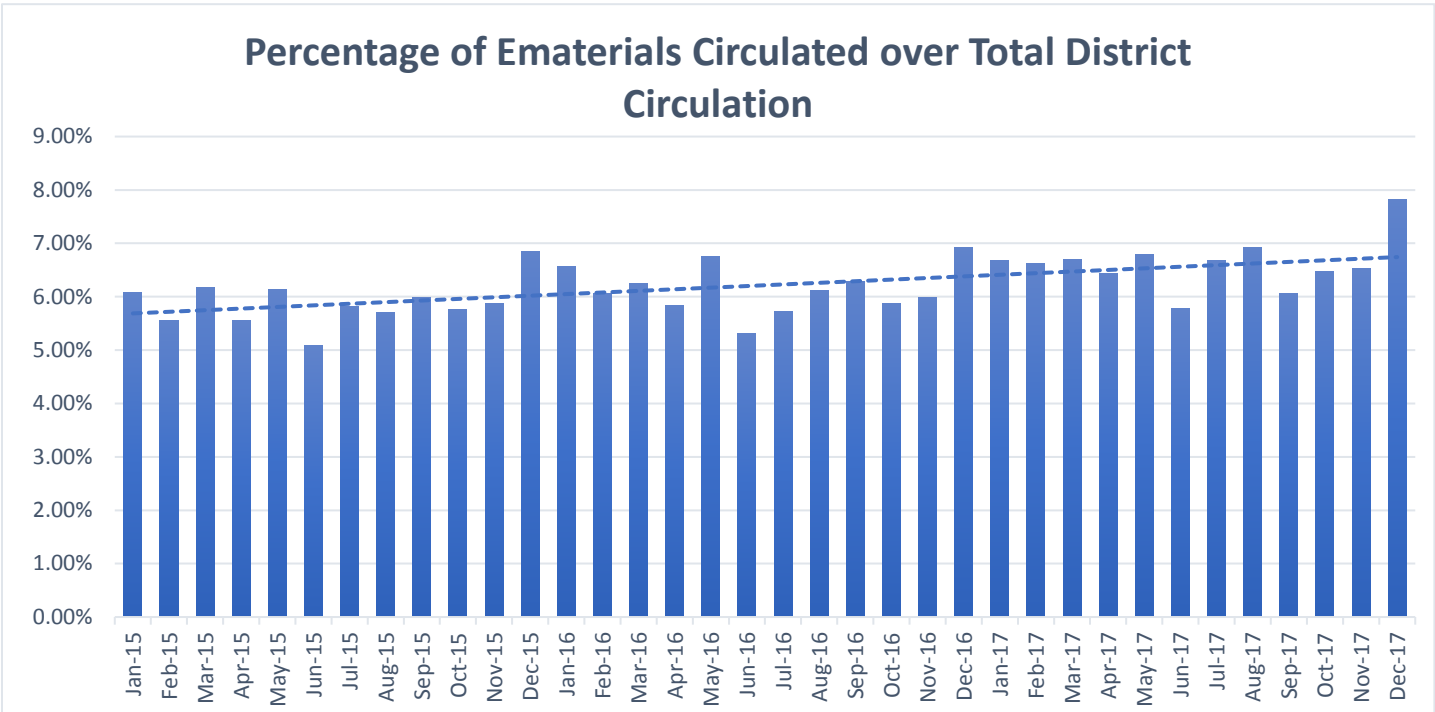
Sum 2015: 24676

Sum 2016: 26589

Sum 2017: 29031



Percentage increase in the average from 2015 to 2016: 4.35%
 Percentage increase in the average from 2016 to 2017: 7.89%
 Overall Percentage Increase in the average from 2015-2017: 12.59%

