

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

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

Monday, February 11, 2019
7:00 PM

- I. Call to Order**
- II. Roll Call**
- III. Public Comments**
- IV. Vote to Approve Minutes of the February 11, 2019 Regular Meeting***
- V. Financial Report**
 - Approve February 2019 Financial Statements*
- VI. Library Report**
 - Board President's Comments (President Johnson)
 - Director's Report (Director Wolf) *
- VII. Liaisons to Other Organizations – Reports**
 - RAILS – Reaching Across Illinois Library System (Director Wolf)
 - Winnetka Village (Trustee Anwar)
 - Northfield Village (Trustee Neustadt)
- VIII. Unfinished Business**
 - Presentation by Lakota Group of the Patio Materials
 - Discussion and Vote to Proceed with the project to the Village Commissions
 - Presentation by Product Architecture and Design of the proposed Northfield Branch Remodel
 - Discussion and Vote to Proceed to with Public Comment and Budget for the Design for the Northfield Branch Remodel*
 - Update on the Strategic Planning process
- IX. New Business**
- X. Communications**
- XI. Public Comments**
- XII. Adjournment**

*Attachments

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

February 11, 2019

I. Call to Order

The meeting was held at the Winnetka Library, 768 Oak Street Winnetka, Illinois. Trustee Reichert called the meeting to order at 7:05 p.m. A quorum was present.

II. Roll Call

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

Absent: President Brian Johnson and Trustees Suzie Shoup and Keta McCarthy.

Present were library employees; Nicola White (Administrative Assistant) and Sarah Quish (Head of Communications and Marketing). Present was Nancy Fox from the League of Women Voters.

III. Public Comments

No public comments.

IV. Vote to Approve Minutes of the January 21, 2019 Regular Meeting*

The following change was requested for line item "Discussion of Strategic Plan Process and Next Steps":

- Change verbiage to "Trustee Reichert suggested that the Board discuss where they would like the District to be in 2024 in terms of resources, major changes, or trends; and come up with ideas to support that vision."

A MOTION was made by Trustee Anwar to approve the January 21, 2019 Regular Board Meeting Minutes given the above approved change and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

V. Financial Report

Director Wolf stated that the District is waiting on the second installment of taxes; she is hoping to receive them later this month.

Director Wolf stated that capital outlay is running high due to the final payments from the remodel.

Director Wolf stated that utility costs are running higher than what was anticipated in the budget. She also mentioned that Winnetka is raising the water price, and these facts should be considered when writing the budget for next fiscal year.

Trustee Neustadt mentioned the new HVAC and lighting and asked if they should be decreasing the cost of utilities. Director Wolf responded that since the remodel she is seeing improvement during the cold weather; however, this year the building is adjusting.

Trustee Ruiz-Funes asked if the District was expecting any heating benefits or reduction in utility costs due to the renovation. Director Wolf stated that with the new LED lighting we should be seeing savings; however, power has not decreased. She would like to look at usage.

Trustee Ruiz-Funes asked about the \$100,000 positive variance in the personnel budget. Director Wolf responded that although the three new librarian II positions have been filled, the District is not filling the Head of Technical Services position; so, there is some variance as a result. She will further investigate the issue.

Trustee Ruiz-Funes asked why the District is always ahead of budget in Adult Services. Director Wolf stated that Adult Services will always be ahead of budget for online databases on a prorated basis because databases are paid for at the beginning of the year and are sometimes prorated into multiple fiscal years.

Trustee Ruiz-Fines mentioned that the IMRF budget is running high. Director Wolf stated that we should not be running high; she will investigate the issue.

A MOTION was made by Trustee Ruiz-Funes to approve the January 2019 Financial Statements and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

VI. Library Report

BOARD PRESIDENT'S REPORT:

President Johnson is absent; Trustee Reichert reported from President Johnson that it was a very nice staff appreciation event at The Happ Inn. He believed the event was nicely organized and well-attended despite the poor weather.

LIBRARY DIRECTOR'S REPORT:

Director Wolf announced that the District has chosen the next One Book Two Villages (OBTV) book; "The Library Book" by Susan Orlean.

Director Wolf stated that she will be meeting with Lakota Group and the Village on February 13, 2019 to discuss the patio project. She will send emails to the Trustees so they can view materials prior to next board meeting.

Director Wolf announced that the Librarian II positions have been filled. Nick Mall will be the Adult Collection Development Librarian II, Kate Grabon will be the Youth Collection Development Librarian II and Amanda Garrity will be the Programming Specialist Librarian II. They all prepared extensively and did great during their interviews; and are very excited about their new roles.

Director Wolf announced that Susan Kelly has been promoted to a part-time librarian position.

Director Wolf stated that the District had a great finals week. Many students were using the library spaces and were grateful for the extra hour that the library was open.

Director Wolf stated that the next Source is on the last round of proof reading and will be hitting homes soon. In that Source, the District will be mentioning the upcoming survey. There is also a one-page layout of the previous strategic plan and what has been accomplished in those years.

Director Wolf noted the new circulation graphs and quarterly charts provided in the board packet.

Trustee Ruiz-Funes asked if circulation statistics are now comparable year to year, and Director Wolf responded that they will not be until April 2019.

Director Wolf pointed out the initial checkouts without renewals; stating that we see predictable trends, such as the downturn in physical audiobooks and DVDs.

Trustee Anwar stated that she was concerned about the downturn in initial checkouts in both youth fiction and adult fiction. Director Wolf responded that the initial checkouts do not include renewals; and although we see a slight downturn, she is waiting to see if it will pick back up or if we will continue to see digital grow.

Director Wolf stated that the new collection development librarian IIs will be looking at these trends and helping the District to focus their money and collections on the materials patrons want.

Trustee Reichert suggested that the new librarian IIs present to the board on collection trends every few months, because the last digital presentation was very helpful. Director Wolf stated that the librarian IIs will be presenting quarterly to staff.

Trustee Ruiz-Funes stated that the charts and graphs are interesting and help to provide a long-term picture.

Trustee Reichert asked for a key to be added to the charts.

Trustee Ruiz-Funes stated that he would like to see the slope of the trends for total circulation activity.

Trustee Anwar stated that a weighted slope based on the percentage of activity would be even more meaningful.

Trustee Neustadt asked if the lease for the Northfield Branch Library had been reviewed since the last board meeting. Director Wolf stated that we will be negotiating the lease again, but she does not believe the District would move the branch.

Trustee Anwar stated that from an accounting point of view, if the cash is going to be invested, you are required to take the expense over the useful life, which is the termination of the lease. If we do a lease extension, we get to spread it over a longer period.

Trustee Ruiz-Funes asked if moving the branch would result in a cost increase or a cost decrease and reminded the Board that expenses have been increasing at three times the rate of revenues.

Director Wolf stated that it would be worth it to relook at the lease and consider the cost, but she does not believe there is another location in Northfield right now. She stated that there has been a discussion about the hours of operation at the Branch, and they will ask for patron input on that in the survey.

Trustee Neustadt asked if there is a way to track if patrons are getting books from other libraries. Director Wolf stated that there is, and that the library can use that data to find trends in what patrons are requesting. This is the task of the new librarian II positions.

VII. Liaisons to Other Organizations-Reports

- *RAILS* - Director Wolf stated that there is nothing new to report on RAILS.
- *Winnetka Village*- Trustee Anwar discussed the school referendum; she and Trustee Ruiz-Funes and Director Wolf attended the meeting.
- *Northfield Village*- Trustee Neustadt stated that there is nothing new to report on the Northfield Village.

VIII. Unfinished Business

IX. New Business

- *Discussion and Vote to Amend Circulation Policy**
Director Wolf stated that the District has not updated the full Circulation Policy since 2011. The purpose of this amendment is to ensure that the procedural matches the policy.

Director Wolf stated the additions to the Circulation Policy:

- Library Card Registrants
- Hold Items
- Overdue and Billed Items

Director Wolf stated the sections of the Circulation Policy that will be changing to align with current practice:

- Reciprocal Borrowing Program
- Interlibrary Loan
- Reference to STEAM kits
- Lost, Damaged, and Incomplete Items
- Claimed Materials
- Loan Policy (approved at the January 21, 2019 board meeting)

Trustee Ruiz-Funes asked if the District is too generous with the allotted number of renewals. Director Wolf stated that there is a browsing loss, but if patrons place holds, they will be able to get their materials. She also stated that we have an opportunity to ask for patron input in the upcoming survey.

Trustee Ruiz-Funes asked how the District is communicating these changes to patrons. Director Wolf stated that staff have been communicating the loan rules to patrons, and all other changes will be updated on the website.

A MOTION was made by Trustee Neustadt to approve the Amendment to the Circulation Policy and seconded by Trustee Anwar.

The MOTION passed on a voice vote.

- *Discussion and Vote to Amend Fiscal Accountability Policy**
Director Wolf stated that the proposed amendments to the Fiscal Accountability Policy are necessary due to changes in Illinois Law:

- Bid requirement amount for construction, improvements, or equipment purchases has increased from \$20,000 to \$25,000.
- All travel, meal and lodging expenses are subject to the Expense Reimbursement Policy per the previously passed ordinance.

A MOTION was made by Trustee Anwar to approve the Amendment to the Fiscal Accountability Policy and seconded by Trustee Neustadt.

The MOTION passed on a voice vote.

Trustee Ruiz-Funes asked if the District violated the Fiscal Accountability Policy by not having a competitive bid for the Patio Project. Director Wolf responded that we did not violate the policy. She stated that the District does not need to go out to bid for architects because it is a specialized service; however, we will go out to bid before construction.

X. Communications

- Trustee Reichert mentioned the Well Connected: Winnetka and Chicago Architects event that will be taking place at the Winnetka Library on April 9, 2019 to celebrate the 150th Anniversary of Winnetka. Former Board President, Laurie Peterson will be presenting.

XI. Public Comments

No public comments.

XII. Adjournment to Closed Session

- *5 ILCS 120/2(c)(21) To review minutes of meetings lawfully closed under the Open Meetings Act as mandated by Section 2.06 of the Act*
Postponed until March 18, 2019 Regular Meeting.

XIII. Adjournment

There being no further business to come before the Board, a MOTION to adjourn was made by Trustee Neustadt and seconded by Trustee Ruiz-Funes. The MOTION passed on a voice vote and Trustee Reichert adjourned the meeting at 7:53 p.m.

Respectfully submitted,
Nicola White
Recording Secretary

_____ Brian Johnson, President

_____ Suzanne Shoup, Secretary

Winnetka-Northfield Public Library District

Library Fund - Cash
 July 2018 - June 2019
 February 2019 - 66.66%

	Budget 2018-19		Actual February 2019		
	Full Year	Prorated Through February 2019	February 2019	% of Budget	Variance vs. Prorated Budget
Revenues					
Library Fund	\$ 3,978,999	\$ 2,652,666	\$ 2,487,273	62.5%	\$ (165,393)
IMRF Fund	\$ 90,000	\$ 60,000	\$ 41,047	45.6%	\$ (18,953)
FICA Fund	\$ 20,000	\$ 13,333	\$ 9,607	48.0%	\$ (3,727)
Building and Site Fund	\$ 150,000	\$ 100,000	\$ 67,248	44.8%	\$ (32,752)
Unemployment Fund	\$ 10	\$ 7	\$ 1	10.0%	\$ (6)
Total Revenues	\$ 4,239,009	\$ 2,826,006	\$ 2,605,176	61.5%	\$ (220,830)
Expenses					
Library Fund	\$ 3,721,075	\$ 2,480,717	\$ 2,240,286	60.2%	\$ 240,431
IMRF Fund	\$ 105,000	\$ 70,000	\$ 87,518	83.4%	\$ (17,518)
FICA Fund	\$ 125,000	\$ 83,333	\$ 75,914	60.7%	\$ 7,419
Building and Site Fund	\$ 304,788	\$ 203,192	\$ 177,331	58.2%	\$ 25,861
Unemployment Fund	\$ 1,000	\$ 667	\$ 10,533	1053.3%	\$ (9,866)
Total Expenses	\$ 4,256,863	\$ 2,837,909	\$ 2,591,582	60.9%	\$ 246,327
Total Revenues	\$ 4,239,009	\$ 2,826,006	\$ 2,605,176	61.5%	\$ (220,830)
Total Expenses	\$ 4,256,863	\$ 2,837,909	\$ 2,591,582	60.9%	\$ 246,327
Net Operating Income	\$ (17,854)	\$ (11,902)	\$ 13,594	-76.1%	\$ 25,497

Winnetka-Northfield Public Library District
 Library Fund - Cash
 July 2018 - June 2019
 February 2019 - 66.66%

	Budget 2018-19		Actual February 2019		
	Full Year	Prorated Through February 2019	February 2019	% of Budget	Variance vs. Prorated Budget
Revenues					
Total 0004000 Property Taxes					
Collections	\$ 3,741,892	\$ 2,494,595	\$ 2,312,675	61.8%	\$ (181,920)
Total 0004500 Interest	\$ 18,000	\$ 12,000	\$ 63,842	354.7%	\$ 51,842
1004040 Replacement Tax	\$ 20,000	\$ 13,333	\$ 15,519	77.6%	\$ 2,185
Total 1004050 Per Capita Grant	\$ 14,107	\$ 9,405	\$ 22,890	162.3%	\$ 13,486
1004060 Kenilworth Services	\$ 100,000	\$ 66,667	\$ 48,583	48.6%	\$ (18,084)
Total 1004100 Fines	\$ 35,000	\$ 23,333	\$ 15,810	45.2%	\$ (7,523)
1004120 Studio Fees	\$ 4,500	\$ 3,000	\$ 1,121	24.9%	\$ (1,879)
Total 1004150 Lost/Damaged					
Materials	\$ 4,500	\$ 3,000	\$ (240)	-5.3%	\$ (3,240)
Total 1004200 Non-Resident Fee	\$ -	\$ -	\$ 1,166	\$ -	\$ 1,166
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,000	\$ 4,582	50.9%	\$ (1,418)
Total 1004700 Book Sales	\$ 2,000	\$ 1,333	\$ 1,038	51.9%	\$ (296)
1004775 Miscellaneous Revenue	\$ -	\$ -	\$ 224		\$ 224
Total 1004800 Contributions	\$ 30,000	\$ 20,000	\$ 63	0.2%	\$ (19,937)
Total Revenues	\$ 3,978,999	\$ 2,652,666	\$ 2,487,273	62.5%	\$ (165,393)
Expenses					
1000000 Fund 10 General Expenses					
Total 10.5100 IT Services	173,150	115,433	107,150	61.9%	8,284
Total 1005000 Administrative Services	356,425	237,617	206,858	58.0%	30,759
Total 1005100 Personnel	1,835,000	1,223,333	1,100,894	60.0%	122,439
Total 1005900 Programming-District Initiative	81,100	54,067	35,577	43.9%	18,490
Total 1015300 Adult Services - Winnetka	475,000	316,667	364,143	76.7%	(47,476)
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	37,933	36,476	64.1%	1,458
Total 1025300 Adult Services - Northfield	61,000	40,667	36,380	59.6%	4,286
Total 1025400 Youth/Children's Sv.- Northfield	32,500	21,667	16,732	51.5%	4,935
Total 1035800 Capital Outlay	650,000	433,333	336,076	51.7%	97,257
Total 1000000 Fund 10 General Expenses	3,721,075	2,480,717	2,240,286	60.2%	240,431
Total Revenues	3,978,999	2,652,666	2,487,273	62.5%	(165,393)
Total Expenses	3,721,075	2,480,717	2,240,286	60.2%	240,431
Net Operating Income	257,924	171,949	246,987	95.8%	\$ 75,038

Winnetka-Northfield Public Library District
General Fund Income Statement
July, 2018 - June, 2019
February 2019 - 66.66%

	Budget 2018-19		Actual February 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through February 2019	February 2019	% of Budget	
Income					
0004000 Property Taxes Collections					
1004000 GF -Property Taxes	\$ 3,741,892	\$ 2,494,595	\$ 2,312,675	62%	\$ (181,920)
Total 0004000 Property Taxes Collections	\$ 3,741,892	\$ 2,494,595	\$ 2,312,675	62%	\$ (181,920)
0004500 Interest	18,000	12,000			
0004501 Checking Interest Income					
1004501 Checking Interest Income-GF			1,652		
1004525 FT Money Market-Interest			786		
1004595 FT Investment Interest Income			61,405		
Total 0004500 Interest	\$ 18,000	\$ 12,000	\$ 63,842	355%	\$ 51,842
1004040 Replacement Tax	\$ 20,000	\$ 13,333	\$ 15,519	78%	\$ 2,185
1004050 Per Capita Grant					
1004051 Per Capita Grant-WNK	14,107	9,405	21,696		2
1004052 Per Capita Grant-KNK	-	-	1,194		(1,194)
Total 1004050 Per Capita Grant	\$ 14,107	\$ 9,405	\$ 22,890	162%	\$ 13,486
1004060 Kenilworth Services	100,000	66,667	48,583	49%	(18,084)
1004100 Fines	35,000				
1014100 Fines - Winnetka			13,950		
1024100 Fines - Northfield			1,861		
Total 1004100 Fines	\$ 35,000	\$ 23,333	\$ 15,810	45%	\$ (7,523)
1004120 Studio Fees	4,500	3,000	1,121	25%	(1,879)
1004150 Lost/Damaged Materials	4,500	3,000			-
1014150 Lost/Damaged Mat.-Winnetka			(292)		
1024150 Lost/Damaged Mat.-Northfield			52		
Total 1004150 Lost/Damaged Materials	\$ 4,500	\$ 3,000	\$ (240)	-5%	\$ (3,240)
1004200 Non Resident Fees	\$ -	-	\$ 1,166		1,166
1004300 Copy/Printing	9,000	6,000			
1014300 Copy/Printing - Winnetka			3,173		
1024300 Copy/Printing - Northfield			1,409		
Total 1004300 Copy/Printing	\$ 9,000	\$ 6,000	\$ 4,582	51%	\$ (1,418)
1004700 Book Sales	2,000	1,333			
1014700 Book Sales - Winnetka			1,038		
Total 1004700 Book Sales	\$ 2,000	\$ 1,333	\$ 1,038	52%	\$ (296)
1004775 Miscellaneous Revenue			\$ 224		\$ 224
1004800 Contributions	30,000	20,000			
1004880 Gift Fund (over \$100)					
1004885 Gift Fund (under \$100)			0		
1004895 Friends Donations			63		
Total 1004800 Contributions	\$ 30,000	\$ 20,000	\$ 63	0%	\$ (19,937)
Total Income	\$ 3,978,999	\$ 2,652,666	\$ 2,487,273	63%	\$ (165,393)
Gross Profit	\$ 3,978,999	\$ 2,652,666	\$ 2,487,273	63%	\$ (165,393)
Expenses					
1000000 Fund 10 General Expenses					
10.5100 IT Services					
1005132 CCS & OCLC Operating	72,000	48,000	54,887	76%	6,887