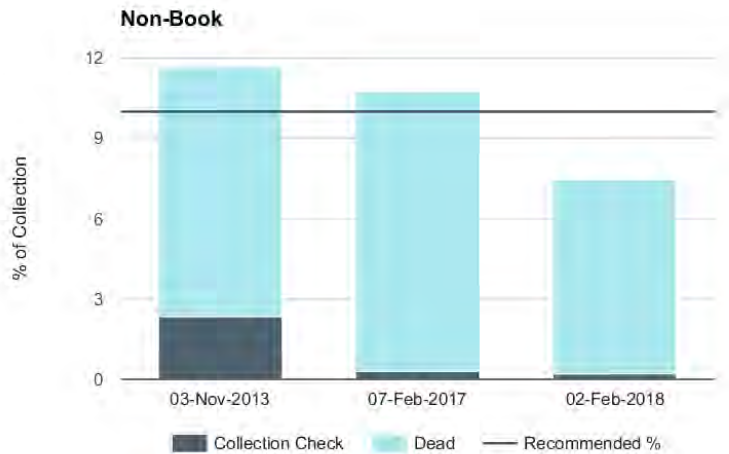
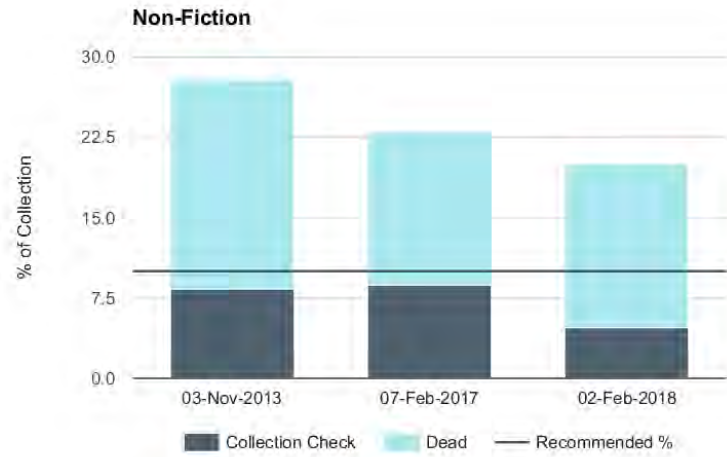
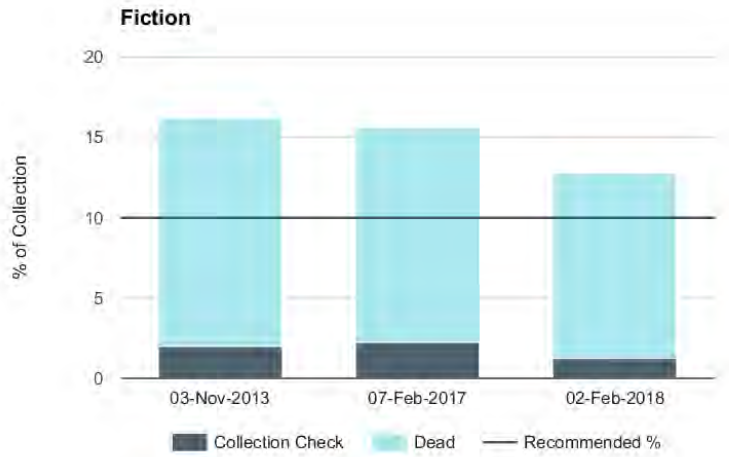


Percentage increase of the average
 * 2015 Winnetka-Northfield Public Library Survey.