	Budget 2018-19		Actual February 2019		
	Full Year	Prorated Through February 2019	February 2019	% of Budget	Variance vs. Prorated Budget
1005134 Software	31,000	20,667	19,670	63%	(997)
1005135 LAN Management	55,000	36,667	31,061	56%	(5,606)
1005136 Hardware	1,900	1,267	734	39%	(532)
1005177 Technology/Website	2,000	1,333	798	40%	(535)
Total 10.5100 IT Services	\$ 173,150	\$ 115,433	\$ 107,150	62%	(8,283.51)
1005000 Administrative Services					
1005101 Audit Fees	9,800	6,533	8,800	90%	2,267
1005120 Library Supplies	30,000	20,000	16,304	54%	(3,697)
1005121 Office Supplies	8,000	5,333	5,595	70%	262
1005122 Breakroom Supplies	1,500	1,000	939	63%	(61)
1005123 Postage	6,000	4,000	2,867	48%	(1,133)
1005124 Hospitality	6,000	4,000	171	3%	(3,829)
1005131 Accounting and Bookkeeping	15,000	10,000	11,620	77%	1,620
1005137 Legal Notices	1,500	1,000	372	25%	(628)
1005138 Delivery Service	7,700	5,133	4,926	64%	(207)
1005140 Payroll Services	8,500	5,667	5,769	68%	102
1005150 Liability Insurance Costs	35,000	23,333			
1005151 Liability Ins. - D & O			6,087		
1005153 Workers Compensation			668		
1005154 Liability Insurance			13,793		
Total 1005150 Liability Insurance Costs	35,000	23,333	20,548	59%	(2,786)
1005170 Utilities					
1005171 Electricity	45,000				
1015171 Electricity - Winnetka			31,718		
1025171 Electricity - Northfield			4,064		
Total 1005171 Electricity	45,000	30,000	35,781	80%	5,781
1005172 Water	5,625				
1015172 Water - Winnetka	-		1,506		
1025172 Water - Northfield			210		
Total 1005172 Water	5,625	3,750	1,716	31%	(2,034)
1005173 Storm Sewer	1,900				
1015173 Storm Sewer - Winnetka			1,065		
Total 1005173 Storm Sewer	1,900	1,267	1,065	56%	(201)
1005174 Natural Gas	11,000				
1015174 Natural Gas - Winnetka			6,373		
1025174 Natural Gas - Northfield			706		
Total 1005174 Natural Gas	11,000	7,333	7,079	64%	(254)
1005175 Telephone	9,250				
1015175 Telephone - Winnetka			7,319		
Total 1005175 Telephone	9,250	6,167	7,319	79%	1,153
1005176 Internet Services	16,500	11,000	11,896	72%	896
Total 1005170 Utilities	89,275	59,517	64,857	73%	5,340
1005700 Public Relations					
1005720 PR E-Marketing	1,500	1,000	-	0%	(1,000)
1005721 PR Promotional	6,000	4,000	5,701	95%	1,701
1005722 PR Source	25,000	16,667	-	0%	(16,667)
1005723 PR Supplies	8,000	5,333	3,071	38%	(2,263)
1005724 PR Advertising	3,500	2,333	31	1%	(2,303)
Total 1005700 Public Relations	44,000	29,333	8,803	20%	(20,531)
1005703 ILL Fees	150	100	100	67%	-

	Budget 2018-19		Actual February 2019		
	Full Year	Prorated Through February 2019	February 2019	% of Budget	Variance vs. Prorated Budget
1005713 Credit Card Processing Fees	-	-	797	0%	797
1005719 Board Expenses	1,000	667	-	0%	(667)
1005731 Memberships	6,500	4,333	193	3%	(4,140)
1005732 Staff Meetings	5,000	3,333	490	10%	(2,843)
1005734 Staff Recognition	-	-	19		19
1005735 Director's Expenses	1,000	667	300	30%	(367)
1005736 Legal	15,000	10,000	1,983	13%	(8,017)
1005741 Architects	-	-	7,800		7,800
1005742 Building Appraisal	500	333	-	0%	(333)
1005743 Other Consultations	15,000	10,000	21,096	141%	11,096
1005744 Investment Fees	-	-	2,681	0%	2,681
1005745 HR Consultant	50,000	33,333	19,828	40%	(13,506)
Total 1005000 Administrative Services	356,425	237,617	206,858	58%	(30,759)
1005100 Personnel					
1005110 Salaries	1,670,000	1,113,333	1,017,146	61%	(96,187)
1005111 Health Insurance	140,000	93,333	79,128	57%	(14,205)
1005112 Flu Vaccination	500	333	-	0%	(333)
1005113 Employee Asst. Program	1,500	1,000	150	10%	(850)
1005114 Conferences	20,000	13,333	4,133	21%	(9,201)
1005115 Flexible Spending Account	3,000	2,000	338	11%	(1,663)
Total 1005100 Personnel	1,835,000	1,223,333	1,100,894	60%	(122,439)
1005900 Programming-District Initiative					
1005308 Summer Reading	11,100	7,400	2,145	19%	(5,255)
1005716 OBTV	17,000	11,333	13,906	82%	2,573
1005907 Programming - Youth	15,500	10,333	4,500	29%	(5,833)
1005908 Programming - Adult	20,000	13,333	14,269	71%	936
1005910 Programming - Studio	10,000	6,667	328	3%	(6,339)
1005913 Studio General Supplies	7,500	5,000	428	6%	(4,572)
Total 1005900 Programming-District Initiative	81,100	54,067	35,577	44%	(18,490)
1015300 Adult Services - Winnetka					
1015340 Books-Fiction	55,000	36,667	38,494	70%	1,827
1015341 Books-Non-Fiction	65,000	43,333	41,321	64%	(2,012)
1015342 Periodicals	28,000	18,667	16,023	57%	(2,643)
1015343 DVDs	37,000	24,667	24,156	65%	(511)
1015344 Audio Books	25,000	16,667	12,962	52%	(3,705)
1015345 Books-Digital	170,000	113,333	132,867	78%	19,534
1015346 Online Database	95,000	63,333	98,320	103%	34,987
Total 1015300 Adult Services - Winnetka	475,000	316,667	364,143	77%	47,476
1015400 Youth/Children's Svcs.-Winnetka					
1015440 Books-Fiction	10,500	7,000	6,218	59%	(782)
1015441 Books-Non-Fiction, Easy, & JH	-	-	-		-
101544E Books-Easy	13,000	8,667	8,117	62%	(550)
101544J Books-Jr. High	6,000	4,000	5,433	91%	1,433
101544N Books-Non Fiction	12,000	8,000	6,443	54%	(1,557)
Total 1015441 Books-Non-Fiction, Easy, & JH	31,000	20,667	19,993	64%	(674)
1015443 DVDs	8,000	5,333	5,102	64%	(231)
1015444 Audio Books	7,000	4,667	4,322	62%	(345)
1015445 Music	400	267	841	210%	574

	Budget 2018-19		Actual February 2019		Variance vs. Prorated Budget
	Full Year	Prorated Through February 2019	February 2019	% of Budget	
Total 1015400 Youth/Children's Svcs.-Winnetka	56,900	37,933	36,476	64%	(1,458)
1025300 Adult Services - Northfield					
1025340 Books-Fiction-Adult	24,000	16,000	14,613	61%	(1,387)
1025341 Books-Non-Fiction-Adult	12,000	8,000	6,168	51%	(1,832)
1025343 DVDs-Adult	16,000	10,667	9,894	62%	(772)
1025344 Audio Books-Adult	9,000	6,000	5,705	63%	(295)
Total 1025300 Adult Services - Northfield	61,000	40,667	36,380	60%	(4,286)
1025400 Youth/Children's Sv.-Northfield					
1025440 Books-Fiction-Juv	7,000	4,667	3,667	52%	(1,000)
1025441 Books-Non-Fiction, Easy, & JH					
102544E Books-Easy	5,000	3,333	3,588	72%	255
102544J Books-Jr. High	5,500	3,667	2,298	42%	(1,368)
102544N Books-Non Fiction	5,000	3,333	3,102	62%	(231)
Total 1025441 Books-Non-Fiction, Easy, & JH	15,500	10,333	8,989	58%	(1,345)
1025443 DVDs-Juv	4,500	3,000	1,918	43%	(1,082)
1025444 Audio Books-Juv	5,000	3,333	1,893	38%	(1,441)
1025445 Music - Juv	500	333	266	53%	(67)
Total 1025400 Youth/Children's Sv.-Northfield	32,500	21,667	16,732	51%	(4,935)
1035800 Capital Outlay					
1005882 Building	155,000	103,333	208,848	135%	105,514
1005884 Equipment/Furniture	400,000	266,667	82,130	21%	(184,537)
1005885 Computer Equipment	95,000	63,333	45,099	47%	(18,235)
Total 1035800 Capital Outlay	650,000	433,333	336,076	52%	(97,257)
Total 1000000 Fund 10 General Expenses	3,721,075	2,480,717	2,240,286	60%	(240,431)
Total Expenses	3,721,075	2,480,717	2,240,286	60%	(240,431)
Net Operating Income	257,924	171,949	246,987	96%	75,038

Winnetka-Northfield Public Library District

CHECK DETAIL

February 2019

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
0001001	Operating Checking - FT					
02/01/2019	Bill Payment (Check)	DD	COMCAST		C	-256.85
						-256.85
02/01/2019	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA	Voided	C	0.00
						0.00
02/01/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-1,999.40
						-1,999.40
02/01/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,433.92
						-3,433.92
02/01/2019	Bill Payment (Check)	DD	COMED		C	-475.76
						-475.76
02/04/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-258.40
						-258.40
02/04/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-902.26
						-902.26
02/04/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-21.99
						-21.99
02/04/2019	Bill Payment (Check)	ACH	Warehouse Direct		C	-284.90
						-284.90
02/04/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-849.81
						-849.81
02/04/2019	Bill Payment (Check)	ACH	FIRST COMMUNICATIONS		C	-474.88
						-474.88
02/04/2019	Bill Payment (Check)	ACH	Kanopy		C	-178.00
						-178.00
02/04/2019	Bill Payment (Check)	ACH	NCPERS GROUP LIFE INS.		C	-16.00
						-16.00
02/04/2019	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		C	-1,326.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-1,326.00
02/04/2019	Bill Payment (Check)	DD	U.S. Postal Service		C	-100.00
						-100.00
02/05/2019	Bill Payment (Check)	DD	NICOR		C	-238.93
						-238.93
02/08/2019	Bill Payment (Check)	DD	COMCAST		C	-237.85
						-237.85
02/08/2019	Bill Payment (Check)	DD	NORTH SHORE GAS		C	-1,218.89
						-1,218.89
02/08/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR			-2,528.40
						-2,528.40
02/08/2019	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		C	-8,837.50
						-8,837.50
02/08/2019	Bill Payment (Check)	2542	Cheryl Rich Heisler		C	-175.00
						-175.00
02/08/2019	Bill Payment (Check)	2543	Donald Baumgartner		C	-300.00
						-300.00
02/08/2019	Bill Payment (Check)	2544	GREAT AMERICA FINANCIAL SERVICES		C	-799.98
						-799.98
02/08/2019	Bill Payment (Check)	2545	Intellicorp Records Inc.		C	-59.40
						-59.40
02/08/2019	Bill Payment (Check)	2546	Quench USA, Inc.		C	-408.00
						-408.00
02/08/2019	Bill Payment (Check)	2547	Wayne Endre Contracting, Inc.		C	-2,700.00
						-2,700.00
02/11/2019	Bill Payment (Check)	ACH	QUILL CORPORATION		C	-73.97
						-73.97
02/11/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,050.91
						-1,050.91
02/11/2019	Bill Payment (Check)	ACH	Warehouse Direct		C	-38.85
						-38.85
02/11/2019	Bill Payment (Check)	ACH	MICHAEL CIANFRANI.		C	-53.66

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-53.66
02/11/2019	Bill Payment (Check)	ACH	DIGITAL INSURANCE, INC.		C	-187.50
						-187.50
02/11/2019	Bill Payment (Check)	ACH	CCI Solutions		C	-30.63
						-30.63
02/11/2019	Bill Payment (Check)	ACH	TODAY'S BUSINESS SOLUTIONS INC.		C	-394.70
						-394.70
02/11/2019	Bill Payment (Check)	ACH	MERCHANTS DELIVERY SERVICE		C	-600.00
						-600.00
02/11/2019	Bill Payment (Check)	ACH	HOOPLA (MIDWEST TAPE)		C	-1,102.43
						-1,102.43
02/11/2019	Bill Payment (Check)	ACH	BIBLIOTHECA, LLC		C	-50.00
						-50.00
02/11/2019	Bill Payment (Check)	ACH	MICHAEL CIANFRANI.		C	-33.81
						-33.81
02/15/2019	Bill Payment (Check)	ACH	THYSSENKRUPP ELEVATOR CORP.		C	-1,828.61
						-1,828.61
02/15/2019	Bill Payment (Check)	ACH	3 Points, LLC		C	-2,927.00
						-2,927.00
02/15/2019	Bill Payment (Check)	ACH	MUELLER BUILDING SERVICES INC.		C	-8,837.50
						-8,837.50
02/15/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,687.33
						-2,687.33
02/15/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-4,639.14
						-4,639.14
02/15/2019	Bill Payment (Check)	ACH	VILLAGE OF WINNETKA		C	-12,198.32
						-12,198.32
02/15/2019	Bill Payment (Check)	2548	Annette Bochenek		C	-200.00
						-200.00
02/15/2019	Bill Payment (Check)	2549	Catherine Comstock			-17.89
						-17.89

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
02/15/2019	Bill Payment (Check)	2550	Christine Thornton		C	-300.00 -300.00
02/15/2019	Bill Payment (Check)	2551	Illinois Department of Employment Security	Voided	C	0.00 0.00
02/15/2019	Bill Payment (Check)	2552	Maurice D. Blecher			-50.00 -50.00
02/15/2019	Bill Payment (Check)	2553	Illinois Department of Employment Security			-5,494.83 -5,494.83
02/18/2019	Bill Payment (Check)	ACH	GALE/CENGAGE LEARNING		C	-100.26 -100.26
02/18/2019	Bill Payment (Check)	ACH	Warehouse Direct		C	-1,276.55 -1,276.55
02/18/2019	Bill Payment (Check)	DD	U.S. Postal Service			-721.57 -721.57
02/20/2019	Bill Payment (Check)	DD	First Bankcard		C	-3,800.23 -3,800.23
02/21/2019	Bill Payment (Check)	DD	VILLAGE OF WINNETKA		C	-2,707.78 -2,707.78
02/22/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-1,614.63 -1,614.63
02/22/2019	Bill Payment (Check)	ACH	MANAGEMENT ASSOCIATION		C	-2,830.00 -2,830.00
02/22/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,806.74 -1,806.74
02/22/2019	Bill Payment (Check)	ACH	MIDWEST TAPE	Customer #2000007094 - Library Materials	C	-2,312.18 -2,312.18
02/22/2019	Bill Payment (Check)	ACH	BAKER & TAYLOR		C	-3,114.52 -3,114.52
02/22/2019	Bill Payment (Check)	ACH	CDW-G		C	-1,596.44 -1,596.44
02/22/2019	Bill Payment (Check)	ACH	COOPERATIVE COMPUTER		C	-6,862.57

March 18,2019

Thursday, March 14, 2019 07:17 PM GMT-7

16 4/5

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT	
			SERVICES				-6,862.57
02/22/2019	Bill Payment (Check)	ACH	DE LAGE LANDEN FINANCIALSVCS.		C	-665.00	
						-665.00	
02/22/2019	Bill Payment (Check)	2554	AT&T (Phone Service)			-436.85	
						-436.85	
02/22/2019	Bill Payment (Check)	2555	Des Plaines Public Library			-39.08	
						-39.08	
02/22/2019	Bill Payment (Check)	2556	Evanston Public Library			-27.95	
						-27.95	
02/22/2019	Bill Payment (Check)	2557	Highland Park Public Library			-108.85	
						-108.85	
02/22/2019	Bill Payment (Check)	2558	Kristyn Ivey			-250.00	
						-250.00	
02/25/2019	Bill Payment (Check)	ACH	DELTA DENTAL PLAN OF ILLINOIS		C	-721.65	
						-721.65	
02/25/2019	Bill Payment (Check)	ACH	OVERDRIVE INC.		C	-1,038.91	
						-1,038.91	
02/25/2019	Bill Payment (Check)	ACH	Jessica Thompson		C	-32.35	
						-32.35	
02/26/2019	Bill Payment (Check)	2559	U.S. Postal Service		C	-721.57	
						-721.57	
02/26/2019	Bill Payment (Check)	2560	U.S. Postal Service		C	-235.00	
						-235.00	

Financial Report

- The second disbursement is now coming in for our revenues.
- Capital Outlay in the Building GL is running high due to final payments for the remodel being dispersed.
- Utilities costs are running slightly above the anticipated budget; we will have to make adjustments in next year's budget for higher costs in power and water.
- Personal line continues to be underbudget due to several factors; we have two significant positions that we did not fill (salaries over 60K), and our librarian II positions started in February.
- IMRF is currently over in cash; however, in accrual we are about 2% over budget. In January, the rate change of 6.89% for the year went into effect (from 10.24%). We should see the numbers fall in line for the year with any overage being nominal.