Dead Items

Audience: All

Library Branch: All



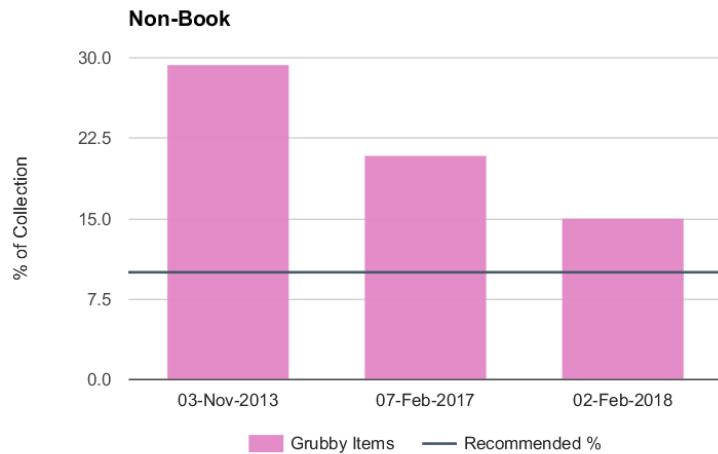
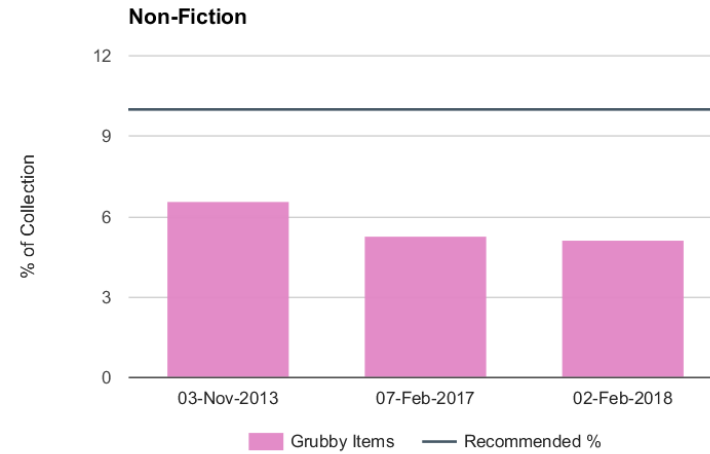
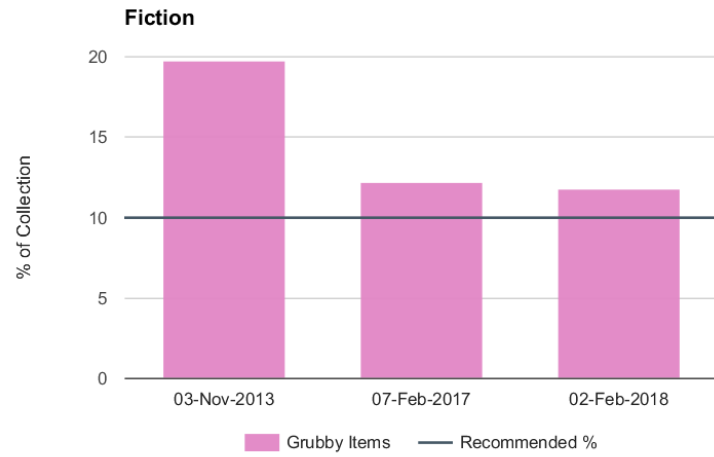
The charts above are comprised of the data in the table below:

Dataset Name	Material Type	Dead Items	Dead Items %	Collection Check Items	Collection Check % of Total	Collection Check % of Dead	Total Items	Recommended %
03-Nov-2013	Fiction	5171	16.15%	643	2.01%	12.43%	32019	10%
03-Nov-2013	Non-Book	1378	11.67%	274	2.32%	19.88%	11805	10%
03-Nov-2013	Non-Fiction	11567	27.83%	3453	8.31%	29.85%	41560	10%
07-Feb-2017	Fiction	6294	15.58%	890	2.20%	14.14%	40394	10%
07-Feb-2017	Non-Book	1496	10.74%	42	0.30%	2.81%	13933	10%
07-Feb-2017	Non-Fiction	8010	23.08%	3008	8.67%	37.55%	34701	10%
02-Feb-2018	Fiction	5441	12.74%	535	1.25%	9.83%	42693	10%
02-Feb-2018	Non-Book	1193	7.47%	34	0.21%	2.85%	15976	10%
02-Feb-2018	Non-Fiction	6183	20.01%	1475	4.77%	23.86%	30896	10%

Grubby Items

Audience: All

Library Branch: All



The charts above are comprised of the data in the table below:

Dataset Name	Material Type	Grubby Items	Grubby Items %	Total Items	Recommended %
03-Nov-2013	Fiction	6318	19.73%	32019	10%
03-Nov-2013	Non-Book	3469	29.39%	11805	10%
03-Nov-2013	Non-Fiction	2736	6.58%	41560	10%
07-Feb-2017	Fiction	4911	12.16%	40394	10%
07-Feb-2017	Non-Book	2919	20.95%	13933	10%
07-Feb-2017	Non-Fiction	1825	5.26%	34701	10%
02-Feb-2018	Fiction	5040	11.81%	42693	10%
02-Feb-2018	Non-Book	2413	15.10%	15976	10%
02-Feb-2018	Non-Fiction	1591	5.15%	30896	10%

Service Initiative C: The Customer Experience

Goal C1: Patrons will find a customer-focused environment with inviting physical spaces and a welcoming and helpful service experience.

Potential Activities:

- a) Develop a space utilization plan to maximize flexibility and accommodate new technology, personal reading space, groups, and programs/events.

The District has proceeded with the Capital Improvement Plan and additionally has followed the strategic direction to improve services and spaces. The District has undergone a complete renovation in the Youth Services spaces and the Winnetka Library will see an update in personal reading spaces, study rooms, and meeting rooms with the Renovation of 2018.

- b) Develop, test, and refine retail merchandising techniques to showcase collections, increase circulation, and increase space for other purposes.

2016 Youth Renovation: Created room for; display units, market-place play area, story time bench, and outward facing shelving units.

2018 Renovation: Creates central location of staff desk near new books and display units and brings new books closer to the entrances creating space for the study rooms.

- c) Increase convenience through adapted hours, borrowing policies, staff expertise, one-on-one assistance, and improved access to services and materials.

- Improved access: We added an eAudiobook collection to our Cloud Library subscription, as our eAudio statistics are rising. We also lowered holds ratios in both Cloud Library and Overdrive (our major digital book platforms), added Kanopy movie streaming service, and added pay-per-use eBook and eAudiobook titles to our Cloud Library catalog to increase accessibility.*
- Improved access: Studio schedules have been adjusted to allow for more coverage on the weekends, allowing for more weekend programs and availability to assist patrons.*
- Improved staff expertise: We created an electronic Studio training guide for all staff who work in the space. Also, based on staff feedback about training gaps, had a month-long train-a-thon for all staff in September, 2017. We continue to develop staff training opportunities and events throughout the year.*
- Improved staff expertise: We are finalizing training documents and procedures to support Adult Services and Circulation staff through the desk merge starting this March, 2018. Adult Services staff have started the cross-training process, training Circulation staff about readers' advisory, basic searching, using the LibCal calendar, and copy machine/printing/MyPC software training.*

- d) Develop new experience-based programs for all ages.

The Studio has been our most popular multi-generational space to create experience-based programs. From constructing your own LED nightlight to 3D printing your own phone case many have enjoyed the traditional paint and canvas to our using our digital creation stations.

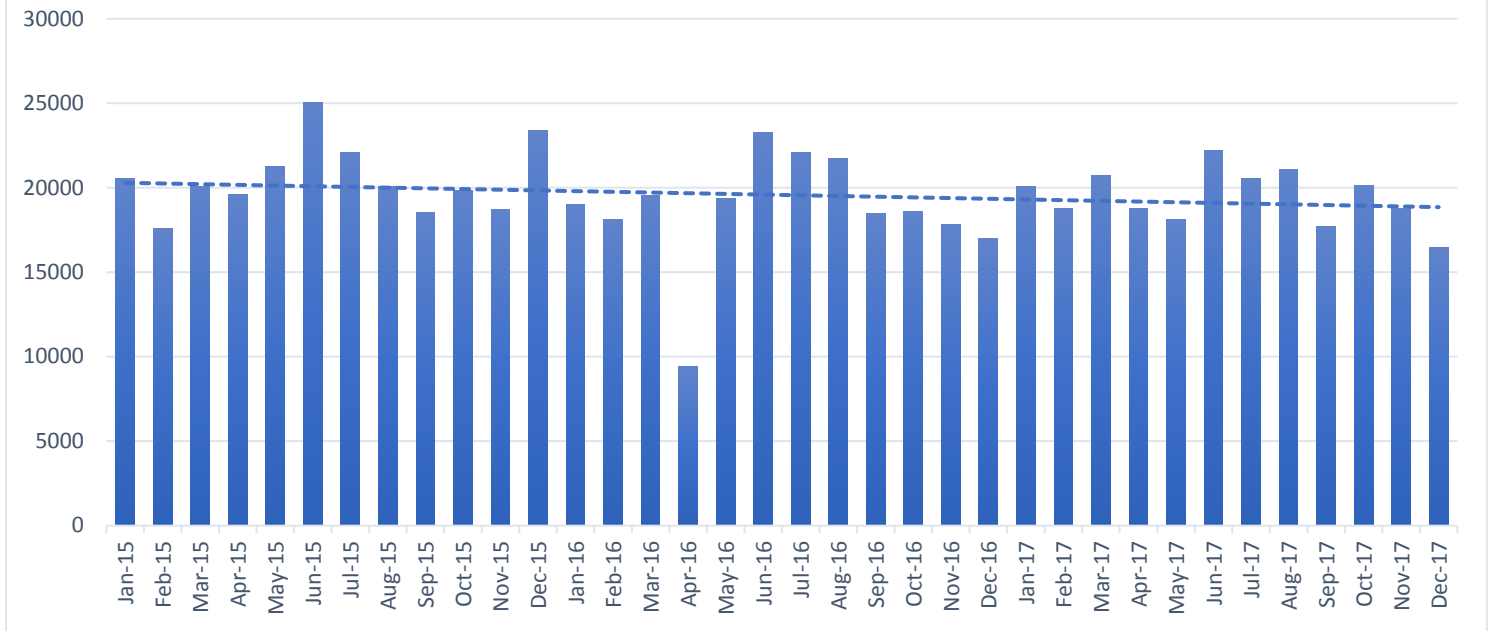
We also have developed many other experience-based programs such as: Family Science Night, Mantra Meditation, Knitting Circle, Wednesday App-ternoons and Noon Year's Eve Party.