Library Staff Member of the Year:

We have chosen to honor Mark Swenson, Head of Information Technology as Librarian of the Year for the Chamber of Commerce Recognition this year. Mark Swenson has been an integral part of the team at the Winnetka-Northfield Public Library District for the past 21 years. He joined the library in September 1997, shortly after finishing library school with a specialization in computer & technical services. Quickly he became an indispensable member of the staff and rose to become the Head of Information Technology. He has worked the reference desk, taught classes, cataloged books, selected materials for the library's collection, maintained the website and has kept our ever-expanding collection of computers, studio machines and entire electronic system running since he arrived.

During his tenure libraries have evolved into technologically savvy hubs of learning and discovery. Mark has led the way for the Winnetka-Northfield Public Library District to stay at the forefront of a technologically fueled world, by incorporating and maintaining progressive technology to benefit our patrons. His background in Library Science coupled with his IT expertise makes him an invaluable resource for our library district because he fully understands what we do and how to provide the best service possible for our patrons. It is safe to say that Mark is the best at what he does, and our district would not be the same without him.

Building and Grounds

We met with the Lakota group and Village representatives to understand how our plan and the Village master plan will work together. Product + Architecture met with the staff to discuss the draft plan ideas. We look forward to the next steps in both projects.

Strategic Planning

The staff met for a brainstorming session to discuss what we want to glean from our patron survey and what focus opportunities there are after the survey and during the process. Staff also reviewed a draft of the survey to give feedback. This was sent to the board for review.

Staff Training and Personnel Updates:

Sandy Penn has been promoted to Library Associate. Sandy was formally a Page at the library. We are excited to promote Sandy to this new role and look forward to seeing her smiling face at all our service points.

Our part-time Cataloger Jessica Thomson has resigned to take a full-time Cataloger position at the Wilmette Public Library District. We are thrilled for Jessica, who is working with our Librarian II's to make sure materials move smoothly during the Collections Department transition. Jessica's last day will be March 22nd.

Amanda Garrity, Programing Specialist Librarian II has stepped up to act as interim Head of Youth Services while Heath of Youth Services, Sheila Cody is out on leave. Amanda has stepped up a little earlier than we

anticipated, but she is doing a fantastic job supporting the Youth Services Team.

Studio Training:

Studio Associate Jaime Gonzalez-Vicker continued training staff in the Studio, with a goal to train all degreed librarians and associates with Studio responsibilities to the same level. This month he also started training Sandy Penn, who was promoted to Associate from Page when a position opened in early February.

Circulation Services

Total circulation for the month of February FY 2018/2019 was **37,599** compared to **17,806** for the same month last year.

This represents a net change of **111.16 %**.

Cumulative circulation through February FY 2018/2019 is **331,968** compared to **251,888** for the previous fiscal year to date. This represents a net change of **31.79 %**.

Cumulative virtual branch circulation through February FY 2018/2019 is **36,079** compared to **26,350** for the previous fiscal year to date. This represents a net change of **36.92 %**.

Cumulative virtual branch circulation through January FY 2018/2019 is **31,348** compared to **23,053** for the previous fiscal year to date. This represents a net change of **35.98 %**.

Self-checkout at the Winnetka Library for the month of February was **66.05%**.

Technology

Computer Usage

Winnetka had 17,388 recorded hotspot sessions from 1,909 distinct devices. The average session time was 30 minutes. These sessions used a total of 274 GB of downstream bandwidth and 47 GB of upstream bandwidth.

Northfield had 6,214 hotspot sessions from 956 distinct devices. The average session time was 38 minutes. These sessions used a total of about 180 GB of downstream bandwidth and about 12 GB of upstream bandwidth.

We had 8,277 web sessions with 4,942 unique website users as counted by Google Analytics. The sessions number is up from last year's 7,310 sessions, and the unique visitors count is up from last year's 4,155 unique users.

Mark Swenson, Head of Information Technology attended Code4Lib 2019.

Of these many presentations, I enjoyed the following highlighted talks most:

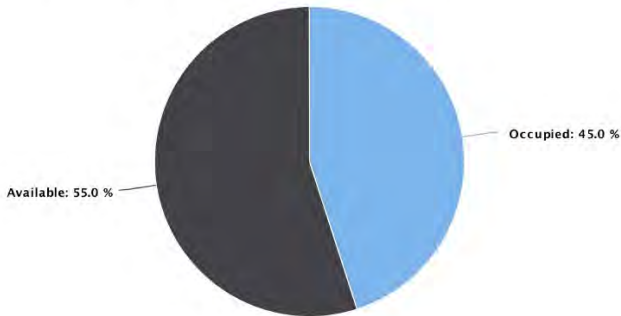
- Tim Walsh, a librarian at Concordia University described something called **Vue.js** in his talk *Building REST API-backed Single Page Applications (SPAs) with Vue.js*. Vue.js is a JavaScript library that can be used to build light-weight applications that run within a single webpage. The talk demonstrated how easy it is to construct such an application with Vue.js and it looks like something that could be quite useful for making quick, custom applications.
- Jeff Gerhard from Georgetown Law Library described a framework called **Jupyter** in his talk *Ringers of Jupyter: the Jupyter Notebook as Faux Web App*. With Jupyter a user can make quick modifications to and use powerful visualization libraries to make graphs that analyze data in ways that would be difficult otherwise. This looks promising for doing more sophisticated analysis of our data.

Website: Most Visited Pages

Home Page | Movies | Jobs | Oscar Nominations 2019 | eAudiobooks | digital-library/ebooks-eaudiobooks

Study Room Usage

Aggregate Occupancy Ratio for
Friday, February 1, 2019 to Thursday, February 28, 2019



Bookings Summary

Unique Users	90
Total Bookings	201
Time Available	48,960
Time Booked	22,050
Average Booking Duration	110
User Showed Up - Yes	186
User Showed Up - No	0

Programs and Activities

Summer Reading

We are planning for another summer of exciting summer reading fun! The committee is working hard to prepare for this year's program.

Program Attendance

Total District Program Attendance for the month of February FY 2018/2019 was **1,317** compared to **862** for the same month last year. This represents a net change of **52.78 %**.

Cumulative District Program Attendance through February FY 2018/2019 is **10,967** compared to **10,361** for the same month last year. This represents a net change of **5.85 %**.

Programming Highlights

- **3D Printing: Architecture** was attended by **9** patrons. Studio Associate Jaime Gonzalez-Vicker taught patrons how to print their favorite building or monument on the Library's 3D printer.
- **Kon Mari 101** was attended by **35** patrons. Participants learned about the revolutionary Japanese decluttering method made popular by Marie Kondo's bestseller, "The Life-Changing Magic of Tidying Up."

Communications and Marketing

The spring issue of The Source is out. We are now focusing on monitoring the registrations and supporting the programming that needs a push.

Library Director's Report and Staff Activities
for the March 18, 2019 Board Meeting

A large focus of our efforts this spring will be on the larger scale library events/projects listed below:

- Strategic Plan Survey (April) – we helped craft the survey and will work on the look and feel of the campaign to promote community participation. We will also help analyze the data collected.
- Northfield Renovation Survey – we will be shaping and creating the survey, along with the campaign to gather feedback from patrons at the Northfield Branch Library.
- Summer Reading – the theme has been chosen (super hero theme: “Reading is our Superpower”) and we are working on the printed and promotional materials to support the program.
- One Book Two Villages – We are excited to help drive OBTV again this year and are working on the look and feel of the promotion and in library displays. We also have thought of some fun outreach opportunities that we might try to incorporate, such as scattering a few of the books around town with a note to read and pass it along.
- The Winnetka Patio Project – we will continue to support the communication of the Patio Project as it draws near.

Amanda Garrity, our programming librarian, has been hard at work meeting with all staff that program, generating themes for the next cycle of The Source, coordinating outreach opportunities and diving into what works and what doesn't for adult programming.

Summary Report for February FY 2018/2019

Circulation Report

Total District

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	9,373	4,019	133.22 %	84,428	63,257	33.47 %	Books	11,628	5,195	123.83 %	105,891	79,455	33.27 %
Book - Fiction	5,012	2,371	111.39 %	46,377	35,123	32.04 %	Book - Fiction	9,545	4,195	127.53 %	90,337	68,962	31.00 %
Book - Nonfiction	4,361	1,648	164.62 %	38,051	28,134	35.25 %	Book - Nonfiction	2,083	1,000	108.30 %	15,554	10,493	48.23 %
Audiobook - CD	670	385	74.03 %	6,870	6,430	6.84 %	Audiobook - CD	118	40	195.00 %	1,006	802	25.44 %
Music CD	127	102	24.51 %	1,210	1,437	-15.80 %	Music CD	88	31	183.87 %	984	756	30.16 %
Playaway	118	55	114.55 %	1,708	1,572	8.65 %	Playaway	234	105	122.86 %	2,155	1,964	9.73 %
DVD/Blu-Ray	6,296	2,381	164.43 %	56,821	37,573	51.23 %	DVD/Blu-Ray	2,840	819	246.76 %	23,432	13,079	79.16 %
Magazine	150	44	240.91 %	1,576	967	62.98 %	Magazine	-	1	-	1	12	-
Other	18	45	-60.00 %	151	388	-61.08 %	Other	50	37	35.14 %	431	530	-18.68 %
Sent Out	1,170	1,238	-5.49 %	9,225	18,295	-49.58 %	Sent Out						
Total	17,922	8,269	116.74 %	161,989	128,952	25.62 %	Total	14,958	6,227	140.21 %	133,899	96,586	38.63 %

Kenilworth patron usage for the month of February FY 2018/2019 was **1,172**.

Items borrowed from other libraries for the month of February FY 2018/2019 was **1,783**.

Total circulation for the month of February FY 2018/2019 was **37,599** compared to **17,806** for the same month last year. This represents a net change of **111.16 %**

Cumulative circulation through February FY 2018/2019 is **331,968** compared to **251,888** for the previous fiscal year to date. This represents a net change of **31.79 %**.

Winnetka Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	6,109	430	1,320.70 %	54,609	38,215	42.90 %	Books	8,416	470	1,690.64 %	75,504	52,259	44.48 %
Book - Fiction	2,824	173	1,532.37 %	26,255	18,368	42.94 %	Book - Fiction	6,873	342	1,909.65 %	65,296	46,199	41.34 %
Book - Nonfiction	3,285	257	1,178.21 %	28,354	19,847	42.86 %	Book - Nonfiction	1,543	128	1,105.47 %	10,208	6,060	68.45 %
Audiobook - CD	385	31	1,141.94 %	4,021	3,631	10.74 %	Audiobook - CD	82	5	1,540.00 %	733	505	45.15 %
Music CD	80	6	1,233.33 %	767	815	-5.89 %	Music CD	59	7	742.86 %	617	421	46.56 %
Playaway	79	10	690.00 %	1,370	1,234	11.02 %	Playaway	189	3	6,200.00 %	1,654	1,398	18.31 %
DVD/Blu-Ray	4,141	259	1,498.84 %	37,859	23,191	63.25 %	DVD	1,707	92	1,755.43 %	14,208	7,793	82.32 %
Magazine	43	0	-	836	572	46.15 %	Magazine	-	-	-	1	2	-50.00 %
Other	12	13	-7.69 %	135	296	-54.39 %	Other	38	23	65.22 %	380	440	-13.64 %
Sent Out	837	409	104.65 %	6,590	10,868	-39.36 %	Sent Out						
Total	11,686	1,158	909.15 %	106,187	78,822	34.72 %	Total	10,491	600	1,648.50 %	93,097	62,818	48.20 %

Winnetka Library's circulation for the month of February FY 2018/2019 was **22,177** compared to **1,758** for the same month last year. This represents a net change of **1,161.49 %**.

Northfield Library

Adult							Youth						
Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Material	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
Books	3,264	3,589	-9.06 %	29,819	25,042	19.08 %	Books	3,212	4,725	11.73 %	30,387	27,196	11.73 %
Book - Fiction	2,188	2,198	-0.45 %	20,122	16,755	20.10 %	Book - Fiction	2,672	3,853	-30.65 %	25,041	22,763	10.01 %
Book - Nonfiction	1,076	1,391	-22.65 %	9,697	8,287	17.01 %	Book - Nonfiction	540	872	-38.07 %	5,346	4,433	20.60 %
Audiobook - CD	285	354	-19.49 %	2,849	2,799	1.79 %	Audiobook - CD	36	35	2.86 %	273	297	-8.08 %
Music CD	47	96	-51.04 %	443	622	-28.78 %	Music CD	29	24	20.83 %	367	335	9.55 %
Playaway	39	45	-13.33 %	338	338	0.00 %	Playaway	45	102	-55.88 %	501	566	-11.48 %
DVD	2,155	2,122	1.56 %	18,962	14,382	31.85 %	DVD/Blu-Ray	1,133	727	55.85 %	9,224	5,286	74.50 %
Magazine	107	44	143.18 %	740	395	87.34 %	Magazine	-	1	-	-	10	-
Other	6	32	-81.25 %	16	92	-82.61 %	Other	12	14	-14.29 %	51	90	-43.33 %
Sent Out	811	411	97.32 %	6,340	10,742	-40.98 %	Sent Out						
Total	5,903	6,282	-6.03 %	53,167	43,670	21.75 %	Total	4,467	5,628	-20.63 %	40,803	33,780	20.79 %

Northfield Library's circulation for the month of February FY 2018/2019 was **10,370** compared to **11,910** for the same month last year. This represents a net change of **-12.93 %**.

Virtual Branch Circulation

E-Books Downloaded						E-Audiobooks Downloaded						Magazines Downloaded					
Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Current Mo. Circ	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-
2,171	1,853	17.16 %	17,511	14,119	24.02 %	1,099	799	37.55 %	9,171	6,418	42.89 %	1,178	508	131.89 %	7,539	4,699	60.44 %
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 % +/-						
194	121	60.33 %	1,347	635	112.13 %	77	28	175.00 %	511	479	6.68 %						

Virtual Branch circulation for the month of February FY 2018/2019 was **4,719** compared to **3,309** for the same month last year. This represents a net change of **42.61 %**.

Cumulative virtual branch circulation through February FY 2018/2019 is **36,079** compared to **26,350** for the previous fiscal year to date. This represents a net change of **36.92 %**.

Library Activity Report

Winnetka Library

Adult						Youth						Total		
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	8,696	0	-	74,983	85,302	-12.10 %	People Counter							8,696
Reference Questions	1,102	-	-	7,851	6,721	15.81 %	Reference Questions	615	-	-	4,960	4,356	13.87 %	1,717
Studio	289	-	-	3,417	1,959	74.43 %	Studio							289
Genealogy	11	-	-	43	30	43.33 %	Genealogy							11
Program Attendance	164	151	8.61 %	1,798	1,851	-2.86 %	Program Attendance	751	0	-	5,874	5,050	16.32 %	915

Northfield Library

Adult						Youth						Total		
Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Category	Current Mo.	Same Mo. Last Year	Mo. % +/-	FY To Date	Previous FY To Date	FY % +/-	Grand Total
People Counter	5,248	7,786	-32.60 %	36,475	55,612	-34.41 %	People Counter							5,248
Reference Questions	927	-	-	9,152	6,974	31.23 %	Reference Questions	75	-	-	994	726	36.91 %	1,002
Program Attendance	86	244	-64.75 %	647	869	-25.55 %	Program Attendance	316	467	-32.33 %	2,648	2,591	2.20 %	402