Targets:

- Patrons associating “forward thinking/innovative” with the library will rise from 37%* to 45% by 2020.
- Patrons associating “comfortable” with the library will increase from 65%* to 75% by 2020.
Another survey is needed to assess these targets. However, we believe we have spread awareness of our Studio and innovative programming as well as tried to cater to the need of comfort in the Renovation of 2018 which may increase the likelihood of achieving these targets.

* 2015 Winnetka-Northfield Public Library Survey.
February 2018

Total District People Counter



Percentage Increase in the average 2015-2016: -9.04%

Percentage increase in the average 2016-2017: 3.92%

Overall Percentage Increase in the average 2015-2017: -5.47%

Sum 2015: 246813

Sum 2016: 224497

Sum 2017: 233300

Organizational Competencies

The District will build organizational competencies to provide the desired services articulated in the goals, to increase the library's effectiveness and build a more collaborative team environment.

Our goal is to recruit, retain, and support quality employees throughout the District. Several organizational competencies were selected for inclusion in the plan based on the strategic goals identified and management's understanding of the current library environment.

Organizational Structure

1. The District will establish and maintain an organizational structure that supports its service priorities.

- a. By November 30, 2016, review the organizational structure and revise to support the goals and objectives as identified in the strategic plan.

We continue to work with our human resources consultant to determine the direction for the organizational structure. We have however planned for the combined desks and for increased resources in the marketing and public relations department.

- b. By December 30, 2016, revise all job descriptions so that they accurately reflect the knowledge, skills, abilities, and representative job duties of each position.

We are currently revising job descriptions as our staff positions are shifting due to service point expansion. The District is considering a third-party salary study as an asset to the job description revision process.

Training and Staff Development

1. The District will recruit, hire, train, and deploy staff that provides the highest quality customer service for all library users.

- a. By April 30, 2016, create a Staff Development Plan that identifies the training that will be needed to support the goals in the strategic plan.

This plan is being worked on in conjunction with our plan from the staff survey results. Which included improved communication and engagement.

- b. By June 30, 2016, implement a New Employee Orientation program.

This is completed, however we would like to be more robust and ever evolving.

Study Room Policy

Study rooms are available free of charge to individuals and small non-profit groups regardless of the beliefs or affiliations of the individuals or groups requesting their use. Reservations are first come first served.

The Winnetka Library has 3 study rooms. Maximum capacity for Room A is 3 people. Maximum capacity for Rooms B and C is 6 people each. Study Rooms can be reserved up to one week in advance. Registrants may reserve one study room per day for a maximum of two hours per day. If there are no other reservations, an additional hour is available subject to staff discretion. When all Study Rooms are reserved, individuals and small non-profit groups may reserve either the Winnetka Community Room or Lloyd Room, subject to availability, for up to two hours per day.

Registrants must check in at the Circulation/Reference desk before their reservation. Reservations will be held for fifteen minutes past the reservation time before the room is released to another user. Study Rooms and Meeting Rooms shall be vacated **15 minutes prior to Library closing.**

Study rooms are not available for commercial use, including private tutoring sessions, non-Library sponsored seminars, workshops and lectures presented by members of private, for-profit law firms, financial advisors, real-estate agencies, health care providers, or others.

LIABILITY

Individuals and organizations using study rooms shall indemnify and hold harmless the Winnetka-Northfield Public Library District, its Board of Trustees and employees, from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization or individual's use of the facility.

Organizations or individuals using study rooms agree to pay for all damages and losses associated with their use in regards to the Library building, contents, and equipment.

The Library is not responsible for the equipment, materials or personal possessions of study room registrants.

About The Collection Development Policy

The Collection Development Policy, approved by the Library Board of Trustees, sets forth the guiding principles that create and shape the Winnetka-Northfield Public Library District's collection, the practices that maintain it over time and the guidelines that help the curators of the collection respond to community needs. The Collection Development Policy ensures that the District's collection will be continuously curated to meet the informational, cultural, and recreational needs of the Winnetka-Northfield community.

A library collection is a living entity, and good stewardship to taxpayer money requires that the collection remain fresh and tailored to patron needs as new materials are withdrawn and added, formats decline and rise, and publishing trends evolve. Materials selectors employ the following strategies to maintain the Library's collections:

- Statistical analysis of current collection usage
- Frequent review of and response to requests for materials not currently held by the Library
- Purchase of additional copies of titles in response to high demand
- Purchase of materials to support Library and community programming
- Purchase of materials to support local school curricula and national educational benchmarks
- Monitoring trends in publishing, media, and technology

This policy was developed by librarian committee lead by Sheila Cody, Head of Youth Services. We respectfully submit the Collection Development Policy for board approval.

1. Mission Statement

The Winnetka-Northfield Public Library District is a community resource for the advancement of knowledge, and a provider of innovative and informative cultural enrichment for all ages.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Board of Trustees, sets forth the guiding principles that create and shape the Winnetka-Northfield Public Library District's collection, the practices that maintain it over time and the guidelines that help the curators of the collection respond to community needs. The Collection Development Policy ensures that the District's collection will be continuously curated to meet the informational, cultural, and recreational needs of the Winnetka-Northfield community.

3. Philosophy and Scope of Collection

In accordance with the American Library Association's Library Bill of Rights, the Winnetka-Northfield Library provides resources for the interest, information, and enlightenment of all people of the community the library serves. Materials will not be excluded because of the origin, background, or views of those contributing to their creation. Library materials are intended to showcase a diversity and depth of views so that citizens may explore all points of view and issues of interest. The Library upholds the right of the individual patron to access information, even though others may find the content objectionable or controversial.

Materials for children and teenagers are selected to encourage reading for pleasure, facilitate literacy, support developmental and educational needs, and reflect the needs of the community. The reading and viewing activity of minor children is the responsibility of parents, who guide and oversee their children's development.

4. Selection Process

Material selectors employ several methods to determine which materials are best suited for purchase for the Library's collections. Selectors refer to professional review sources, including *Library Journal*, *School Library Journal*, *Publisher's Weekly*, *Booklist*, *Kirkus*, *VOYA*, and *Horn Book* as well as a variety of web sources. They purchase materials based on anticipated and actual patron demand as apparent in the media and within the community.

Physical formats collected include print books (including large print), DVDs, audio books, music CDs, magazines, newspapers, and specialty kits. Electronic formats include books, audiobooks, magazines, and research and consumer information databases, all of which are accessible through the library website.

Selectors evaluate materials for purchase according to the following criteria:

- patron demand

- importance of subject matter
- critical reception
- accuracy
- relevance to contemporary culture
- enduring value
- authority or significance of the author
- connection to the District community
- suitability of subject and style for the intended audience
- support of local and national school curricula

4a. Patron Requests for Materials Purchases

Patrons may request that the Library purchase items via the following web form: <http://www.winnetkalibrary.org/using-your-library/how-do-i/#suggestpurchase>
Materials selectors review each request for inclusion in the collection or for loan through the CCS Consortium or Interlibrary Loan.

4b. Gifts and Donations

The Winnetka-Northfield Public Library District gratefully accepts gifts and contributions that will further the mission of the Library and help the Library better serve the needs of the community. All donations and gifts are subject to applicable Illinois statutes as well as the Library's existing policies and guidelines. The Library Director makes the final decision on the acceptance of gifts and reserves the right to decide any conditions of recognition, display, housing, and access. The Library also reserves the right to dispose of gifts deemed to be no longer suited for or needed by the Library.

Monetary Gifts

We welcome donations of money and encourage unrestricted gifts so that contributions can be used in ways that best support the Library's strategic plan and the needs of the community. When the Library receives a cash gift for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature or subject area of the item(s) to be purchased may be specified by the donor. Librarians will select specific titles according to the selection criteria outlined in this policy and in keeping with the current needs of the community. If a donation is used to purchase books in memoriam, the Library will affix a memorial nameplate in the front of the book. Donations in memoriam are subject to discard when they are no longer suited for or needed by the library.