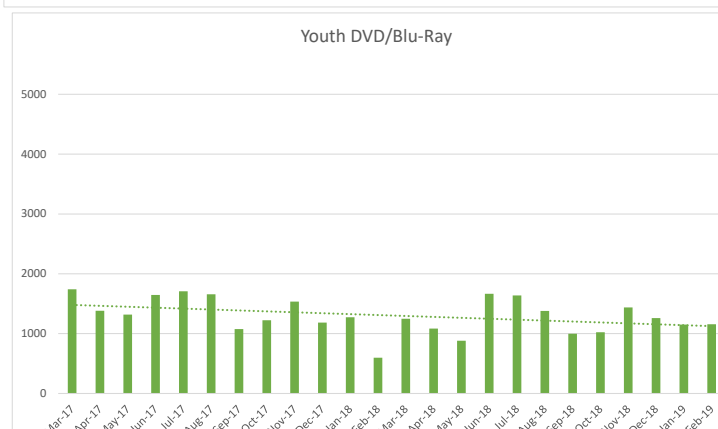
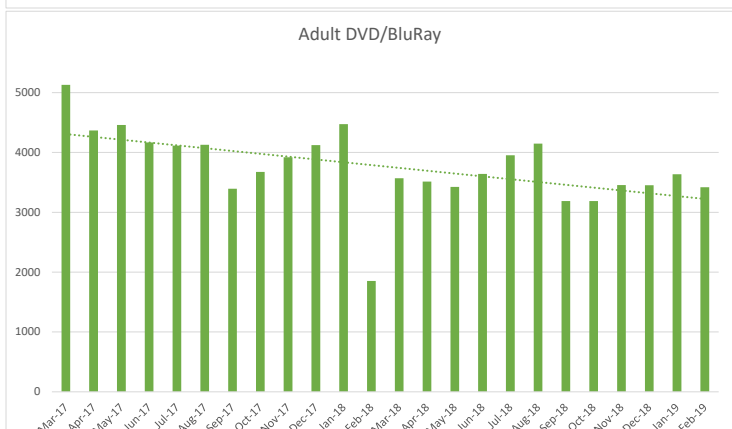
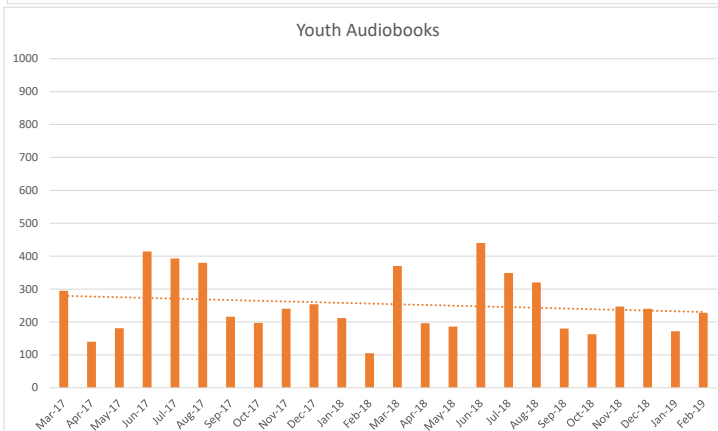
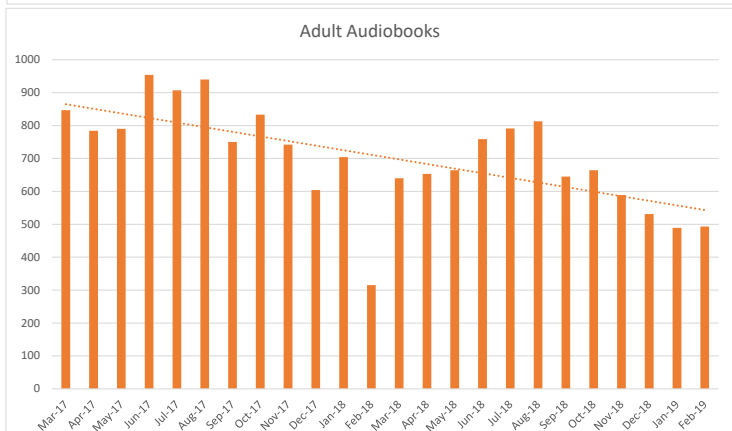
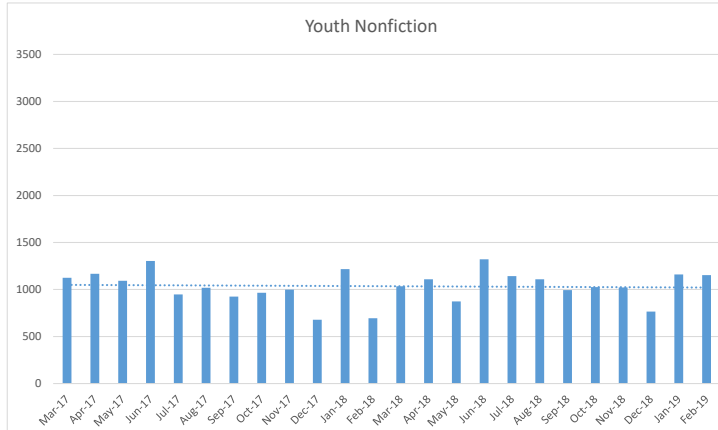
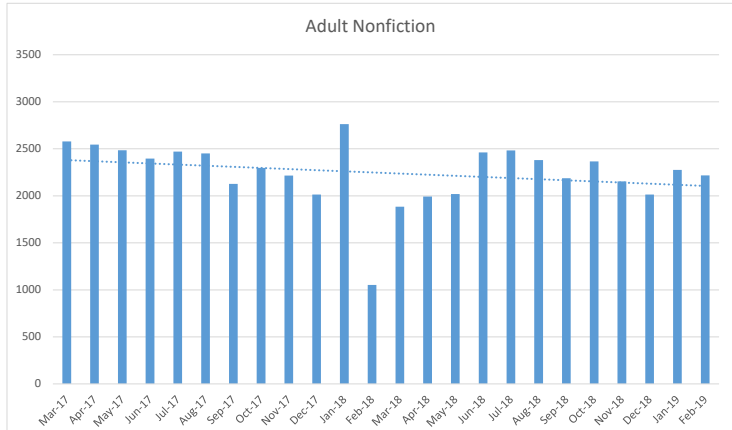
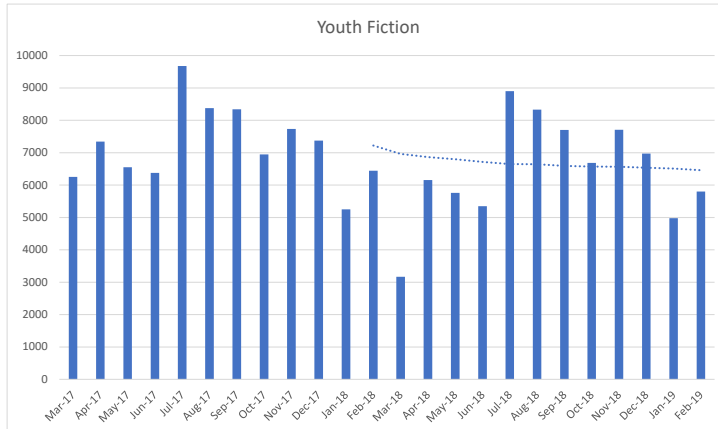
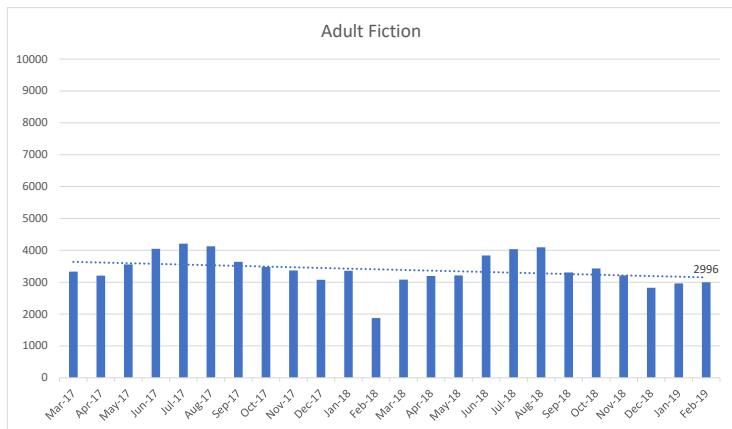
A total of **1,058** holds were placed for patrons in the month of February FY 2018/2019.

There were a total of **8,277** website sessions in the month of February FY 2018/2019.

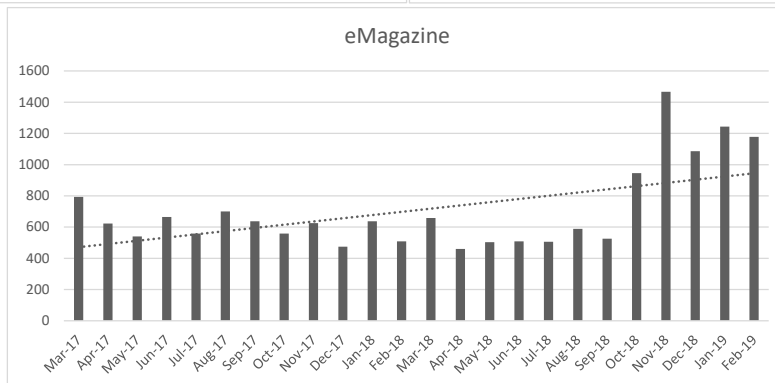
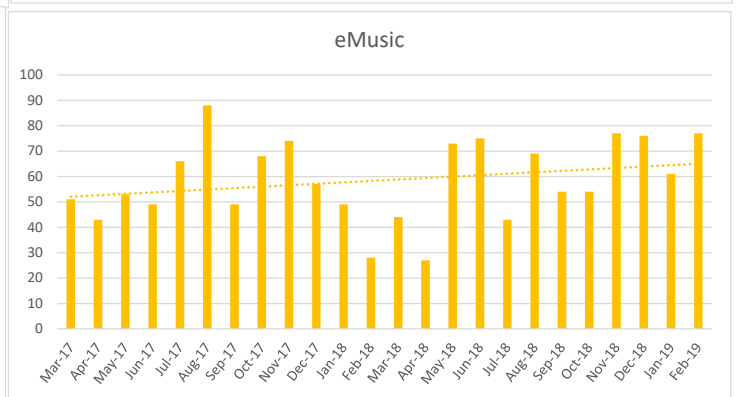
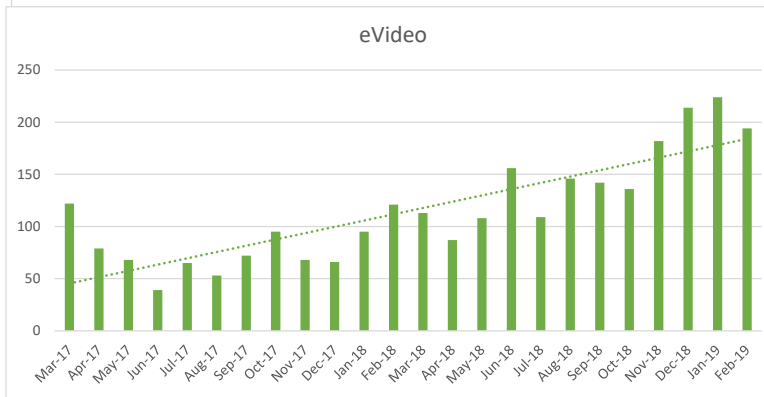
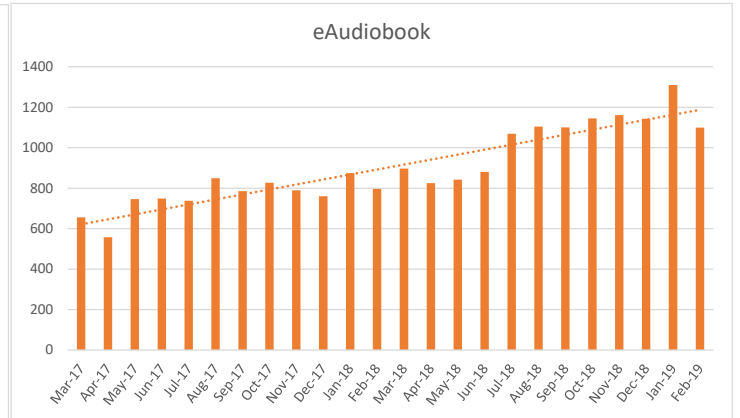
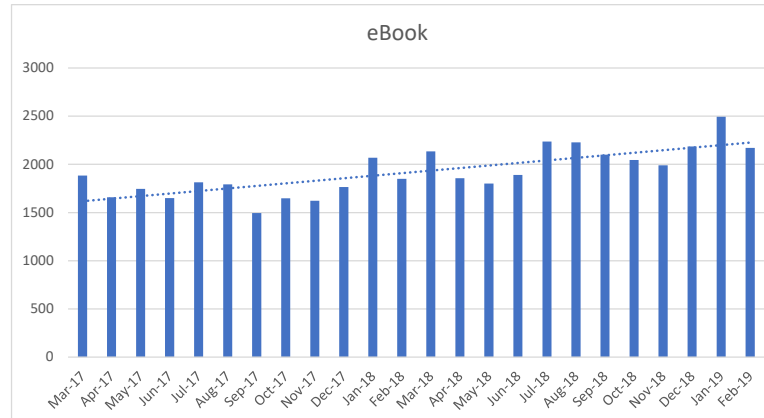
Total District Program Attendance for the month of February FY 2018/2019 was **1,317** compared to **862** for the same month last year. This represents a net change of **52.78 %**