Donations of Books and Audiovisual Materials

The Library gratefully accepts donations of books or other resources in good condition. Donations are reviewed by selectors in accordance with the selection criteria outlined in this policy. Anything not retained in the collection will be donated to Better World Books or local schools, libraries, or community organizations in need.

Gifts in Kind

Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the Board with advice and counsel from the Library Director. Any conditions attaching to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered by the Board and the Director. Any such conditions which the Board regards to be inappropriate or impractical may provide a basis for rejection of the gift.

Valuation of Non-Monetary Gifts

Neither the library staff nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts.

5. Collection Maintenance

A library collection is a living entity, and good stewardship to taxpayer money requires that the collection remain fresh and tailored to patron needs as new materials are withdrawn and added, formats decline and rise, and publishing trends evolve. Materials selectors employ the following strategies to maintain the Library's collections:

- Statistical analysis of current collection usage
- Frequent review of and response to requests for materials not currently held by the Library
- Purchase of additional copies of titles in response to high demand
- Purchase of materials to support Library and community programming
- Purchase of materials to support local school curricula and national educational benchmarks
- Monitoring trends in publishing, media, and technology

5b. Withdrawal

Materials that no longer meet standards for retention may be discarded. Discarded materials are either sold to benefit the Library District through the Friends of the

Library, donated to Better World Books, or donated to book drives or libraries in need via community partners. The following are reasons materials may be discarded:

- damage or poor condition
- material is no longer accurate, relevant, or timely
- space limitations
- lack of patron demand or infrequent use
- availability in other easily accessible collections

Staff review each discarded item for potential repurchase, replacement, or update. The review process takes into consideration patron demand, depth of coverage in the subject area, number of copies in the CCS Consortium, cost, and availability.

6. Reconsideration of Materials

The choice of library materials is an individual decision. While a person may reject titles for himself or his minor children, he cannot exercise censorship to restrict access to the material by others. Recognizing that a diversity of materials may result in some complaints, the following procedures have been developed to assure that complaints are handled in a timely and consistent manner.

The complainant will be immediately referred to the Head of the Department in which the material is located or to the Librarian in charge. The Department Head or Librarian in charge will discuss the complaint with the patron and explain the Library Collection Development Policy and the Library Bill of Rights.

If the complaint is unresolved, the Department Head or Librarian in charge will provide the patron with instructions on how to register a formal complaint and immediately notify the Director.

On receipt of the formal complaint, the Director will direct the Department Head to review the material and to respond in writing.

The response will be forwarded by the Director to the complainant with the information that, on written request, a Review Committee will be appointed to consider removing the material if the patron is still dissatisfied.

On receipt of this request, the Director will appoint one trustee and one librarian to join her in reviewing the questioned material.

The Committee will decide to retain the material or to recommend that the Board of Trustees withdraw it.

If the Committee decides to retain the material, the Director will notify the complainant of the decision and of the right to appeal to the Board of Trustees. Patrons are allowed one appeal per title in question.

If the Committee decides to recommend withdrawal, the Board of Trustees will consider it as a Committee of the Whole. The complainant will be notified in writing of the Board's decision.

The Board of Trustees ascribes to the principles as stated in the American Library Association statement on Challenged Materials: An Interpretation of the Library Bill of Rights.

INSTRUCTIONS ON HOW TO REQUEST RECONSIDERATION OF LIBRARY MATERIALS

If a patron wishes the Winnetka-Northfield Public Library District to reconsider any book or other material which is in our collection, please do so in a letter to the Library Director addressing the following points:

- What is the author, title, publisher and date of publication?
- How was the book brought to your attention?
- Have you read the entire book?
- What do you approve of in the book? Please refer to specific pages and paragraphs.
- What do you object to about the book? Please refer to specific pages and paragraphs.
- Can you identify the central theme or subject of the material?
- Please recommend a book that will convey as valuable a perspective on the same theme, if you are aware of one.
- Are you representing yourself or a group?
- Please provide your name, address and phone.

Following receipt of your letter, the title in question will be reviewed by Departmental personnel and you will be notified of the decision. Following this, you may request that a Committee of Board and Staff be appointed to further consider this title.