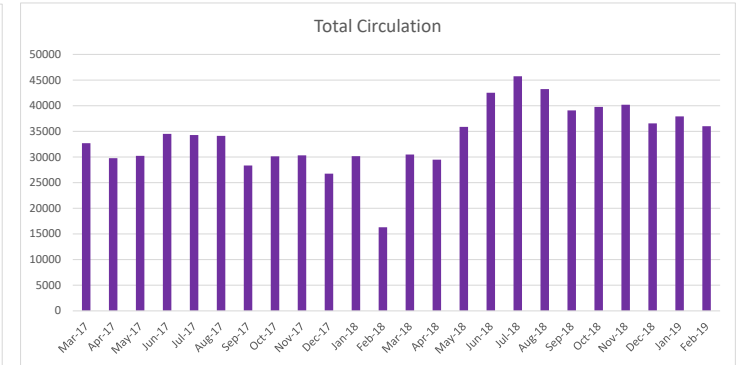
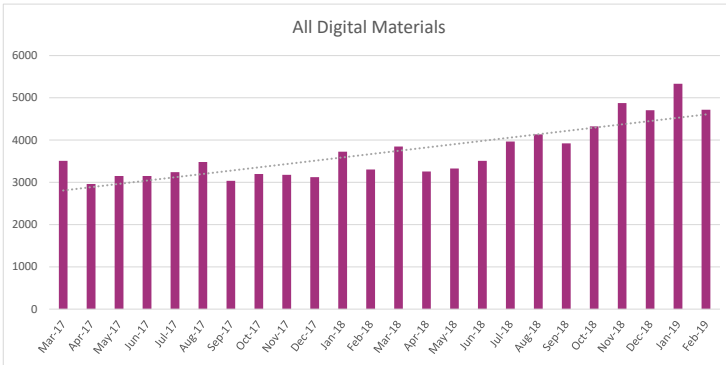
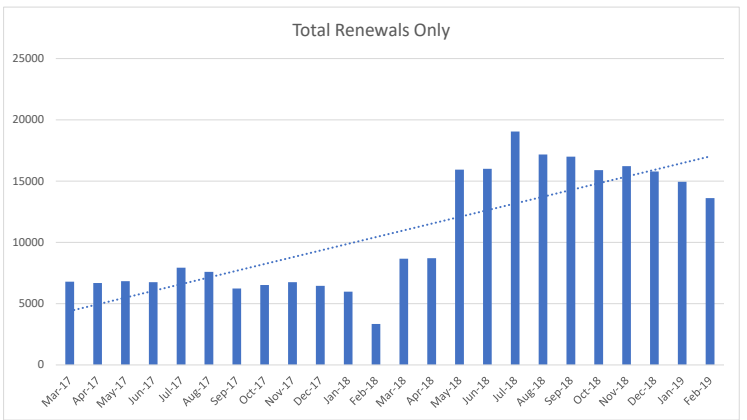
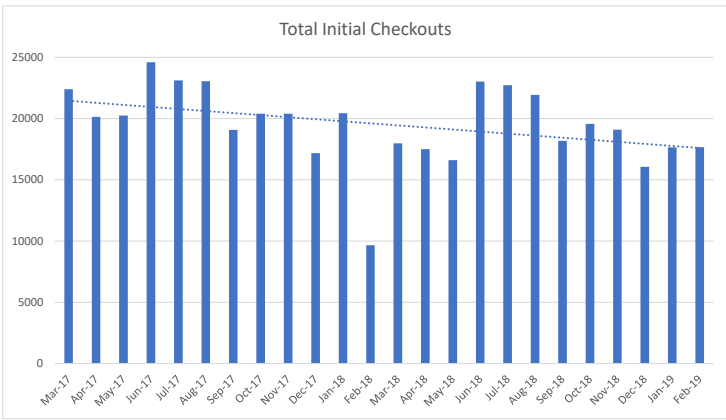
Cumulative District Program Attendance through February FY 2018/2019 is **10,967** compared to **10,361** for the same month last year. This represents a net change of **5.85 %**

Physical Initial Checkouts February 2019



Digital by Material Type





2019 Northfield Branch Renovation

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. We aspire to be a recognized leader and collaborative partner in our communities, and an innovator in library best practices.

The proposed renovations for the Northfield Branch Library are informed by our strategic plan. Feedback and comments were solicited from the public regarding library spaces and perceived needs. Plans for a refresh of the Northfield Branch have been in the budget and with the successful completion of the Winnetka Library renovation we are ready to begin the process at Northfield.

The Northfield Branch Library was last extensively remodeled in November of 1999. In the last five years we have completed smaller projects to refresh the space, including: new youth shelving, upgraded more comfortable seating, updated lighting, fresh painted walls, and (most recently) the renovation of the restrooms.

The design has been carefully engineered to enhance patron services while blending in new elements (study rooms) that our patrons have requested. Some keywords, drawn from our 2016 Strategic Plan that have framed the renovation are: friendly, community place, relaxed and comfortable.

- The targeted areas of focus for our renovation:
 - New carpeting throughout the Branch
 - Updated public service desk
 - Updated staff work spaces
 - Installation of self-service technology
 - Updated furniture for patron comfort and satisfaction
 - Powered tables
 - Updated shelving
 - Improvement of accessibility
 - Enhanced customer service through a combined desk, focused on welcoming and providing centralized service for patrons.
 - Add small group/study spaces

Where are we in the process

January 21, 2019 The Board of Trustees voted to proceed to the design phase with Product Architecture + Design for the Northfield Branch Remodel.

March 6, 2019 The staff viewed the first draft of plans.

March 18, 2019 The concept will be presented at the meeting of the Board of Trustees.

Our next steps (if approved by the Board):

- Gather community input through a patron survey and open house.
- Community feedback will be reviewed, and the responses will be shared with the Board.
- Potential revisions based on patron/community feedback will be brought to the Board.

August 2019 The proposed construction would commence; however, this is an extremely tight project turnaround based on the need to go out to bid. The next opportunity would be either November or January.

Northfield Branch Library

smc shales mcnett construction

Renovation budget summary

15-Mar-19

Demolition	\$28,213.00
General trades	\$45,290.00
Millwork	\$29,500.00
Flooring	\$33,180.00
Electrical, incl. lighting	\$66,500.00
HVAC	\$5,000.00
Sprinklers	\$5,000.00
Construction	\$212,683.00
General conditions	\$12,000.00
Contingency	\$34,030.00
SMC fee/ Supervision/precon	\$68,174.00
Insurance	\$2,781.00
Furniture,appliances and moving	\$73,750.00
AE fees	\$32,273.44
TOTAL	\$435,691.44

Deduct Alternates

Staff kitchen	\$17,400.00
Study Rooms	\$29,000.00